

# Trip Report

|  |                     |
|--|---------------------|
| <b>Satellite Post Location:</b>                    | New York            |
| <b>Travel Report No</b>                            | Travel report No 1, |
| <b>Status</b>                                      | Owned               |
| <b>Travel Date:</b>                                | 12 – 13 July 2010   |
| <b>Completed By:</b>                               | s 47 F(1)           |
| <b>Date of the last Property Inspection report</b> | 28/2/2010           |

**Items from the last trip report for action**

| Action Item   | Status                        |
|---|-------------------------------|
| Apartment 5/6C: Procurement for the installation of three new HVAC units  | Works Delayed                 |
| Apartment 5/6C: Procurement for the reconstruction of the central staircase   | Works Delayed                 |
| Apartment 5/6A: Procurement for the engagement of a mechanical engineering consultant to submit design options to address the HVAC issues in the apartment. | Alternate strategy proposed   |
| Apartment 5/6A: Procurement action required for the replacement of approximately 30 windows with double glazed windows                                      | Procurement process initiated |

**Items from this report for action**

| Action Item   | Status   |
|---|--|
| Apartment 5/6C: Seek agreement from OPO to delay HVAC and Staircase reconstruction works until the apartment is vacated in 2012-13  | Agreement Received   |
| Apartment 5/6A: Finalise procurement documents required for the commissioning of a mechanical engineering consultant to undertake a feasibility to identify the most effective way to upgrade the apartment HVAC system | Alternate strategy proposed                                  |
| Apartment 5/6A: Finalise procurement document required for the replacement of approximately 30 windows with double glazed windows   | Procurement completed. Window manufacturer has not delivered |
| Research the impact the Beekman Place Body Corporate 's Alterations Approval Application Form will have on the project installation phase.  | Draft documents received for review.                         |

### **Executive summary of the post visit**

The most significant issue relates to the planning and implementation of the recommended strategy for both the HVAC and window replacement works. The lead time for the procurement process, the time required for the engagement of the consultant, investigation and reporting, tender documentation, lead times for the production of the HVAC and Window units. This lead time is unacceptable to the Ambassador. An alternate strategy needed to be developed.

The impact of the Békman Place Body Corporate's Apartment Alteration, Agreement Application conditions was expected to significantly impact on the delivery of both projects within the time available.

### **Summary of SAO meeting**

SAO and Ambassador advised of lead time involved with the proposal to engage an engineer to undertake the HVAC feasibility study. This was unacceptable for the Ambassador and an alternate strategy is to be developed.

The windows replacement work was scheduled to be undertaken at the same time as the HVAC unit upgrade. The indicative program submitted by both contractor's supported this approach.

Draft Budget figures were made available for discussion during the visit. Subsequent discussions occurred between the Facility Manager and the LES Property Manager.

### **Key works completed since the last travel report**

Apartment 5/6C completed works include:

Painting and carpet replacement works in both the representational and private living areas of the apartment.

No additional works in Apartment 5/6A have been completed since the repainting and lighting upgrade works reported in the previous report.

### **Key works currently underway**

Apartment 5/6C: Procurement for the installation of three new HVAC units

Apartment 5/6C: Procurement for the reconstruction of the central staircase

Apartment 5/6A: Procurement for the engagement of a mechanical engineering consultant to submit design options to address the HVAC issues in the apartment.

Apartment 5/6A: Procurement action required for the replacement of approximately 30 windows with double glazed windows

### **Key works pending for the FY**

The works identified under works currently underway are expected to continue for the remainder of the FY.

### **Key works identified since the Property Inspection**

In apartment 5/6A, the additional works identified since the property inspection include the:

- installation of replacement window mounted reverse cycle air conditioning units in the Kitchen and informal breakfast room.
- The installation of heat lamps over the serving area in the Kitchen.
- The upgrading of the electrical distribution board
- Installation of additional benches in the Chef's utility room on Level 6

**Other issues**

Seeking to improve communications between the Washington based Facility Manager and the Administration at the Australian consulate General's Office in New York.

# Trip Report

|  |                            |
|--|----------------------------|
| <b>Satellite Post Location:</b>                    | New York                   |
| <b>Travel Report No</b>                            | Insert travel report No 2, |
| <b>Status</b>                                      | Owned or Leased            |
| <b>Travel Date:</b>                                | 9 Aug -8 September 2010    |
| <b>Completed By:</b>                               | s 47 F(1)                  |
| <b>Date of the last Property Inspection report</b> | 12 to 13 July 2010         |

