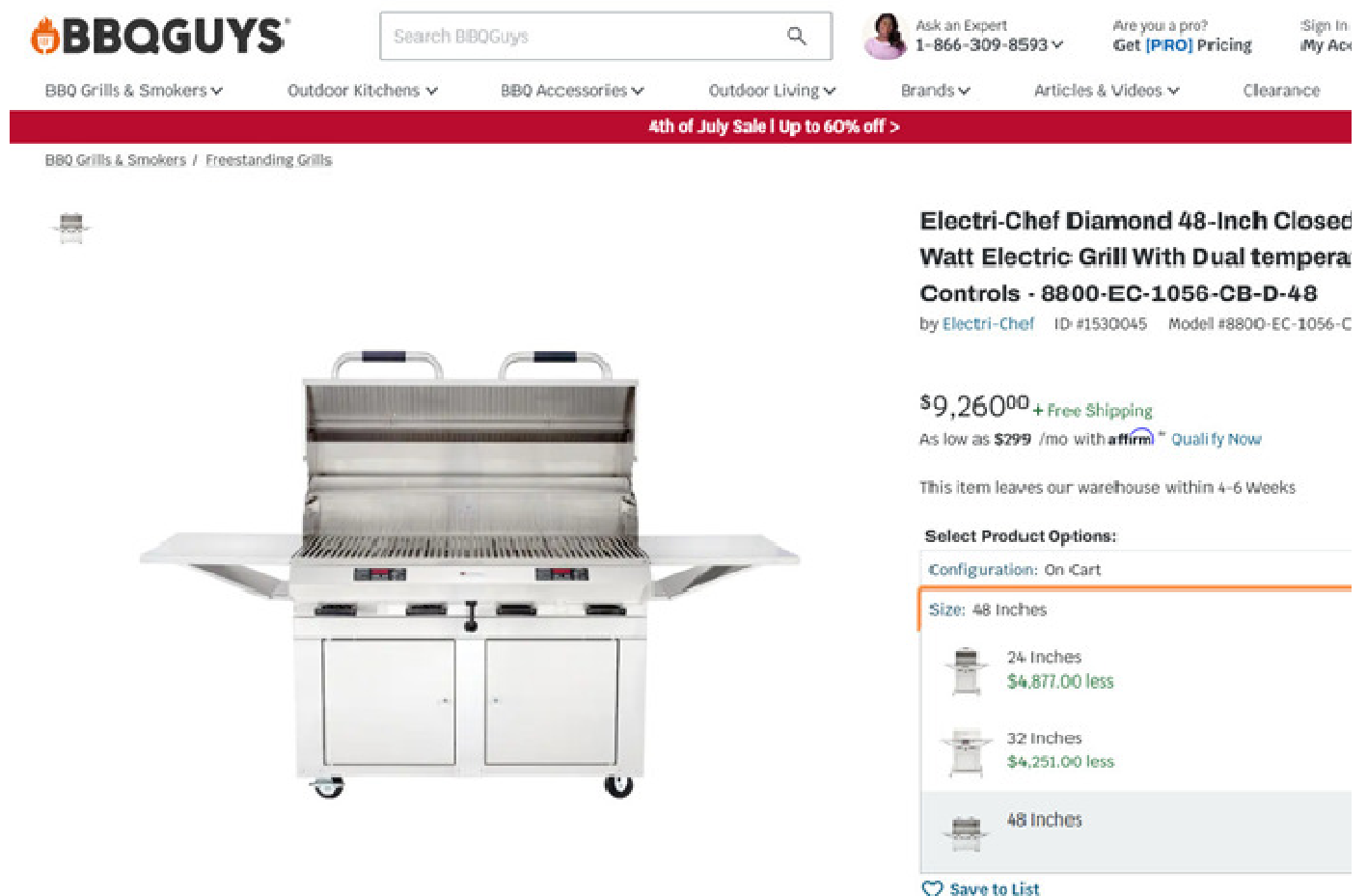


From: s 22(1)(a)(ii) <@jll.com>
Sent: Wednesday, 20 September 2023 1:11 PM
To: s 22(1)(a)(ii); s 22(1)(a)(ii)
Cc: Lisa Usback
Subject: RE: [EXTERNAL] L2 BBQ [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Thanks mate, I will come back to you if for whatever reason they think the situation has changed.

For clarity, this is what has been proposed for the terrace:



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Electri-Chef Diamond 48-Inch Closed Watt Electric Grill With Dual temperature Controls - 8800-EC-1056-CB-D-48
by [Electri-Chef](#) ID: #1530045 Model #8800-EC-1056-C

\$9,260⁰⁰ + Free Shipping
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This item leaves our warehouse within 4-6 Weeks

Select Product Options:

Configuration: On Cart

Size: 48 Inches

- 24 Inches \$4,877.00 less
- 32 Inches \$4,251.00 less
- 48 Inches**

♥ Save to List

Kind regards,

s 22(1)(a)(ii)

Senior Facilities Manager – North America
Department of Foreign Affairs and Trade Account
JLL
Embassy of Australia
1601 Massachusetts Avenue
Washington, DC 20036
c: s 22(1)(a)(ii)

jll.com

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, 20 September 2023 1:06 PM
To: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>
Cc: Lisa Usback <Lisa.Usback@dfat.gov.au>
Subject: [EXTERNAL] FW: L2 BBQ [SEC=OFFICIAL]

Caution: Message from external sender

OFFICIAL

Previous advice has been that the level 2 BBQ will be an OPO/Project procurement. (I would expect that installation is included as part of that procurement).

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: 31 May 2023 9:18 AM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>;
s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: L2 BBQ [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Confirming this will be an OPO procurement.

Kind regards,

s 22(1)(a)(ii)

Relocations Manager
Embassy of Australia

s 22(1)(a)(ii)
1145 17th St NW, Suite GP410
Washington, DC 20036-4707



From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, 10 May 2023 8:46 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>
Subject: L2 BBQ [SEC=OFFICIAL]

OFFICIAL

Hi ^{s 22(1)(a)(i)}, following up on BBQ, see below comment in a previous email (re microwaves). Just clarifying who is buying this! If its commercial BBQ – I think this is then JLLs cost? Tks L

L2 BBQ

Design team to specify a suitable commercial electric BBQ for the L2 terrace, once the exhaust design is finalised.

Best regards,

^{s 22(1)(a)(ii)}

Property, Transport & Events Manager | CMCB
Embassy of Australia

^{s 22(1)(a)(ii)}

1145 17th St NW, Suite GP410, Washington, DC 20036-4707
usa.embassy.gov.au



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4"v= <0{xEM 9 'c ;

From: Finance Washington
Sent: Thursday, 4 April 2024 10:56 AM
To: s 22(1)(a)(ii)
Subject: AEW - OPO Funded BBQ [SEC=OFFICIAL]

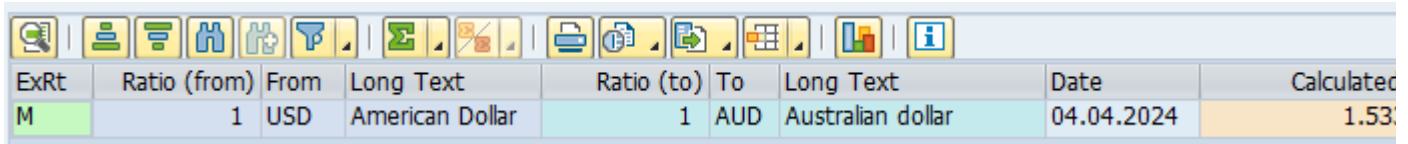
OFFICIAL

Hi s 22(1)(a)(ii)

Asset has been created under s 47E(d)

Please note that I had used the spot rate to convert the US\$10K as shown below.

Regards.



ExRt	Ratio (from)	From	Long Text	Ratio (to)	To	Long Text	Date	Calculated
M	1	USD	American Dollar	1	AUD	Australian dollar	04.04.2024	1.53398

US\$ 10K @ 1.53398 = AU\$ 15,340 (rounded up)

s 22(1)(a)(ii)

Regional Manager, Financial Operations
North America Hub
Embassy of Australia

s 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

E-Mail: *s 22(1)(a)(ii) @dfat.gov.au
* s 47E(d) @dfat.gov.au

usa.embassy.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#)



OFFICIAL

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, April 3, 2024 1:42 PM
To: s 47E(d) @dfat.gov.au>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

OFFICIAL

Hi s 22(1)(a)(ii)

Please see below background on BBQ. Grateful asset shell be prepared in SAP so we can procure.

Many thanks

s 22(1)(a)(ii)

OFFICIAL

From: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
Sent: Wednesday, April 3, 2024 11:42 AM
To: Diem Hetherington <Diem.Hetherington@dfat.gov.au>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Lisa Usback <Lisa.Usback@dfat.gov.au>
Subject: RE: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

OFFICIAL

Great. Thanks, Diem.

s 22(1)(a)(ii) – pls note as per our discussion.

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

OFFICIAL

From: Diem Hetherington <Diem.Hetherington@dfat.gov.au>
Sent: Wednesday, April 3, 2024 1:10 AM
To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Lisa Usback <Lisa.Usback@dfat.gov.au>
Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

We will transfer across USD 10k to Post's budget. Please proceed.

Regards

Diem Hetherington

Assistant Secretary | Project Management Branch (PPB)

Overseas Property Office and Services (OPO)

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, April 3, 2024 3:10 PM
To: s 47E(d) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Diem Hetherington <Diem.Hetherington@dfat.gov.au>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hello

Please arrange to transfer USD10k from the OPO DCB budget to Washington Post.

Kind regards

s 22(1)(a)(ii)

From: Diem Hetherington <Diem.Hetherington@dfat.gov.au>
Sent: Wednesday, April 3, 2024 2:57 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Thanks so much s 22(1)(a)(ii)

Approved.

Regards

Diem Hetherington

Assistant Secretary | Project Management Branch (PPB)

Overseas Property Office and Services (OPO)

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, April 3, 2024 2:55 PM
To: Diem Hetherington <Diem.Hetherington@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi Diem

As the purchase value is over the asset threshold \$5k, we cannot use OPO operating budget to purchase this BBQ for Washington Post. The project has just been capitalised. It is hard to argue that the purchase of the BBQ should be paid through the project budget.

^{s 22(1)(a)(ii)} suggested that we might transfer funds from OPO DCB budget to Post for them to purchase the BBQ. Then the asset ownership will be with Post, not OPO.

Can you please send an approval for the request?

s 22(1)(a)(ii), please advise Diem if you need any further info to action, if achievable.

Regards

^{s 22(1)(a)}

From: Diem Hetherington <Diem.Hetherington@dfat.gov.au>
Sent: Wednesday, April 3, 2024 8:41 AM
To: **s 22(1)(a)(ii)** <@dfat.gov.au>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi ^{s 22(1)(a)}

Can I please have the cost code?

Many thanks

Regards

Diem Hetherington

Assistant Secretary | Project Management Branch (PPB)
Overseas Property Office and Services (OPO)
Department of Foreign Affairs and Trade
P s 22(1)(a)(ii) | **M +s 22(1)(a)(ii)**

From: **s 22(1)(a)(ii)** <@dfat.gov.au>
Sent: Friday, March 29, 2024 7:42 AM
To: Diem Hetherington <Diem.Hetherington@dfat.gov.au>
Cc: **s 22(1)(a)(ii)** <@dfat-opo-aew.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>; **s 22(1)(a)(ii)** <@dfat.gov.au>; **s 22(1)(a)(ii)** <@dfat.gov.au>; **s 22(1)(a)(ii)** <@jll.com>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi Diem,

Confirming we've now conducted a risk assessment (attached) and are keen to procure the BBQ for the Eddie Mabo terrace. Proposed model is below. Are you able to confirm relevant financial codes?

Cheers,

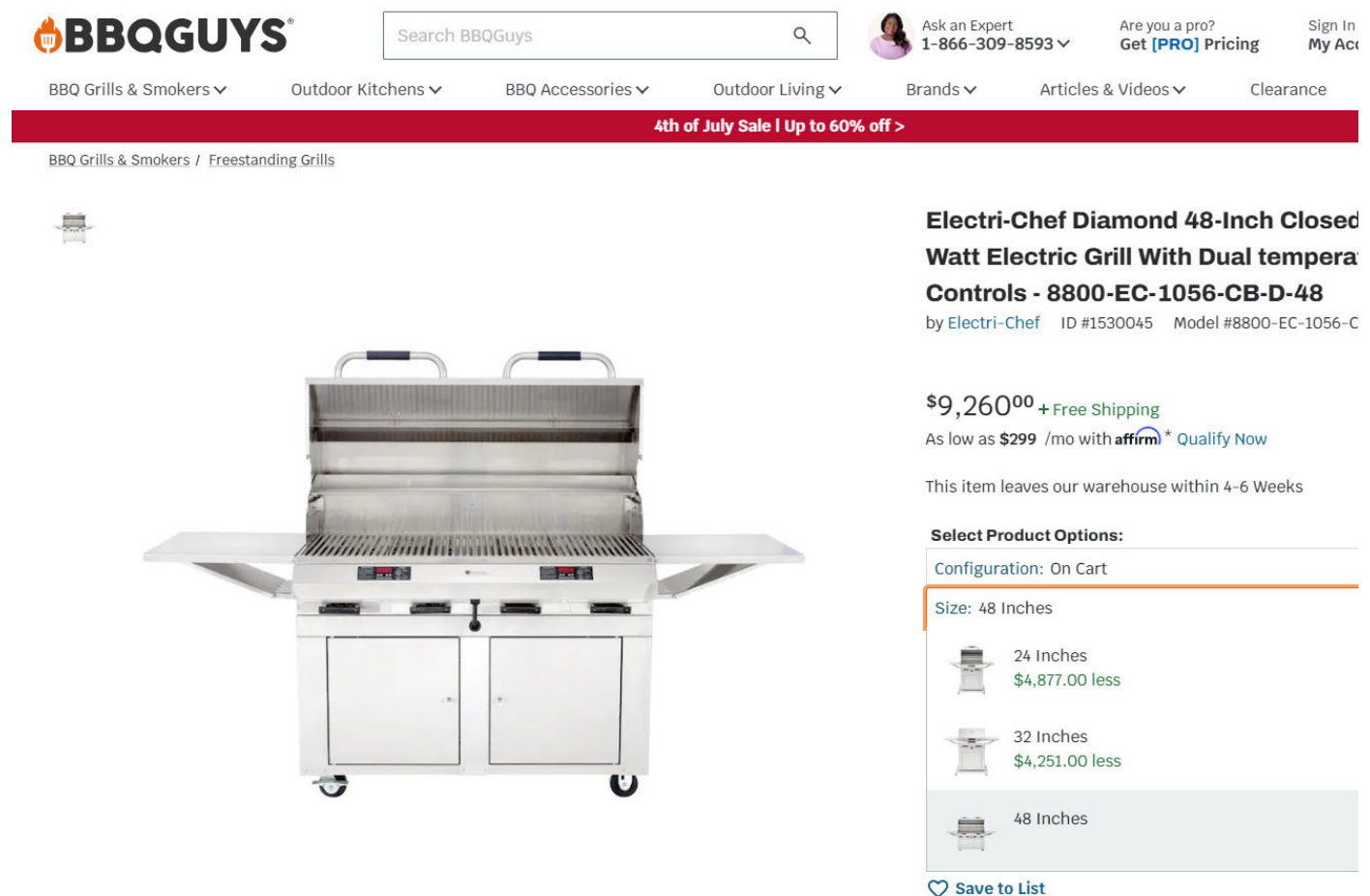
s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, March 28, 2024 1:28 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hello



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by [Electri-Chef](#) ID #1530045 Model #8800-EC-1056-C

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This item leaves our warehouse within 4-6 Weeks

Select Product Options:

Configuration: On Cart

Size: 48 Inches

- 24 Inches
\$4,877.00 less
- 32 Inches
\$4,251.00 less
- 48 Inches

Save to List

Free-standing option - [Electri-Chef Diamond 48-Inch Closed-Base 8360 Watt Electric Grill With Dual temperature Controls - 8800-EC-1056-CB-D-48](#) : BBQGuys

Cheers
Ash

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT

Embassy of Australia

T s 22(1)(a)(ii) | C s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Thursday, January 18, 2024 9:51 AM

To: s 22(1)(a)(ii) @dfat.gov.au>

Cc: Lisa Usback <Lisa.Usback@dfat.gov.au>; Diem Hetherington <Diem.Hetherington@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>

Subject: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Following up on our conversation in the weekly OPO/Post meeting to confirm I have spoken to Diem (in cc) and received confirmation that the procurement of the BBQ for the new chancery will be funded by OPO. Initial cost estimates for the BBQ and necessary electrical work to connect it put the procurement value at around USD 10,000. JLL is leading this procurement based on the agreed basis of design information shared with s 22(1)(a)(ii) last year (attached for reference).

Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office

Embassy of Australia

C s 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

usa.embassy.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#)



[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 22(1)(a)(ii)
Sent: Friday, 19 April 2024 4:18 PM
To: s 22(1)(a)(ii)
Subject: RE: Washington Post - Seeking Approval to purchase BBQ above AUD \$10k on AGCC [SEC=OFFICIAL]

OFFICIAL

Thank you!

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia
T s 22(1)(a)(ii) | C s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, April 19, 2024 3:59 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: Washington Post - Seeking Approval to purchase BBQ above AUD \$10k on AGCC [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Please see below a few suggested updates in red below.

Let me know if you would like to discuss.

Thanks

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, April 19, 2024 12:15 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: Washington Post - Seeking Approval to purchase BBQ above AUD \$10k on AGCC [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Confirming we have sourced a new supplier who can support payment via invoice.

Draft S23 is below ready to go to s 22(1)(a)(ii) for approval (thank you for all your work on this s 22(1)(a)(ii))
Noting the unusual nature of this procurement not really fitting into the 'typical' over \$10K procurement, appreciate if you could please review the below to confirm we have met all our financial obligations, prior to sending it off for final approval?

Thank you for your help to date!

s 22(1)(a)

Dear s 22(1)(a)(ii)

I seek your Approval to Commit and Enter into an Arrangement with Kitchen & Bath Authority, in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013*, for the procurement as set out below.

IF APPROVED after noting the declaration below, TYPE “**APPROVED**” in your email reply and insert your signature block.

Declaration by financial Delegate

In approving this proposal, I confirm that it is consistent with required policies and processes, including the [Public Governance Performance and Accountability Act 2013](#) (Section 23 & [Section 60](#)), [DFAT's Financial Framework](#) and [DFAT's Procurement Policy](#). There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

Title	One time purchase of ElectriChef, Diamond 48 Inch Electric Grill from Kitchen Bathroom Authority (KBA) - (Model# 8800-EC-1056-CB-D-48)		
Procurement Method	Limited Tender Exemption 8, Appendix A of the CPRs	Value (GST/Taxes inclusive)	\$9,061.10 USD \$14,100.68 AUD
Agreement commencement date	19 April 2024	Initial Period	This is a one-time purchase for goods, with no ongoing contractual agreement for service. The item comes with a manufacturer warranty.
Extension Period & Estimated Value (For information – a separate s23 Approval will be sought if extension is required)	N/A – one time purchase.	Cost Centre/GL Code	s 47E(d)
Contingent Liability Value	N/A	Funding Source	Departmental/ Administered (non-aid)
Risk – overall assessment	Low.	The identified model and BBQ was assessed as fit for purpose by OPO & JLL and met specific building code and Embassy requirements. In addition to the attached Risk Assessments, the risks related to the specific purchase and delivery were assessed as low. Likelihood of item not being delivered, or inadvertently delivered to the wrong address is extremely low and can be easily managed if this eventuates. The item also comes with a	

manufacturers warranty (see attached warranty advice) to ensure reasonable longevity of the product and protect against faulty or defective product purchases.

Funds were set aside by OPO prior to commencing the limited tender process and Washington Finance has been consulted and provided advice throughout the procurement process.

Requirement

DFAT Washington Post has a requirement for **Electric- Chief Diamon 48-inch, closed- base 8360-Watt, Electric Grill with dual temperature controls**, to meet OPO's completion deliverables related to the New Embassy build project.

Procurement Method

The limited tender approach was jointly managed by OPO and JLL, who conducted an assessment on BBQs available on the market and selected to above item, as it satisfied their requirement for a quality product which met the specific requirements of the Embassy. **The use of a limited tender is in line with Exemption 8 of the Commonwealth Procurement Rules.**

Determining factors included:

- ensuring the BBQ was fit for purpose and could support the expected usage and volume required
- Meeting building code – including selecting an electric option (gas not allowed on premises)
- Ensuring it would suitably fit in the identified space
- Meeting the design intent of the broader building
- Item Warranty
- Shipping price and timeframes

Additional background information related to the selection of the BBQ and assessment process prior to procurement, is included in the attached email correspondence "AEW Permanent Embassy L2 Terrace – BBQ Procurement".

