
From: FRITH, Marianne
Sent: Wednesday, 4 July 2012 9:34 AM
To: GUTIERREZ, Linh
Subject: Coombs Hazmat Memo
Attachments: J111620 RBA Kirribilli Hazmat Survey & HMMP Proposal Jun-12.pdf;

Hi Linh,

Please refer to [D12/161787](#) for a memo seeking approval for the Hazmat Survey at _____ and Carabella Street. I have also attached here quotes/proposals from the _____ tenderers and _____ risk review report

If this is sufficient please let me know and I will email you a signed copy of the memo.

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombcentre.gov.au

From: FRITH, Marianne
Sent: Wednesday, 4 July 2012 12:00 PM
To: GUTIERREZ, Linh
Subject: RE: D12/161787 : and 10 Carabella Street Residence - Hazardous Materials Survey recommendation - June 2012 [SEC=UNCLASSIFIED]
Attachments: 2364_001.pdf

Hi Linh,

Please see attached. I only included the proposals from and as these were the only documents referred to as "attached".

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

-----Original Message-----

From: GUTIERREZ, Linh
Sent: Wednesday, 4 July 2012 10:53
To: FRITH, Marianne
Subject: D12/161787 : Coombs Centre and 10 Carabella Street Residence - Hazardous Materials Survey recommendation - June 2012 [SEC=UNCLASSIFIED]

M, updated memo - please email a signed copy to me together with attachments.

Regards,
Linh

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday, 6 July 2012

Present:	Claude Pelosi	CP	Linh Gutierrez	LG
	Bernhard Gregg	BG	Phoenix Chung	PC
	Kyra Donoso	KD	Matilde Princotta	MP
	Marianne Frith	MF	David Stanton	DS

Apologies: Ross Grasso RG

Meeting opened at 10:00 am

/ CARABELLA ST

Projects

ISSUES/GOALS	ACTION	DUE DATE	REVISED DUE DATE	ACTION BY	COMMENTS
Leasing	1. Nil				
Rent Reviews	1. Nil				
Lease Expiries				MF/RG	

	2.		Aug		Lease expires on 31 August 2012. Recommendation being drafted for a further 12 month lease.
Rent Arrears	1.			MF/RG	
	2.				Nil
Action Plan	1. Nil				

NEXT MEETING	MINUTES								
	DS X	CW	MF	RG	PC	CP	KD	BG	MP

Next meeting to be held 20 July 2012.

From: STRONG, Daniel
Sent: Monday, 9 July 2012 12:17 PM
To:
Cc: ATIA, Ahmed
Subject: RE: Carabella St Alarm - Level 1 [SEC=UNCLASSIFIED]

Hi

9:30 on Wednesday should be fine.

Thanks

Daniel Strong | Facility Officer | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: <http://www.hccoombcentre.gov.au>

From:
Sent: Monday, 9 July 2012 12:14
To: STRONG, Daniel
Cc: ATIA, Ahmed
Subject: RE: Carabella St Alarm - Level 1 [SEC=UNCLASSIFIED]

Hi Daniel

8.30 is a bit early I can hopefully be there by 9.30 is this any good.

Regards

From: STRONG, Daniel
Sent: Monday, 9 July 2012 12:02 PM
To:
Subject: RE: Carabella St Alarm - Level 1 [SEC=UNCLASSIFIED]

Hi

who owns the unit is unavailable this afternoon.

wanted to know if Wednesday morning 8:30? Is a good time for you.

Thanks

Daniel Strong | Facility Officer | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: <http://www.hccoombcentre.gov.au>

From:
Sent: Friday, 6 July 2012 16:35
To: STRONG, Daniel
Cc: FRITH, Marianne
Subject: RE: Carabella St Alarm - Level 1 [SEC=UNCLASSIFIED]

Hi Daniel

I will come over Monday.

Regards

From: STRONG, Daniel
Sent: Friday, 6 July 2012 3:54 PM
To:
Cc: FRITH, Marianne
Subject: Carabella St Alarm - Level 1 [SEC=UNCLASSIFIED]

Hi

Hope all is well.

The alarm in 1st floor Carabella St is consistently beeping – looks like the battery needs to be replaced.

Are you able to come out on Monday and replace/investigate the issue please.

Thanks

Daniel Strong | Facility Officer | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: <http://www.hccoombcentre.gov.au>

From: FRITH, Marianne
Sent: Thursday, 19 July 2012 12:01 PM
To: 'Reserve Bank - Eurest'
Subject: Kitchen Ceiling & Painting

Hi G,

Can you please ask Cliff to go over to [redacted] sometime tomorrow morning or next week to have a look at [redacted] kitchen ceiling? There was recently some water damage on the ceiling due to loose tiles on the roof. The loose tiles on the roof have been fixed, but the water stains are still there. Could you please ask cliff to check if the ceiling has dried and if so give the damaged areas a coat of paint (if we have any left)?