## Items from the last trip report for action

| Action Item   | Status             |
|---|--------------------|
| Apartment 5/6C: Seek agreement from OPO to delay HVAC and Staircase reconstruction works until the apartment is vacated in 2012-13  | Agreement Received |
| Apartment 5/6C: Complete carpet installation and painting of Apartment  | Completed          |
| Apartment 5/6A: Procurement for the engagement of contractors for the installation of the 13 "through the wall" HVAC units including the installation of control cables for room thermostats and make good on completion. | Completed          |
| Apartment 5/6A: Procurement for the engagement of contractor for the supply and delivery of replacement of 30 double glazed windows.  | Completed          |
| Apartment Alteration Approval Application for 1 Beekman Place Body corporate to be lodged for approval prior to commencement of works   | Completed          |

## Items from this report for action

| Action Item  | Status              |
|--|---------------------|
| Planning for the staged installation of the 13 "through the wall" HVAC units after the completion of the control cables. Co-ordination through CG, body corporate and contractors. | Planning proceeding |
| Arrange delivery of HVAC units and workshop modification prior to on-site commencement date.   | Progress monitored  |
| Arrange delivery of double glazed windows prior to on-site commencement date.  | Progress monitored  |
| Kitchen Heat Lamp installation   | Progress monitored  |
| Kitchen Window air conditioning unit installation  | Progress monitored  |
| Chef's utility area refurbishment arrangements   | Progress monitored  |
| Electrical Distribution Board upgrade  | Progress monitored  |

### **Executive summary of the post visit**

The installation of control cables for the "through the wall" HVAC Units, steam heat control valves and room thermostats with make goods to the wall, ceiling and cabinet works was completed within the allocated time whilst ensuring the continued representational responsibilities of the Ambassador.

The window contractor has advised that it is unlikely that he will be able to arrange delivery of the windows from the factory in time to allow window replacement works to be undertaken concurrently with the HVAC units. Failure to achieve delivery of the windows will require the works to be rescheduled to commence at a time to be arranged in consultation with the ACG. These works will be required to be completed within the allocated 120 days possibly to the end of August 2011.

Planning for the completion of other works in the service area of the apartment was also commenced to allow works to be undertaken concurrently with the HVAC unit installation.

### **Summary of SAO meeting**

Daily verbal and written progress reports were provided by the UGL services' on-site project manager. Alterations to the agreed program were accommodated through the co-operation of electrical, decorating and air conditioning trades.

### **Key works completed since the last travel report**

Apartment 5/6C painting and carpet replacement works in both the representational and private living areas of the apartment.

Procurement of services for the supply of both the HVAC units and window units and associated electrical and decorating trades was arranged.

Arrangements were made to complete the "Apartment Alteration Approval Application" for 1 Beekman Place Body corporate allowing the documents to be lodged for approval prior to commencement of works.

### **Key works currently underway**

Works underway include:

The installation of control cables for the "through the wall" HVAC Units, steam heat control valves and room thermostats with make goods to the wall, ceiling and cabinet works was completed within the allocated time whilst ensuring the continued representational responsibilities of the Ambassador.

Planning for the installation of the new "through the wall" HVAC units when received and modified by the contractor.

Planning for the installation of new double glazed windows should the contractor succeed in achieving delivery of the window units.

Planning for the completion of other works in the service area of the apartment was also undertaken to allow works to be undertaken concurrently with the HVAC unit installation.

### **Key works pending for the FY**

The works pending for the FY include:

- Installation and commissioning of the "through the wall" HVAC units.
- Installation and commissioning of the double glazed windows.

- Kitchen Heat Lamp installation
- Kitchen Window air conditioning unit installation
- Chef's utility area refurbishment arrangements
- Electrical Distribution Board upgrade

**Key works identified since the Property Inspection**

No additional works have been identified since the property inspection.

**Other issues**

Seeking to improve the Accounts payable processes operating between the ACG, UGL Services Washington and UGL Services Canberra.

## UGL Management Visit Summary Report - New York Significant Works 2010/11

Date Prepared: 4 February 2011

Prepared by: s 47 F(1)

### Summary

A site visit to both owned apartments in New York was undertaken between 17 November 2010 and 21 November 2010 by UGL Services' General Manager (DFAT) s 47 F(1)

The purpose of the trip was to assess the program of the significant works at both properties.

### UN Ambassador's Residence – 5/6A Beekman Place, New York

The current works program in apartment 5/6A Beekman Place, residence of the Australian Ambassador to the UN was reviewed, including the air conditioning upgrade works and the upgrade of window glazing works.

The air conditioning works planned to be undertaken this financial year are to upgrade the dated air conditioning system throughout the apartment which will improve internal climatic conditions and provide thermostatic control for each room, replacing the 40 year old individual on/off controls for each unit. These works also include the replacement of outside air sleeves to eliminate draughts, increase the heating capacity to supplement the building central heating plant, and increase cooling capacity throughout.

UGL have seconded the LES technical supervisor, s 47 F(1) from Washington to oversee the works on site for the duration of the program.