Evaluation Process and Value for Money Consideration

Initially JLL & OPO had provided BBQGUYS as the supplier identified to provide the BBQ.

Upon undertaking market research, this company was determined to be the best value for money provider due to their shipping guarantees, clearly displayed warranty and ability to book specific delivery times. When approaching the supplier, they would not accept any other payment than Credit Card. To align with procurement rules, a secondary assessment was undertaken to identify a provider who presented value for money and accepted payment in the required format.

After obtaining three quotes online, price, warranty, shipping and the ability to accept payment via invoice was assessed. BBQGUYS, GrillScapes and Kitchen Bathroom Authority (KBA) were considered.

KBA has been subsequently deemed to provide the best value for money option, having the same model of BBQ requested by OPO, available for the best price. They guarantee the same manufacturer warranty and while not as fast as BBQGUYS, KBA can support a reasonable turn-around for shipping. Additionally, KBA provide the option for payment via invoice – which aligns with the procurement rules.

Supplier	Rank	Price Assessment	Overall Value for Money
KBA	1	Acceptable	Preferred Supplier
GrillScapes	3	Acceptable	Fall-back Supplier

BBQGUYS	2	Acceptable	Not preferred. Noting inability to meet procurement rules for payment.
---------	---	------------	--

Agreement/Contract

As this is a one-off purchase, we will not be entering into an ongoing contractual arrangement. However, to protect the investment in this item a warranty is included for the purchase:

- The Stainless Steel Grill Assemblies are warranted for lifetime to the original consumer purchaser from the date of purchase, against defects in materials and workmanship.
- The cooking grids are warranted for five (5) years to the original consumer purchaser from date of purchase, against defects in materials and workmanship.
- The heat plate is warranted for three (3) years to the original consumer purchaser from date of purchase, against defects in materials and workmanship.
- All other components, electrical or mechanical are warranted to the original consumer purchaser for a minimum of one (1) year from the date of purchase or the warranty time of the manufacture of the component, electrical or mechanical, which ever warranty time period is longer, against defects in materials and workmanship.

Funding breakdown

This procurement is a onetime, tax-free purchase. The amounts payable in under this commitment, including GST, are detailed below:

Year	2023-24
Agreement (ex. GST/Taxes)	\$9061.10 USD
GST/Taxes	\$0.0
Total (inc. GST/Taxes)	\$9061.10 USD
[AUD spot rate]	\$14,100.68 AUD

Risk

The procurement remains to be low risk, risks related to the purchase process with the supplier are limited. Additional risks have been assessed in the attached Procurement Risk Assessment, and general Embassy Risk Assessment.

Risk	Mitigation
Failure to delivery	<ul style="list-style-type: none"> • CCTV Cameras and mailroom security staff track all deliveries as evidence of delivery. • Tracking provided by supplier for delivery details. • Order details stored in EDRMS to ensure sufficient evidence should we need to follow up with the company.
Manufacturer faults	<ul style="list-style-type: none"> • Manufacturer warranty in place for faulty parts of defects.

Risk Management Plan

To ensure risks have been adequately considered, assessed and mitigated, a risk management plan for both procurement and ongoing management risk has been developed by Property, Transport, Events and WHS team and approved by s 22(1)(a)(ii)

Contingent Liability Compliance

The proposed agreement does not contain contingent liabilities.

The Contingent Liability Compliance Checklist from the [Contingent Liabilities & Supplier Contracts guidance](#) is not required.

Recommendation

It is recommended that you approve to commit for the purchase of one Electric Grill BBQ by Electri-Chef, from Kitchen Bathroom Authority – (Model# 800-EC-1056-CB-D-48) for the amount of \$9,061.10 USD in accordance with the outcome outlined in this approval.

Attachments

- Approach to Market- OPO/JLL email correspondence
- Procurement Risk Assessment
- BBQ Risk Assessment
- Cost Comparison Table

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia

T s 22(1)(a)(ii) | C s 22(1)(a)(ii)

From: s 22(1)(a)(ii)

Sent: Friday, April 19, 2024 9:18 AM

To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>

Cc: s 47E(d) @dfat.gov.au>

Subject: RE: Washington Post - Seeking Approval to purchase BBQ above AUD \$10k on AGCC [SEC=OFFICIAL]

OFFICIAL

Thanks s 22(1)(a)(ii)

Really appreciate you following this up for us.

s 22(1)(a)(ii) – can you please investigate this morning to if there are any other suppliers who provide this model of BBQ, so we can do a comparison for best value for money.

If there are other suppliers, in addition to the price, can you please check and confirm the warranty, shipping fees and times – and whether they will issue an invoice for us to pay.

Cheers

s 22(1)(a)

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT

Embassy of Australia

T s 22(1)(a)(ii) | C s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Friday, April 19, 2024 9:13 AM

To: s 47E(d) @dfat.gov.au>

Cc: s 22(1)(a)(ii) @dfat.gov.au>

Subject: FW: Washington Post - Seeking Approval to purchase BBQ above AUD \$10k on AGCC [SEC=OFFICIAL]

OFFICIAL

Morning team,

Please see below advice from Canberra relating to the BBQ.

Can you undertake a very quick check to support our justification as to why this BBQ is the best value for money?

Thanks

s 22(1)(a)(ii)

From: s 47E(d) @dfat.gov.au>

Sent: Friday, April 19, 2024 2:45 AM

To: s 22(1)(a)(ii) @dfat.gov.au>

Cc: s 47E(d) @dfat.gov.au>

Subject: RE: Washington Post - Seeking Approval to purchase BBQ above AUD \$10k on AGCC [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

I'd recommend identifying any other suppliers who can provide the BBQ to determine whether you are getting the best value for money (and they may also accept other payment options).

This arrangement should follow the process outlined here: [Procurements at Post over \\$10K \(satin.io\)](#)

Essentially any arrangement over 10k should be paid using the P2P process. If you cannot find another supplier please enquire with the s 47E(d) @dfat.gov.au in relation to how the credit card policy applies to this transaction/requirement of no other available payment options.

If you do end up paying for this on credit card, please remember this will still need to be entered into the SAP Contracts database to ensure it is published on AusTender to satisfy the reporting requirements under the Commonwealth Procurement Rules.

Regards,

s 22(1)(a)(ii)

Assistant Director | Procurement and Grants

Budget and Policy Branch | Finance Division

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Friday, April 19, 2024 4:55 AM
To: s 47E(d) <@dfat.gov.au>
Subject: Washington Post - Seeking Approval to purchase BBQ above AUD \$10k on AGCC [SEC=OFFICIAL]
Importance: High

OFFICIAL

OFFICIAL

Afternoon Procurement team,

We are finalising some of the remaining fixtures for the new Embassy here in Washington DC. One of which is purchasing a BBQ (value is approx. AUD \$15,340). OPO will be paying for this and has approved the purchase (see attached email).

We have reached out to the vendor, however, they are unable to provide or accept payment via an invoice. The only options available are credit card payment, paypal or GPay online payments.

Grateful for confirmation an Australian Government Corporate Credit Card can be used to make this purchase noting this is the only option available?

Many thanks

s 22(1)(a)(ii)

First Secretary (Corporate) & Consul | Regional Finance Director
Corporate Management & Consular Branch

T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

VN s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 6 May 2024 10:27 AM
To: Support
Subject: RE: [EXTERNAL] Purchase Enquiry - BBQ - Tax Exemption and Invoice Payment [SEC=OFFICIAL]

OFFICIAL

Hi s 47F(1)

Thank you for following up.

Unfortunately we are unable to proceed due to your finance options, as my only option for payment was via an invoice.

Appreciate you checking in.

Warm regards

s 22(1)(a)

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia

T s 22(1)(a)(ii) | C s 22(1)(a)(ii)

From: s 47F(1) @bbqguys.com>
Sent: Wednesday, April 24, 2024 12:06 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: [EXTERNAL] Re: Purchase Enquiry - BBQ - Tax Exemption and Invoice Payment [SEC=OFFICIAL]

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##- Please type your reply above this line -##

Good morning s 22(1)(a)(ii)

Are you still interested in purchasing a grill?

Thank you,

s 47F(1)

BBQGuys Sales Representative

From: s 47F(1)

Time: April 18, 2024 at 10:32

Good morning s 22(1)(a)(ii)

Hope this email finds you well. I would be more than happy to help find a way to get you this grill! In regard to our payment options, we do not have an invoice option and all good are shipped out once the full order amount is paid. There is an option to where you can purchase through affirm financing and you can make monthly payments through them. Other than that, full order ammounts must be paid for the item(s) to ship.

Let me know if you have any questions or if there is anything I can do to help.

Thank you,

s 47F(1)

BBQGuys Sales Representative

From: s 22(1)(a)(ii)

Time: April 15, 2024 at 13:55

OFFICIAL

Good afternoon team

I am reaching out as I would like to enquire about purchasing a BBQ from your website for delivery to the Australian Embassy in Washington DC.

Unfortunately, we are not permitted to make this purchase on a credit card and would like to work with you place an order and pay via an invoice. As an Embassy, we also have a tax exemption (see attached). Below is the BBQ we are hoping to purchase.

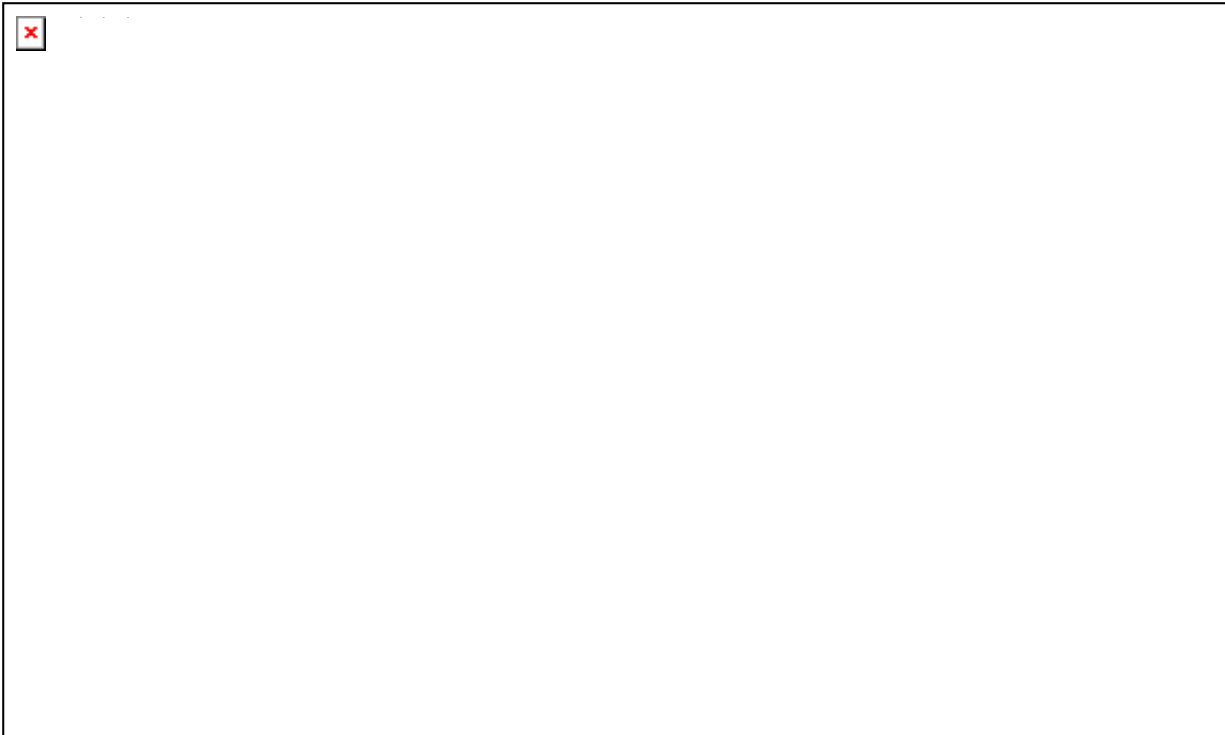
Can you please confirm the process we need to undertake to ensure tax is removed, and if it is possible to pay via invoice?

This will determine whether we can proceed with the purchase with your company.

Thank you in advance for your advice.

Warm regards

s 22(1)(a)(ii)



s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT

Embassy of Australia

T s 22(1)(a)(ii) | C s 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

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image001.png

<https://help.bbqguys.com/attachments/token/v7IFEfsJxzHDsmAtdRHX5pp3g/?name=image001.png>

image002.png

<https://help.bbqguys.com/attachments/token/tpcn5VW55CzLshhAp5XYIJ0MR/?name=image002.png>

s 22(1)(a)(ii)

.pdf

<https://help.bbqguys.com/attachments/token/unnlXvASh42XMU1ZpPjJN4daX/?name=USBACK+Lisa+-+Mission+Tax+Exemption+Card+expiry+30+JUN+2025.pdf>

This email is a service from BBQGuys Sales. Delivered by [Zendesk](#)

From: s 47F(1) @kcct.com>
Sent: Thursday, 21 March 2024 2:48 PM
To: s 22(1)(a)(ii)
Cc: AEW/Australia communications; s 22(1)(a)(ii) @dfat-opo-aew.com); s 47F(1)
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hello s 22(1)(a)(ii)

The L2 terrace space is treated like any commercial Kitchen in terms of the finishes used and the sprinkler heads specified.

In a commercial Kitchen the cooking temperatures are extremely high and ambient temperatures do get hot and this condition doesn't turn the sprinklers on, in the same manner it's safe to use the BBQ/ grill at the temperatures used in a commercial kitchen and will not activate the sprinkler head.

In commercial kitchens the sprinkler heads used are 175 deg, at the L2 Terrace we have gone above and beyond to use 212 deg sprinkler heads. The area covered by one sprinkler head is about 15'-0" diameter, about 7'-6" radius around the head.

Each individual sprinkler has a thermal response indicator which breaks and activated the sprinkler head. Sprinkler head get activated only once it receives enough heat from the source/fire. Only if the heat source/ fire spreads then and then only other sprinklers will be activated. In the meantime, the fire is controlled with one sprinkler head covering a 15'-0" dia area.

This is to confirm that in cases of fire at the BBQ /L2 terrace area the other sprinkler in the lounge will not be activated and will not saturate the lounge area, only the sprinkler head activated due to the fire will be activated. KCCT has confirmed this information with the Fire protection engineer, copied on this email.
GC to confirm if the shop drawings match the as-built system.

Hope this helps.

Thanks

s 47F(1)

s47F(1)

1350 Eye Street NW, Suite 950
Washington, DC 20005

KCCT

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, March 6, 2024 10:11 AM
To: s 47F(1) @kcct.com>
Cc: s 47F(1) @kcct.com>
Subject: FW: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Hi s 47F(1)

Could you please coordinate written responses to the two questions from Post below?

Many thanks,

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>

Sent: Wednesday, 6 March 2024 10:05 AM

To: s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>

Cc: s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 22(1)(a)(ii) <dan.Hedde@jll.com>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; Lisa Usback <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 47E(d) <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat-opo-aew.com>

Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(ii)

Two other questions from me:

- What are the implications on not having an overhead extraction unit in terms of smoke accumulation/grime on the walls?
- Is it possible to visually (or otherwise) confirm that the shop drawings match the as-built system, i.e. that there is no risk that setting off the sprinkler above the bbq will result in saturating the Eddie Mabo Lounge?

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General

Australian Embassy

Washington, DC

T s 22(1)(a)(ii) | M +1 s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 7 March 2024 10:28 AM
To: s 22(1)(a)(ii)
Cc: WHS Washington
Subject: RE: L2 BBQ [SEC=OFFICIAL]

OFFICIAL

One additional one from me – let's put a first aid kit out there too which is set up for burns/cuts – see line 3 – and also mark its location on the map.

First aid kit (including burns/cuts treatments) located on Terrace throughout the premises.

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, March 7, 2024 10:16 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>
Subject: RE: L2 BBQ [SEC=OFFICIAL]

OFFICIAL

Thanks – nice work team. A few minor edits and a couple of questions from me – see attached.

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, March 6, 2024 4:41 PM
To: Damien Dunn <Damien.Dunn@dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>
Subject: FW: L2 BBQ [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Please see Risk Assessment that ^{s 22(1)(a)(i)} has completed for the L2BBQ.

Please note, while we are still awaiting final advice from ^{s 22(1)(a)(ii)} we have based the Risk Register on our current understanding of the fire sprinkler above the BBQ being isolated from the Eddie Mabo sprinklers. Once we have final confirmation, we can update if required.

Appreciate your feedback/comments.

Cheers

^{s 22(1)(a)(ii)}

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia

T ^{s 22(1)(a)(ii)} | C ^{s 22(1)(a)(ii)}

From: ^{s 22(1)(a)(ii)} @dfat.gov.au>

Sent: Wednesday, March 6, 2024 4:35 PM

To: ^{s 22(1)(a)(ii)} @dfat.gov.au>

Subject: L2 BBQ [SEC=OFFICIAL]

OFFICIAL

Hey ^{s 22(1)(a)}

Please see attached for your submission.

Kind Regards



^{s 22(1)(a)(ii)}

Department of Foreign Affairs and Trade
Embassy of Australia

t: ^{s 22(1)(a)(ii)} c: ^{s 22(1)(a)(ii)}

1601 Massachusetts Ave NW, Washington DC, 20036

usa.embassy.gov.au



From: s 22(1)(a)(ii)
Sent: Monday, 29 January 2024 5:23 PM
To: s 22(1)(a)(ii)
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

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Thank you!

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia
T s 22(1)(a)(ii) | C s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Monday, January 29, 2024 2:57 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Hey ^{s 22(1)(a)(ii)}

Here are the other companies with the same BBQ model as the one mentioned below.

[Electri-Chef Diamond 48-Inch 8360 Volt Electric Freestanding Grill On \(grillscapes.com\)](#)
Grillscapes \$9260.00

[Diamond Series 48" Closed Base w/ Dual Temp Controls Electric Grill by - Tuffhut store](#)
TuffHut \$8629.00

[Electric Chef Diamond 48" Closed Base with Dual Temperature Control 88 – Chicago Retails](#)
Chicago Retails \$8982.00

[Electri Chef 8800EC1056CBD48 78 Inch Stainless Steel Freestanding Grill | Appliances Connection](#)
Appliances Connection \$7844.40

[Electricchef 8800-EC-1056-CB-D-48 Diamond 48 Inch Free-Standing Closed-Base 8360 Watt Electric BBQ Grill with Dual... \(kbauthority.com\)](#)
KB+A \$9061.10

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Monday, 29 January 2024 10:29 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

Hi ^{s 22(1)(a)(ii)}

Please see below email trail relating to procuring the BBQ for L2.

OPO/JLL have assessed possible options and identified the below as being the best solution. OPO have agreed to fund the BBQ, so it will come from their budget.

