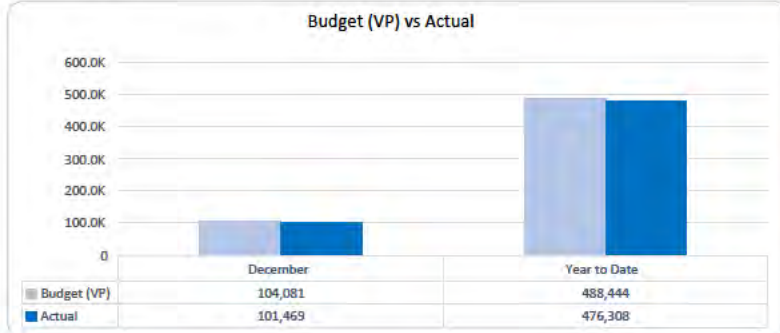


Parameter Selection

Cost Centre QHYSE - Holy See  
 Year 2024-2025  
 Month Dec

### HOM/HOP Dashboard (as at the end of December 2024)



Cost Centre Summary :	
QHYSE - Holy See	
AR-TOP-PST - Posts reporting - operating expenses	
AUD_BER - Budget Exchange Rate	
Component	Full Year
Cost Centre Allocation (V3)	1,064,141
Year End Forecast (VF)	1,052,179
Surplus / (Deficit)	11,962

Operating Expense	Year to Date		
	Budget Plan (VP)	Actual	Variance

s 47E(d)

Budget Plan (VP)	Full Year	
	Forecast (VF)	Variance

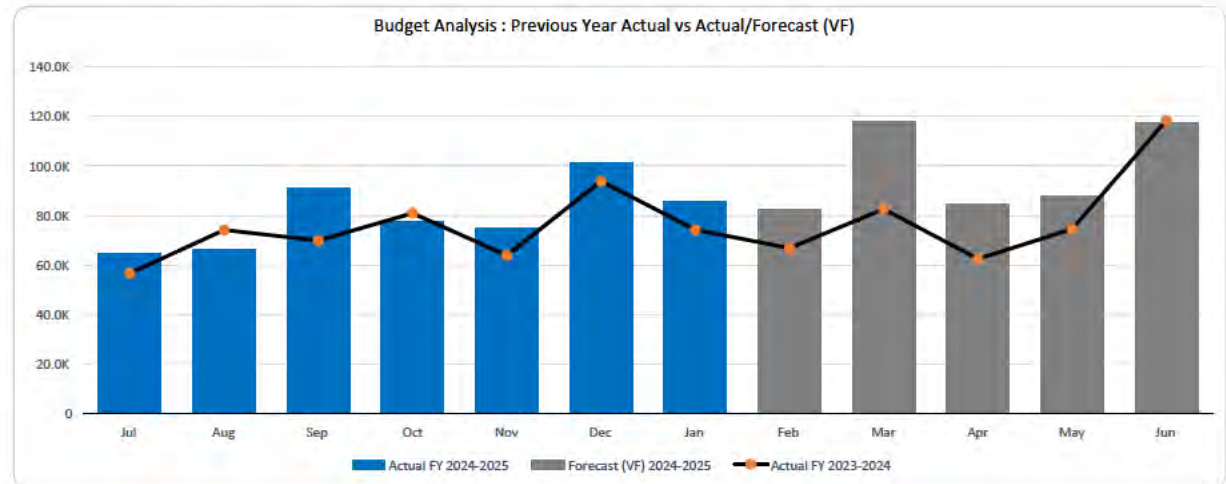
s 47E(d)

<b>Total</b>	<b>488,444</b>	<b>476,308</b>	<b>12,136</b>	<b>1,064,141</b>	<b>1,052,179</b>	<b>11,962</b>
--------------	----------------	----------------	---------------	------------------	------------------	---------------

N.B. \* Asterisk above indicates Top 3 Administration Expense Accounts by actual YTD expense (excluding Travel & Utilities).

Centrally Approved Budgets	Full Year Allocation	Year to Date Spend	Remaining Funds
HOM/HOP Representation	14,725	5,284	9,441
Public Diplomacy	8,000	1,791	6,209
Asset Replacement Plan	20,000	-	20,000

Multi-Year Budget Performance	2024-2025	2023-2024	2022-2023
Operating Budget	1,064,141	985,083	931,643
YTD Variance Underspend/(Overspend)	12,136		
Full Year Forecast/Actual Underspend/(Overspend)	11,962	66,213	46,940



s 22(1)(a)(ii)

s 22(1)(a)(ii)

HOM - Domestic  
YEARLY MOVEMENT REPORT  
From 03/2024 To 02/2025

Division : None specified

Employee Name / Employee No.	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan/25	Feb	Total
------------------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	--------	-----	-------

Department :HOLYSEE

s 22(1)(a)(ii) s 47E(d)

Earnings

Backpay Salary s 47F(1)

Separation/Termination Payment

Basic Salary

Overtime Pay

Meal Allowance

Bonus

Leave Pay

Misc. Payment (Taxable)

SOC SEC HOM DOM HOLY SEE

Deductions

Social Security Deduction

Net Pay	1711.09	1820.74	1629.83	1620.14	1765.83	1622.42	1632.11	1629.83	4785.58	10155.46	2823.17	2029.48	33225.68
---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	----------	---------	---------	----------

s 22(1)(a)(ii) s 47E(d)