The air conditioning works are on schedule to be completed prior to the Christmas break. Subsequent to completion of the site visit in November the air conditioning upgrade works have been completed.

Replacement of the single glazed windows with double glazing was scheduled to be completed in conjunction with the air conditioning works.

Unfortunately the window manufacturer was unable to deliver the windows on time and the window project is unable to proceed in conjunction with the air conditioning works.

Meetings were held during the site visit with all stakeholders to identify when the windows would be delivered, when would be the next available opportunity to install the windows with the approval and cooperation of the apartment body corporate management, post commitments and the availability of contractors.

The body corporate provided approval for the initial program to upgrade air conditioning and replace windows for a 120 day period which expired in December 2010

The body corporate manager, s 47 F(1) advised the Ambassador, Gary Quinlan, and myself that an opportunity may be available following the July 4 public holiday until the end of August 2011 to install the windows. However, official body corporate board approval will be required.

s 47 F(1) recommended that Ambassador Quinlan write to the board requesting this time frame when all contractor's commitments are received. I committed to the Ambassador that I would provide confirmation after delivery of windows to New York, and following written confirmation from the window contractor that the works could be completed during the July to August 2011 period of opportunity.

Subsequent to the site visit the window contractor has confirmed that the windows have been received in New York over the Christmas break.

These windows are now securely stored and will continue to be stored at the contractor's expense until 30 June 2011

The contractor has also advised that the window installation works can be completed between 5 July and 31 August 2011

The contractor has been requested earlier this week to provide a daily works program for the period of 5 July to completion of works prior to 31 August 2011

I was advised yesterday by UGL services FM in Washington that New York SAO has advised the Ambassador is only able to be relocated from 11 July 2011

The contractor has been requested to confirm that the works are able to be completed in the revised shorter time period.

I am confident this time period will be able to be achieved by the contractor subject to the apartment being vacated, cleared of furnishings and access provided Monday to Friday from 9 am to 4pm in accordance with the body corporate limitations.

The contractor has since been requested to provide a revised schedule and we expect delivery within the next week.

Additional works undertaken in the UN Ambassador's residence include upgrades to kitchen and domestic staff quarters electrical supply to conform with local safety standards, renovations of domestic staff utility room, repainting of staff quarters. All these works are now complete.

Future works to be programmed in the UN Ambassador's residence after completion of the window installation are upgrades to the dated bathrooms in the representational areas and guest accommodation.

These works are not currently budgeted for in the 5 year expenditure program and will need to be included for future expenditure in accordance with funding availability and priority. Ideally subject to funding the works would be programmed for the changeover of Ambassador due to the noisy, intrusive works and scheduling with body corporate management.



**Consul General's Residence – 5/6AC Beekman Place, New York**

The carpet replacement and painting works in the apartment were completed during the first part of this financial year in the representational and family living areas.

Painting of service areas was planned for the holiday period and these works have now been completed

The Consul General requested upgrades to air conditioning, window glazing, lighting and the replacement of curtains be deferred until change of occupant. These issues were identified and subsequently reported on, during the previous visit in June 2010.

As with the UN Ambassador's residence a long lead time will be required to co-ordinate these works with all stakeholders once advised of the potential change over dates. A three month timeframe will then be required to undertake the actual works within a vacant apartment and body corporate approval will need to be sought before work can commence.

**- REPORT END -**

# Trip Report

|  |                               |
|--|-------------------------------|
| <b>Satellite Post Location:</b>                    | New York                      |
| <b>Travel Report No</b>                            | Travel report No 4,           |
| <b>Status</b>                                      | Owned                         |
| <b>Travel Date:</b>                                | 15 – 16 February 2011         |
| <b>Completed By:</b>                               | s 47 F(1)                     |
| <b>Date of the last Property Inspection report</b> | 31 October – 24 November 2010 |

## Items from the last trip report for action

| Action Item  | Status              |
|--|---------------------|
| Planning for the installation of the 30 double glazed windows to be completed prior to the end of August 2011. Co-ordination through CG, body corporate and contractors. | Planning proceeding |
|  |                     |
|  |                     |
|  |                     |