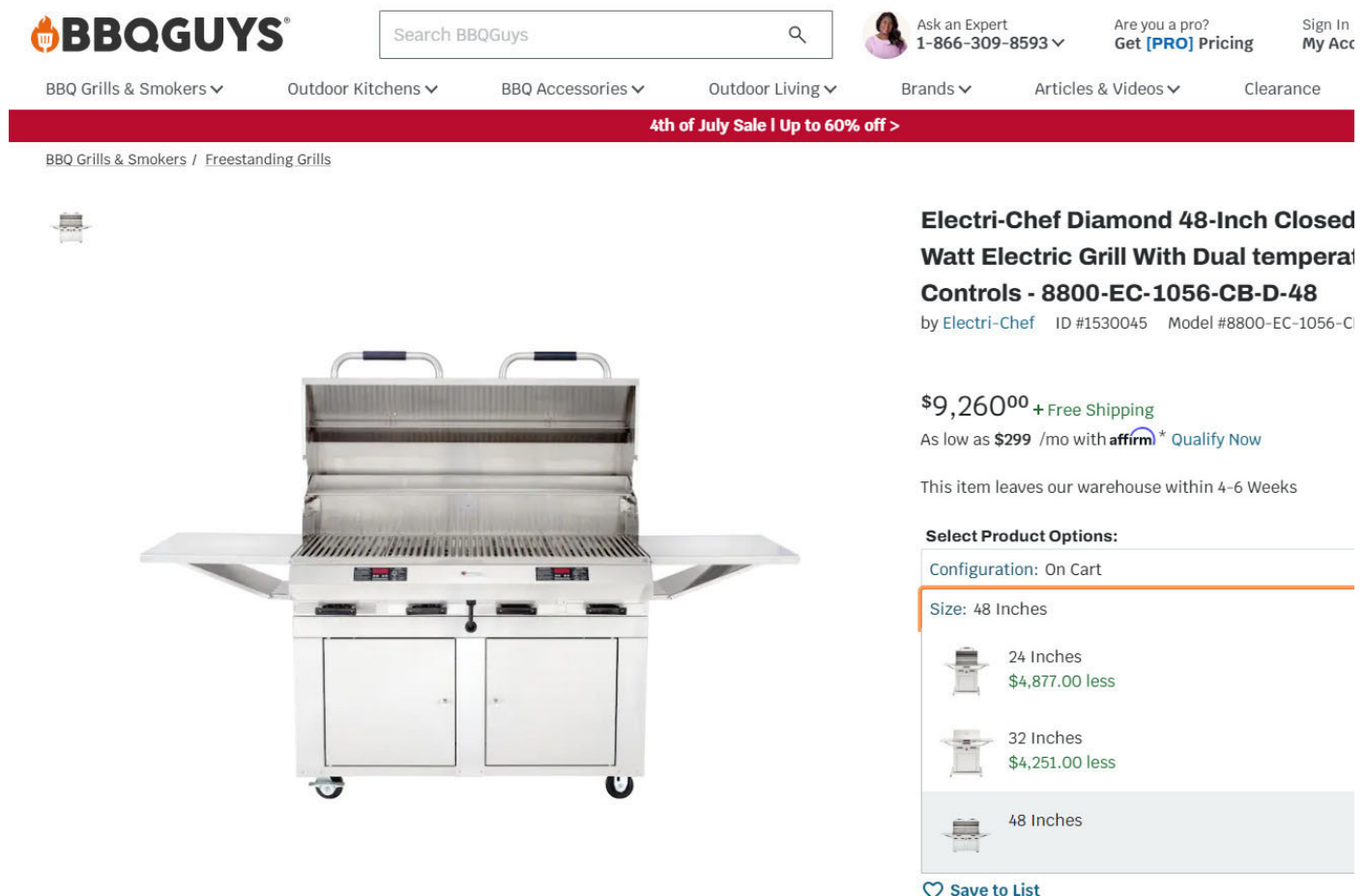
For your background, other options that were considered was a permanent BBQ installation (expensive and unsuitable due to issues with extraction and installation along the façade), the below option (preferred), or two small bench-top electric grill plates (deemed unsuitable due to the location within the cupboard and the lack of extraction fans within the small space, potentially resulting in issues with smoke and staining) – see below for further information.

Can you please draw up the necessary procurement documentation to complete the procurement process for the below (noting it is over \$10k and will become an asset): [Procurement overview \(satin.io\)](#)

Can we please aim to have this procurement paperwork with me for review by no later than Wed 7 Feb?

Thank you!

s 22(1)(a)



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Select Product Options:

Configuration: On Cart

Size: 48 Inches

- 24 Inches \$4,877.00 less
- 32 Inches \$4,251.00 less
- 48 Inches**

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s 22(1)(a)(ii)

Embassy of Australia

T s 22(1)(a)(ii) | Cs 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, January 18, 2024 3:35 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @jll.com>
Cc: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(ii) DFAT Property)

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General

Australian Embassy

Washington, DC

T s 22(1)(a)(ii) M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, January 18, 2024 3:26 PM
To: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

BBQ noted below is approved and will be funded by OPO. Please send through invoice(s) when available and codes will be made available for payment by the Finance team (similar to HOM FCU/Servpro invoices).

Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office

Embassy of Australia

Cs 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

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From: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>
Sent: Thursday, 18 January 2024 2:03 PM
To: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
Cc: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>
Subject: [EXTERNAL] FW: AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]
Importance: High

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Hi all,

Below email refers, Post confirmed last year the below selected outdoor BBQ model and specs for the level 2 terrace.

JLL have today had Hann & Hann on site to quote the install requirements, once received will send to Post for review / approval for Post payment.

s 22(1)(a)(ii) – grateful if the OPO Projects team can confirm approval of the below BBQ spec on behalf of OPO.
s 22(1)(a)(ii) – grateful if Post can confirm agreement accordingly.

Suggest Post property team purchase BBQ and have it delivered, JLL will then arrange necessary assembly and electrical install on behalf of Post.



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This item leaves our warehouse within 4-6 Weeks

Select Product Options:

Configuration: On Cart

Size: 48 Inches

24 Inches
\$4,877.00 less32 Inches
\$4,251.00 less

48 Inches

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Thanks

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) [@jll.com](#)>**Sent:** Thursday, 18 January 2024 9:57 AM**To:** s 22(1)(a)(ii) [oy@jll.com](#)>; s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii) [@jll.com](#)>**Subject:** FW: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]**Importance:** High

Kind regards,

s 22(1)(a)(ii)

Facilities Manager- North America
Department of Foreign Affairs and Trade Account
JLL
Embassy of Australia
1601 Massachusetts Avenue
Washington, DC 20036
c: s 22(1)(a)(ii)

From: s 22(1)(a)(ii) [@jll.com](#)>**Sent:** Thursday, November 9, 2023 1:18 PM**To:** s 22(1)(a)(ii) [@jll.com](#)>**Cc:** s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii) [@jll.com](#)>

Subject: FW: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]
Importance: High

Hi ^{s 22(1)(a)(ii)}

Post are purchasing the below electric barbecue and would like to have it installed in the external terrace attached to the Eddie Mabo lounge.

Could you please:

1. Raise a work order to engage an electrician (I recommend Hann and Hann for this one) to see what is required to run a circuit with appropriate capacity to supply the barbecue.

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Select Product Options:

Configuration: On Cart

Size: 48 Inches

- 24 Inches \$4,877.00 less
- 32 Inches \$4,251.00 less
- 48 Inches**

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2. Request a quote for the works and see when it can be completed.

Thanks mate.

^{s 22(1)(a)(ii)}

Senior Facilities Manager – North America
 Department of Foreign Affairs and Trade Account
 JLL
 Embassy of Australia
 1601 Massachusetts Avenue
 Washington, DC 20036
 c: ^{s 22(1)(a)(ii)}

jll.com

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Wednesday, 20 September 2023 8:07 PM
To: s 22(1)(a)(ii) <@jill.com>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

Caution: Message from external sender

OFFICIAL

Hi s 22(1)(a)(ii)

I'll circle back to OPO on this one however that is my understanding. If you've had a chance to look at the electrical, it would appear that additional work will be required to connect the unit. Would you have a ball park estimate of what this might cost? I'm basically looking for an upper funding limit I can have approved for the entire scope of work.

Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office
Embassy of Australia
C s 22(1)(a)(ii)
1601 Massachusetts Avenue NW, Washington DC 20036-2273

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From: s 22(1)(a)(ii) <@jill.com>
Sent: Wednesday, 20 September 2023 12:19 PM
To: s 22(1)(a)(ii) <@dfat.gov.au>
Subject: [EXTERNAL] RE: AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

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Hi s 22(1)(a)(ii)

Looking at this one now – can you confirm if the cost for purchase and installation will be covered by OPO?

Post agree that the 8800-EC-1056-CB-D-48 would be acceptable.

Kind regards,

s 22(1)(a)(ii)

Senior Facilities Manager – North America
 Department of Foreign Affairs and Trade Account
 JLL
 Embassy of Australia
 1601 Massachusetts Avenue
 Washington, DC 20036
 c: s 22(1)(a)(ii)

jll.com

From: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
 Sent: Wednesday, 13 September 2023 2:49 PM
 To: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>
 Subject: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

Caution: Message from external sender

OFFICIAL

HI s 22(1)(a)(ii)

Following on from our earlier conversations regarding an electric BBQ for the L2 terrace. There is a niche that could be used for a bench top BBQ however a free standing solution may be more user friendly and allow for greater ventilation when in use. I've embedded a couple of potential options. Let's take a look when you are back on deck to look at electrical and ventilation.



3000W 30 Commercial Electric Countertop Griddle Flat Top Plate Bbq

1 UPC: 0061720146625

Purchase Options

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Benchtop option



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Configuration: On Cart

Size: 48 Inches

24 Inches
\$4,877.00 less32 Inches
\$4,251.00 less

48 Inches

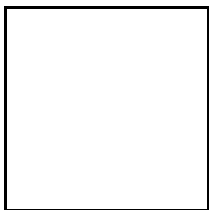
Save to List

Free-standing option - [Electri-Chef Diamond 48-Inch Closed-Base 8360 Watt Electric Grill With Dual temperature Controls - 8800-EC-1056-CB-D-48](#) : [BBQGuys](#)

Please let me know when you have time to discuss.

Kind regards,

s 22(1)(a)(i)

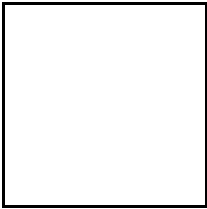


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--_000_SJ2PR08MB97078C7070E9C76A15EA16B5ECF9ASJ2PR08MB9707namp_-



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Jones Lang LaSalle

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s 22(1)(a)(ii)

From: s 22(1)(a)(ii)

Sent: Monday, January 29, 2024 10:29 AM

To: s 22(1)(a)(ii) @dfat.gov.au>

Subject: FW: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

Hi s 22(1)(a)(ii)

Please see below email trail relating to procuring the BBQ for L2.

OPO/JLL have assessed possible options and identified the below as being the best solution. OPO have agreed to fund the BBQ, so it will come from their budget.

For your background, other options that were considered was a permanent BBQ installation (expensive and unsuitable due to issues with extraction and installation along the façade), the below option (preferred), or two small bench-top electric grill plates (deemed unsuitable due to the location within the cupboard and the lack of extraction fans within the small space, potentially resulting in issues with smoke and staining) – see below for further information.

Can you please draw up the necessary procurement documentation to complete the procurement process for the below (noting it is over \$10k and will become an asset): [Procurement overview \(satin.io\)](#)

Can we please aim to have this procurement paperwork with me for review by no later than Wed 7 Feb?

Thank you!

s 22(1)(a)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, March 28, 2024 4:42 PM
To: Diem Hetherington <Diem.Hetherington@dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat-opo-aew.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @jll.com>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi Diem,

Confirming we've now conducted a risk assessment (attached) and are keen to procure the BBQ for the Eddie Mabo terrace. Proposed model is below. Are you able to confirm relevant financial codes?

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M +s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, March 28, 2024 1:28 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

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BBQ Grills & Smokers / Freestanding Grills



Electri-Chef Diamond 48-Inch Closed-Base 8360 Watt Electric Grill With Dual temperature Controls - 8800-EC-1056-CB-D-48

by [Electri-Chef](#) ID #1530045 Model #8800-EC-1056-C\$9,260⁰⁰ + Free ShippingAs low as \$299 /mo with [affirm](#) * [Qualify Now](#)

This item leaves our warehouse within 4-6 Weeks

Select Product Options:

Configuration: On Cart

Size: 48 Inches

24 Inches
\$4,877.00 less32 Inches
\$4,251.00 less

48 Inches

Save to List

Free-standing option - [Electri-Chef Diamond 48-Inch Closed-Base 8360 Watt Electric Grill With Dual temperature Controls - 8800-EC-1056-CB-D-48](#) : [BBQGuys](#)

Cheers

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia

T s 22(1)(a)(ii) Cs 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Thursday, January 18, 2024 9:51 AM

To: s 22(1)(a)(ii) @dfat.gov.au>

Cc: Lisa Usback <Lisa.Usback@dfat.gov.au>; Diem Hetherington <Diem.Hetherington@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>

Subject: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Following up on our conversation in the weekly OPO/Post meeting to confirm I have spoken to Diem (in cc) and received confirmation that the procurement of the BBQ for the new chancery will be funded by OPO. Initial cost estimates for the BBQ and necessary electrical work to connect it put the procurement value at around USD 10,000. JLL is leading this procurement based on the agreed basis of design information shared with s 22(1)(a)(ii) last year (attached for reference).

Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office

Embassy of Australia

Cs 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

usa.embassy.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#)



[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

WHS RISK ASSESSMENT		
Date: March 2024	Risk Assessment Reference No: N/A	Risk Assessment Review Date: N/A
Permanent Chancellery: Level 2 terrace.		

When identifying risks/hazards, consider:

physical	- eg trips, slips, falling from a height, electric shock, objects falling
body stress	- eg lifting, moving heavy loads, maintaining awkward positions
chemical	- inhaling or ingesting hazardous substances, eg lead, paint, chemicals, asbestos
biological	- eg mould, insect bites
radiation	- eg UV from sunlight, microwave radiation from satellite dish
psychosocial	- eg stress

When assessing the risks, refer to the matrix on the last page.

Risk Assessment (RA) Approval

	Name	Position	Signature	Date
RA compiled by:	s 22(1)(a)(ii)	WHS Officer	s 22(1)(a)(ii)	01/03/2024
RA approved by the following Manager/Supervisor:	s 22(1)(a)(ii)	Counsellor <u>(Management)</u> <u>and Deputy Consul-General</u>		

Identify possible sources of risk		Impacts of the risk	Existing risk control measures/treatments	Risk Rating with EXISTING controls/treatments in place			Proposed additional risk controls/ treatments How will you reduce the likelihood and/or consequence of the hazard? Consider: 1. Eliminating the hazard. 2. Substituting for a lesser hazard. 3. Isolating the hazard from workers. 4. Installing engineering measures. 5. Using administrative measures. 6. Providing workers with required PPE.	Person or area responsible for implementing controls / treatments	Implementat ion date for proposed controls / treatments	Residual risk rating when proposed and existing controls/treatments are in place		
Ref Number	What are all the hazards or things that could go wrong?			Likelihood	Consequence	Risk Rating				Likelihood	Consequence	Risk Rating
1	Grease fire	Potential for fire event.	BBQ will be located outside on second floor terrace. Electric BBQ selected to ensure no open flames are required for cooking. Fire System (dry detection and wet suppression systems) installed in the Terrace Balcony. Fire blanket in location.	UNLIKELY	MODERATE	MEDIUM	Install ABC type fire extinguisher rated for flammable liquids in location. First aid kit in location. Implement and display SOPs which require operators continually monitor the BBQ while in use and for the soft services provider to empty the grease trap. Install automatic shut-off timer fitted to BBQ power supply.	DFAT Property Equipment user	April 2024	RARE	MODERATE	MEDIUM
2	Electrical Fire	Potential for fire event.	BBQ will be located outside on second floor terrace. Australian-qualified electrician to test and tag BBQ electrical cabling, in line with relevant safety standards. Fire system (dry detection and wet suppression systems) installed in the Terrace. Fire blankets (x2) in location.	RARE	MODERATE	LOW	Install ABC type fire extinguisher rated for electrical fires in location. First aid kit in location. Implement and display SOPs which require operators continually monitor the BBQ while in use. Automatic shut-off timer fitted to BBQ power supply. SOP to ensure the BBQ is continually monitored while in use.	DFAT Property Equipment user JLL	March 2024	RARE	MODERATE	LOW
3	Burns	Potential for staff to be burnt during use	First aid kits located throughout the premises. Sink with cold running water on the terrace.	POSSIBLE	MINOR	LOW	Provide long BBQ utensils. Implement and display SOPs which require operators continually monitor the BBQ while in use and keep BBQ lid closed whenever possible. Implement and display SOPs which require operators to utilise PPE(eg. mitts) when using BBQ	DFAT Property Equipment user	March 2024	UNLIKELY	MINOR	LOW

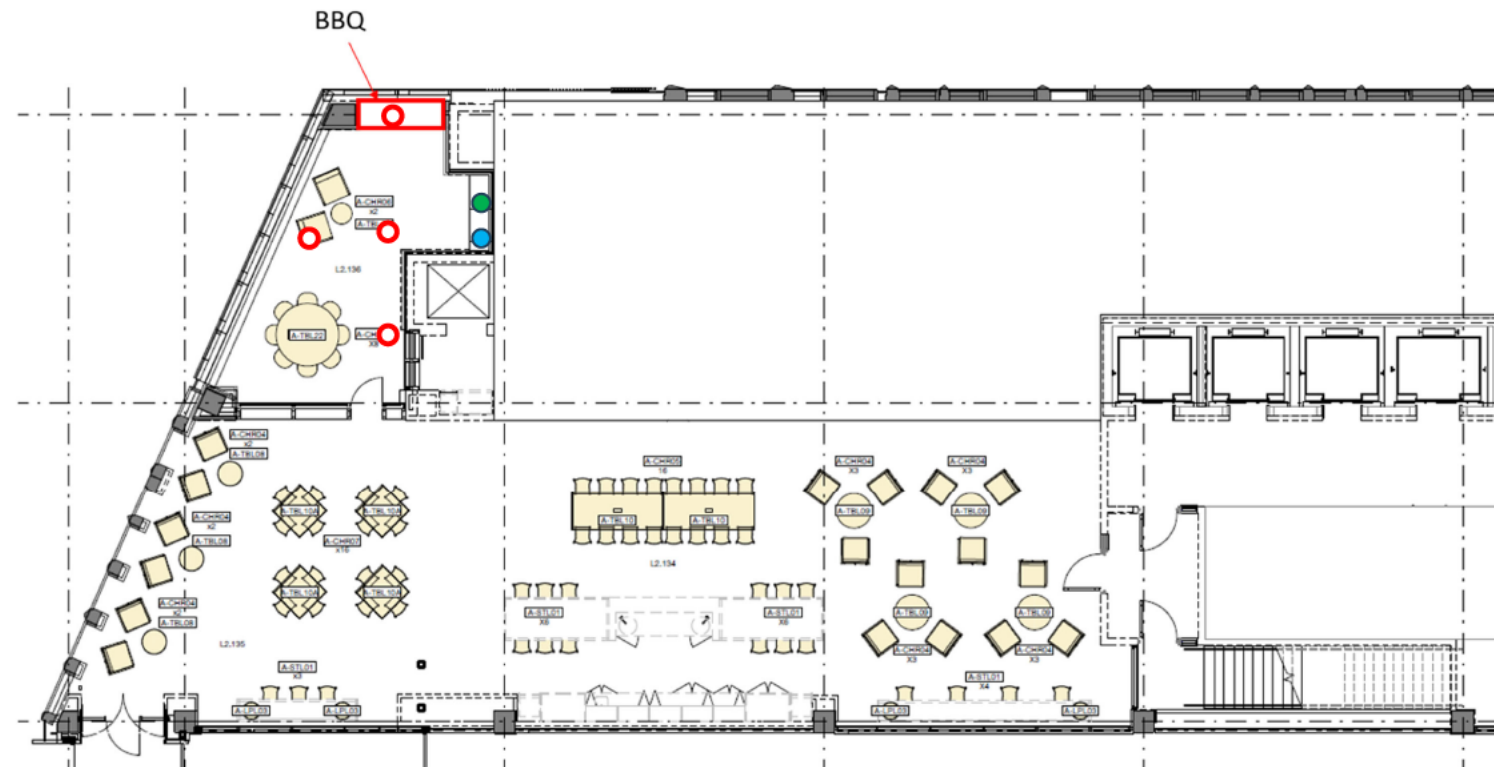
s 47E(c), s 47E(d)

Identify possible sources of risk		Impacts of the risk	Existing risk control measures/treatments	Risk Rating with EXISTING controls/treatments in place			Proposed additional risk controls/ treatments How will you reduce the likelihood and/or consequence of the hazard? Consider: 1. Eliminating the hazard. 2. Substituting for a lesser hazard. 3. Isolating the hazard from workers. 4. Installing engineering measures. 5. Using administrative measures. 6. Providing workers with required PPE.	Person or area responsible for implementing controls / treatments	Implementation date for proposed controls / treatments	Residual risk rating when proposed and existing controls/treatments are in place		
Ref Number	What are all the hazards or things that could go wrong?			Likelihood	Consequence	Risk Rating				Likelihood	Consequence	Risk Rating
4	Accidental fire system activation	Potential for fire alarm activation to be triggered, resulting in staff evacuation and sprinkler activation/water damage to indoor areas.	BBQ will be located outside on second floor terrace with ample ventilation and heat dispersion. Outside suppression system activated at a sustained, very high temperature (100°C). Sprinkler head immediately above BBQ is an intermediate sprinkler, with an independent thermal response element. If accidentally activated by the heat of the BBQ, water will be confined to that individual sprinkler head, not into other spaces of the Embassy.	UNLIKELY	Limited/Negligible	LOW	Install thermometer next to the closest fire suppression unit to monitor temperature during use. Implement and display SOPs which require operators to ensure the BBQ lid stays closed whenever possible.	Equipment user DFAT Property	March 2024	RARE	Limited/Negligible	LOW
5	Food poisoning	Accidental food poisoning due to poor	Equipment is designed to be easy to clean.	POSSIBLE	MODERATE	MEDIUM	Implement and display SOPs stating the cleaning standards expected at the start and end of use. Cleaning products made available to staff in the terraced area. <u>Soft services provider to periodically clean the BBQ and ensure cleaning products are replenished</u>	Equipment user JLL DFAT Property	March 2024	UNLIKELY	MODERATE	LOW