He was also working on touching up a few bits a pieces of paint at [redacted] a while ago, but [redacted] said it was not finished...

Cheers,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

From: FRITH, Marianne
Sent: Thursday, 19 July 2012 12:03 PM
To: SMITH, Andrew
Cc: STRONG, Daniel; ATIA, Ahmed
Subject: RE: Carabella Street Service [SEC=UNCLASSIFIED]

Hi Andrew,

Thank you for following this up. Do you have any idea of how much the battery replacements will cost?

Kind regards,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

From: SMITH, Andrew
Sent: Thursday, 19 July 2012 11:53
To: FRITH, Marianne
Cc: STRONG, Daniel; ATIA, Ahmed
Subject: Carabella Street Service [SEC=UNCLASSIFIED]

Hi Marianne

I have contacted [redacted] and organised a service call to replace all the alarm system batteries at Carabella street. They have been asked to contact Daniel or yourself to arrange access the job number is [redacted]. If you don't hear from them in the next couple of days please call.

Regards

Andrew Smith | Senior Security Engineer | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From: FRITH, Marianne
Sent: Friday, 20 July 2012 12:29 PM
To:
Subject: RE: August Rental Invoice [SEC=UNCLASSIFIED]

Hi

The security technicians can only give a 4-hour window of arrival, so I have arranged the service on for next Tuesday 24 July between 8.00am and 12.00pm. If this does not suit they could come at the same time on Friday 27 July.

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombcentre.gov.au

From: [mailto:]
Sent: Thursday, 19 July 2012 13:02
To: FRITH, Marianne
Subject: Re: August Rental Invoice [SEC=UNCLASSIFIED]

Hi Marianne

All good. Thank you very much.

Don't worry about the emails - I'll just delete - obviously a system that is duplicating .

Re security battery changes, as you know first thing in am is best for me any day really, but on Tuesdays and Friday mornings I am usually at home till later on - looking after

Best regards,

On 19/07/12 12:37 PM, "FRITH, Marianne" wrote:

Hi

Further to our conversation this afternoon, will be out sometime next week to replace all batteries in the alarm. They should confirm the date/time with me by tomorrow, so I will keep you posted.

I have informed the Bank that you are still receiving more invoice emails than necessary, and they are looking into it. As mentioned, would you like to supply a different email address for the invoices to be sent to?

I am aware that your lease is due to expire on 30 August, and it is currently being reviewed. However, as discussed please keep in mind the Bank may only be in a position to offer a 12 month lease this time due to possible further capital works to be undertaken in late 2013. The details of this are yet to be confirmed, but I will keep you informed with any developments.

I will also pass on your preference to sign another 24 month lease.

In regards to the water damage on the kitchen ceiling, I will arrange Cliff to come over to check the ceiling and to repaint if the area is now dry. I will also ask him to recommence patching up of painting in the Kitchen/skirting.

If you have any questions please do not hesitate to contact me.

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombcentre.gov.au

From:
Sent: Wednesday, 18 July 2012 12:27
To: FRITH, Marianne
Subject: Re: August Rental Invoice [SEC=UNCLASSIFIED]

Hi Marianne,
OK thanks (got a few !)
Who should I speak to about renewing our lease ?

+ the 3 min beeping has come back ! He said he thought it might because the batteries in the individual sensors have not been replaced - except for the last time when I am pretty sure the other guy only replaced the 1 in the upstairs hallway and the main big one.
This security guy (sorry forgotten his name) said that they last about 3 yrs normally. Our alarm system would have been installed .. hmm prob 5yrs ago as was downstairs, you probably know exactly so that I expect, is the reason for the recurring problem .
This Friday is OK for me 1st thing if that suits ?

Best

On 17/07/12 10:38 AM, "FRITH, Marianne" wrote:
Hi

Please see attached August rental invoice.

Kind Regards,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombcentre.gov.au

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From: FRITH, Marianne
Sent: Friday, 27 July 2012 10:32 AM
To: Admin;
Subject: Colour Schedule 10 Carabella Street Kirribilli

Hi

I hope you are well. We are needing to do some minor patchwork at the 10 Carabella Street residence but we do not have any leftover paint. I was wondering if you could dig up for me a colour schedule for all the different areas of the two apartments so as we can go and buy some more paint? The job was done around February 2011 if that helps

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

From: FRITH, Marianne
Sent: Monday, 30 July 2012 1:37 PM
To: SMITH, Andrew
Subject: RE: Carabella Street Alarm Instructions [SEC=UNCLASSIFIED]

Hi Andrew,

Ok, I understand. I assume they already know how to do this, but I may just omit that section from the manual.