## Items from this report for action

| Action Item  | Status                                |
|--|---------------------------------------|
| 5/6 A: Decision by Ambassador to postpone works to install 30 double glazed windows. Works to be rescheduled with requirement for new Body Corporate Alteration Approval Application.  | Works Postponed                       |
| 5/6A: Arrange for payment of the 30% balance for the purchase of the window units.   | To be arranged                        |
| 5/6 A: Arrange transfer of ownership for purchased window units once 30% payment has been finalised.   | To be arranged                        |
| 5/6 A: Arrange storage details for the purchased window units, (Service provider, storage cost and insurance for period August 2011 to August 2012)  | To be arranged                        |
| 5/6A: Prepare a new Apartment Alteration Agreement Application for the future installation of the windows.   | To be arranged                        |
| 5/6 A: Complete HVAC acoustic treatment of the new HVAC units before summer.   | To be arranged                        |
| 5/6 A: Confirm with HVAC contractor that previously installed new HVAC units are adapted for use as replacement units should a unit failure occur.   | To be arranged                        |
| 5/6 C: Planning for deferred works at Apartment 5/6C to be undertaken at change of occupancy (Date to be advised): <ul style="list-style-type: none"> <li>Body Corporate's Apartment Alterations Agreement Application to be prepared</li> </ul> | To be arranged ready for commencement |

|   |                       |
|---|-----------------------|
| <b>5/6 C: Advice to OPO regarding need to allow three months period for approved works to be undertaken prior to occupancy by incoming CG</b> | <b>To be arranged</b> |
| <b>5/6 C: Preparation of Tender Documentation for works packages</b>  | <b>To be arranged</b> |
|   |                       |

### **Executive summary of the post visit**

Meetings were scheduled with both the Consul General (Mr Scanlon) and Ambassador (Mr Quinlan). The meeting with the Ambassador was cancelled due to commitments at the UN.

The program of activities schedule as part of the UN strategy is such that the disruption anticipated by the requirement to relocate the Ambassador at a critical time in the campaign was not acceptable to the Ambassador as a consequence the decision has been made to delay the window replacement works to be undertaken at a future date to be negotiated.

The post administration advised that this decision would be conveyed to s 47 F(1) in Canberra. The UGL Services Facility Manager also was to advise s 47 F(1) of the decision.

Advice to the other relevant managers would be provided during the Facility Managers meetings arranged with the Window Installation Contractor Vistaskywall, and telephone conversation with the 1 Beekman Place building manager, s 47 F(1)

Arrangements will be made for the installation of the acoustic treatment material required to be installed on each of the 13 "through the wall" HVAC units. This treatment is required to attenuate the noise anticipated from the refrigeration compressors during the summer cooling season. This work was postponed pending the completion of the window installation.

### ***Meetings Scheduled with both the Consul-General and Ambassador***

During the meeting with the CG it was emphasised that works planned for the Apartment 5/6C should be undertaken to co-incide with the change-over of occupants of the Apartment. The CG's strong recommendation to Canberra will be that alternate accommodation arrangements should be made for the incoming CG to allow un-impeded access to allow works to be completed.

The program of the 5/6C proposed works was discussed and a schedule of works identified by the occupants. This was presented to post administration. These works have been included in the Action Item table above.

The program of the 5/6A proposed works was discussed and a schedule of works identified by the occupants. This was presented to post administration. These works have been included in the Action Item table above.

### **Summary of SAO meeting**

The opportunity was taken to have a discussion with the recently appointed Senior Administration Officer incorporating the following:

- The intention to improve communications between the Washington based UGL Services Facility Manager and the Australian Consul General's administration.
- A copy of the Five Year program for the Australian Consulate-General in New York was presented to the SAO for review and discussion.
- Invoice payment for Contractors and the ACG by employing a "tracker system" to monitor activity during the course of all projects

- Works planning and approvals
- UGL Services relations with contractors
- Procurement processes and the issuing of Purchase Orders to Contractors
- The requirement to receive formal approval for change orders which arise during the course of projects to ensure that cost over-runs are avoided

**Key works completed since the last travel report**

The Chef's utility area upgrade works have been substantially completed. Minor additional works required when funds are available have been included in the Action Item Table above.

**Key works currently underway**

No additional works are currently underway in either apartment.

**Key works pending for the FY**

No key works are pending for the remainder of the FY.

**Key works identified since the Property Inspection**

No additional works have been identified since the property inspection.

**Other issues**

No other issues have been identified.

## Trip Report

|   |   |
|---|---|
| <b>Satellite Post Location:</b>                     | New York  |
| <b>Travel Report No</b>                             | Travel report No 3  |
| <b>Status</b>                                       | Owned Residence and Leased Chancery   |
| <b>Travel Date:</b>                                 | 17 April 2013   |
| <b>Completed By:</b>                                | s 47 F(1)   |
| <b>Date of the last Property Inspection report:</b> | <b>Residence 5/6A</b><br>24/10/12<br>Rating – 74% Good.<br><b>Residence 5/6C</b><br>23/10/12<br>Rating – 63% Good.  |
| <b>FM's Opinion of Property(s):</b>                 | <b>Chancery</b><br>Requires a touch-up in some areas and refurbishment in other areas<br><b>Residence 5/6A</b><br>The apartment is in good condition<br><b>Residence 5/6C</b><br>The apartment is in fair to good condition |
| <b>Post's Opinion of Property(s):</b>               | <b>Chancery</b><br>Requires a touch-up in some areas and refurbishment in other areas<br><b>Residence 5/6A</b><br>The apartment is in good condition<br><b>Residence 5/6C</b><br>The apartment is in fair to good condition |