Earnings

Backpay Salary s 47F(1)

Separation/Termination Payment

Basic Salary

Overtime Pay

Meal Allowance

Bonus

Leave Pay

Misc. Payment (Taxable)

SOC SEC HOM DOM HOLY SEE

Deductions

Social Security Deduction

Net Pay	1193.46	1185.38	1024.01	957.49	1152.63	949.16	997.10	1053.55	3424.08	6571.11	2317.28	2117.05	22942.30
---------	---------	---------	---------	--------	---------	--------	--------	---------	---------	---------	---------	---------	----------

s 22(1)(a)(ii)

HOM - Domestic  
 YEARLY MOVEMENT REPORT  
 From 03/2024 To 02/2025

Division : None specified

Employee Name / Employee No.	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan/25	Feb	Total
s 22(1)(a)(ii) s 47E(d)													
<u>Earnings</u>													
Separation/Termination Payment s 47F(1)													
Basic Salary													
Overtime Pay													
Bonus													
Leave Pay													
<u>Deductions</u>													
Social Security Deduction													
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
Net Pay	1068.80	1169.58	1080.20	1068.80	1452.98	1068.80	1080.20	1387.65	3174.58	1169.64	0.00	0.00	13721.23
<b>Department Total</b>	3973.35	4175.70	3734.04	3646.43	4371.44	3640.38	3709.41	4071.03	11384.24	17896.21	5140.45	4146.53	69889.21
(No. of Employees : 3 )													

**Tenure Detail** ⓘ

Europe/Middle East/Africa | Italy | Lazio | Rome | Holy See HOM San Pantaleo | 1 - DFAT Holy See HOM Residence

Select Lease: 59-201-001 - 1 - DFAT Hol ▼

Property Toolkit

Abstract Report (Full)

Abstract Report (Configured)

Tenure Information

Basic Lease Details

Lease Events

Leased Area

Car Parking

Cost Schedule

Pending Items

Allocations

Contacts

Conditions

Services

Categories

Documents

Notes

Call Log

Tracking Worksheet

OpEx Reconciliation

Head & Desk Count

Environmental Obligations

Lease Approval

PassThroughCost Allocations

**Basic Lease Details**

Basic	
Lease Type	DFAT Lease
Lease Start*	1-May-2013
Lease End	31-Mar-2026
Lease Term	12 Years 11 Months
Lease Execution Date	9-Jul-2018
Abstract Status	Abstract complete

\* Required Field

Last Revised by Pushkar.Pandey 25-Feb-2024

**Annual Costs**

Tenure Costs	Passing Rent/Area per month	Passing Rent/Area per annum	Passing Rent per month	Passing Rent per annum	Annual Commitment
Base Rent	22.11	265.29	8,843.00	106,116.00	106,116.00
CAM/Op Ex	3.25	39.00	1,300.00	15,600.00	15,600.00
<b>Total (Euro)</b>	<b>25.36</b>	<b>304.29</b>	<b>10,143.00</b>	<b>121,716.00</b>	<b>121,716.00</b>

1 .. 2 / 2 matches page 1 of 1 show 10 records per page

Area Measure  Area Type

s 22(1)(a)(ii)

Australian Embassy Rome - LES  
 YEARLY MOVEMENT REPORT  
 From 03/2024 To 02/2025

Division :HOLYSEE Holy See Embassy Staff

Employee Name / Employee No.	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan/25	Feb	Total
------------------------------	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	--------	-----	-------

Department :HOLYSEE Holy See Embassy

s 22(1)(a)(ii) s 47E(d)

Earnings

Appraisal Bonus s 47F(1)

Separation/Termination Advance

Social Security reimbursement

Basic Salary

Overtime Pay

Bonus

Deductions

Social Security Deduction

Social Security Extra Deduction

Net Pay	2105.94	2836.00	2105.94	4634.15	2619.86	3079.53	2632.83	7759.93	2586.22	4833.07	3840.64	2397.67	41431.78
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s 22(1)(a)(ii) s 47E(d)

Earnings

Social Security reimbursement s 47F(1)

Basic Salary

Overtime Pay

Bonus

Deductions

Social Security Deduction (

Social Security Extra Deduction

Net Pay	2499.54	2455.85	2548.74	4748.13	2634.90	2634.90	2634.90	2634.90	2634.90	5144.77	2634.90	2638.98	35845.41
---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	---------	----------

s 22(1)(a)(ii)

Australian Embassy Rome - LES  
 YEARLY MOVEMENT REPORT  
 From 03/2024 To 02/2025

Division :HOLYSEE Holy See Embassy Staff

Employee Name / Employee No.	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan/25	Feb	Total
<b>s 22(1)(a)(ii)</b>													
<u>Earnings</u>													
Payment of Recreation Leave	<b>s 47F(1)</b>												
.													
Separation/Termination Payment													
Basic Salary													
Bonus													
<u>Deductions</u>													
Social Security Deduction													
Leave Without Pay Deduction													
-----													
Net Pay	0.00	0.00	0.00	0.00	2449.12	1764.02	3383.37	0.00	0.00	0.00	0.00	0.00	7596.51

