

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday 7 December 2012

Present:	Phoenix Chung	PC	Mitch Hovey	MH
	James Matthews	JM	Ross Grasso	RG
	Matilde Princiotta	MP	David Stanton	DS
	Bernhard Gregg	BG	Claude Pelosi	CP
	Linh Gutierrez	LG		

Apologies: Marianne Frith

Meeting opened at 2:00pm

/ CARABELLA ST					
Projects	1.				
	2.				
	3. Carabella St Back Timber Fence			MF	<i>Investigate replacement of fence.</i>
Leasing	1. Nil				
Rent Reviews	1. Nil				
Lease Expiries	1.			MF/RG	
Rent Arrears	1.			MF/RG	

ISSUES/GOALS	ACTION	DUE DATE	REVISED DUE DATE	ACTION BY	COMMENTS
Action Plan					

Meeting closed at 11.15am

NEXT MEETING	MINUTES							
21 Dec 12	DS	MF X	RG	PC	CP	JM	BG	MP

From: FRITH, Marianne
Sent: Tuesday, 11 December 2012 11:45 AM
To:
Subject: External Paintwork maintenance [SEC=UNCLASSIFIED]

Hi and

The external painters will be over next Tuesday and Wednesday to do the annual cleaning/touch-ups of the ground floor external paintwork.

They will need no access inside the premises but will be going around the perimeter of the house.

Please let me know if you have any questions.

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

From: FRITH, Marianne
Sent: Tuesday, 11 December 2012 11:46 AM
To:
Subject: Signs for Back Balcony [SEC=UNCLASSIFIED]

Hi

Would I be able to come by one morning this week to install a couple of stickers on your back balcony where I mentioned the asbestos materials were found?

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

Facilities Management Department

T: (02) 9409 1503

F: (02) 9409 1599

E:

www.rba.gov.au

14 December 2012

Dear

**ALTERATIONS AND ADDITIONS TO THE PREMISES
PREMISES: GROUND FLOOR, 10 CARABELLA STREET KIRIBILLI**

Further to our conversation on 26 November 2012 I wish to remind you of your obligations under clause 27.1 of the Residential Tenancy Agreement which states that

The tenant agrees not install any fixture or renovate, alter or add to the residential premises without the landlord's written permission

If you have any queries please do not hesitate to contact me on (02) 9409 1500.

Yours faithfully

Marianne Frith
Administrator
Property Services
H.C. Coombs Centre

Facilities Management Department

T: (02) 9409 1503

F: (02) 9409 1599

E:

www.rba.gov.au

14 December 2012

Dear

**ALTERATIONS AND ADDITIONS TO THE PREMISES
PREMISES: FIRST FLOOR, 10 CARABELLA STREET KIRIBILLI**

Further to our conversation on 22 November 2012 I wish to remind the tenants of their obligations under clause 27.1 of the Residential Tenancy Agreement which states that

The tenant agrees not install any fixture or renovate, alter or add to the residential premises without the landlord's written permission

If you have any queries please do not hesitate to contact me on (02) 9409 1500.

Yours faithfully

Marianne Frith
Administrator
Property Services
H.C. Coombs Centre

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday 21 December 2012

Present:	Phoenix Chung	PC	Mitch Hovey	MH
	James Matthews	JM	Ross Grasso	RG
	Matilde Princiotta	MP	David Stanton	DS
	Bernhard Gregg	BG	Marianne Frith	MF

Apologies:	Linh Gutierrez	LG	Claude Pelosi	CP
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Meeting opened at 10:30 am

/ CARABELLA ST

	3. Carabella St Back Timber Fence	Feb 13		MF	<i>Investigate replacement of fence.</i>
Leasing	1. Nil				
Rent Reviews	1. Nil				
Lease Expiries	1.			MF/RG	
Rent Arrears	1.				
Action Plan					