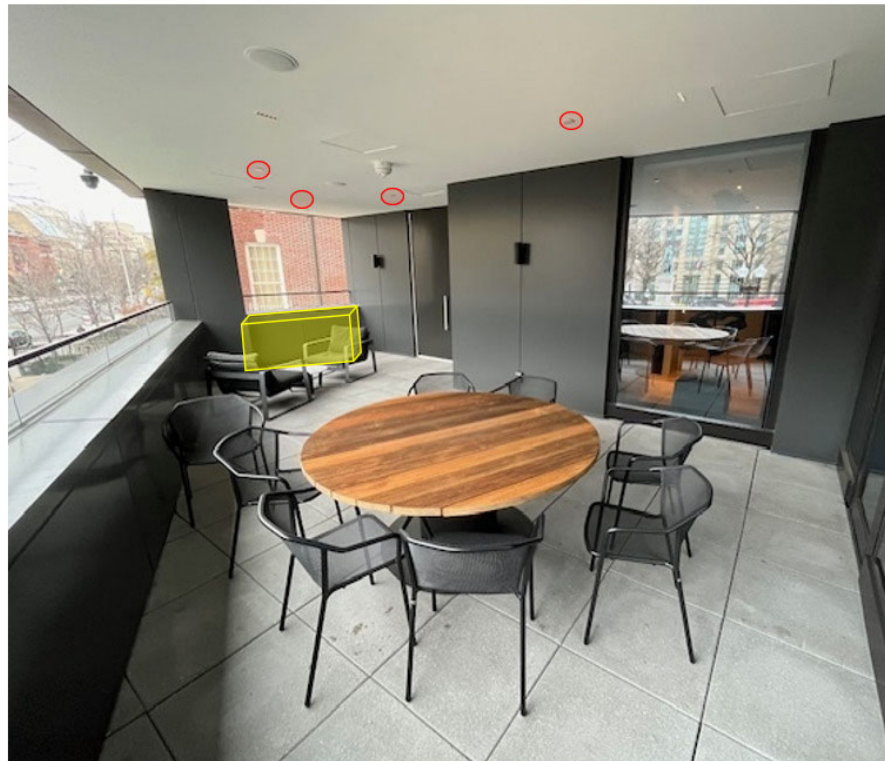
s 47E(c), s 47E(d)

Level 2 layout

s 47E(c), s 47E(d)



Fire suppression system - ● Fire extinguisher - ● First aid kit - ●



DFAT GUIDE TO BETTER RISK MANAGEMENT - RISK MATRIX

		Consequences				
		Limited/Negligible	Minor	Moderate	Major	Severe
Likelihood		Performance Short term delays in providing services or achieving objectives	Performance Marked delays in providing services or achieving objectives	Performance Reduced ability to provide services or achieve objectives	Performance Restricted ability to provide services or achieve objectives	Performance Critical failure to provide services or achieve objectives
		Compliance Non-compliance with public sector accountability requirements	Compliance Breach of DFAT policy	Compliance Breach of Australian/partner government legislation	Compliance Major breach of Australian/partner government legislation	Compliance Critical breach of legislation
		Reputation Limited impacts on DFAT's reputation	Reputation Minor impact to relations with stakeholders	Reputation Significant damage to relations with stakeholders and media criticism.	Reputation Major damage to relations with stakeholders and strong media criticism.	Reputation Total loss of confidence in DFAT and severe media criticism.
		Safety Limited injury requiring first aid	Safety Minor injury requiring medical care	Safety Serious injury or multiple minor injuries	Safety Life threatening injury/multiple serious injuries	Safety Death/multiple life threatening injuries
		Security Limited or short term damage to national interests	Security Minor damage to national interests	Security Significant damage to national interests	Security Major damage to national interests	Security Exceptionally grave damage to national interests
		Assets Limited damage to property or financial assets	Assets Minor damage to property or financial assets	Assets Significant damage to property or financial assets	Assets Major damage to property or financial assets affecting business continuity	Assets Extensive and widespread damage to property or financial assets affecting business continuity
		Information Disclosure of a small amount of UNCLASSIFIED (including DLM) data.	Information Disclosure of a large amount of UNCLASSIFIED (including DLM) data or any PROTECTED data.	Information Disclosure of a large amount of PROTECTED data or any CONFIDENTIAL and/or SECRET data.	Information Disclosure of a large amount of CONFIDENTIAL and/or SECRET data.	Information Disclosure of any TOP SECRET data.
Almost Certain	Expected to occur in most circumstances	Medium	Medium	High	Very High	Very High
Likely	Will probably occur in most circumstances	Medium	Medium	High	High	Very High
Possible	Might occur at some time	Low	Medium	Medium	High	High
Unlikely	Not expected to occur	Low	Low	Medium	Medium	High
Rare	May occur only in exceptional circumstances	Low	Low	Low	Medium	High

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, May 1, 2024 8:19 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: S23 Approval - AEW Electric Grill BBQ [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

s 22(1)(a)(ii)

Could you please create a contract for this purchase.

Vendor No. s 47E(d)

Thank you.

s 22(1)(a)(ii)

Regional Manager, Financial Operations
North America Hub
T s 22(1)(a)(ii)
1601 Massachusetts Avenue NW, Washington DC 20036-2273
E-Mail: * s 22(1)(a)(ii) @dfat.gov.au
* s 47E(d) @dfat.gov.au

usa.embassy.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#)



OFFICIAL

From: s 47E(d) @dfat.gov.au>
Sent: Thursday, April 25, 2024 10:49 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: S23 Approval - AEW Electric Grill BBQ [SEC=OFFICIAL]

OFFICIAL

OFFICIAL

OFFICIAL

From: s 47E(d) @dfat.gov.au>
Sent: Monday, April 22, 2024 10:03 AM
To: s 47E(d) @dfat.gov.au>
Subject: FW: S23 Approval - AEW Electric Grill BBQ [SEC=OFFICIAL]

OFFICIAL

OFFICIAL

Morning Finance team,

Attached is the s23 approval and all supporting documents for the purchase of the L2 BBQ. Hoping you are able to set up the SAP contract and provide me the PO etc by the end of the week.

Is there anything more that you need from me to do this?

Thanks!
s22(1)(a)(ii)

Property/ IT
Embassy of Australia, Washington, D.C.

T s22(1)(a)(ii)

OFFICIAL

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Monday, April 22, 2024 9:33 AM
To: s 47E(d) @dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Diem @dfat.gov.au>; Diem @dfat-opo-aeu.com>; s 22(1)(a)(ii) @jll.com>
Hetherington <Diem.Hetherington@dfat.gov.au>; s 22(1)(a)(ii) dfat.gov.au>; s 22(1)(a)(ii) @jll.com>
Subject: FW: S23 Approval - AEW Electric Grill BBQ [SEC=OFFICIAL]

OFFICIAL

OFFICIAL

Thanks. Approved. *Can you please let me know when the order has been placed and the estimated installation date?*

In approving this proposal, I confirm that it is consistent with required policies and process, including the [Public Governance Performance and Accountability Act 2013](#) (section 23), [DFAT's Financial Framework](#) and [DFAT's Procurement Policy](#). There are sufficient available funds, and it is an efficient, effective, economical and ethical use of public resources.

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General (s 22(1)
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

OFFICIAL

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, April 19, 2024 4:24 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: S23 Approval - AEW Electric Grill BBQ [SEC=OFFICIAL]

OFFICIAL

Dear s 22(1)(a)(ii)

I seek your Approval to Commit and Enter into an Arrangement with Kitchen & Bath Authority, in accordance with section 23 of the *Public Governance, Performance and Accountability Act 2013*, for the procurement as set out below.

IF APPROVED after noting the declaration below, TYPE "**APPROVED**" in your email reply and insert your signature block.

Declaration by financial Delegate

In approving this proposal, I confirm that it is consistent with required policies and processes, including the [Public Governance Performance and Accountability Act 2013](#) (Section 23) [DFAT's Financial Framework](#) and [DFAT's Procurement Policy](#). There are sufficient available funds, and is an efficient, effective, economical and ethical use of public resources.

	Title	One time purchase of ElectriChef, Diamond 48 Inch Electric Grill from Kitchen Bathroom Auth (Model# 8800-EC-1056-CB-D-48)		
	Procurement Method	Limited Tender <u>Exemption 8, Appendix A</u> <u>of the CPRs</u>	Value (GST/Taxes inclusive)	\$9 \$1
	Agreement commencement date	19 April 2024	Initial Period	This is a on for goods, v contractual

				service. The with a manu warranty.
	Extension Period & Estimated Value (For information – a separate s23 Approval will be sought if extension is required)	N/A – one time purchase.	Cost Centre/GL Code	QWHWHC/
	Contingent Liability Value	N/A	Funding Source	Department
	Risk – overall assessment	Low.	<p>The identified model and BBQ was assessed by OPO & JLL and met specific building code requirements.</p> <p>In addition to the attached Risk Assessments to the specific purchase and delivery were as Likelihood of item not being delivered, or inad delivered to the wrong address is extremely le easily managed if this eventuates. The item a manufacturers warranty (see attached warrant ensure reasonable longevity of the product an against faulty or defective product purchases.</p> <p>Funds were set aside by OPO prior to comm tender process and Washington Finance has and provided advice throughout the procurem</p>	

Requirement

DFAT Washington Post has a requirement for **Electric- Chief Diamon 48-inch, closed- base 8360-Watt, Electric Grill with dual temperature controls**, to meet OPO's completion deliverables related to the New Embassy build project.

Procurement Method

The limited tender approach was jointly managed by OPO and JLL, who conducted an assessment on BBQs available on the market and selected to above item, as it satisfied their requirement for a quality product which met the specific requirements of the Embassy. The use of a limited tender is in line with Exemption 8 of the Commonwealth Procurement Rules.

Determining factors included:

- ensuring the BBQ was fit for purpose and could support the expected usage and volume required
- Meeting building code – including selecting an electric option (gas not allowed on premises)
- Ensuring it would suitably fit in the identified space
- Meeting the design intent of the broader building
- Item Warranty
- Shipping price and timeframes

Additional background information related to the selection of the BBQ and assessment process prior to procurement, is included in the attached email correspondence "AEW Permanent Embassy L2 Terrace – BBQ Procurement".

Evaluation Process and Value for Money Consideration

Initially JLL & OPO had provided BBQGUYS as the supplier identified to provide the BBQ.

Upon undertaking market research, this company was determined to be the best value for money provider due to their shipping guarantees, clearly displayed warranty and ability to book specific delivery times. When approaching the supplier, they would not accept any other payment than Credit Card. To align with

procurement rules, a secondary assessment was undertaken to identify a provider who presented value for money and accepted payment in the required format.

After obtaining three quotes online, price, warranty, shipping and the ability to accept payment via invoice was assessed. BBQGUYS, GrillScapes and Kitchen Bathroom Authority (KBA) were considered.

KBA has been subsequently deemed to provide the best value for money option, having the same model of BBQ requested by OPO, available for the best price. They guarantee the same manufacturer warranty and while not as fast as BBQGUYS, KBA can support a reasonable turn-around for shipping. Additionally, KBA provide the option for payment via invoice – which aligns with the procurement rules.

Supplier	Rank	Price Assessment	Overall Value for Money
KBA	1	Acceptable	Preferred Supplier
GrillScapes	3	Acceptable	Fall-back Supplier
BBQGUYS	2	Acceptable	Not preferred. Noting inability to meet procurement rules for payment.

Agreement/Contract

As this is a one-off purchase, we will not be entering into an ongoing contractual arrangement. However, to protect the investment in this item a warranty is included for the purchase:

- The Stainless Steel Grill Assemblies are warrantied for lifetime to the original consumer purchaser from the date of purchase, against defects in materials and workmanship.
- The cooking grids are warrantied for five (5) years to the original consumer purchaser from date of purchase, against defects in materials and workmanship.
- The heat plate is warrantied for three (3) years to the original consumer purchaser from date of purchase, against defects in materials and workmanship.
- All other components, electrical or mechanical are warrantied to the original consumer purchaser for a minimum of one (1) year from the date of purchase or the warranty time of the manufacture of the component, electrical or mechanical, which ever warranty time period is longer, against defects in materials and workmanship.

Funding breakdown

This procurement is a onetime, tax-free purchase. The amounts payable in under this commitment, including GST, are detailed below:

Year	2023-24
Agreement (ex. GST/Taxes)	\$9061.10 USD
GST/Taxes	\$0.0
Total (inc. GST/Taxes)	\$9061.10 USD
[AUD spot rate]	\$14,100.68 AUD

Risk

The procurement remains to be low risk, risks related to the purchase process with the supplier are limited. Additional risks have been assessed in the attached Procurement Risk Assessment, and general Embassy Risk Assessment.

Risk	Mitigation
Failure to delivery	<ul style="list-style-type: none"> CCTV Cameras and mailroom security staff track all deliveries as evidence of delivery. Tracking provided by supplier for delivery details. Order details stored in EDRMS to ensure sufficient evidence should we need to follow up with the company.
Manufacturer faults	<ul style="list-style-type: none"> Manufacturer warranty in place for faulty parts of defects.

Risk Management Plan

To ensure risks have been adequately considered, assessed and mitigated, a risk management plan for both procurement and ongoing management risk has been developed by Property, Transport, Events and WHS team and approved by **s 22(1)(a)(ii)**.

Contingent Liability Compliance

The proposed agreement does not contain contingent liabilities.

The Contingent Liability Compliance Checklist from the [Contingent Liabilities & Supplier Contracts guidance](#) is not required.

Recommendation

It is recommended that you approve to commit for the purchase of one Electric Grill BBQ by Electri-Chef, from Kitchen Bathroom Authority – (Model# 800-EC-1056-CB-D-48) for the amount of \$9,061.10 USD in accordance with the outcome outlined in this approval.

Attachments

- Approach to Market- OPO/JLL email correspondence
- Procurement Risk Assessment
- BBQ Risk Assessment
- Cost Comparison Table

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia

T s 22(1)(a)(ii) | **C s 22(1)(a)(ii)**

s 22(1)(a)(ii)

OFFICIAL

OFFICIAL

From: s 22(1)(a)(ii)

Sent: Monday, April 22, 2024 9:33 AM

To: s 47E(d)

@dfat.gov.au

Cc: s 47E(d)

@dfat.gov.au; s 22(1)(a)(ii)

@dfat.gov.au; Diem

Hetherington <Diem.Hetherington@dfat.gov.au>; s 22(1)(a)(ii)

@dfat-opo-aew.com; s 22(1)(a)(ii)

@dfat.gov.au; s 22(1)(a)(ii)

@jll.com

Subject: FW: S23 Approval - AEW Electric Grill BBQ [SEC=OFFICIAL]

OFFICIAL

Thanks. Approved. *Can you please let me know when the order has been placed and the estimated installation date?*

In approving this proposal, I confirm that it is consistent with required policies and process, including the [Public Governance Performance and Accountability Act 2013](#) (section 23), [DFAT's Financial Framework](#) and [DFAT's Procurement Policy](#). There are sufficient available funds, and it is an efficient, effective, economical and ethical use of public resources.

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General s 22(1)

Australian Embassy

Washington, DC

T s 22(1)(a)(ii)

| M s 22(1)(a)(ii)

Duplicate material removed - s 22(1)(a)(ii)

WHS RISK ASSESSMENT		
Date: March 2024	Risk Assessment Reference No: N/A	Risk Assessment Review Date: N/A
Permanent Chancellery: Level 2 terrace.		

When identifying risks/hazards, consider:

physical	- eg trips, slips, falling from a height, electric shock, objects falling
body stress	- eg lifting, moving heavy loads, maintaining awkward positions
chemical	- inhaling or ingesting hazardous substances, eg lead, paint, chemicals, asbestos
biological	- eg mould, insect bites
radiation	- eg UV from sunlight, microwave radiation from satellite dish
psychosocial	- eg stress

When assessing the risks, refer to the matrix on the last page.