<b>s 22(1)(a)(ii)</b>													
<b>s 47E(d)</b>													
<u>Earnings</u>													
Appraisal Bonus	<b>s 47F(1)</b>												
.													
Social Security reimbursement													
Basic Salary													
Overtime Pay													
Bonus													
<u>Deductions</u>													
Social Security Deduction	(												
Social Security Extra Deduction													
-----													
Net Pay	2836.51	3700.69	2836.51	5656.26	2836.51	2836.51	2836.51	2836.51	2943.36	5689.76	3138.54	2841.12	40988.79
<b>Department Total</b>	7441.99	8992.54	7491.19	15038.54	10540.39	10314.96	11487.61	13231.34	8164.48	15667.60	9614.08	7877.77	125862.49
<b>(No. of Employees : 4 )</b>													
<b>Division Total</b>	7441.99	8992.54	7491.19	15038.54	10540.39	10314.96	11487.61	13231.34	8164.48	15667.60	9614.08	7877.77	125862.49
<b>(No. of Employees : 4 )</b>													



## Lease contract

s 47F(1)

s 47F(1)

hereafter called the

Lessor,

### leases

to the Government of the Commonwealth of Australia (hereafter called the "Lessee", a term which, where the context allows it, also includes its assignees), represented in Italy by the Embassy of Australia to the Holy See and by Ambassador H.E. Chiara Porro, domiciled s 47E(d) - Roma, tax code

s 47F(1)

hereafter called the Lessee, identified by means of passport

s 47F(1)

who accepts, for herself and for her assignees, the property located

in Rome, s 47E(d)

made of double entrance nine rooms, fitted kitchen

property of the embassy (see appendix to the contract), bathrooms, terrace

recorded in the land registry at the Territorial Agency of Rome City Council, census

area s 47E(d)

registry income

s 47F(1)

and a garage situated inside the condominium courtyard, recorded in

the land registry at the Territorial Agency of Rome City Council as follows: Sheet

s 47E(d)

The property will be used as a residence for Ambassador Chiara Porro s 22(1)(a)(ii)  
s 22(1)(a)(ii)

The parties declare that the apartment is part of the building named "Palazzo Bonadies", subjected for historical and artistic value to the law 1089/39 and that the bond is registered.

The lease will be regulated on the following terms:

## Article 1

### (Duration)

The contract is signed for three years from 01/04/2021 to 31/03/2024 and, where the parties do not agree on its renewal on its natural expiry, the contract is automatically renewed for two years, as per Law 431/98. At the end of the biannual extension, every part has the right to renew or to cancel the contract, by sending a registered letter A.R., six month prior to the expiry date. If no action is taken, the lease contract is renewed at the same terms and conditions.

Six months before the natural expiry of the contract the Lessee must allow the Lessor or their agent to visit the promises at an agreed time with reasonable notice in order to re-let the property.

## Article 2

### (Rental)

The annual rental is agreed at 96,000.00 Euro (ninetysixthousand/00), to be paid in monthly instalments in advance of 8,000.00 Euro (eightthousand/00), each by and no later than the first 10 (ten) days of each month by bank transfer to the Lessor's as per info that will be provided by the landlord.

s 47F(1)



The rent will be updated from year to year, in an amount equal to the increase determined by ISTAT, the consumer price index for families of workers and employees that occurred during the previous year. The rent increases, in accordance with the ISTAT indexes, are agreed in 75% of this variation

Failure to pay the rental by and no later than 10 days from the start of each month makes it necessary for the Lessee to pay by way of penalty, as from the thirtieth day from the despatch by the Lessor of a registered default letter with acknowledgement of receipt, interest calculated at the Euribor interbank monthly market rate (published by the European Banking Federation) in force at the time of the violation, plus two points, on a half-yearly basis, as is common practice in the banking sector.

### **Article 3**

*(Guarantee deposit)*

To guarantee payment of the rental and, generally, to ensure the precise fulfilment of the obligations as set out in this contract, the Lessee paid in 2013 to the Lessor, by way of an interest-bearing security deposit, the sum of 30,900.00 Euro (thirtythousandninehundred/00). Interest will be calculated at the end of the lease and paid on return of the security deposit. This deposit shall not be treated in any situation as rent or other payment. The security deposit, as arranged above, will be repaid at the end of the lease subject to verification of the state of the property and compliance with all contractual obligations, taken into account the normal fair wear and tear.

### **Article 4**

*(Stamp duty and registration expenses)*

The Lessor recognises the right of the Lessee to register this contract at the competent Registration Office and will provide the necessary assistance in order to facilitate this operation. The stamp duty on this contract, if due, is the responsibility of the Lessee. Registration tax is not due in this case since it is a lease which has the Australian Embassy as Lessee and it is exempt from the tax in accordance with Law no. 946 of 31.10.1966 (published in the Official Gazette no. 287 of 16.11.1966) "Exemption of registration tax on lease contracts for property used as offices of foreign diplomatic and consular representations and as accommodation for the staff of such representations".

The Lessee agrees to provide the Lessor, upon written request made by the latter, with the original of the certificate exempting it from the payment of registration tax issued by the Italian Ministry of Foreign Affairs.

Should it have reasonable grounds to believe that the Lessor's failure to pay duties, taxes and general expenses which are charged to the Lessor may in all likelihood have some influence on its occupation, use or enjoyment of the premises, the Lessee may make the payments requested on behalf of the Lessor as well as pay any fines, reconnection tariffs and other similar expenses and detract them from the lease payments.