**Items from the last trip report for action:**

| Action Item  | Status    |
|--|-----------|
| Assist Post in the identification of acoustic material for the conference room ceiling in the Chancery                         | Completed |
| Ovens are faulty in 5/6A and require replacement   | WIP       |
| Small cracks have appeared in the walls (mainly at joins) of apartment 5/6A. Investigations will start on the cause and remedy | WIP       |
| Start the process of documentation for the refurbishment of apartment 5/6C   | WIP       |
| FM is to forward to the SAO a draft letter that is to go through to the building owners representative on compliance issues    | WIP       |

**Items from this report for action:**

| Action Item | Status |
|-------------|--------|
|             |        |

| Action Item                      | Yes / No |
|----------------------------------|----------|
| Chancery floor plans checked     | Yes      |
| Any alterations sent to Canberra | NA       |



The second is in relation to an invoice from Hankins' Construction Company for the installation of an exhaust fan in the Washington HOM residence totalling approxs 47 G(1) I could not locate any previous correspondence on this so would be grateful for your clarification on this task given that it seems quite a high figure for an exhaust fan (although I do note, of course, the nature of that property). The fan was installed in one of the staff areas due to the personnel cooking done by the staff would smoke and set off the fire alarms, the previous unit was inadequate. The whole staff area at the top of the property will be up for refurb in the coming years

There is also an invoice from Wagner Roofing Co Inc for approxs 47 for roof repairs at 3148 Cleveland. Again I couldn't locate any advice on this and would be grateful for your clarification please. Was this in response to a particular incident/weather damage, or a standard repairs and maintenance arrangement? The works were to rectify leaks identified in the maintenance inspection of the slate roofs

I hope these queries do not cause you any inconvenience or take too much of your time, however I would be grateful for your quick advice if possible please. Many thanks in advance.

Regards,

---

s 22 1(a)(ii)

Estate Management Section  
Overseas Property Office

Telephone: +61 2 6261 s 22 1(a)(ii)  
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Facsimile: +61 2 6261 3375

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s 22 1(a)(ii)

s 33 (a)(iii)

Office of Foreign Missions  
U.S. Department of State

Tel (1) (202) 895-3500 s 33 (a)(iii)  
Tel (2) (202) 736-7173  
Fax (202) 736-4145  
s 33 (a)(iii) [@state.gov](mailto:)

This email is UNCLASSIFIED.

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**From:** s 47 F(1) [@ugllimited.com](mailto:)  
**Sent:** Wednesday, June 26, 2013 8:36 AM  
**To:** s 33 (a)(iii) OFM Property  
**Subject:** RE: Australian Consulate-General, New York residence works

On my cell is best

s 47 F(1)  
Facility Manager



Australian Embassy |  
1601 Massachusetts Ave | Washington DC 20036 | USA  
Direct: +1 202 797 s 47 F(1)  
Fax: +1 202797 3360  
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**From:** s 33 (a)(iii) [@state.gov](mailto:)  
**Sent:** 26 June 2013 8:26 AM  
**To:** s 47 F(1) s 33 (a)(iii) OFM Property  
**Subject:** RE: Australian Consulate-General, New York residence works

His 47 F(1)

I will give you a call shortly.

Thank you,

s 33 (a)(iii)

Office of Foreign Missions

. 2



Tel (1) (202) 895-3500 s 33 (a)(iii)  
Tel (2) (202) 736-7173  
Fax (202) 736-4145  
s 33(a)(iii) [@state.gov](mailto:)

This email is UNCLASSIFIED.

---

**From:** s 47 F(1) [@ugllimited.com](mailto:)  
**Sent:** Wednesday, June 26, 2013 7:22 AM  
**To:** s 33 (a)(iii) OFM Property  
**Subject:** RE: Australian Consulate-General, New York residence works

Hi s 33 (a)(iii)

Thanks for the note.

I am still getting used to the terminologies, what is a PAA?

What do we need to present to the NY officials to have the fees waived?

s 47 F(1)  
Facility Manager



Australian Embassy |  
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**From:** s 33 (a)(iii) [@state.gov](mailto:)  
**Sent:** 25 June 2013 4:40 PM  
**To:** s 47 F(1) OFM Property  
**Subject:** Re: Australian Consulate-General, New York residence works

This goes under the category of not needing permission for refurbishment/updating but eligible for PAA and waiving of permit fees.