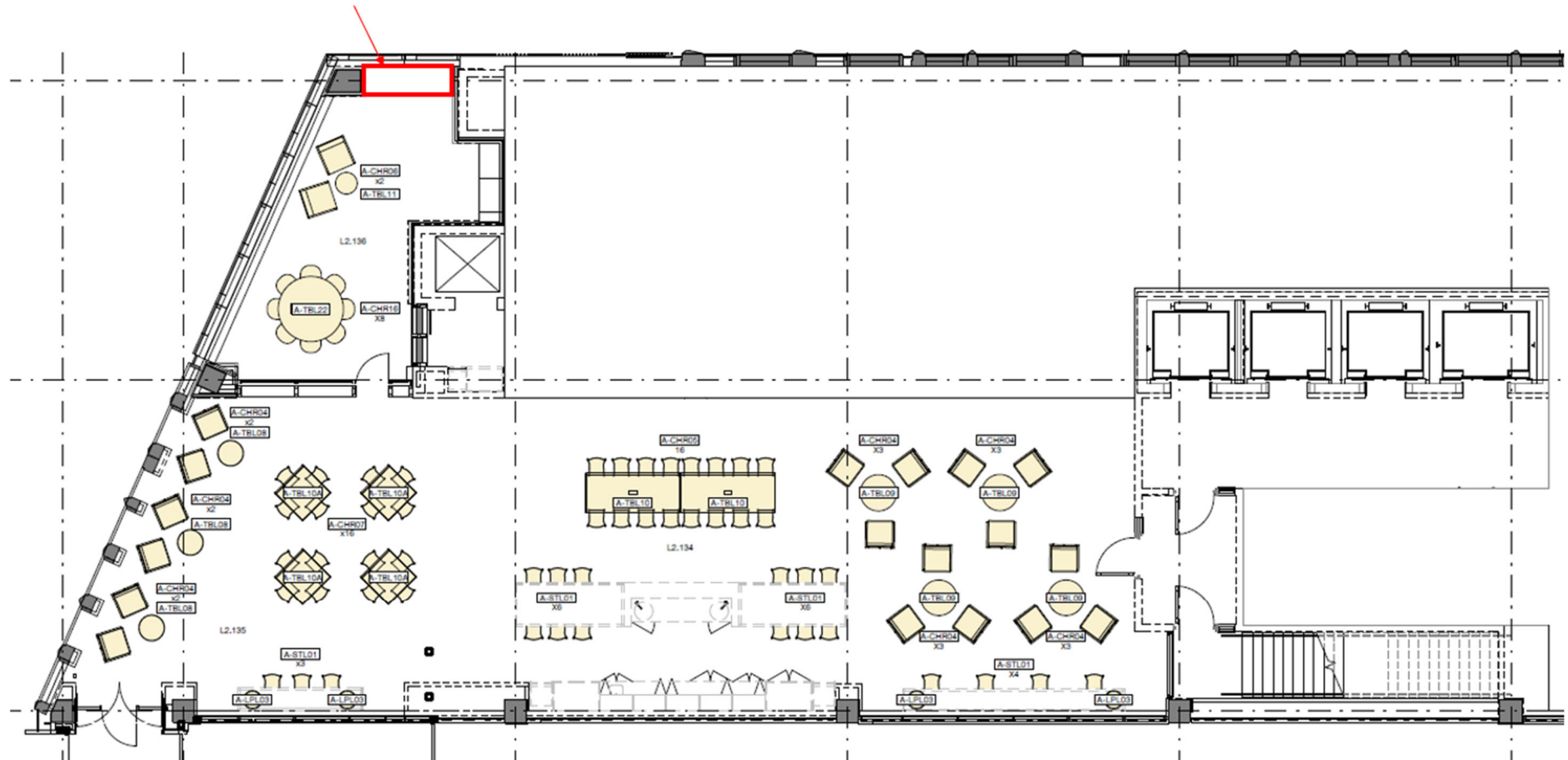
Risk Assessment (RA) Approval

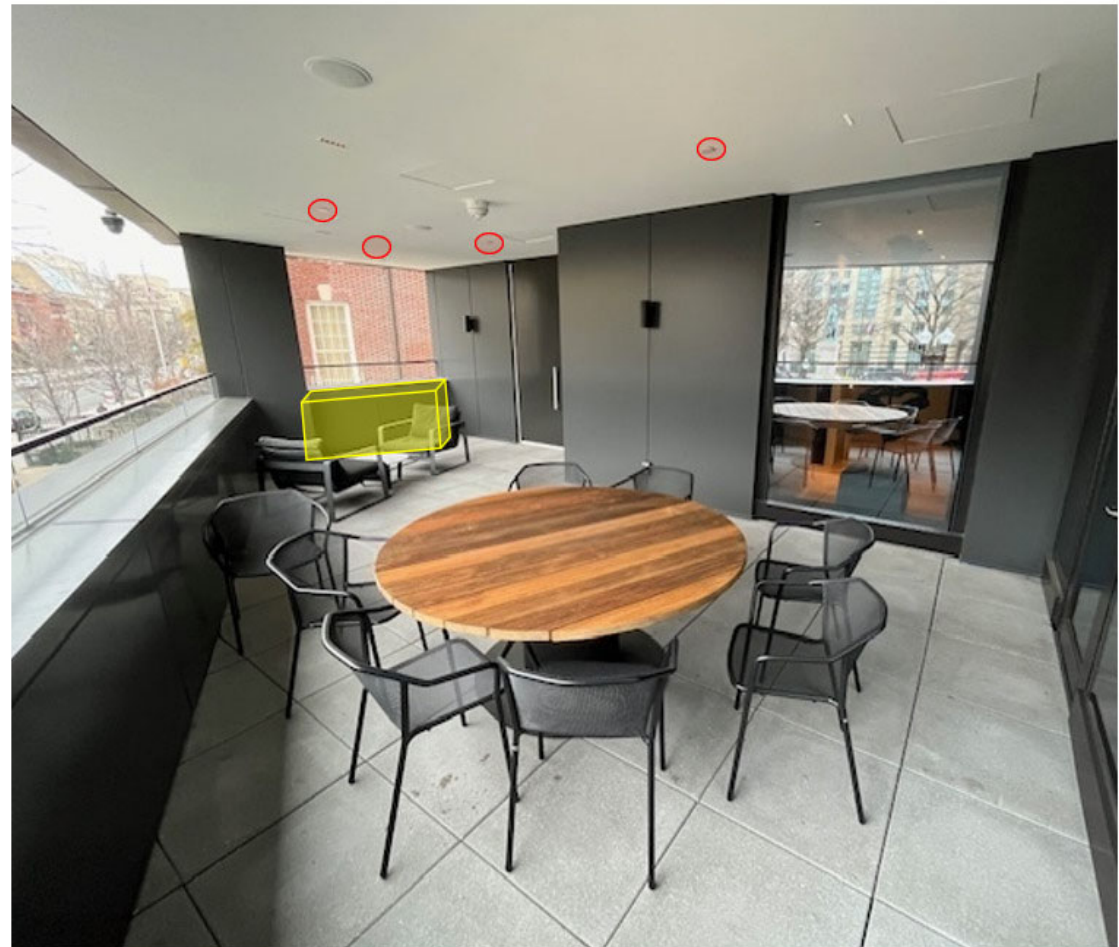
	Name	Position	Signature	Date
RA compiled by:	s 22(1)(a)(ii)	WHS Officer	s 22(1)(a)(ii)	01/03/2024
RA approved by the following Manager/Supervisor:	s 22(1)(a)(ii)	Counsellor		

Identify possible sources of risk		Impacts of the risk	Existing risk control measures/treatments	Risk Rating with EXISTING controls/treatments in place			Proposed additional risk controls/ treatments How will you reduce the likelihood and/or consequence of the hazard? Consider: 1. Eliminating the hazard. 2. Substituting for a lesser hazard. 3. Isolating the hazard from workers. 4. Installing engineering measures. 5. Using administrative measures. 6. Providing workers with required PPE.	Person or area responsible for implementing controls / treatments	Implementation date for proposed controls / treatments	Residual risk rating when proposed and existing controls/treatments are in place		
Ref Number	What are all the hazards or things that could go wrong?			Likelihood	Consequence	Risk Rating				Likelihood	Consequence	Risk Rating
1	Grease fire	Potential for fire event.	BBQ will be located outside on second floor terrace. Electric BBQ selected to ensure no open flames are required for cooking. Fire System (dry detection and wet suppression systems) installed in the Terrace Balcony. Fire blanket in location.	UNLIKELY	MODERATE	MEDIUM	ABC type fire extinguisher rated for Flammable liquids available in location. Automatic shut-off timer fitted to BBQ power supply. SOP to ensure the BBQ is continually monitored while in use.	Equipment user DFAT Property JLL	March 2024	UNLIKELY	MODERATE	MEDIUM
2	Electrical Fire	Potential for fire event.	BBQ will be located outside on second floor terrace. Qualified electrician to complete ongoing testing and tagging for BBQ electrical cabling, in line with relevant safety standards. Fire System (dry detection and wet suppression systems) installed in the Terrace Balcony. Fire blanket in location.	RARE	MODERATE	LOW	ABC type fire extinguisher rated for Electrical firers available in location. Automatic shut-off timer fitted to BBQ power supply. SOP to ensure the BBQ is continually monitored while in use.	Equipment user DFAT Property JLL	March 2024	RARE	MODERATE	LOW
3	Burns	Potential for staff to be burnt during use	First aid kits located throughout the premises. Sink with cold running water on the terrace.	POSSIBLE	MINOR	LOW	Provide long BBQ utensils. SOP to ensure the BBQ is continually monitored while in use, and for BBQ to lid to stay closed for long cooking periods. Utilise PPE as needed. (eg. Mitts)	Equipment user DFAT Property	March 2024	UNLIKELY	MINOR	LOW

Identify possible sources of risk		Impacts of the risk	Existing risk control measures/treatments	Risk Rating with EXISTING controls/treatments in place			Proposed additional risk controls/ treatments How will you reduce the likelihood and/or consequence of the hazard? Consider: 1. Eliminating the hazard. 2. Substituting for a lesser hazard. 3. Isolating the hazard from workers. 4. Installing engineering measures. 5. Using administrative measures. 6. Providing workers with required PPE.	Person or area responsible for implementing controls / treatments	Implementation date for proposed controls / treatments	Residual risk rating when proposed and existing controls/treatments are in place		
Ref Number	What are all the hazards or things that could go wrong?			Likelihood	Consequence	Risk Rating				Likelihood	Consequence	Risk Rating
4	Accidental fire system activation	Potential for fire alarm activation to be triggered, resulting in staff evacuation and sprinkler activation/water damage to indoor areas.	BBQ will be located outside on second floor terrace with ample ventilation and heat dispersion. Outside suppression system activated at a higher temperature (100°C). Sprinkler head immediately above BBQ is an intermediate sprinkler, with an independent thermal response element. If accidentally activated by the heat of the BBQ, water will be confined to that individual sprinkler head, not into other spaces of the Embassy.	UNLIKELY	Limited/Negligible	LOW	Thermometer sensor to be placed next to the closest Fire suppression unit to monitor temperature during use. SOP stating the requirement for BBQ to lid to stay closed for long cooking periods.	Equipment user DFAT Property	March 2024	RARE	Limited/Negligible	LOW
5	Food poisoning	Accidental food poisoning due to poor	Equipment Design is easy to clean.	POSSIBLE	MODERATE	MEDIUM	SOP's stating the cleaning standards at the start and end of use. Signage on countertops reminding people of standards. Cleaning products made available to staff in the terraced area.	Equipment user DFAT Property JLL Soft Services	March 2024	UNLIKELY	MODERATE	LOW

BBQ





DFAT GUIDE TO BETTER RISK MANAGEMENT - RISK MATRIX

		Consequences				
		Limited/Negligible	Minor	Moderate	Major	Severe
Likelihood		Performance Short term delays in providing services or achieving objectives Compliance Non-compliance with public sector accountability requirements Reputation Limited impacts on DFAT's reputation Safety Limited injury requiring first aid Security Limited or short term damage to national interests Assets Limited damage to property or financial assets Information Disclosure of a small amount of UNCLASSIFIED (including DLM) data.	Performance Marked delays in providing services or achieving objectives Compliance Breach of DFAT policy Reputation Minor impact to relations with stakeholders Safety Minor injury requiring medical care Security Minor damage to national interests Assets Minor damage to property or financial assets Information Disclosure of a large amount of UNCLASSIFIED (including DLM) data or any PROTECTED data.	Performance Reduced ability to provide services or achieve objectives Compliance Breach of Australian/partner government legislation Reputation Significant damage to relations with stakeholders and media criticism. Safety Serious injury or multiple minor injuries Security Significant damage to national interests Assets Significant damage to property or financial assets Information Disclosure of a large amount of PROTECTED data or any CONFIDENTIAL and/or SECRET data.	Performance Restricted ability to provide services or achieve objectives Compliance Major breach of Australian/partner government legislation Reputation Major damage to relations with stakeholders and strong media criticism. Safety Life threatening injury/multiple serious injuries Security Major damage to national interests Assets Major damage to property or financial assets affecting business continuity Information Disclosure of a large amount of CONFIDENTIAL and/or SECRET data.	Performance Critical failure to provide services or achieve objectives Compliance Critical breach of legislation Reputation Total loss of confidence in DFAT and severe media criticism. Safety Death/multiple life threatening injuries Security Exceptionally grave damage to national interests Assets Extensive and widespread damage to property or financial assets affecting business continuity Information Disclosure of any TOP SECRET data.
Almost Certain	Expected to occur in most circumstances	Medium	Medium	High	Very High	Very High
Likely	Will probably occur in most circumstances	Medium	Medium	High	High	Very High
Possible	Might occur at some time	Low	Medium	Medium	High	High
Unlikely	Not expected to occur	Low	Low	Medium	Medium	High
Rare	May occur only in exceptional circumstances	Low	Low	Low	Medium	High

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, April 19, 2024 12:03 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: BBQ inquired from other companies [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

GrillScapes have advise they can also accept invoice payment. I have updated the below table to reflect that.

Thanks!
s22(1)(a)(ii)

Property/ IT
Embassy of Australia, Washington, D.C.

T s 22(1)(a)(ii) E s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, April 19, 2024 11:37 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: BBQ inquired from other companies [SEC=OFFICIAL]

OFFICIAL

Confirm KBA can accept payment via invoice. Comparison below for saving into EDRMS please.

BBQGUYS	GrillScapes	KBA
\$9,538.00	\$9,538.00	\$9,061.10 USD
Shipping included.	Shipping included.	Shipping included.
Credit card payment.	Invoice option available.	Invoice option available.
Manufacturer warranty included.	Manufacturer warranty included.	Manufacturer warranty included.

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia
T +s 22(1)(a)(ii) | C s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, April 19, 2024 10:05 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: BBQ inquired from other companies [SEC=OFFICIAL]

OFFICIAL

Hello,

The other two companies I reached out to are

s 47E(d)

And this is what I had sent to them with screenshots of the bbq we want.

I am reaching out as I would like to enquire about purchasing a BBQ from your website for delivery to the Australian Embassy in Washington DC.

Unfortunately, we are not permitted to make this purchase on a credit card and would like to work with you place an order and pay via an invoice. As an Embassy, we also have a tax exemption (see attached). Below is the BBQ we are hoping to purchase.

Can you please confirm the process we need to undertake to ensure tax is removed, and if it is possible to pay via invoice?

This will determine whether we can proceed with the purchase with your company.

Thanks!

s 22(1)(a)(ii)

Property/ IT
Embassy of Australia, Washington, D.C.

Ts 22(1)(a)(ii) **Es 22(1)(a)(ii)**

1601 Massachusetts Avenue NW, Washington DC 20036-2273

www.usa.embassy.gov.au



© Kim Hill, *Among Women* (2011)

[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

Guidance on Completing your Procurement or Contract Risk Assessment

Commonwealth Procurement Rules (CPRs) Section 8 mandates the requirement to assess risk when

DFAT Risk Policy requires all officers to actively manage risk when managing contracts to ensure service providers meet their contract obligations. This includes the obligation to assess risk throughout the contract lifecycle, including reassessment of risk as required and particularly where a contract change is required.

The effort directed to risk assessment and management should be commensurate with the scale, scope and risk of the procurement and subsequent contract.

Personnel should consider all relevant risks and their potential impact when making decisions relating to value for money assessments, approvals of proposals to commit and spend money and the terms and conditions of the contract. This includes when varying a contract and is particularly relevant where there is a

This Risk Assessment template should be used for all procurements and contracts considered to be Complex (refer to paragraph XXX of DFAT Procurement Policy).

The risk assessment should be undertaken in the **planning phase** of your procurement. The risk assessment should be updated regularly throughout your procurement and contract lifecycle.

At a minimum, areas should revise assessments on a quarterly basis and during:

- . evaluation
- . negotiation
- . as soon as a need for a contract change/variation is identified
- . any other time where current assessment may be impacted.

1. Use Worksheet 1 for **Procurement Risk Assessments**. Comments have been included only in specific cells, indicated by a red arrow in the top right corner of the cell. Hover over the cell to read the advice. Use the drop downs provided to auto-populate the Risk Rating.

2. Use Worksheet 2 for **Contract Management Risk Assessments**. Comments have been included as guidance for specific cells. Simply hover over the cell to read the advice. Use the drop downs provided which

NOTE: Risk events, impacts and mitigations entered in worksheets 1. Procurement Risk Register & 2. Contract Mgt Risk Register are examples only to prompt your risk considerations and may not apply to, or capture all risks evident in your procurement/contract. Delete/add risks as appropriate to the register to

Refer to the Reference Material worksheet for links to relevant policies and procedural guidance.

Procurement and Contract Management Reference Materials

Risk Management:

[DFAT's Risk Management Policy](#)

Procurement:

[DFAT's Procurement Policy](#)

[BuyRight](#)

[Procurement Resources Library](#)

[Procurement Community of Practice - Teams Channel](#)

[Procurement Record Keeping Guide](#)

[Procurement Complaints Handling Guide](#)

Commitment and Spending Delegations (PGPA s23 and s60):

[Secretary Instructions - Delegations](#)

[Contingent Liabilities and Supplier Contracts Guide](#)

Contract Management:

[Contract Management Plans and Guidance](#)

[Contingent Liabilities and Supplier Contracts Guide](#)

[Contract Management Record Keeping Guide](#)

Records Management

[Records Management Policy 2018](#)

[Records management Resources](#)

Work Health and Safety

[Work, Health & Safety \(WHS\) Policy](#)

[Work Health and Safety Management System](#)

Includes

Risk management obligations and resources

Mandatory procurement policy obligations

Procurement and contract processes guidance, access to templates and relevant links based on procurement method, value and complexity

Procurement guidance and templates

Teams channel dedicated to procurement issues with the ability to start conversations and pose questions

Information on appropriate procurement record keeping obligations and suggested EDRMS structure

Process to follow if a procurement process complaint is received

Delegation for different approval requirements based on position/level of APS

Guidance on how to identify and manage contingent liabilities in contracts, including review and approval obligations

Contract management guidance and template contract management plans for different value, complexity and risk of the contract

Guidance on how to identify and manage contingent liabilities in contracts, including review and approval obligations

Information on appropriate contract management record keeping obligations and suggested EDRMS structure

DFAT's mandatory record keeping policy

Record keeping guidance and resources including EDRMS guides

WHS Home Page including incident and hazard lodgement link

WHS resources, links and information

DFAT Program and Project Risk Register

Policy/program/project or investment name: Purchase of Embassy Electric BBQ									
Date of last review: 19-Apr-24		Date of next review: N/A				Country/ies: United States of America			
Risk register owner: s 22(1)(a)(iii)		Delegate: s 22(1)(a)(ii)				Sector/s: Washington Embassy - CMCB			
Objective/s: Assess the risk associated with the purchase of an electric BBQ, as part of the OPO project deliverables for the new Chancery									
Risk event - what could happen?	Risk impacts - what would happen if the event occurs?	Inherent Risk			Mitigation Strategy What's currently in place to prevent, mitigate and monitor this risk?	Control Owner Who oversees operation of the control?	Residual Risk Rating		
		Likelihood	Consequence	Risk rating			Likelihood	Consequence	Risk rating
Non-compliance with legislative requirements and/or DFAT policies	<div><div>Damage to DFAT's reputation.</div><div>Serious non-compliance has to be reported</div><div>Complaint received under Government Procurement (Judicial Review) Act 2018 (GPJR Act).</div><div>Financial liability agreed or awarded under GPJR Act.</div><div>Unethical or unfair process conducted.</div><div>Mandatory procurement obligations not considered or included.</div><div>Value for money not obtained.</div><div>Procurement considerations not aligned to Government obligations</div></div>	Rare	Moderate	Low	<div><div>Early engagement with Washington Post Finance team</div><div>Early engagement with OPO/JLL to ensure appropriate procurement process is undertaken and the relevant funds are available to proceed with purchase.</div><div>Use of appropriate Buyright workflow and associated templates for the different procurement thresholds</div><div>Written delegate approval has been and will be sought for all procurement processes and outcomes</div><div>Personnel familiarise themselves with procurement guidance on Procurement Resource Library intranet page to understand obligations.</div></div>	Manager Procurement Officer			#N/A
External influences may impact procurement process (eg change of government, departmental policy, internal restructure)	<div><div>Process must be cancelled</div><div>Service continuity compromised</div><div>Change of delegate and/or evaluation committee members</div></div>	Unlikely	Limited	Low	<div><div>Advice sought from relevant procurement areas throughout process to manage external influences.</div><div>Regular contact with supplier to ensure there are no supply-chain issues or impacts to delivery</div></div>	Manager Procurement Officer			#N/A
Limited staff knowledge of procurement process	<div><div>Inappropriate process conducted</div><div>Potential non-compliance with Commonwealth and DFAT's procurement obligations</div><div>Incorrect approval and/or contract used</div></div>	Unlikely	Minor	Low	<div><div>Consult relevant procurement teams at Washington Post for assistance and guidance</div><div>Use BuyRight workflow and associated templates relevant to procurement threshold</div><div>Personnel undertake relevant procurement training on Lumi</div></div>	Manager Procurement Officer			#N/A
Lack of properly maintained records	<div><div>Loss of corporate knowledge/information.</div><div>Inability to substantiate decisions and actions.</div><div>Non-compliance with CPRs and DFAT Record Management Policy.</div><div>Unplanned or poor outcomes</div></div>	Rare	Minor	Low	<div><div>Procurement Record Keeping Guide will be used to set up appropriate EDRMS folders to record all procurement information on the process</div></div>	Manager Procurement Officer			#N/A
Delegate does not understand obligations when exercising delegation. (PGPA s23 and s60)	<div><div>breach of legislation and DFAT Policy</div><div>Inappropriate procurement conducted as required by Commonwealth Procurement Rules and DFAT policy</div><div>commitment exceeds budget</div><div>Extension option costs not funded</div><div>DFAT exposed to contingent liability</div></div>	Rare	Moderate	Low	<div><div>Delegate to undertake Spending Delegations eLearning on Lumi</div><div>Value in approval documents accurately reflects the initial value and timeframes including extension options</div><div>Secretary Instructions - commitment and spending proposals reviewed - and appropriate delegate identified</div><div>BuyRight workflow used to ensure all relevant information is included in the approach to delegate</div><div>Required reviews from procurement areas obtained according to procurement policy prior to approaching the delegate</div><div>Washington Post Finance area consulted throughout the process.</div></div>	Manager Delegate			#N/A
Insufficient Budget	<div><div>Inability to proceed to contract</div><div>Procurement cancelled on grounds it isn't in public interest to proceed</div><div>Failure to achieve Value for Money</div><div>New process conducted with reduced scope</div></div>	Rare	Limited	Low	<div><div>Market research conducted to ascertain approximate costs</div><div>Scope appropriate to needs and not over stated</div><div>Funding delegates consulted early and appropriate funding sought and approved, prior to commencing process</div></div>	Manager Procurement Officer OPO			#N/A