### **Article 5**

*(Maintenance and other expenses)*



All the routine building costs are entirely the responsibility of the Lessee and are quantified in EUR 1,300.00 per month to be paid directly to the Landlord together with the monthly rent. The Lessee is also responsible for the following expenses which are not included in the rental:

- heating costs
- expense for waste disposal and any other service which the Lessee may benefit from and for which it does not have a right to exemption under the Vienna Convention on Diplomatic Relations of 1961; as well as
- the consumption of electricity, water and gas for the rented premises;
- the routine maintenance of the air conditioning system.

### **Article 6**

*(Payment, termination and right of first refusal)*

Payment of the rental and the accessory costs, as well as the heating costs, if received in time, must be carried out using the methods set out in art. 2 above.

The heating costs will be paid directly to the condominium administrator.

In the case of the Lessee's failure to pay even just one instalment of the rent within the aforementioned deadlines, this contract will be automatically terminated due to serious default under this termination clause as set out in accordance with the provisions of art. 1456 of the Civil Code.

The payment of the rent or any other sum due for accessory charges cannot be suspended or deferred on the basis of claims or objections of any kind raised by the Lessee. Failure to pay on time, for whatever reason, even just one rent instalment (as well as any other sum due for building charges) puts the Lessee in default subject to the sending of a registered letter with acknowledgement of receipt as set out in art. 2 above.

s 22(1)(a)(ii)

s 47F(1)



s 22(1)(a)(ii)

THE LESSEE

s 47F(1)

I

(on behalf of the Commonwealth of Australia )

THE LESSOR

.....



In the presence of  
s 47F(1)

In the presence of

.....

Signed in Rome, on 01/03/2021

In compliance with art. 1342, para. 2, of the Italian Civil Code the parties specifically approve the agreements as set out in articles 7, 8, 9, 11, 13, 14, 15, 16 and 20 of this contract.

THE LESSEE  
s 47F(1)

THE LESSOR

s 47F(1)

(on behalf of the Commonwealth of Australia )

### Appendix to the contract

As per attached email exchange between s 47F(1) delegate of the landlady  
s 47F(1) and s 22(1)(a)(ii) of the Australian  
Embassy to the Holy See, the furnished kitchen installed in June 2017 s 47F(1)  
s 47F(1) is and will remain property of the Embassy even after the end of this  
lease contract.

As declared in the email, the Embassy won't be obliged to reinstall the old  
furnished kitchen, leaving the room empty.

THE LESSEE  
s 47F(1)

THE LESSOR

s 47F(1)

(on behalf of the Commonwealth of Australia )

---

**From:** s 47F(1)

**Sent:** Friday, 12 May 2017 5:11 PM

**To:** s 22(1)(a)(ii)

**Subject:** Autorizzazione sostituzione cucina - residenza Ambasciata Australia presso la Santa Sede - s 47F(1)  
s 47F(1)

s 47F(1) buonasera,

per conto della s 47F(1), autorizzo lo  
smontaggio della cucina esistente della proprietà, comprensiva del mobilio  
dell'anti cucina, al fine della sostituzione con una nuova cucina che l'Ambasciata  
provvederà ad acquistare a proprie spese e che comunque rimarrà di proprietà  
dell'Ambasciata Australiana presso la Santa Sede.

La proprietà chiede la possibilità, da decidersi anche in un momento successivo ad oggi, di poter far prelevare i soli elettrodomestici da un suo incaricato nel giorno indicato per lo smantellamento, che avverrà in data 19 giugno prossimo.

Resta inteso che l'Ambasciata, alla scadenza del contratto o comunque al momento della consegna dell'appartamento, non sarà tenuta al ripristino della vecchia cucina.

Invio i miei più cordiali saluti, anche a nome della Signora **s 22(1)(a)(ii)** dispiaciuta per la sua momentanea difficoltà ad intrattenere con voi rapporti diretti.

A presto.

**s 47F(1)**







**Australian Government**  
**Department of Foreign Affairs and Trade**

## Transfer Allowance to Post

Employee Name: Keith Pitt

PeopleSoft ID Number: s 22(1)(a)(ii)

Post: Holy See

s 47F(1)

Spouse Accompanying:

No. of Dependants at post: s 47F(1)

If for any reason I do not proceed on posting I will repay the below amount in a lump sum to the National Cashier according to the DFAT Human Resources Manual, Vol. 2, Overseas Conditions of Service 4.6.23(8).

I also acknowledge that the APS of Conduct requires me to act with care and diligence in connection with APS employment, and that by failing to inform payroll of any change in circumstances, either willfully, recklessly or negligently, I could be found to have breached the Code of Conduct.

Signature: Digitally Accepted by Keith Pitt

Date: 6/3/2025

### Notes:

- > This form should be submitted electronically via the People Service Request form on the [People Assist Intranet](#).
- > The transfer allowances rates are determined as per rates outlined in Schedule 1

### For Payroll Use Only:

Transfer Allowance: \$

Rest and Travel: \$

Excess Baggage: \$



**Australian Government**  
**Department of Foreign Affairs and Trade**

**Jan Adams AO PSM**  
**Secretary**

The Honourable Keith Pitt

Dear Mr Pitt,

I am pleased to inform you that the Department of Foreign Affairs and Trade (the 'department') would like to engage you at the Senior Executive Service ('SES') Band 1 level as a non-ongoing APS employee under section 22 of the *Public Service Act 1999* ('PS Act'). You will need to accept the letter of offer by 23 January 2025.