Meeting closed at 11.20am

NEXT MEETING	MINUTES							
4 Jan 2013	DS	MF	RG X	PC	CP	JM	BG	MP

From: FRITH, Marianne
Sent: Friday, 21 December 2012 9:57 AM
To: Reserve Bank - Eurest
Subject: RE: : [SEC=UNCLASSIFIED]

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.hccoombscentre.gov.au

From: Reserve Bank - Eurest
Sent: Friday, 21 December 2012 9:54 AM
To: FRITH, Marianne
Subject:

Hi Marianne

Cliff managed to shut the window for

Cheers

G



www.compass-group.com.au

Site Manager

Eurest (Australia) Pty Ltd
122A Kirribilli Av
Kirribilli NSW 2061

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From: FRITH, Marianne
Sent: Monday, 31 December 2012 10:20 AM
To: GREGG, Bernhard
Subject: RE: Linh's task timeline [SEC=UNCLASSIFIED]

Bernhard,

Further to our conversation I have emailed our three preferred carpet installers to see whether they could replace the Level 5 carpet on 6, 7 and 8 February and Level 2 the week commencing 25 March.

I will keep you posted.

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, 31 December 2012 9:23 AM
To: GREGG, Bernhard
Subject: RE: Linh's task timeline [SEC=UNCLASSIFIED]

Bernhard,

I have added in some responses against each of the below tasks.

I will call you soon to discuss.

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: GREGG, Bernhard
Sent: Friday, 28 December 2012 2:36 PM
To: FRITH, Marianne
Subject: Linh's task timeline [SEC=UNCLASSIFIED]

Marianne,

In addition to the portfolio wide tasks that Linh highlighted (and which I have already emailed to you) she gave me a list that relates to individuals. The ones that relate to you I have attempted to summarize below together with target dates.

Regards

Bernhard Gregg | Acting Senior Manager, Property Management | Facilities Management
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From: CU, Dennis
Sent: Thursday, 3 January 2013 11:24 AM
To: MAYES, Richard
Cc: GUTIERREZ, Linh
Subject: RE: 46010 - Rent Received - Staff [SEC=UNCLASSIFIED]

Hi Richard,

This has been completed

Dennis.

From: MAYES, Richard
Sent: Thursday, 3 January 2013 11:05 AM
To: CU, Dennis
Cc: GUTIERREZ, Linh
Subject: RE: 46010 - Rent Received - Staff [SEC=UNCLASSIFIED]

Done?

From: MAYES, Richard
Sent: Friday, 20 April 2012 12:28 PM
To: CU, Dennis; BEECROFT, Robert
Cc: GUTIERREZ, Linh
Subject: RE: 46010 - Rent Received - Staff [SEC=UNCLASSIFIED]

ok

From: CU, Dennis
Sent: Friday, 20 April 2012 10:20
To: MAYES, Richard; BEECROFT, Robert
Cc: GUTIERREZ, Linh
Subject: 46010 - Rent Received - Staff

Richard,

Per your query this morning, the revenue posted to this account relates to the Carrebella Street Residence. To avoid confusion, I propose that we change the account description from Rent Received – Staff to Rent Received – Residence. Please let me know if you have any issues.

Robert, as discussed please action the change to the account description.

Thanks,
Dennis.

Dennis Cu | Manager, Financial Administration and Control | Facilities Management
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday ~~2104 December 2012~~ January 2013

Present:	Phoenix Chung	PC	Mitch Hovey	MH
	James Matthews	JM	Ross Grasso	RG
	Matilde Princiotta	MP	David Stanton	DS
	Bernhard Gregg	BG	Marianne Frith	MF

Apologies:	Linh Gutierrez	LG	Claude Pelosi	CP
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Meeting opened at 10:030 am

ISSUES/GOALS	ACTION	DUE DATE	REVISED DUE DATE	ACTION BY	COMMENTS
/ CARABELLA ST					
	3. Carabella St Back Timber Fence	Feb 13		MF	<i>Investigate replacement of fence.</i>
Leasing	1. Nil				
Rent Reviews	1. Nil				
Lease Expiries	1.				
Rent Arrears	1. Nil				
Action Plan	1.				
	2				