DFAT Program and Project Risk Register

Risk event - what could happen?	Risk impacts - what would happen if the event occurs?	Inherent Risk			Mitigation Strategy What's currently in place to prevent, mitigate and monitor this risk?	Control Owner Who oversees operation of the control?	Residual Risk Rating		
		Likelihood	Consequence	Risk rating			Likelihood	Consequence	Risk rating
Value for money not able to be achieved	<div><div></div><div>Inability to enter into contract</div><div></div><div>Budget not available for costs proposed by tenderers</div><div></div><div>Contingent liability inappropriate and cannot be agreed</div><div></div><div>Insurances inadequate for goods/services</div><div></div><div>Contract terms and conditions expose DFAT to unacceptable risk</div></div>	Rare	Limited	Low	<div><div></div><div>Procurement plan has been approved by the delegate prior to approach to market.</div><div></div><div>Considerations made to any resulting or ongoing costs, including limited and manufacturer warranty for the unit</div><div></div><div>Risks assigned to the party best placed to manage the risk</div></div>	<div>Manager Procurement Officer OPO</div>			#N/A

Contract title		
Date of last review:		
Risk register owner:		
Objective/s:		
Risk event - what could happen?	Risk impacts - what would happen if the event occurs?	
		Likelihood
Non-compliance with legislative requirements and/or DFAT policies	<ul style="list-style-type: none"> . Reputational risk . Complaint . Serious non-compliance to be reported . Exposure in Senate Estimates . Media exposure . Delegation not appropriately exercised . Mandatory reporting obligations not met . Inappropriate protections in contract . DFAT exposed to unacceptable cost/risk 	
Contract not managed appropriately	<ul style="list-style-type: none"> . Ineffective outcomes . Value for money compromised . Scope creep . Contract obligations not met . Contract inadvertently changed (though actions) without appropriate approval . Potential non-compliance with legislation . Delegation exceeded (PGPA breach) . Insufficient time to conduct procurement for continuation of requirements (service continuity compromised) . Goods/services not delivered to required standard . Timeframes for delivery not met 	

Limited staff knowledge and experience in contract management	<ul style="list-style-type: none"> . Exposed to risk under contract . Goods/services not delivered to required standard . Goods/services accepted and paid for but do not meet contract obligations . Contract inadvertently changed (through actions) . Timeframes for delivery not met. 	Likely
Lack of properly maintained records	<ul style="list-style-type: none"> . Loss of corporate knowledge . Previous intent of decisions not understood . Inability to substantiate decisions and actions . Non-compliance with CPRs and DFAT Record Management Policy . Unplanned or poor outcomes . Inability to handover contract management to replacement personnel 	
Delegate does not understand obligations when exercising delegation. (PGPA s23 and s60)	<ul style="list-style-type: none"> . Breach of legislation and/or DFAT Policy . Contract entered into or varied without appropriate authority, consideration and documentation . Commitment exceeds budget . Funds unavailable to meet variation . DFAT exposed to contingent liability . Inappropriate contract provisions to meet legislative obligations 	
Contract Price exceeded	<ul style="list-style-type: none"> . Value for money compromised . Funds reassigned from other areas to meet costs . S23 delegation breached 	

Supplier does not have the capability to deliver requirements.	<ul style="list-style-type: none"> . Value for money compromised . Contract dispute process required . Contract termination required 	
Service Provider does not hold appropriate certifications or personnel do not have required qualifications	<ul style="list-style-type: none"> . Services not provided to required standard . Underperformance . Inappropriate methodology governing service provision . Contract practices do not adhere to legislative or DFAT requirements . DFAT exposed to unnecessary risk 	
Unauthorised changes to the scope of work	<ul style="list-style-type: none"> . Unanticipated cost increases . Breach of legislation 	
Work Health and Safety risks	<ul style="list-style-type: none"> . Breach of WHS obligations . DFAT WHS procedures not followed . Potential personal accountability for incidents under WHS Act . Incidents not reported in accordance with DFAT's reporting obligations . WHS mitigation/management inappropriate 	

[illegible]

[illegible]

Date of next review:

Delegate:

Inherent Risk	
Consequence	Risk rating
	#N/A
	#N/A

	#N/A
	#N/A
	#N/A
	#N/A

	#N/A
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	#N/A

	Country/ies:
	Sector/s:

Mitigation Strategy What's currently in place to prevent, mitigate and monitor this risk?	Control Owner Who oversees operation of the control?
<ul style="list-style-type: none"> . Contract Management Plan (CMP) drafted, approved, adhered to and regularly reviewed . Roles and responsibilities for managing contract included in the CMP and updated when any change occurs . Contract reported on AusTender if at or above \$10k incl taxes or where a change to the contract increases the value to this value . Contract expenditure actively tracked and managed . DFAT / panel standard templates used for all changes . Appropriate delegate identified and signs all contract approval documents . BuyRight Amendments workflow used for all changes 	
<ul style="list-style-type: none"> . Scope of change considered against contract to ensure within scope or procurement process conducted if out of scope . Key Performance Indicators identified and checked regularly against contract obligations . Performance managed in accordance with performance framework in contract . Regular contract management meetings conducted or periodic assessment undertaken . Goods/services only accepted where they meet contract obligations . Payment of goods/services only made after appropriate acceptance in accordance with the contract . Performance issues raised with supplier early and appropriate remediation plans in place for under-performance. . Required plans and service provider policies regularly reviewed for currency . Only personnel authorised under contract affect changes after delegate approval obtained 	

<ul style="list-style-type: none"> . Contract Management plan followed . BuyRight 'Amendment' and 'Contract Management' workflows used . Staff read and understand obligations in DFAT procurement Policy . Advice obtained from specialist procurement areas as required . Opportunities for on-the-job or targeted contract management training identified and undertaken 	
<ul style="list-style-type: none"> . Contract Management Record Keeping Guide will be used to guide record keeping. . Discussions, meetings, correspondence with suppliers are documented and filed appropriately . Schedule of activities will be built to prompt actions 	
<ul style="list-style-type: none"> . Delegate to undertake Spending Delegations eLearning on Lumi . Review Secretary Instructions for commitment and spending proposals to identify delegate with appropriate delegation for full value of contract change and future possible commitment. . Use BuyRight 'Contract Management' and 'Amendment' workflow to inform process . Use appropriate templates from BuyRight . Obtain required reviews from procurement areas according to procurement policy for change proposals . Value in approval documents accurately reflects the initial value and timeframes including changes and future expenditure. . Use DFAT standard tender and contract templates for the process. . Consult specialist and central procurement areas throughout the process. 	
<ul style="list-style-type: none"> . Contract Management Plan stipulates how contract expenditure will be monitored and administered . Process for acceptance of goods/services and subsequent payments is in place . Expenditure tracking spreadsheet is built . Contract increases will be planned in advance, funded and enacted in accordance with financial delegations and contract variation process 	

<ul style="list-style-type: none"> . Methodology for tracking and assessing contract performance included in Contract Management Plan . Contract KPIs identified and checked via regular contract management meetings (or other process - describe) . Ongoing monitoring and management against contract requirements is checked on a fortnightly/monthly/quarterly basis . Performance issues are identified early and meetings conducted with service provider to discuss . Service provider is required to submit remediation plans to identify strategies, timeframes and actions to improve performance 	
<ul style="list-style-type: none"> . Contract Management Plan identifies standards, qualifications and certifications required under the contract . Contract Management meetings require submission of evidence of current certifications and qualifications . Changes to key service provider personnel (specified personnel) are required to be reviewed and approved by DFAT, with required qualifications part of consideration to accept or reject suggested replacement personnel . Evidence of experience (CV/resume) of key service provider personnel replacements are required to be submitted and are assessed by DFAT as part of consideration to accept or reject replacement personnel 	
<ul style="list-style-type: none"> . All contract amendments are issued in writing by the person authorised and in the contract to affect variations/amendments . All discussions / emails / meetings with the service provider include a caveat that they are 'subject to delegate approval' and are documented and filed appropriately . Appropriate delegate is consulted and approves changes prior to any significant changes . BuyRight Amendment workflow is followed with reviews conducted according to Procurement Policy . Correct template is used to document agreed changes 	
<ul style="list-style-type: none"> . Consider and manage work health and safety risks arising from the procurement action in accordance with DFAT's WHS management system . All contractor/consultant personnel working at DFAT premises who have access to DFAT systems must undertake mandatory training . Work Health and Safety site briefing provided to persons attending DFAT premises . WHS representative informed of any incidents and reported in DFAT WHS Management System 	

[illegible]

[illegible]

Residual Risk Rating		
Likelihood	Consequence	Risk rating
		#N/A
		#N/A

		#N/A
		#N/A
		#N/A
		#N/A

		#N/A
		#N/A
		#N/A
		#N/A

From: s 22(1)(a)(ii)
Sent: Wednesday, 28 February 2024 3:14 PM
To: WHS Washington; s 22(1)(a)(ii)
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Hey team,

This switch is a hard wired one and it might be a good idea to install this or a kill switch in the closet so the grill can't be used by random people through the day.

Happy to discuss further.

Cheers,
s 22(1)(a)(ii)

From: s 47E(d) @dfat.gov.au>
Sent: Wednesday, February 28, 2024 2:52 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

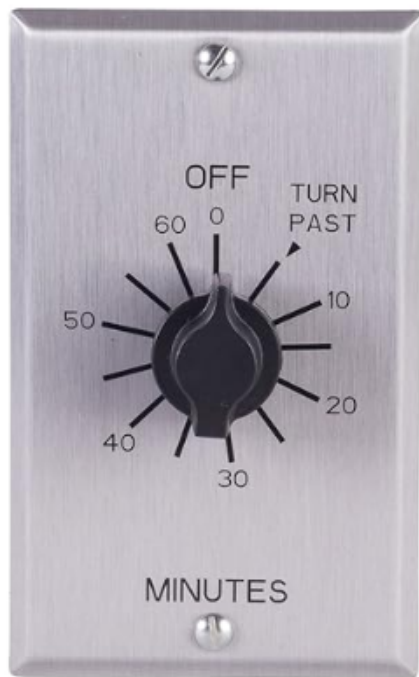
OFFICIAL

Hey s 22(1)(a)(ii)

s 22(1) and I have done a review of the area and feel that we need to purchase the following items.

1. Wall mounted Power timer - Attaching a timer would ensure the BBQ is never left on for long periods. Having it wall mounted in the kitchenette would keep it out of the weather and allow for ease of use.
2. Temperature Gauge – As requested below, the ThermoPro display can be wall mounted in the kitchenette and the wireless sensor can be placed next to the sprinkler.
3. Doorstops – The kitchenette will house the firefighting equipment, because of this I would like to make it mandatory that the door stay open during use. The kickdown door stoppers will stop the wind from blowing the doors closed on members using the area.

1.



Roll over image to zoom in



NSI TORK C560M Spring-Wound In-Wall Commercial Style Metal Plate and 60-Minute Automatic Shutoff of Motors or Lights

[Visit the NSI Store](#)

4.4 ★★★★★

315 ratings | [Search this page](#)

Amazon's Choice

in Wall Timer Switches by NSI

100+ bought in past month

-51% \$23¹⁸

List Price: ~~\$46.99~~

Get **Fast, Free Shipping** with Amazon Prime

[FREE Returns](#)

Get \$50 off instantly: Pay \$0.00 ~~\$23.18~~ upon approval fo

Color	Metal-brushed Aluminum
Brand	NSI
Material	Amps
Product Dimensions	10"D x 10"W x 10"H

About this item

- **Automatic Shutoff:** Spring-wound twist timers are perfect for auto equipment such as ventilation fans, lighting, air compressors, HVAC
- **Variable Time Setting:** Simply twist the timer's knob to set an auto minutes to match your power needs

2.



ThermoPro TP60 Digital Thermometer Wireless Monitor Room Thermometer

Brand: ThermoPro

4.3 ★★★★★ 29,467 ratings | 1

#1 Best Seller in Weather Thermometer

6K+ bought in past month

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List Price: \$24.99 ⓘ

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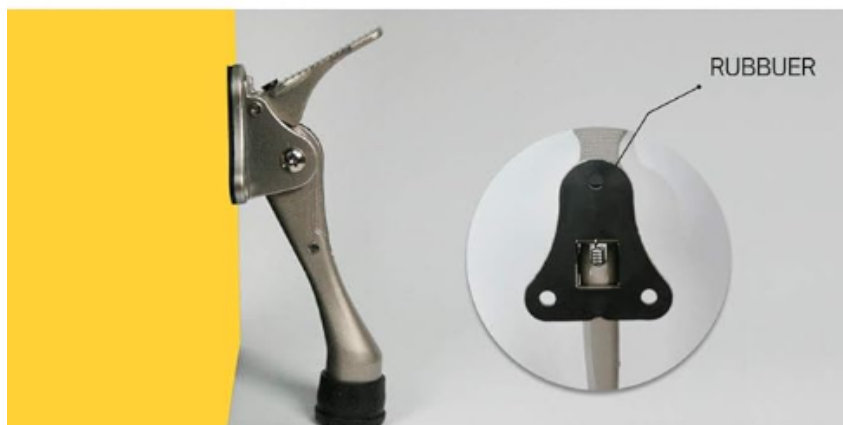
Item Package Quantity: 1

1
\$19.99

2
\$29.99

3.

STOP THE DOOR AT ANY PLACES



Roll over image to zoom in



One Touch Kickdown Heavy Duty Door Stop Adjustable Rubber Tip (2pack)

Visit the HA SHI Store

4.7 ★★★★★ 6,105 ratings

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200+ bought in past month

\$16⁸⁵ (\$8.43 / Count)

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Size: 4 inch x 2pack

4 inch x 1pack

4 inch x 2pack

Color: **Black**



Kind Regards



s 22(1)(a)(ii)

Department of Foreign Affairs and Trade
Embassy of Australia

s 22(1)(a)(ii)

1601 Massachusetts Ave NW, Washington, DC 20036

usa.embassy.gov.au



From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Wednesday, February 28, 2024 11:41 AM

To: s 47E(d) @dfat.gov.au>; s 47E(d)

@dfat.gov.au>

Subject: FW: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(ii)

Can you please investigate what options are available online for temp monitoring for the BBQ. See below trail for more background/info.

s 22(1)(a)(ii) – to include as a mitigation in your Risk Assessment.

Not sure if it is specified below - We will also implement specific procedures for BBQ use (ie must not be left unattended, the lid needs to predominantly remain closed when cooking).

Thanks

s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia

T s 22(1)(a)(ii) | C s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Tuesday, February 20, 2024 6:01 AM

To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat-opo-aew.com>

Cc: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) jll.com>; s 22(1)(a)(ii)

@jll.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>;

s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 47E(d)

@dfat.gov.au>

Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Please see below for responses provided by the US design team regarding the L2 BBQ. We are still waiting on feedback from the manufacturer regarding any performance data available for heat above the BBQ during operation - I have followed up via email. I would anticipate that there will be variables such as ambient temperature and wind

speed/direction that would affect actual readings at the sprinkler head. In terms of temperature monitoring, a quick look online suggests there are a number of products that would offer this functionality.

1. Fire Sprinkler System / Head Type

Following investigation of the approved shop drawings, product submittals and as-installed system, please note the following regarding the installed sprinkler heads:

- The Level 2 Terrace sprinkler heads are *intermediate* sprinkler heads and are rated to **212F** (100C).
- Intermediate sprinkler heads prevent unnecessary activation, as each sprinkler has its own thermal response element (i.e. no damage to Eddie Mabo lounge)
- If an intermediate sprinkler head is activated, water will **ONLY** flow out of that single sprinkler. If the fire continues to grow, it has the potential to activate adjacent sprinklers.

We believe the sprinkler head type and temperature rating is appropriate for the location, and no modifications are required (including considering disconnection above the BBQ).

2. Protection / Cleaning of Adjacent Finishes

Post - Is there any remediation we need to make to protect the adjoining walls/ceiling from heat/smoke/oil/fat residue?

Design Team (KCCT) response below -

A. Pe Submittal **074213-00011-1** L2 Terrace Metal Wall Panel Product Data,

The wall panels are formed of solid aluminum; We do not believe any remediation is needed to protect the adjoining walls/ceiling from heat/smoke/oil/fat residue.

Manufacturer's recommended maintenance should be sufficient – see below.

1. 'Snip' from Submittal **074213-00011-1** L2 Terrace Metal Wall Panel Product Data:

CLEANING AND MAINTENANCE

Alfrex recommends that installed panels be cleaned on a regular basis in order to maintain their aesthetic appearance and to prevent the accumulation of dirt and particulate present in the local environment. The frequency and degree of cleaning is dependent upon several factor including the building location proximity to bodies of fresh water on the ocean, local climate, pollution levels, proximity to heavy industry, and overall air quality. A general practice is to clean panels at the same time a building's windows are cleaned. For detailed information, please consult the Alfrex Cleaning and Maintenance Recommendations document in the Appendices of this manual.

2. 'Snip' from Submittal **074213-00011-1** L2 Terrace Metal Wall Panel Product Data:

CLEANING AND MAINTENANCE RECOMMENDATIONS

Alfred FR and Alfred Plate

alfrex

Fire Resistant & Non-Combustible Cladding

Alfred, LLC (Alfred) Alfred FR aluminum composite and Alfred Plate panels are manufactured utilizing aluminum coils painted on continuous process coil coating lines. The high-quality architectural coatings used contain combinations of UV resistant resins, organic pigments, inorganic pigments, and protective clear coats engineered for long term exterior exposure in the elements and minimal maintenance.

Alfred recommends that panels be cleaned on a regular basis in order to maintain their aesthetic appearance and to prevent the accumulation of dirt and particulate present in the local environment. The frequency and degree of cleaning is dependent upon several factors including the building location, proximity to bodies of fresh water or the ocean, local climate, pollution levels, proximity to heavy industry, and overall air quality. A general practice is to clean panels at the same time a building's windows are cleaned.

General Recommendations

- Always avoid the use of abrasive materials that pose a potential to scratch or degrade the painted surface of panels including, but not limited to, steel wool, wire brushes, metal scrapers, abrasive sponges, powder abrasives, and chemical abrasives.
- Commence cleaning at the bottom of building walls and progress upwards, working in the opposite direction of window cleaning, which traditionally progresses from top to bottom.
- To avoid streaking, cleaning should be done either on a cloudy day, or when areas of the building to be cleaned are shaded from direct sunlight.
- Regardless of the cleaning method used, the methods and materials should be first tested on either a product sample, or on a small, inconspicuous section of the building.
- Always start with a freshwater rinse and progress to the other cleaning methods from mildest to strongest as needed.
- It is recommended that more frequent cleaning intervals utilizing freshwater and mild detergents be employed as opposed to less frequent intervals which may require the use of harsher chemicals, solvents, and mild abrasive methods.
- NEVER use Acetone or Paint Removers on any painted product surface.
- Utilize personal protection equipment and proper safety precautions when handling solvents and other chemical agents to prevent chemical irritation or burns to the eyes, skin, or lungs.
- Follow closely cleaning product or chemical manufacturer recommendations regarding the mixing of certain chemicals in order to avoid the production of toxic gases or explosive chemical reactions.
- Only apply cleaning solutions, chemicals, or solvent solutions in conditions where panels can be rinsed with freshwater before the cleaning solution can dry. NEVER allow cleaning solutions to dry on the panels.

Freshwater Rinse

- Frequent freshwater rinsing of panel surfaces is ideal for the removal of water-soluble dirt, residues, and other organic material deposits. Mechanical pressure washers should not be used as this may damage panels, coated surfaces, or components critical for the function of the panel assembly.
- Annual freshwater rinses may be mandatory as stipulated in finish warranties under certain environmental conditions, such as proximity to salt-water and ocean mist. Please consult warranties for specific details.
- If surface contaminants or stains persist after freshwater rinsing, then the utilization of mild detergents is recommended.

Mild Detergent Cleaning

- For more persistent areas requiring deeper cleaning, Alfred recommends that a 5% mild detergent solution diluted with freshwater be used and applied directly to the area using non-abrasive cloth, sponges, or soft bristle brushes.
- Mild detergents may be classified as those used in residential applications, commonly under popular brand names, which do not pose risks of irritation when coming in direct contact with exposed skin.

Intense Cleaning

- More intense cleaning methods may be required when mild detergent solutions are not successful in the removal of stubborn stains, or areas where non water-soluble contaminants such as paint, oils, tar, dirt, graffiti, silicone, or other sealing compounds are present.
- Alfred recommends that a solution of Mirachem® 500 diluted to a 10% to 30% concentration be used before other common solvents or chemicals. Follow the manufacturer guidelines as well as the same processes detailed above in the general recommendations, always followed by a freshwater rinse.
- Solvents that may be used include alcohol solvents (ethanol, isopropyl alcohol, methanol), petroleum solvents (Turpentine, mineral spirits), aromatic solvents (xylene, toluene), ketones (MEK, MIBK), and esters (ethyl acetate, lacquer thinner). NEVER use acetones or paint removers.