The details of your employment offer are outlined in the below **Schedule – Assignment of Duties** and **Acceptance of Non-Ongoing Employment** provided at Attachment A.

**Schedule – Assignment of Duties**

<b>Recruitment Action</b>	Non-ongoing Engagement
<b>Full name</b>	Keith John Pitt
<b>AGS</b>	s 22(1)(a)(ii)
<b>Classification</b>	SES Band 1
<b>Category</b>	Non-ongoing
<b>Duties</b>	As directed
<b>Position Number</b>	s 22(1)(a)(ii)
<b>Contract period</b>	27 January 2025 to 26 March 2028
<b>Days/hours per week</b>	Full Time (37.5 hours per week)
<b>Salary on commencement</b>	s 47F(1)

## Parking

If you require a SES car park at the department's domestic offices, the cost is \$2,145 per annum which would be deducted fortnightly via a payroll deduction. Please advise the SES/HOM Services Section ([s.22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s.22(1)(a)(ii)@dfat.gov.au)) prior to your commencement date if a car park is required.

## Terms and Conditions

Your engagement with the department is made under section 22 of the PS Act. The terms and conditions of your employment with the department are principally those applying to SES employees under:

- this offer of employment
- the PS Act
- the *Agency Determination 2024/87* (attached to the Offer of Employment)

As an SES employee of the department, you will also be required to comply with the SES conditions of service in the department's Human Resource Manual, as amended from time to time.

While working at the department, you have an obligation to take reasonable care for their own health and safety under section 28 of the *Work Health and Safety Act 2011*. This includes the disclosure of any reasonable adjustments required to be made within the workplace to allow you to undertake your role in the department. Any health condition/s relating to a workers compensation claim should also be included in this disclosure. If you require reasonable adjustments to undertake your role, please notify the SES/HOM Services Section via email at [s.22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s.22(1)(a)(ii)@dfat.gov.au) prior to your commencement date so that, where possible, adjustments can be in place on your first day.

All departmental employees must perform their duties in accordance with the PS Act. You should ensure that you are familiar with the APS Values in section 10 of the PS Act, the APS Code of Conduct in section 13 of the PS Act and the DFAT Values Statement. The department places the highest priority on the ethical conduct of its employees. In addition, departmental employees representing Australia overseas on either short-term or long-term missions are required to observe the department's Code of Conduct for Overseas Service. Breaches of the APS and DFAT Codes may be dealt with under the department's formal disciplinary procedures, consistent with section 15 of the PS Act.

The Secretary may terminate a departmental employee's employment at any time on any of the grounds set out in section 29 of the PS Act.

## Security Clearance

[s 47E\(c\)](#), [s 47E\(d\)](#)



## Probation

Your engagement with the department is subject to a six month probation period in accordance with section 22 of the PS Act and section 44 of the *Australian Public Service Commissioner's Directions 2022*.

The department may unilaterally decide to extend this probation period to a maximum duration of 12 months. The probation period is used to assess your conduct, work performance and demonstration of the DFAT Values. During the probation period, unless otherwise advised, your probation will continue if you are assigned other duties within the department at the same classification, or if your duties are affected by a machinery of government change. While you are on probation, paragraph 12 of the DFAT Performance Management Framework (on managing underperformance) will not apply. If your conduct or work performance is considered unsatisfactory during the probation period, your employment with the department may be terminated.

## Fitness for duties

It is a condition of your engagement with the department that you are medically fit for the role in accordance with paragraph 22(6)(e) of the PS Act.

You must indicate, at the time of accepting this offer, if there are any aspects of your health, physical condition or medical history that would prevent you from performing some or all of your duties as a departmental employee. In accordance with regulation 3.1 of the *Public Service Regulations 1999*, the department may require you to undergo a health and physical fitness assessment at any time during your probation period to determine your fitness to carry out the requirements of your role.

## Conflict of Interests

During your employment with the department, you must declare and take reasonable steps to avoid any conflict of interest (real or apparent) in connection with your employment. You will also be required to complete and return the **Disclosure of private, financial, and other interests form** which is attached to the Offer of Employment email and return to <sup>s 22(1)(a)(ii)</sup> @dfat.gov.au.

## Offer Acceptance and Commencement

Please ensure that you read all the information outlined in this letter and note that by signing the **Acceptance of Non-Ongoing Employment (Attachment A)** you are agreeing to the terms and conditions of employment with the department.

To accept this offer, please sign **Attachment A** and return it to <sup>s 22(1)(a)(ii)</sup> @dfat.gov.au. Promptly returning this paperwork promptly will assist with a smooth transition to the department.

If you have any questions or concerns, please contact <sup>s 22(1)(a)(ii)</sup> , Director of SES/HOM Services Section on <sup>s 22(1)(a)(ii)</sup> @dfat.gov.au.

Please note that giving false or misleading information to the Commonwealth is a serious offence.

Congratulations on your appointment.

Yours sincerely



24 January 2025

Attachment A

**Acceptance of Non-Ongoing Employment**

I understand and agree that this non-ongoing engagement with the Department of Foreign Affairs and Trade is made in accordance with section 22 of the PS Act, is subject to the requirements detailed in **Schedule – Assignment of Duties** and material provided. This engagement is conditional upon:

- meeting Australian citizenship requirements;
- the successful completion character checks to determine that I am a suitable person to be employed in the Australian Public Service and the department;
- obtaining and maintaining a security clearance;
- providing evidence of formal qualifications required to perform the duties, if qualifications were specified in the selection documentation;
- satisfactory completion of the probation period; and
- being medically fit for the role in the department. I understand that I may be required to attend a medical examination conducted by my treating doctor or by a medical practitioner chosen by the department.