S

s 22 1(a)(ii)

**From:** s 22 1(a)(ii)  
**Sent:** Friday, 14 June 2013 4:43 PM  
**To:** s 22 1(a)(ii)  
**Cc:** Perera, Minoli; s 22 1(a)(ii)  
**Subject:** RE: New York CG - Temporary Residence [SEC=IN-CONFIDENCE:SECURITY]  
**Attachments:** CL612639L Colombo Temporary Leased Accommodation Proposal.pdf

s 22 1(a)(ii)

Hi again and thank you for your efforts and advice to date on this. I can confirm that our expectation is that we would like you to lock in a suitable lease now so that we can move forward with greater certainty. As you point out we expect that you will be unable to focus on this in upcoming months given other priorities and conflicting requirements.

We would therefore request that you develop a business case outlining issues such as the properties you have inspected, the basis upon which the search was conducted, your preferred option or options and why, accessibility, security, representational and other considerations, availability of car parks, comparative costs, and any other relevant issues. s 47 C(1)

We will then provide you with formal Reg 9 (and Reg 10 if necessary) approval for you to proceed to sign the lease.

Minoli wants to be in a position to provide Mr Bracks with further details on the prospective property through the middle of next week if that is achievable, so any assistance you can provide in providing us with the business case as soon as possible would be greatly appreciated.

I also note your previous advice that there should be no issue with furniture given that the proposed property is unfurnished and you can use the majority of the existing furniture to furnish the temporary residence, with the remainder stored in your chancery basement.

Minoli spoke with Mr Bracks earlier today to provide him with an update on the process, and to seek his advice on a couple of issues. Mr Bracks has confirmed that he will not have any pets, in either the short or longer term, and that he is comfortable with external or internal stairs. There were no other requirements identified during their discussion.

During their conversation Mr Bracks also advised Minoli that he is happy to move into Beekman Place before the works there are fully complete, on the basis that some of the minor works can be undertaken while he and his family are there (eg if there are some minor painting tasks or other items that will accommodate this). While we recognise that any prospective landlord for the temporary accommodation may not want to reduce the timeframe for what is already a short-term lease, you might like to consider this in the context of the project plan for the works and your negotiations with the prospective landlord (such as including a suitable break clause). It sounds as though Mr Bracks is quite accommodating on the understanding that this may save us a months' rent or more.

Grateful for your assistance in preparing a suitable business case on the basis of the above. Given the need for expediency, and taking account of the time difference, I'm happy to take a call from you over the weekend if this is required. My mobile is s 22 1(a)(ii) and I expect that I will be up early in the mornings if necessary.

Many thanks once again and in advance for your assistance, and happy to clarify or assist further as required. Enjoy your weekend.

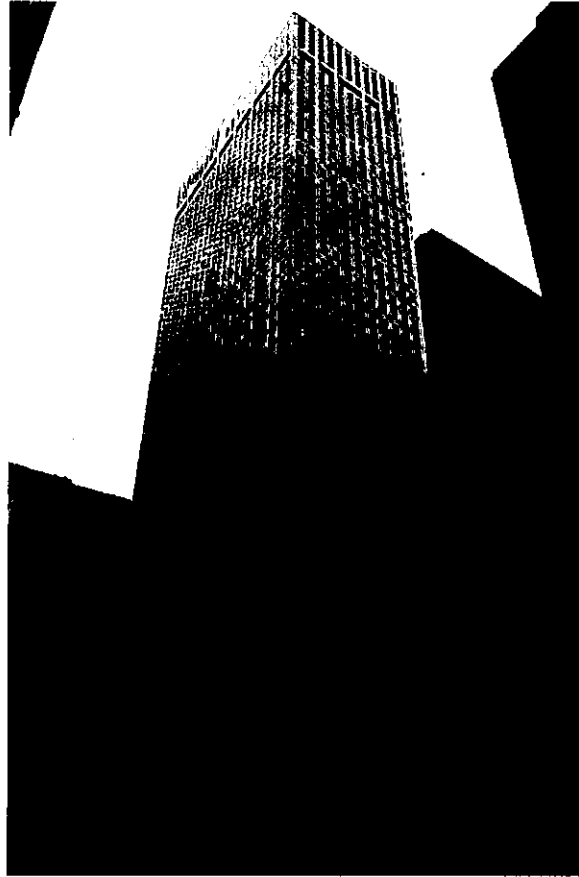
Regards,

s 22 1(a)(ii)

Estate Management Section  
 Overseas Property Office

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 Voicenet: 8616 s 22 1(a)(ii)  
 Facsimile: +61 2 6261 3375

**Australian Consulate-General, New York  
 Consul-General Briefing – The Hon. Stephen Bracks AC  
 August 2013**



**Australian Consulate-General, New York  
 33<sup>rd</sup> and 34<sup>th</sup> Floors  
 150 East 42<sup>nd</sup> Street**