Please note that KCCT didn't respond with cleaning advice for the painted gypsum ceilings. For this, JLL would need to follow the cleaning instructions for paint type and likely clean for frequently.

Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office

Embassy of Australia

C s 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

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[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: [@dfat.gov.au](#)>

Sent: Thursday, 15 February 2024 10:27 PM

To: s 22(1)(a)(ii) [@dfat.gov.au](#)>; s 22(1)(a)(ii) [@dfat-opo-aew.com](#)>

Cc: s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii)

[@jll.com](#)>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) [@dfat.gov.au](#)>;

s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii) [@jll.com](#)>; s 47E(d)

[@dfat.gov.au](#)>

Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Just checking if there's any update on this?

Cheers,

A/g Minister-Counsellor (Management) and Consul-General

Australian Embassy

Washington, DC

T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii)

Sent: Saturday, February 3, 2024 9:04 AM

To: s 22(1)(a)(ii) [@dfat.gov.au](#)>; s 47E(d) [@dfat.gov.au](#)>

Cc: s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii)

[@jll.com](#)>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) [@dfat-opo-](#)

[aew.com](#)>; s 22(1)(a)(ii) [@dfat.gov.au](#)>; s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii)

[@jll.com](#)>

Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(ii)

Thanks for this. We're all keen for there to be a BBQ so would be good to continue to work this through.

A few questions from me:

- Before we purchase, can the manufacturer confirm the maximum heat that could be emitted at the height of the sprinkler (e.g. BBQ on maximum setting for an hour)?
- How long would temperature in excess of 68C need to be sustained to set off the sprinkler?
- Assuming we're confident we won't exceed that and we purchase, could we place a thermometer adjacent to the sprinkler head with signage indicating the BBQ needs to get shut off if it gets to within say 55C?
- What would happen if the sprinkler head above the BBQ was set off – would that just wet the external terrace or would it also damage the interior of the Eddie Mabo lounge?
- Is it possible/safe to turn off the sprinkler in question?
- Is there any remediation we need to make to protect the adjoining walls/ceiling from heat/smoke/oil/fat residue?

Noted on the need for firefighting equipment – for @WHS Washington to action when the time comes.

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC

T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Friday, February 2, 2024 4:19 PM
To: s 22(1)(a)(ii) <@jll.com>; s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <i@jll.com>
Cc: s 22(1)(a)(ii) <@jll.com>; s 22(1)(a)(ii) <@jll.com>; s 22(1)(a)(ii) <@jll.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) <@dfat-opo-
 aew.com>; s 22(1)(a)(ii) <@dfat.gov.au>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

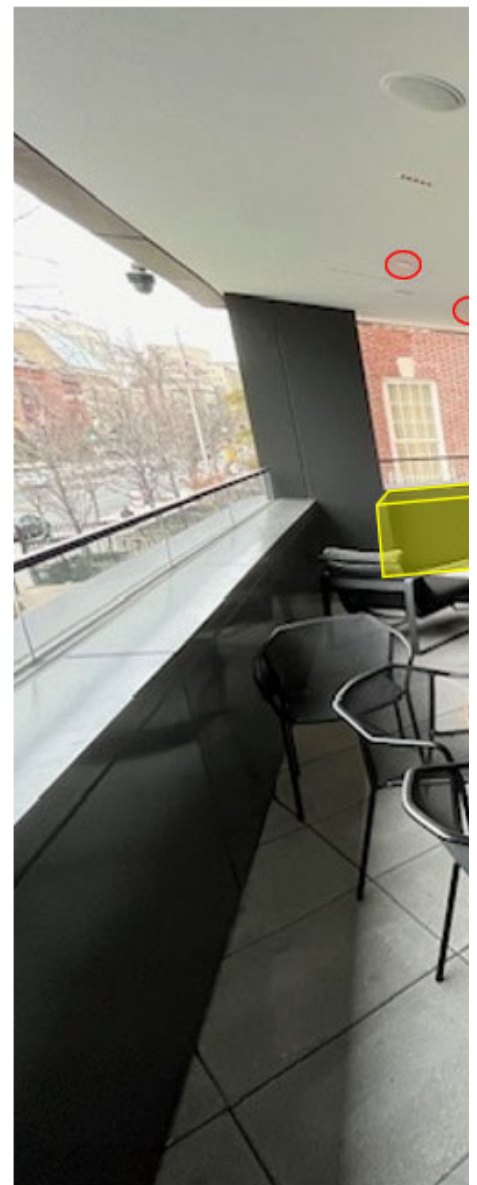
All,

To further the discussion regarding the L2 BBQ, DFAT OPO has reengaged at the Canberra end with s 22(1)(a)(ii) of the McKenzie Group, specialist consultants to OPO/DFAT for building code compliance and certification matters, with the details of the preferred BBQ make/model and location. s 22(1)(a) has provided the following observations from a National Construction Code of Australia standpoint, based off a desktop review of the information and photos provided:

- The BBQ is located on an open balcony, it is neither in a room nor enclosure, in a location that provides ample ventilation.
- The Code does have requirements for "Kitchen local exhaust ventilation" that apply to commercial kitchens.
- The intent of this Clause is "to minimise the spread of cooking odours and fire from commercial kitchens".
- This is not a commercial kitchen.
- A commercial kitchen would require a kitchen exhaust hood complying with AS1668.1 and AS1668.2 if the total maximum power input of the BBQ exceeds .5kW of electrical power per m2 of the "room or enclosure".

- The electrical power input is 8,360 watts or 8.36kW, the floor area of the balcony is 40m² which results in an electrical power input of .209 kW/m² vs .5kW.
- This power input does not trigger requirements for a kitchen exhaust hood in a commercial kitchen.
- It is recommended that a portable fire extinguisher for Class F fires (cooking oils and fats) and a fire blanket be provided adjacent to the BBQ.

s 22(1)(a)(ii) also spent time on the phone with s 22(1)(a)(ii) and he indicated that for the fire sprinkler to operate, temperatures in excess of 155F (68.3C) would need to be sustained at the sprinkler head location and that peak heat loads (e.g. opening the lid of the BBQ) would not be sufficient for the sprinkler(s) to operate. The project team remains available to seek further advice from s 22(1)(a)(ii) as required - grateful if a consolidated list of questions/comments could be provided to expedite resolution.



Kind regards,

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)

Sent: Wednesday, 31 January 2024 11:12 AM

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

@jll.com>; s 22(1)(a)(ii)

@dfat.gov.au>; s 22(1)(a)(ii)

@jll.com>

Cc: s 22(1)(a)(ii)

@jll.com>; s 22(1)(a)(ii)

@jll.com>; s 22(1)(a)(ii)

s 22(1)(a)(ii) @jll.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>

Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Thanks s 22(1)(a)(ii) – much appreciated. As discussed this morning, the project team is pulling together relevant information regarding Australian compliance for a BBQ in this location, noting compliance with US code could not be achieved at an acceptable cost. I will circulate that information upon receipt for review and consideration by all parties.

Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office

Embassy of Australia

C s 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

usa.embassy.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#)



We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 22(1)(a)(ii) @jll.com>

Sent: Friday, 26 January 2024 2:44 PM

To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) dfat.gov.au>

Cc: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>

Subject: [EXTERNAL] RE: AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi All,

Please see attached comment from Fireline about the sprinkler system in the area of the future BBQ grill area. Please review and consider details. Thanks in advance!

Best regards,

s 22(1)(a)(ii)
Technical Facilities Manager

Embassy of Australia
1601 Massachusetts Avenue
Washington, DC 20036
s 47E(d)

From: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
 Sent: Friday, January 19, 2024 10:55 AM
 To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@jll.com](mailto:s22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
 Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@jll.com](mailto:s22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@jll.com](mailto:s22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@jll.com](mailto:s22(1)(a)(ii)@jll.com)>; Lisa.Usback <Lisa.Usback@dfat.gov.au>
 Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

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Hi all,

Confirming we're happy with this model assuming it's suitable for the space (i.e. in terms of ventilation, wiring etc).

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
 Australian Embassy
 Washington, DC
 T +s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@jll.com](mailto:s22(1)(a)(ii)@jll.com)>
 Sent: Thursday, January 18, 2024 2:03 PM
 To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
 Cc: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@jll.com](mailto:s22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@jll.com](mailto:s22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@jll.com](mailto:s22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@jll.com](mailto:s22(1)(a)(ii)@jll.com)>
 Subject: [EXTERNAL] FW: AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]
 Importance: High

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Hi all,

Below email refers, Post confirmed last year the below selected outdoor BBQ model and specs for the level 2 terrace.

JLL have today had Hann & Hann on site to quote the install requirements, once received will send to Post for review / approval for Post payment.

s 22(1)(a)(ii) – grateful if the OPO Projects team can confirm approval of the below BBQ spec on behalf of OPO.
 s 22(1)(a)(ii) – grateful if Post can confirm agreement accordingly.

Suggest Post property team purchase BBQ and have it delivered, JLL will then arrange necessary assembly and electrical install on behalf of Post.



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Select Product Options:

Configuration: On Cart

Size: 48 Inches

24 Inches
\$4,877.00 less32 Inches
\$4,251.00 less

48 Inches

[Save to List](#)

Thanks

s22(1)(a)(ii)

From: s 22(1)(a)(ii) [n@jll.com](#)>
Sent: Thursday, 18 January 2024 9:57 AM
To: s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii) [@jll.com](#)>
Subject: FW: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]
Importance: High

Kind regards,

s 22(1)(a)(ii)
Facilities Manager- North America
Department of Foreign Affairs and Trade Account
JLL
Embassy of Australia
1601 Massachusetts Avenue
Washington, DC 20036
c: +s 22(1)(a)(ii)

From: s 22(1)(a)(ii) [@jll.com](#)>
Sent: Thursday, November 9, 2023 1:18 PM
To: s 22(1)(a)(ii) [@jll.com](#)>
Cc: s 22(1)(a)(ii) [@jll.com](#)>; s 22(1)(a)(ii) [@jll.com](#)>

Subject: FW: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]
Importance: High

Hi ^{s 22(1)(a)(ii)}

Post are purchasing the below electric barbecue and would like to have it installed in the external terrace attached to the Eddie Mabo lounge.

Could you please:

1. Raise a work order to engage an electrician (I recommend Hann and Hann for this one) to see what is required to run a circuit with appropriate capacity to supply the barbecue.

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\$9,260⁰⁰ + Free Shipping
As low as **\$299** /mo with [affirm](#)* [Qualify Now](#)

This item leaves our warehouse within 4-6 W

Select Product Options:

Configuration: On Cart

Size: 48 Inches

	24 Inches \$4,877.00 less
	32 Inches \$4,251.00 less
	48 Inches

[Save to List](#)

2. Request a quote for the works and see when it can be completed.

Thanks mate.

^{s 22(1)(a)(ii)}

Senior Facilities Manager – North America
Department of Foreign Affairs and Trade Account
JLL
Embassy of Australia
1601 Massachusetts Avenue
Washington, DC 20036
c: ^{s 22(1)(a)(ii)}

[jll.com](#)

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Wednesday, 20 September 2023 8:07 PM
To: s 22(1)(a)(ii) <@jll.com>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

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OFFICIAL

Hi s 22(1)(a)(ii)

I'll circle back to OPO on this one however that is my understanding. If you've had a chance to look at the electrical, it would appear that additional work will be required to connect the unit. Would you have a ball park estimate of what this might cost? I'm basically looking for an upper funding limit I can have approved for the entire scope of work.

Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office
Embassy of Australia
C s 22(1)(a)(ii)
1601 Massachusetts Avenue NW, Washington DC 20036-2273

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[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 22(1)(a)(ii) <@jll.com>
Sent: Wednesday, 20 September 2023 12:19 PM
To: s 22(1)(a)(ii) <@dfat.gov.au>
Subject: [EXTERNAL] RE: AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

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Hi s 22(1)(a)(ii)

Looking at this one now – can you confirm if the cost for purchase and installation will be covered by OPO?

Post agree that the 8800-EC-1056-CB-D-48 would be acceptable.

Kind regards,

s 22(1)(a)(ii)

Senior Facilities Manager – North America
 Department of Foreign Affairs and Trade Account
 JLL
 Embassy of Australia
 1601 Massachusetts Avenue
 Washington, DC 20036
 c: s 22(1)(a)(ii)

jll.com

From: s 22(1)(a)(ii) <[@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
 Sent: Wednesday, 13 September 2023 2:49 PM
 To: s 22(1)(a)(ii) <[@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>
 Subject: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

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HI s 22(1)(a)(ii)

Following on from our earlier conversations regarding an electric BBQ for the L2 terrace. There is a niche that could be used for a bench top BBQ however a free standing solution may be more user friendly and allow for greater ventilation when in use. I've embedded a couple of potential options. Let's take a look when you are back on deck to look at electrical and ventilation.



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48 Inches

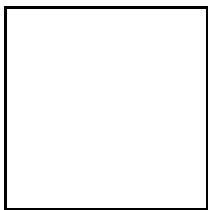
Save to List

Free-standing option - [Electri-Chef Diamond 48-Inch Closed-Base 8360 Watt Electric Grill With Dual temperature Controls - 8800-EC-1056-CB-D-48](#) : [BBQGuys](#)

Please let me know when you have time to discuss.

Kind regards,

s 22(1)(a)(i)

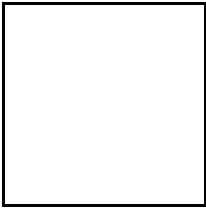


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From: s 22(1)(a)(ii)
Sent: Wednesday, 3 April 2024 1:41 PM
To: s 22(1)(a)(ii) Diem Hetherington
Cc: s 22(1)(a)(ii) ; Lisa Usback
Subject: RE: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

OFFICIAL

Thanks s 22(1)(a)(ii) all – confirming Post finance team will create asset shell in SAP and will let you know when this has been done so BBQ can be procured.

Best

s 22(1)(a)(ii)

OFFICIAL

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, April 3, 2024 11:42 AM
To: Diem Hetherington <Diem.Hetherington@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Lisa Usback <Lisa.Usback@dfat.gov.au>
Subject: RE: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

OFFICIAL

Great. Thanks, Diem.

s 22(1)(a)(ii) – pls note as per our discussion.

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M +s 22(1)(a)(ii)

OFFICIAL

From: Diem Hetherington <Diem.Hetherington@dfat.gov.au>
Sent: Wednesday, April 3, 2024 1:10 AM
To: s 22(1)(a)(ii) @dfat.gov.au>; Lisa Usback <Lisa.Usback@dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

We will transfer across USD 10k to Post's budget. Please proceed.

Regards

Diem Hetherington

Assistant Secretary | Project Management Branch (PPB)

Overseas Property Office and Services (OPO)

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) | M +s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Wednesday, April 3, 2024 3:10 PM

To: s 47E(d) @dfat.gov.au>

Cc: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Diem Hetherington <Diem.Hetherington@dfat.gov.au>

Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hello

Please arrange to transfer USD10k from the OPO DCB budget to Washington Post.

Kind regards

s 22(1)(a)(ii)

From: Diem Hetherington <Diem.Hetherington@dfat.gov.au>

Sent: Wednesday, April 3, 2024 2:57 PM

To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>

Subject: RE: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Thanks so much s 22(1)(a)(ii)

Approved.

Regards

Diem Hetherington

Assistant Secretary | Project Management Branch (PPB)

Overseas Property Office and Services (OPO)

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dfat.gov.au>

Sent: Wednesday, April 3, 2024 2:55 PM

To: Diem Hetherington <Diem.Hetherington@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>

Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi Diem

As the purchase value is over the asset threshold \$5k, we cannot use OPO operating budget to purchase this BBQ for Washington Post. The project has just been capitalised. It is hard to argue that the purchase of the BBQ should be paid through the project budget.

s 22(1)(a)(ii) suggested that we might transfer funds from OPO DCB budget to Post for them to purchase the BBQ. Then the asset ownership will be with Post, not OPO.

Can you please send an approval for the request?

s 22(1)(a)(ii), please advise Diem if you need any further info to action, if achievable.

Regards

s 22(1)(a)

From: Diem Hetherington <Diem.Hetherington@dfat.gov.au>

Sent: Wednesday, April 3, 2024 8:41 AM

To: s 22(1)(a)(ii) <@dfat.gov.au>

Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)

Can I please have the cost code?

Many thanks

Regards

Diem Hetherington

Assistant Secretary | Project Management Branch (PPB)

Overseas Property Office and Services (OPO)

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) | M +s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Friday, March 29, 2024 7:42 AM
To: Diem Hetherington <Diem.Hetherington@dfat.gov.au>
Cc: s 22(1)(a)(ii) <@dfat-opo-aew.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>; s 22(1)(a)(ii) <@jll.com>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi Diem,

Confirming we've now conducted a risk assessment (attached) and are keen to procure the BBQ for the Eddie Mabo terrace. Proposed model is below. Are you able to confirm relevant financial codes?

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T +s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dfat.gov.au>
Sent: Thursday, March 28, 2024 1:28 PM
To: s 22(1)(a)(ii) <@dfat.gov.au>
Subject: FW: AEW - OPO Funded BBQ [SEC=OFFICIAL]

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48 Inches

[Save to List](#)

Free-standing option - [Electri-Chef Diamond 48-Inch Closed-Base 8360 Watt Electric Grill With Dual temperature Controls - 8800-EC-1056-CB-D-48](#) : [BBQGuys](#)

Cheers

s 22(1)(a)(ii)

 Property, Transport, WHS and Events Manager | DFAT
 Embassy of Australia

T s 22(1)(a)(ii) | C s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au
Sent: Thursday, January 18, 2024 9:51 AM

To: s 22(1)(a)(ii) @dfat.gov.au
Cc: Lisa Usback <Lisa.Usback@dfat.gov.au>; Diem Hetherington <Diem.Hetherington@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au; s 22(1)(a)(ii) @dfat.gov.au
Subject: AEW - OPO Funded BBQ [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Following up on our conversation in the weekly OPO/Post meeting to confirm I have spoken to Diem (in cc) and received confirmation that the procurement of the BBQ for the new chancery will be funded by OPO. Initial cost estimates for the BBQ and necessary electrical work to connect it put the procurement value at around USD 10,000. JLL is leading this procurement based on the agreed basis of design information shared with s 22(1)(a)(ii) last year (attached for reference).

Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office

Embassy of Australia

Cs 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

usa.embassy.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#)



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From: s 22(1)(a)(ii) dle@jll.com>
Sent: Thursday, 14 March 2024 2:59 PM
To: s22(1)(a)(ii)
Cc: s 22(1)(a)(ii) Lisa Usback; s 22(1)(a)(ii) I; WHS Washington, s 22(1)(a)(ii)
Subject: [EXTERNAL] RE: AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

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Thank you s 22(1)(a)(ii) for the additional information

s 22(1)(a)(ii)
 Senior Facilities Manager – North America
 Department of Foreign Affairs and Trade Account
 JLL
 Embassy of Australia
 1601 Massachusetts Avenue
 Washington, DC 20036
 c: s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, March 14, 2024 10:52 AM
To: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; Lisa.Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 47E(d) @dfat.gov.au>; s22(1)(a)(ii) @dfat-opo-aew.com>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

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Hi s 22(1)(a)(ii) and s 22(1)(a)(ii)

The advice received from s 22(1)(a)(ii) of the McKenzie Group, specialist consultants to OPO/DFAT for building code compliance and certification matters, is that the activation temperature needs to be sustained at the sprinkler head location and that peak heat loads (e.g. opening the lid of the BBQ) would not be sufficient for the sprinkler(s) to activate. A specific duration was not provided. I would anticipate that external factors such as ambient temperature and wind speed and direction might impact the actual duration required prior to activation.

Clark construction has undertaken to complete an inspection and coordinate any remediation required to ensure the heads as-built reflect the design documentation (rating and fuse type).

In terms of drainage, there are two 3" roof drains installed on the terrace, circled red below left in a photo taken during construction prior to paver installation. Please also note the height between the slab/drain and the entrance to the L2 lounge (height indicated below left with the red arrows). A quick site measure between the pavers indicates this distance to be approximately 5". The photo below right shows the current/finished condition of the L2 terrace for comparison.