Meeting closed at 11.210am

NEXT MEETING	MINUTES							
4 Jan 2013 	DS	MF	RG <u>X</u>	PC <u>X</u>	CP	JM	BG	MP

From: FRITH, Marianne
Sent: Tuesday, 8 January 2013 12:48 PM
To:
Subject: RE: Quotation for Fence - 10 Carabella St Kirribilli [SEC=UNCLASSIFIED]

Thank you Karen, much appreciated

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, 8 January 2013 12:29 PM
To: FRITH, Marianne
Subject: Quotation for Fence - 10 Carabella St Kirribilli

Hi Marianne,

Please find the attached quoted for the above location.

Regards

Karen

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday 18 January 2013

Present:	Phoenix Chung	PC	Mitch Hovey	MH
	James Matthews	JM	Ross Grasso	RG
	Matilde Princiotta	MP	David Stanton	DS
	Bernhard Gregg	BG	Claude Pelosi	CP
	Mitch Hovey	MH		

Apologies:	Linh Gutierrez	LG	Marianne Frith	MF
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Meeting opened at 10:00 am

/ CARABELLA ST					
	3. Carabella St Back Timber Fence	Feb 13		MF	<i>Investigate replacement of fence.</i>
Leasing	1. Nil				
Rent Reviews	1. Nil				
Lease Expiries	1				
Rent Arrears	1.			DS/RG	
Action Plan	1.			MF	
	2.			MF	

Meeting closed at 11.10am

NEXT MEETING	MINUTES							
1 Feb 2013	DS	MF	RG	PC	CP X	JM	BG	MP

From: FRITH, Marianne
Sent: Thursday, 14 February 2013 8:38 AM
To:
Subject: RE: Front Handrail No.10 Carabella St. Kirriblli [SEC=UNCLASSIFIED]

Hi

Could you explain why option 1 is preferred and a little more about the difference between the two options? I can't tell which one would be the better option.

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: Wednesday, 13 February 2013 11:12 PM
To: FRITH, Marianne
Subject: Front Handrail No.10 Carabella St. Kirriblli

Hi Marianne

Please find the quote for the above subject.

Option 1 would be my preferred way to fix the problem, if painted and maintained correctly the marine fill will be as good as solid timber per option 2. However using the filler (option 1) may be seen as a "Quick fix" to some.

I have itemised the painting component for your information.

Please advise.

Regards

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday 15 February 2013

Present:	Phoenix Chung	PC	Mitch Hovey	MH
	James Matthews	JM	Marianne Frith	MF
	Matilde Princiotta	MP	David Stanton	DS
	Bernhard Gregg	BG	Claude Pelosi	CP
	Mitch Hovey	MH		

Apologies: Linh Gutierrez LG

Meeting opened at 10:30 am

ISSUES/GOALS	ACTION	DUE DATE	REVISED DUE DATE	ACTION BY	COMMENTS
	3. Carabella St Back Timber Fence	Feb 13		MF	<i>Investigate replacement of fence. Quotes received discussing costs with neighbours</i>
Leasing	1. Nil				
Rent Reviews	1. Nil				
Lease Expiries	1.				
Rent Arrears	1.				
Action Plan	1.				
	2.				

1 Mar 2013	DS	MF	RG	PC	CP	JM X	BG	MP
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From: FRITH, Marianne
Sent: Monday, 18 February 2013 1:41 PM
To:
Subject: RE: Front Balcony Repairs [SEC=UNCLASSIFIED]

Hi

said he can start next Monday 25 February. He will not be able to start until 9.30 or 10.00am but he will be able to finish the job within the week.

Please confirm that this is ok.

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: Monday, 18 February 2013 12:01 PM
To: FRITH, Marianne
Subject: Re: Front Balcony Repairs [SEC=UNCLASSIFIED]

Hi Marianne

I am away for a few days back on Tues pm .

Would it be possible for to start on Monday early say 8 am (or 7.30 if he wants) instead of Friday and carry on from then with a view to finishing it within the week .