### Property Summary

|                        |  |
|------------------------|--|
| <b>Owned property</b>  | Apartment 5C/6C, 1 Beekman Place, New York<br>(Consul-General Residence)<br>Apartment 5A/6A, 1 Beekman Place, New York<br>(HOM UN Residence) |
| <b>Leased property</b> | 33 <sup>rd</sup> and 34 <sup>th</sup> Floors, 150 East 42 <sup>nd</sup> Street, New York<br>(Chancery)<br>A-based Staff residences           |

### Key Contacts

|                                 |               |                     |
|---------------------------------|---------------|---------------------|
| DTZ Facilities Manager          | s 47 F(1)     | based in Washington |
| DTZ Regional Facilities Manager | s 47 F(1)     | based in Canberra   |
| OPO Estate Manager              | s 22 1(a)(ii) | DFAT Canberra       |

## Attachments

- Attachment 1 - Floor plan, Level 5, 1 Beekman Place
- Attachment 2 - Floor plan, Level 6, 1 Beekman Place
- Attachment 3 - Proposed floor plan, Level 5, 1 Beekman Place, following refurbishment
- Attachment 4 - Proposed floor plan, Level 6, 1 Beekman Place, following refurbishment
- Attachment 5 - Map of property location
- Attachment 6 - Brochure of information on 244 East 49<sup>th</sup> Street (temporary Residence)

## Overview

### Consul-General Residence - Owned Property

Apartment 5-6C, the Residence of the Australian Consul-General is located at 1 Beekman Place on the lower east side of Manhattan. Built in 1929, the apartment block is situated in an established and affluent location close to the United Nations' Headquarters and approximately one kilometre from Grand Central Station. It is within ten minutes' drive of the Consulate. Excellent shopping areas, including major department stores, restaurants and movie theatres are also nearby. Primary access to the site is via the main entrance on Beekman Place, with garage and service entrances accessed via 49<sup>th</sup> Street.

A doorman is on-site 24 hours a day, and a concierge and resident manager are also available. Other features in the building include an outdoor garden, indoor swimming pool, squash courts, gymnasium and connecting garage.

The Commonwealth purchased apartment 5C/6C in June 1963. It has a total area of 372 square metres and is positioned on the south-eastern corner of Beekman Place and East 49<sup>th</sup> Street, with commanding views across East River to the 59<sup>th</sup> Street Bridge and Long Island. The master bedroom with ensuite, three additional bedrooms and bathrooms are located on the 6<sup>th</sup> floor of the building, with the reception and dining rooms, kitchen, library and powder room located on the 5<sup>th</sup> floor. The two levels are connected by an internal staircase. The main rooms are well proportioned with high ceilings and are highly detailed.



Due to a repairs, maintenance, and upgrade works program scheduled for the apartment at the changeover of Consuls-General, temporary accommodation for the incoming Consul-General will be required until early 2014. s 22 1(a)(ii)



Entry foyer



Dining room

The lease for the temporary accommodation expires on 31 January 2014, however, if required; the property may be leased on a month by month basis thereafter. Due to difficulties currently being encountered in gaining access to the apartment at Beekman Place for planning and tendering purposes, it is possible that commencement of the works will be delayed and temporary accommodation will be required for slightly longer than originally anticipated.

### **Chancery – Leased Property**

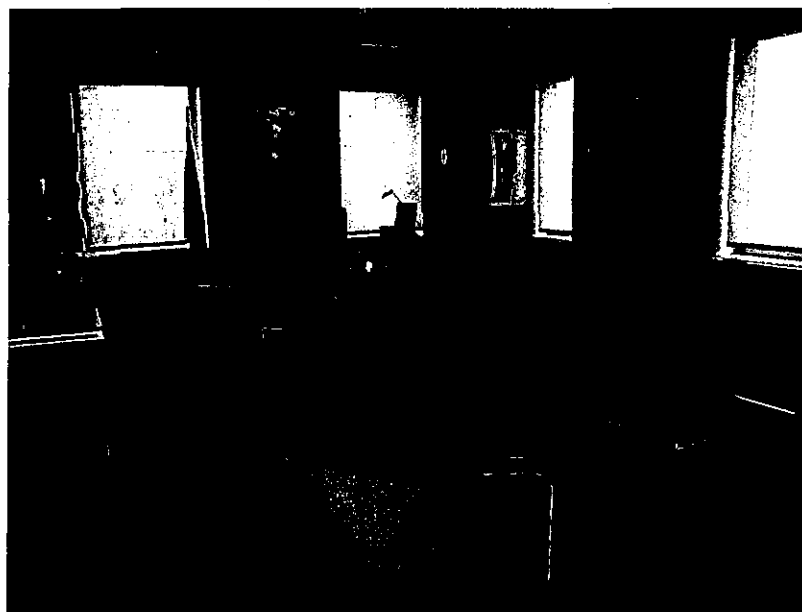
The offices for the Australian Consulate-General and the Mission to the United Nations are located in the Mobil Building, 150 E 42<sup>nd</sup> Street, between Lexington and 3<sup>rd</sup> Avenue, in mid-town Manhattan. The Consulate-General and Austrade share the 34<sup>th</sup> Floor, and the Mission to the United Nations occupies the 33<sup>rd</sup> Floor. The Net Lettable Area (NLA) for the Consulate-General is approximately 1,066 square metres.