I understand that failure to meet any of the above requirements may result in my engagement not taking effect or termination of my employment.

This letter represents the formal contract of employment between me and the department and replaces any previous contract between me and the department.

I acknowledge that I have read and understand the letter and material provided.

I accept this offer of non-ongoing employment with the Department of Foreign Affairs and Trade.

s 47F(1)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

s 47F(1)

Phone number: \_\_\_\_\_

Date offer signed: \_\_\_\_\_



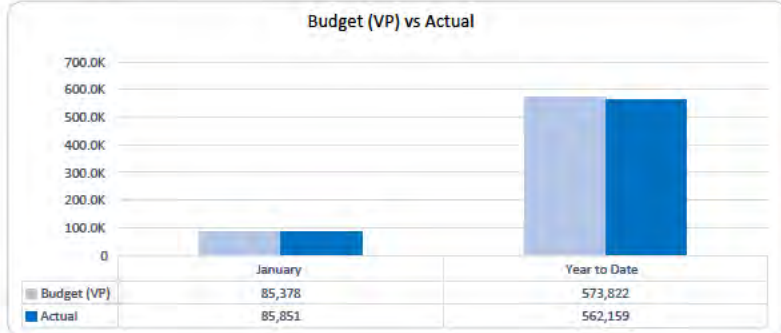




Parameter Selection

Cost Centre QHYSE - Holy See  
 Year 2024-2025  
 Month Jan

### HOM/HOP Dashboard (as at the end of January 2025)



Cost Centre Summary :	
QHYSE - Holy See	
AR-TOP-PST - Posts reporting - operating expenses	
AUD_BER - Budget Exchange Rate	
Component	Full Year
Cost Centre Allocation (V3)	1,064,141
Year End Forecast (VF)	1,052,179
Surplus / (Deficit)	11,962

Operating Expense	Year to Date		
	Budget Plan (VP)	Actual	Variance

s 47E(d)

Budget Plan (VP)	Full Year	
	Forecast (VF)	Variance

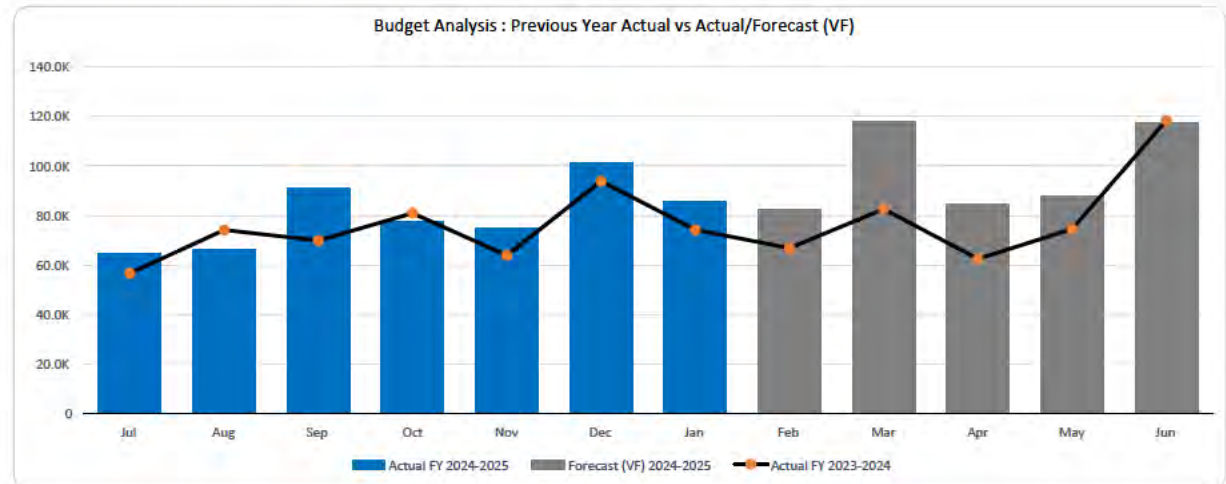
s 47E(d)

Total	573,822	562,159	11,663	1,064,141	1,052,179	11,962
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N.B. \* Asterisk above indicates Top 3 Administration Expense Accounts by actual YTD expense (excluding Travel & Utilities).

Centrally Approved Budgets	Full Year Allocation	Year to Date Spend	Remaining Funds
HOM/HOP Representation	14,725	6,126	8,598
Public Diplomacy	8,000	3,321	4,679
Asset Replacement Plan	20,000	-	20,000

Multi-Year Budget Performance	2024-2025	2023-2024	2022-2023
Operating Budget	1,064,141	985,083	931,643
YTD Variance Underspend/(Overspend)	11,663		
Full Year Forecast/Actual Underspend/(Overspend)	11,962	66,213	46,940



s 22(1)(a)(ii)



**Australian Government**  
**Department of Foreign Affairs and Trade**



# **HOLY SEE HOM-DESIGNATE OPO BRIEFING THE HON KEITH PITT**

February 2025

OFFICIAL: SENSITIVE



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OFFICIAL: SENSITIVE





## POST PROPERTY SUMMARY

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Property	Property Name	Leased/ Owned	Lease Name	Position	Lease Start	Lease End	Type	Area	Annual Cost	Bedrooms	Bathrooms	Family Members
HOM Residence	Holy See HOM San Pantaleo	Leased	DFAT Holy See HOM Residence	Head of Mission HYSE	01 May 13	31 Mar 26	House	400 m <sup>2</sup>	\$201,080	4	5	4

OFFICIAL: SENSITIVE



**DEPARTMENT OF FOREIGN AFFAIRS  
AND TRADE**

**Agency Determination 2024/87**

I, Clare Walsh, Acting Secretary, Department of Foreign Affairs and Trade, make the following Determination pursuant to section 24(1) of the *Public Service Act 1999*.