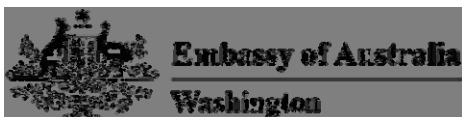


Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office
Embassy of Australia
C s 22(1)(a)(ii)
1601 Massachusetts Avenue NW, Washington DC 20036-2273

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From: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>
Sent: Wednesday, 13 March 2024 6:55 PM
To: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
Cc: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@jll.com](mailto:s 22(1)(a)(ii)@jll.com)>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <Stroy@jll.com>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 47E(d) <[s 47E\(d\)@dfat.gov.au](mailto:s 47E(d)@dfat.gov.au)>; s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat-opo-aew.com](mailto:s 22(1)(a)(ii)@dfat-opo-aew.com)>
Subject: [EXTERNAL] RE: AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

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Hi ^{s 22(1)(a)(i)}

The only two additional concerns from JLL side, with one of them looks like it is already under the process to be addressed:

1. ^{s 47F(1)}/KCCT to confirm individual fuses on each sprinkler are installed via onsite inspection along with as built?
2. In the event the sprinkler head or heads are triggered, is the drainage on the L2 terrace adequate to avoid flooding and water ingress into the below security office/operation area ?

^{s 22(1)(a)(ii)}

Senior Facilities Manager – North America
Department of Foreign Affairs and Trade Account
JLL
Embassy of Australia
1601 Massachusetts Avenue
Washington, DC 20036
c: ^{s 22(1)(a)(ii)}

From: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)
Sent: Wednesday, March 13, 2024 5:27 PM
To: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)
Cc: ^{s 22(1)(a)(ii)} [@jll.com](mailto:jll.com); ^{s 22(1)(a)(ii)} [@jll.com](mailto:jll.com); ^{s 22(1)(a)(ii)} [@jll.com](mailto:jll.com); Lisa.Usback <Lisa.Usback@dfat.gov.au>; ^{s 22(1)(a)(ii)} [.Dand@dfat.gov.au](mailto:Dand@dfat.gov.au);
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^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au); ^{s 22(1)(a)(ii)} [@dfat-opo-aew.com](mailto:dfat-opo-aew.com)
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

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Thanks. Hopefully last question – does that mean the temperature just has to reach 100C to set off the sprinkler, or does the heat need to be sustained for a period of time (and if so, how long)?

Cheers,

^{s 22(1)(a)(ii)}

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T ^{s 22(1)(a)(ii)} | M ^{s 22(1)(a)(ii)}

From: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)
Sent: Wednesday, March 13, 2024 5:04 PM
To: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)
Cc: ^{s 22(1)(a)(ii)} [@jll.com](mailto:jll.com); ^{s 22(1)(a)(ii)} [@jll.com](mailto:jll.com); ^{s 22(1)(a)(ii)} [@jll.com](mailto:jll.com); Lisa Usback <Lisa.Usback@dfat.gov.au>; ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au);
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Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Discussed the L2 terrace in the weekly coord meeting with s 47F(1) KCCT and s 47F(1) this afternoon. Awaiting written advice which I will share upon receipt however it was noted in the discussion that:

- the approved design submittal calls for intermediate sprinkler heads (rated to 212F/100C) on the L2 terrace – Clark will confirm this is per as-built condition when on site this week and coordinate any rectification necessary
- Clark and KCCT confirmed that individual fuses on each sprinkler head result only in activation of an individual sprinkler rather than an entire zone (e.g. Eddie Mabo lounge)

Technical Data:

Nominal Orifice Size: ½-inch (15mm)
Thread Size: 1-inch NPT per ANSI B2.1 or ISO 7-1 R1
Nominal K Factor: 5.6 (80 metric)
Maximum Working Pressure: 175 psi (12 bar) – 100% factory hydrostatically tested to 500 psi (34.5 bar)
Sprinkler Installation Wrench: Model FC wrench
Sprinkler Identification Number (SIN): RA5114
Materials: See Fig. 4

Temperature Rating

Classification	Sprinkler	Cover Plate	Max. Ambient Temp.
Ordinary	165°F (74°C)	135°F (57°C)	100°F (38°C)
Intermediate	212°F (100°C)	165°F (74°C)	150°F (66°C)

Will keep you updated.

Kind regards,

s 22(1)(a)(i)

From: s 22(1)(a)(ii)

Sent: Wednesday, 13 March 2024 11:49 AM

To: s 22(1)(a)(ii) @dfat.gov.au>

Cc: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii)

@jll.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>;

s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 47E(d)

@dfat.gov.au>; s 22(1)(a)(ii) @dfat-opo-aew.com>

Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

I followed up with the US design team (KCCT) off the back of your email request of March 6th (attached for reference). Verbally in a subsequent meeting, KCCT summarised the information provided below to which I asked for a written reply, which I have not received to date.

In summary, the advice we have received to date is:

- The wall panels are formed of solid aluminum; **We do not believe any remediation is needed to protect the adjoining walls/ceiling from heat/smoke/oil/fat residue.***

Manufacturer's recommended maintenance should be sufficient – see below. Please note that KCCT didn't respond with cleaning advice for the painted gypsum ceilings. For this, JLL would need to follow the cleaning instructions for paint type and likely clean for frequently, and

- Following investigation of the approved shop drawings, product submittals and as-installed system, please note the following regarding the installed sprinkler heads:*

*The Level 2 Terrace sprinkler heads are intermediate sprinkler heads and are rated to 212F (100C). Intermediate sprinkler heads prevent unnecessary activation, **as each sprinkler has its own thermal response element (i.e. no damage to Eddie Mabo lounge)**. If an intermediate sprinkler head is activated, water will ONLY flow out of that single sprinkler. If the fire continues to grow, it has the potential to activate adjacent sprinklers.*

We believe the sprinkler head type and temperature rating is appropriate for the location, and no modifications are required (including considering disconnection above the BBQ).

I will follow up again to see if any further written advice will be provided. I have a meeting with KCCT this afternoon.

Kind regards,

s 22(1)(a)(i)

From: s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>
Sent: Wednesday, 13 March 2024 11:32 AM
To: s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>
Cc: s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>; Lisa Usback <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 47E(d) <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat-opo-aew.com>
Subject: Re: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement[SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(i)

Hoping we can confirm this before we go ahead with procurement.

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>
Date: Wednesday, March 6, 2024 at 10:02:00
To: s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>
Cc: s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; "Lisa Usback" <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@dfat.gov.au>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; s 22(1)(a)(ii) <[REDACTED]@jll.com>; "s 47E(d)" <[REDACTED]@dfat.gov.au>; "s 22(1)(a)(ii)" <[REDACTED]@dfat-opo-aew.com>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(i)

Two other questions from me:

- What are the implications on not having an overhead extraction unit in terms of smoke accumulation/grime on the walls?
- Is it possible to visually (or otherwise) confirm that the shop drawings match the as-built system, i.e. that there is no risk that setting off the sprinkler above the bbq will result in saturating the Eddie Mabo Lounge?

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii)

Sent: Wednesday, February 28, 2024 11:27 AM

To: s 22(1)(a)(ii) @dfat.gov.au>

Cc: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s22(1)(a)(ii) @jll.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat-opo-aw.com>

Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(ii)

Thanks for this. Unless others object, I think we should proceed. I've asked Property Team to prepare a risk assessment noting the information below as part of the section 23 approval.

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

Duplicate material removed - s 22(1)(a)(ii)

From: Lisa Usback
Sent: Wednesday, 28 February 2024 12:12 PM
To: s 22(1)(a)(ii)
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Thanks for persisting on this one s 22(1)(a)(ii) no objections.... I have highlighted the takeaways from my perspective... thanks for getting WHS to do a risk assessment.

Kind regards, *Lisa Usback* FCPA (Aust.)
Minister-Counsellor (Management) & Consul General
Washington Embassy – SAO and Deputy PSO
s 47E(d)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, February 28, 2024 11:27 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @dfat.gov.au>;
s 22(1)(a)(ii) @jll.com>; Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>;
s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 47E(d)
@dfat.gov.au>; s 22(1)(a)(ii) @dfat-opo-aew.com>
Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(ii)

Thanks for this. Unless others object, I think we should proceed. I've asked Property Team to prepare a risk assessment noting the information below as part of the section 23 approval.

Cheers,

s 22(1)(a)(ii)

Counsellor (Management) and Deputy Consul-General
Australian Embassy
Washington, DC
T +1 s 22(1)(a)(ii) M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) ssato@dfat.gov.au>
Sent: Tuesday, February 20, 2024 6:01 AM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat-opo-aew.com>
Cc: s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>;
Lisa Usback <Lisa.Usback@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>;
s 22(1)(a)(ii) @jll.com>; s 22(1)(a)(ii) @jll.com>; s 47E(d)

s 47E(d) @dfat.gov.au>

Subject: RE: [EXTERNAL] AEW Permanent Embassy - L2 Terrace - BBQ Procurement [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Please see below for responses provided by the US design team regarding the L2 BBQ. We are still waiting on feedback from the manufacturer regarding any performance data available for heat above the BBQ during operation - I have followed up via email. I would anticipate that there will be variables such as ambient temperature and wind speed/direction that would affect actual readings at the sprinkler head. In terms of temperature monitoring, a quick look online suggests there are a number of products that would offer this functionality.

1. Fire Sprinkler System / Head Type

Following investigation of the approved shop drawings, product submittals and as-installed system, please note the following regarding the installed sprinkler heads:

- The Level 2 Terrace sprinkler heads are *intermediate* sprinkler heads and are **rated to 212F (100C)**.
- Intermediate sprinkler heads prevent unnecessary activation, as each sprinkler has its own thermal response element (i.e. no damage to Eddie Mabo lounge)
- If an intermediate sprinkler head is activated, water will ONLY flow out of that single sprinkler. If the fire continues to grow, it has the potential to activate adjacent sprinklers.

We believe the sprinkler head type and temperature rating is appropriate for the location, and no modifications are required (including considering disconnection above the BBQ).

2. Protection / Cleaning of Adjacent Finishes

Post - Is there any remediation we need to make to protect the adjoining walls/ceiling from heat/smoke/oil/fat residue?

Design Team (KCCT) response below -

A. Pe Submittal **074213-00011-1** L2 Terrace Metal Wall Panel Product Data,

The wall panels are formed of solid aluminum; We do not believe any remediation is needed to protect the adjoining walls/ceiling from heat/smoke/oil/fat residue.

Manufacturer's recommended maintenance should be sufficient – see below.

1. 'Snip' from Submittal **074213-00011-1** L2 Terrace Metal Wall Panel Product Data:

CLEANING AND MAINTENANCE

Alfrex recommends that installed panels be cleaned on a regular basis in order to maintain their aesthetic appearance and to prevent the accumulation of dirt and particulate present in the local environment. The frequency and degree of cleaning is dependent upon several factor including the building location proximity to bodies of fresh water on the ocean, local climate, pollution levels, proximity to heavy industry, and overall air quality. A general practice is to clean panels at the same time a building's windows are cleaned. For detailed information, please consult the Alfrex Cleaning and Maintenance Recommendations document in the Appendices of this manual.

2. 'Snip' from Submittal **074213-00011-1** L2 Terrace Metal Wall Panel Product Data:

CLEANING AND MAINTENANCE RECOMMENDATIONS

Alfred FR and Alfred Plate

alfrex

Fire Resistant & Non-Combustible Cladding

Alfred, LLC (Alfred) Alfred FR aluminum composite and Alfred Plate panels are manufactured utilizing aluminum coils painted on continuous process coil coating lines. The high-quality architectural coatings used contain combinations of UV resistant resins, organic pigments, inorganic pigments, and protective clear coats engineered for long term exterior exposure in the elements and minimal maintenance.

Alfred recommends that panels be cleaned on a regular basis in order to maintain their aesthetic appearance and to prevent the accumulation of dirt and particulate present in the local environment. The frequency and degree of cleaning is dependent upon several factors including the building location, proximity to bodies of fresh water or the ocean, local climate, pollution levels, proximity to heavy industry, and overall air quality. A general practice is to clean panels at the same time a building's windows are cleaned.

General Recommendations

- Always avoid the use of abrasive materials that pose a potential to scratch or degrade the painted surface of panels including, but not limited to, steel wool, wire brushes, metal scrapers, abrasive sponges, powder abrasives, and chemical abrasives.
- Commence cleaning at the bottom of building walls and progress upwards, working in the opposite direction of window cleaning, which traditionally progresses from top to bottom.
- To avoid streaking, cleaning should be done either on a cloudy day, or when areas of the building to be cleaned are shaded from direct sunlight.
- Regardless of the cleaning method used, the methods and materials should be first tested on either a product sample, or on a small, inconspicuous section of the building.
- Always start with a freshwater rinse and progress to the other cleaning methods from mildest to strongest as needed.
- It is recommended that more frequent cleaning intervals utilizing freshwater and mild detergents be employed as opposed to less frequent intervals which may require the use of harsher chemicals, solvents, and mild abrasive methods.
- NEVER use Acetone or Paint Removers on any painted product surface.
- Utilize personal protection equipment and proper safety precautions when handling solvents and other chemical agents to prevent chemical irritation or burns to the eyes, skin, or lungs.
- Follow closely cleaning product or chemical manufacturer recommendations regarding the mixing of certain chemicals in order to avoid the production of toxic gases or explosive chemical reactions.
- Only apply cleaning solutions, chemicals, or solvent solutions in conditions where panels can be rinsed with freshwater before the cleaning solution can dry. NEVER allow cleaning solutions to dry on the panels.

Freshwater Rinse

- Frequent freshwater rinsing of panel surfaces is ideal for the removal of water-soluble dirt, residues, and other organic material deposits. Mechanical pressure washers should not be used as this may damage panels, coated surfaces, or components critical for the function of the panel assembly.
- Annual freshwater rinses may be mandatory as stipulated in finish warranties under certain environmental conditions, such as proximity to salt-water and ocean mist. Please consult warranties for specific details.
- If surface contaminants or stains persist after freshwater rinsing, then the utilization of mild detergents is recommended.

Mild Detergent Cleaning

- For more persistent areas requiring deeper cleaning, Alfred recommends that a 5% mild detergent solution diluted with freshwater be used and applied directly to the area using non-abrasive cloth, sponges, or soft bristle brushes.
- Mild detergents may be classified as those used in residential applications, commonly under popular brand names, which do not pose risks of irritation when coming in direct contact with exposed skin.

Intense Cleaning

- More intense cleaning methods may be required when mild detergent solutions are not successful in the removal of stubborn stains, or areas where non water-soluble contaminants such as paint, oils, tar, dirt, graffiti, silicone, or other sealing compounds are present.
- Alfred recommends that a solution of Mirachem® 500 diluted to a 10% to 30% concentration be used before other common solvents or chemicals. Follow the manufacturer guidelines as well as the same processes detailed above in the general recommendations, always followed by a freshwater rinse.
- Solvents that may be used include alcohol solvents (ethanol, isopropyl alcohol, methanol), petroleum solvents (Turpentine, mineral spirits), aromatic solvents (xylene, toluene), ketones (MEK, MIBK), and esters (ethyl acetate, lacquer thinner). NEVER use acetones or paint removers.

Please note that KCCT didn't respond with cleaning advice for the painted gypsum ceilings. For this, JLL would need to follow the cleaning instructions for paint type and likely clean for frequently.

Kind regards,

s 22(1)(a)(ii)

Relocations Manager | Overseas Property Office

Embassy of Australia

Cs 22(1)(a)(ii)

1601 Massachusetts Avenue NW, Washington DC 20036-2273

usa.embassy.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#)



[We acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

Duplicate material removed - s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 18 April 2024 12:54 PM
To: s 22(1)(a)(ii)
Cc: Finance Washington; WHWH.Property Washington; s 22(1)(a)(ii)
Subject: FW: [EXTERNAL] Purchase Enquiry - BBQ - Tax Exemption and Invoice Payment [SEC=OFFICIAL]

OFFICIAL

Hi ^{s 22(1)(a)(ii)}

Thanks for your assistance.

Following our conversation, and for your records, please find response from BBQ Guys below advising they are unable to provide or accept payment via an invoice.

I subsequently called the company to discuss and they reaffirmed the below advice. Their only options available are credit card payment, paypal or GPay online payments.

Appreciate your advice on how we proceed.

Warm regards

^{s 22(1)(a)(ii)}

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia

T +s 22(1)(a)(ii) C +s 22(1)(a)(ii)

From: s 47F(1) @bbqguys.com>
Sent: Thursday, April 18, 2024 11:33 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: [EXTERNAL] Re: Purchase Enquiry - BBQ - Tax Exemption and Invoice Payment [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

##- Please type your reply above this line -##

Good morning ^{s 22(1)(a)(ii)}

Hope this email finds you well. I would be more than happy to help find a way to get you this grill! In regard to our payment options, we do not have an invoice option and all goods are shipped out once the full order amount is paid. There is an option to where you can purchase through affirm financing and you can make monthly payments through them. Other than that, full order amounts must be paid for the item(s) to ship.

Let me know if you have any questions or if there is anything I can do to help.

Thank you,

s 47F(1)

BBQGuys Sales Representative

From: s 22(1)(a)(ii)

Time: April 15, 2024 at 13:55

OFFICIAL

Good afternoon team

I am reaching out as I would like to enquire about purchasing a BBQ from your website for delivery to the Australian Embassy in Washington DC.

Unfortunately, we are not permitted to make this purchase on a credit card and would like to work with you place an order and pay via an invoice. As an Embassy, we also have a tax exemption (see attached). Below is the BBQ we are hoping to purchase.

Can you please confirm the process we need to undertake to ensure tax is removed, and if it is possible to pay via invoice?

This will determine whether we can proceed with the purchase with your company.

Thank you in advance for your advice.

Warm regards

s 22(1)(a)(ii)



s 22(1)(a)(ii)

Property, Transport, WHS and Events Manager | DFAT
Embassy of Australia

T +1 **s 22(1)(a)(ii)** | C + **s 22(1)(a)(ii)**

1601 Massachusetts Avenue NW, Washington DC 20036-2273

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We [acknowledge](#) the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

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image001.png

<https://help.bbqguys.com/attachments/token/v7lFEfsJxzHDsmAtdRHX5pp3g/?name=image001.png>

image002.png

<https://help.bbqguys.com/attachments/token/tpcn5VW55CzLshhAp5XYIJ0MR/?name=image002.png>

USBACK_Lisa_-_Mission_Tax_Exemption_Card_expiry_30_JUN_2025.pdf

<https://help.bbqguys.com/attachments/token/unnlXvASh42XMU1ZpPjJN4daX/?name=USBACK+Lisa+-+Mission+Tax+Exemption+Card+expiry+30+JUN+2025.pdf>

This email is a service from BBQGuys Sales. Delivered by [Zendesk](#)

From: Corporate Procurement
Sent: Friday, 19 April 2024 2:45 AM
To: s 22(1)(a)(ii)
Cc: Corporate Procurement
Subject: RE: Washington Post - Seeking Approval to purchase BBQ above AUD \$10k on AGCC [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

I'd recommend identifying any other suppliers who can provide the BBQ to determine whether you are getting the best value for money (and they may also accept other payment options).

This arrangement should follow the process outlined here: [Procurements at Post over \\$10K \(satin.lo\)](#)

Essentially any arrangement over 10k should be paid using the P2P process. If you cannot find another supplier please enquire with the s 47E(d) [@dfat.gov.au](#) in relation to how the credit card policy applies to this transaction/requirement of no other available payment options.

If you do end up paying for this on credit card, please remember this will still need to be entered into the SAP Contracts database to ensure it is published on AusTender to satisfy the reporting requirements under the Commonwealth Procurement Rules.

Regards,

s 22(1)(a)(ii)

Assistant Director | Procurement and Grants
Budget and Policy Branch | Finance Division
Department of Foreign Affairs and Trade
P s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, April 19, 2024 4:55 AM
To: s 47E(d) @dfat.gov.au>
Subject: Washington Post - Seeking Approval to purchase BBQ above AUD \$10k on AGCC [SEC=OFFICIAL]
Importance: High

OFFICIAL

OFFICIAL

Afternoon Procurement team,

We are finalising some of the remaining fixtures for the new Embassy here in Washington DC. One of which is purchasing a BBQ (value is approx. AUD \$15,340). OPO will be paying for this and has approved the purchase (see attached email).

We have reached out to the vendor, however, they are unable to provide or accept payment via an invoice. The only options available are credit card payment, paypal or GPay online payments.

Grateful for confirmation an Australian Government Corporate Credit Card can be used to make this purchase noting this is the only option available?

Many thanks

s 22(1)(a)(ii)

First Secretary (Corporate) & Consul | Regional Finance Director
Corporate Management & Consular Branch

T +s 22(1)(a)(ii) **M** +s 22(1)(a)(ii)

VN s 22(1)(a)(ii)