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

From: SMITH, Andrew
Sent: Monday, 30 July 2012 1:35 PM
To: FRITH, Marianne
Subject: RE: Carabella Street Alarm Instructions [SEC=UNCLASSIFIED]

Hi Marianne yes it is the correct manual but it does give instruction on how to change codes are you happy for the tenant to do this.

Regards Andrew

From: FRITH, Marianne
Sent: Monday, 30 July 2012 12:50 PM
To: SMITH, Andrew
Subject: RE: Carabella Street Alarm Instructions [SEC=UNCLASSIFIED]

Hi Andrew,

Yes have been and replaced all the batteries in Alarm system, and I have received no more complaints. Why do I need to check this first before sending to the tenant? Is it the correct manual?

Kind Regards,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

From: SMITH, Andrew
Sent: Monday, 30 July 2012 12:06 PM
To: FRITH, Marianne
Cc: STRONG, Daniel
Subject: RE: Carabella Street Alarm Instructions [SEC=UNCLASSIFIED]

Hi Marianne

Please see the attached User Manual, make sure you are happy with this before passing to the tenant. Also has completed the service call yet.

Regards

Andrew Smith | Senior Security Engineer | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

From: FRITH, Marianne
Sent: Tuesday, 24 July 2012 10:06 AM
To: SMITH, Andrew
Subject: Carabella Street Alarm Inistructions

Hi Andrew,

mentioned that you were going to send over some instructions or a manual for the alarm system that is installed at the property. Have you located copy of this yet?

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombcentre.gov.au

From: FRITH, Marianne
Sent: Monday, 30 July 2012 3:11 PM
To:
Subject: RE: Paint Schedule [SEC=UNCLASSIFIED]

Hi

That is great thank you. I will pop over tomorrow sometime to pick up the details.

I am onto the electricians and will keep you posted.

Also I put a copy of the alarm user manual in your letter box this morning.

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

From:
Sent: Monday, 30 July 2012 2:52 PM
To: FRITH, Marianne
Subject: Re: Paint Schedule [SEC=UNCLASSIFIED]

Hi Marianne

Funny that - I just photocopied all that for you an hour ago gives the exact colour ref for each area .
I'll leave it on the front porch tomorrow for Cliff or you to collect.

Painters wouldn't have a clue + they didn't follow it 100% either but there was a interior designer involved initially – office somewhere like Australia Square .
I think you will find all the details you need though.

Best

PS really need that electrician asap as v dark over the cooker + the v high light at top of stairs can't be reached -
The other thing is the security light & sensor over the back stairs which lights the stairs isn't working – perhaps he could look at that at the same time please.

On 30/07/12 2:23 PM, "FRITH, Marianne" wrote:

Hi

I am having difficulty getting a paint colour schedule from the painters who did the internal works last February. Did you happen to record the names of the paints and the areas in which they were used?

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061

From: FRITH, Marianne
Sent: Tuesday, 31 July 2012 11:14 AM
To: <
Subject: FW: This morning

Hi

I am just waiting to hear back from have as to whether he experienced the same thing. Can you please check again when you are home this evening and send me a quick email to let me know if there is still an issue?

Thank you,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombcentre.gov.au

From: FRITH, Marianne
Sent: Tuesday, 31 July 2012 11:04 AM
To: '
Subject: RE: This morning

Hi

That is odd. There is no work that I know of that is going on. Sydney Water may know something about this?

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombcentre.gov.au

From:
Sent: Tuesday, 31 July 2012 9:08 AM
To: FRITH, Marianne
Subject: This morning

Hi Marianne
The envelope is on the front porch for you.

There was something wrong with the water this morning - v low pressure not enough for a shower hot and cold.
Don't know what that might be and has never happened before .
Is there any work going on that you know of eg ?

Regards

From: FRITH, Marianne
Sent: Tuesday, 31 July 2012 3:40 PM
To:
Subject: RE: Electrician [SEC=UNCLASSIFIED]

Hi

Not a problem, I have booked this in.

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

From: | | | |
Sent: Tuesday, 31 July 2012 3:35 PM
To: FRITH, Marianne
Subject: Re: Electrician [SEC=UNCLASSIFIED]

Hi Marianne

This Friday 1st thing from 8am – 10am is fine – if not any day really from 8 am - won't take long and the back light is outside anyway.

Thanks

Best

On 31/07/12 3:09 PM, "FRITH, Marianne" > wrote:

Hi

The electrician can come this Friday or any day next week except for Tuesday. Please let me know which day you prefer and I will book it in.

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061
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