Dated: 6 December 2024

s 47F(1)

Clare Walsh  
Acting Secretary  
Department of Foreign Affairs and Trade





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## **12 Remuneration and Allowances**

### **12.1 Salary and Other Benefits**

- 12.1.1 The Employee will receive the annual salary applicable to his or her substantive SES Classification as set out in Schedule 1 to this Determination, which is payable fortnightly in arrears.
- 12.1.2 The Employee's annual salary reflects the duties, skills and responsibilities of the Employee, and recognises the Employee's previous experience.
- 12.1.3 Should the Employee's salary meet or exceed the top pay point for their relevant classification at any time, the Employee will not be eligible for any increase to salary until the Department's standard top pay point for the relevant classification exceeds the Employees salary.
- 12.1.4 Employees who are receiving a parliamentary pension (however described), or have availed themselves of the benefit of a parliamentary pension, shall come to an arrangement with the Secretary on any adjustment to their salary that may be required as a result of receiving a parliamentary pension.
- 12.1.5 Where the Employee is absent from work without approval all salary and entitlements provided to the Employee will cease until the Employee resumes duty or is granted leave. Any absence deemed to be unauthorised will not count as service for any purpose.

### **12.2 Salary for Superannuation Purposes**

- 12.2.1 The department will make compulsory employer contributions as required by the applicable legislation and fund requirements.
- 12.2.2 If the Employee is not a member of the Commonwealth Superannuation Scheme, Public Sector Superannuation Scheme or the Public Sector Superannuation accumulation plan (PSSap), he or she will have superannuation contributions paid to a fund of his or her choice in accordance legislative requirements.
- 12.2.3 Employer contributions to the PSSap will be 15.4 per cent of the employee's fortnightly contribution salary. Employer contributions for employees in other accumulation schemes will be at the same rate as for employees in PSSap, applied to their fortnightly contribution salary. Employer contributions will not be reduced by any other contributions made through salary sacrifice arrangements. This clause does not apply where a superannuation fund cannot accept employer superannuation contributions (e.g. unable to accept contributions for people aged over 75).

- 12.2.4 Employer superannuation contributions will not be paid on behalf of employees during periods of unpaid leave that do not count as service, unless otherwise required by legislation.
- 12.2.5 The Secretary may choose to limit superannuation choice to complying superannuation funds that allow employee and/or employer contributions to be paid through fortnightly electronic funds transfer using a file generated by the department's payroll system.
- 12.2.6 Employees who are aged 70 years or older are entitled to superannuation contributions, at the relevant rate, if the contributions are accepted by the Employee's superannuation fund.
- 12.2.7 The Employee will receive an 'in-lieu-of-superannuation' allowance where the following conditions are satisfied:
- (a) the Employee is aged 70 years or older; and
  - (b) the department is not permitted under any Commonwealth law to pay all or part of an employer contribution to the Employee's superannuation fund in respect of the employee.
- 12.2.8 The in-lieu-of-superannuation allowance that is payable to the Employee is equivalent to the amount that the department would have paid as a superannuation contribution if the Employee was under 70 years of age and was a member of PSSap, less any contribution amount accepted by the employee's superannuation fund.
- 12.2.9 The in-lieu-of-superannuation allowance will be paid as a taxable allowance in the Employee's taxable fortnightly salary.
- 12.2.10 Employees who are currently members of the Public Sector Superannuation Defined Benefit Scheme, and seek financial advice on becoming a member of PSSap, will be eligible for reimbursement for that financial advice up to \$500.

### **12.3 Higher Duties Allowance**

- 12.3.1 Where the Employee is selected to temporarily perform duties at a higher band or broadband (including higher level SES duties) and the role needs to be filled for 2 or more working weeks, higher duties allowance will be paid to any employee temporarily occupying the role acting at a classification level higher than their substantive classification level.
- 12.3.2 The Employee will be paid the difference between the employee's current salary and the salary that would be payable if they were promoted to the higher classification level, or a higher amount determined by the Secretary.
- 12.3.3 Where the employee is found to be eligible for salary progression at their acting classification level they will receive an appropriate increase in the rate of higher duties allowance. The employee's

salary level will be retained for all future periods of acting regardless of elapsed time.

- 12.3.4 Where an employee is assigned only part of the higher duties, the Secretary will determine the amount of allowance payable.
- 12.3.5 The Employee will be paid higher duties allowance while an employee is acting at a higher classification level as part of a job sharing arrangement where the duration of the arrangement is at least 2 working weeks.
- 12.3.6 The Secretary may shorten the qualifying period for higher duties allowance on a case-by-case basis.
- 12.3.7 If the Employee acts as Chargé d'Affaires at an overseas post and the role needs to be filled for 2 or more working weeks, they will be paid at a salary point nominated by the Assistant Secretary, People Division or their delegate.