Accommodation on level 33 is currently very tight due to the additional staff posted to New York for the term of Australia's seat on the UN Security Council. Recent works to accommodate the staffing increase were completed in January 2013. These works included refurbishment of a number of offices on level 33 in order to accommodate two staff members per office, as well as an air-conditioning upgrade and refurbishment of the conference room. Additional work stations were also added on level 34 (Consulate) as LE staff numbers were increased, commensurate with the increase in the administrative work load. Planned downsizing/refurbishment works by Austrade will free up space on level 34, providing space for future expansion of the Consulate if required.

The Mobil Building provides a convenient location for the Mission and the Consulate-General and both offices have been fitted out to a high standard. A new lease has been negotiated for the period from 1 August 2013 until 13 December 2028.



*Consulate-General reception area*



*Consul-General's office*

## **Current Issues**

### **Consul-General Residence (owned)**

A program of repairs, maintenance, and upgrade works have been scheduled for the apartment to coincide with the departure of the current Consul-General (September 2013). The works have been scheduled during this changeover period to comply with Beekman Place Building Management (BPBM) restrictions, which impose a 120 day upper limit on the number of days during which such works can occur annually. Daily work-hours and timings are also restricted due to noise and access considerations of the BPBM.

The architect appointed for the refurbishment works (Joshua Brandfonbrener Architects) requires further access to the apartment in order to finalise the scope of works. Once the scope is finalised, the architect will be required to submit the plans to the BPBM and to the New York City Council for approval. The architect will then provide project management services for the works program to ensure the works progress in accordance with the scope and with building management requirements and time constraints.

A budget of \$1,200,000 has been identified to fund these renovation works, including architectural and project management fees.

## Facilities Management

The current DTZ Facilities Manager, s 47 F(1) is based at the Australian Embassy, Washington DC. He normally undertakes four (4) scheduled visits per year, however due to the upgrade works at Beekman Place, the frequency of his visits has increased.

DTZ is contracted to DFAT through the Overseas Property Office (OPO) to provide property and facility management services for the overseas owned estate. The services provided under the contract include asset management, facilities management, reactive repairs and maintenance and cyclical preventative maintenance programs. The DTZ Facilities Manager will work with the Post to identify and address any property issues which may arise in the Consul-General's residence or the HOM UN Residence. The Facilities Manager also provides advice on any issues relating to the management of leased properties, such as the Consulate-General and Australia's Mission to the United Nations tenancies.

## DOPB Bids

No recent Departmental Overseas Property Budget bids have been submitted.

## Compliance

During the apartment refurbishment, any compliance issues identified by the specialist contractors during the scoping phase will be addressed as part of the works. The DTZ Facilities Manager will then continue to assist the Consulate-General to address any further issues that may arise over time.

## Significant Works

### Consul-General Residence - Apartment 5C/6C, 1 Beekman Place

For this financial year (2013-14), expenditure of AUD\$1.320 million is budgeted for reactive repairs, scheduled maintenance and other programmed works. This includes approximately \$1,200,000 for the renovation works, including deferred works from 2011/2012 and 2012/2013. These works had been deferred to out years at the request of the Consulate-General to avoid disruption to the current tenant.

### Expenditure for 2013-14 will include:

Major renovation works:

- architectural fees
- light fitting replacement and re-wiring
- staircase reconstruction (currently Building Code of Australia non-compliant)
- window replacement (single for double glazed windows to assist with noise mitigation)
- kitchen replacement (including plumbing and wiring components, as well as commercial appliance upgrades)
- bathroom replacement (all bathrooms, ensuites and powder rooms)
- flooring refurbishment
- carpet/curtain replacement and painting
- installation of new heating, cooling and ventilation systems (HVAC)

## Other costs:

- Body Corporate fees \$130,000

### Property Profile

| Property             | Number | Lease Expiry     | Property condition | DFAT Annual Rental | Total 2013-14 Rental Income to OPO |
|----------------------|--------|------------------|--------------------|--------------------|------------------------------------|
| Chancery (Leased)    | 1      | 13/12/2028       | Very Good          | A\$2,272,800       | N/A                                |
| CG Residence (Owned) | 1      | 30/06/2014 (MoU) | Good               | A\$620,800         | A\$620,800                         |