#### **12.4 Executive Vehicle**

- 12.4.1 The Employee's annual base salary includes an amount in place of any entitlement to an Executive Vehicle Scheme allowance.
- 12.4.2 Employees on overseas assignments may be provided with a vehicle in accordance with the department's Executive Vehicle Scheme policy arrangements, as amended from time to time.

#### **12.5 Vehicle Parking**

- 12.5.1 Access to departmental controlled parking spaces will be defined by departmental guidelines as issued from time to time.

#### **12.6 Other Allowances**

- 12.6.1 Where eligible, Employees will be paid the following allowances:
  - (a) workplace responsibility allowance;
  - (b) motor vehicle allowance;
  - (c) out-of-hours parliamentary, media, protocol, humanitarian and consular duties allowance;
  - (d) language proficiency allowance;
  - (e) community language allowance; and
  - (f) remote localities allowance.

Further information is contained in the HRM.

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s 22(1)(a)(ii)

## **14 Travel**

### **14.1 Domestic and Overseas Travel**

- 14.1.1 The Employee is entitled to fly business class both within Australia and overseas while on official business, with the exception of travel between Canberra and Sydney, and between Canberra and Melbourne, which will generally be limited to discount economy class in accordance with the department's travel policy. The department's policy intention is that all Employees will use business class for international travel wherever it is available.
- 14.1.2 The Employee may use an approved corporate credit card to charge, in accordance with the guidelines in the HRM, reasonable expenses in relation to accommodation and meal costs incurred while travelling on official business both within Australia and overseas.
- 14.1.3 Frequent flyer points accrued at the department's expense should not be used for personal travel or private purposes.

### **14.2 Spouse Travel**

- 14.2.1 An annual amount which may be applied, at the Employee's discretion, towards spouse-accompanied travel is included in the Employee's salary specified in clause 12.1. However, additional funding for spouse travel may be approved if it is deemed appropriate for a spouse to accompany the Employee for official representational purposes.

### **14.3 Overseas Conditions of Service**

- 14.3.1 The Secretary may determine conditions of service for Employees working overseas on long-term posting.
- 14.3.2 The conditions regarding the official recognition of de facto relationships for the purposes of conditions of service apply regardless of sexual orientation, gender identity, or intersex status.

## **15 Child Care**

- 15.1** The department may reimburse additional childcare costs where Employees are required by management to increase their hours of work to cover emergency situations or to meet short term work commitments, including short term missions. Further details are provided in the HRM.
- 15.2** Access to childcare facilities on the department's premises will be provided to Employees where property leases and operational requirements allow. Where provided, departmental employees will have priority over other organisations or individuals in these centres.
- 15.3** Families of Employees returning unexpectedly from post for operational reasons and at the department's initiative will receive higher priority access as determined by the Secretary. Further information is contained in the relevant centre's policies.

s 22(1)(a)(ii)

## **17 Additional Terms and Conditions of Employment**

### **17.1 General**

- 17.1.1 Any benefits provided to the Employee as detailed under this clause are binding on the department only for as long as the Employee remains in the employment of the department.
- 17.1.2 The Employee may use his or her officially-provided mobile phone and other home office facilities for incidental private purposes subject to the department's guidelines.

### **17.2 Mobile Telephone**

- 17.2.1 It is a condition of the Employee's employment that he or she must be reasonably able to be contacted during periods when absent from his or her usual workplace. In consideration of this requirement, the Employee will be provided by the department with a mobile telephone for both work and reasonable personal use. All costs associated with the supply of the mobile telephone will be met by the department on presentation by the Employee of the supporting documentation/receipts requested by the department. The Employee is required to meet the cost of personal calls in excess of the reasonable personal use limit, as defined by departmental guidelines issued from time to time.

### **17.3 Airport Lounge Membership**

- 17.3.1 The Employee may take out membership of one airline club lounge, the annual cost of which will be met by the department. The annual cost of a second airport lounge membership, which may be taken out at the Employee's discretion, has been included in the Employee's salary specified in clause 12.1.

### **17.4 Fuel Card**

- 17.4.1 Where Employees on overseas assignments are provided with a fuel card it is solely for use with respect to a vehicle provided to the Employee under the Executive Vehicle Scheme pursuant to clause 12.4. The fuel card may be used for all fuel purchases and commercial car wash services in respect of the vehicle. Consistent with the *Public Governance, Performance and Accountability Act 2013*, an amount representing the personal contribution for private benefit accruing from the use of the fuel card during leave and non-leave periods has been included in the employee's salary specified in clause 12.1. The Employee will provide the department with supporting documentation/receipts requested by the department.

### **17.5 Study and Professional Development Expenses**

- 17.5.1 The Employee is not eligible for any study leave provisions available to other employees of the department. An annual amount which, at the Employee's discretion, may be applied towards professional development activities has been included in the Employee's salary as specified in clause 12.1.
- 17.5.2 An annual amount which, at the Employee's discretion, may be applied towards membership of professional associations has been included in the Employee's salary as specified in clause 12.1.

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**Schedule 1 – Base Salaries**

Classification and Salary Levels		Base Salary as at 18 October 2024
SES Band 1	1	\$225,143
	2	\$245,569

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