- I am sure it will be messy with equipment

- paint etc - + I will have to move/cover the furniture .

I will be home on Monday am and can arrange access for on the other days as required

Thanks

On 18/02/13 8:55 AM, "FRITH, Marianne" wrote:

Hi

is available to start fixing the front balcony this Friday. The job will take approximately 3-4 days. Friday would be a full day, following by half days on Monday-Wednesday to finish the painting.

He will need access to the apartment all of these days as he will be accessing the balcony through the apartment. He will not be setting up scaffolding to access the balcony as it is an unnecessary risk given there is an access path from inside.

Please let me know whether this is possible for you, and if not when might be a good time.

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: Wednesday, 20 February 2013 2:54 PM
To:
Subject: RE: Common fence on boundary of [SEC=UNCLASSIFIED] and 10 Carabella Street, Kirribilli

Dear Mr

Thank you for sending this through. The fencing company have advised that the earliest they could start the job would be in 3-4 weeks time, and that they will give us 1 week's notice. The job itself would take 2-3 days.

As soon as I receive confirmation of the start date I will let you know.

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

From:
Sent: Wednesday, 20 February 2013 2:37 PM
To: FRITH, Marianne
Subject: Re: Common fence on boundary of [SEC=UNCLASSIFIED] and 10 Carabella Street, Kirribilli [SEC=UNCLASSIFIED]

Dear M/s Frith,
Please find attached a signed copy of the quotation.

I look forward to hearing from you in due course.

Yours,

On 20/2/2013, at 7:57 am, "FRITH, Marianne" wrote:

Dear

Thank you for your prompt response and agreement to contribute to the fence repairs.

Could you please sign down the bottom right hand corner of the first page of the attached quote confirming your agreement to the works? I have noted down the bottom the agreed contribution of .

I will be in touch shortly to let you know proposed dates of the works.

Thanks again for your assistance.

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

From:**Sent:** Tuesday, 19 February 2013 6:01 PM**To:** FRITH, Marianne**Subject:** Common fence on boundary of [redacted] and 10 Carabella Street, Kirribilli

Dear M/s Frith,

Thank you for your letter to [redacted], Kirribilli concerning our contribution to the repair of the fence on the boundary between our property and 10 Carabella Street.

We would be happy for you to go ahead with the work as you propose, and to contribute our share of the total cost,

Once the work is complete, please submit an invoice for our share of the cost to our strata manager,

I would be happy to arrange any necessary access across our property: please feel free to get in touch with me at this email address or by phone on [redacted] at any point.

Yours sincerely,

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From: FRITH, Marianne
Sent: Wednesday, 20 February 2013 3:18 PM
To:
Cc: STRONG, Daniel;
Subject: 10 Carabella Street Balcony Handrail Colour [SEC=UNCLASSIFIED]
Attachments: 20121009142038571.pdf

We are having some work done on the 10 Carabella street first floor balcony next week that will require the balcony hand rail to be repainted. I've referred to the attached colour schedule which you sent me a while ago, but can't tell whether the colour to get would be Regency Cream or RBA cream (is this one something special you did up for us?). Do you have any idea which one it would so we can be sure to get the right colour?

I will be out of the office tomorrow and Friday so please cc the others in this email if you respond of the next two days.

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: Saturday, 23 February 2013 8:18 AM
To:
Subject: RE and 10 Carabella Street [SEC=UNCLASSIFIED]

Thank you I have received 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.hccoombscentre.gov.au

From:
Sent: Thursday, 21 February 2013 9:19 AM
To: FRITH, Marianne
Subject: RE: and 10 Carabella Street [SEC=UNCLASSIFIED]

[Signed and returned into your letterbox.](#)

From: FRITH, Marianne
Sent: Wednesday, 20 February 2013 8:13 AM
To:
Subject: RE: and 10 Carabella Street [SEC=UNCLASSIFIED]

Hi

I have received confirmation from of their agreement to contribute half of of the costs.

I have also spoken with the fencing company who have advised that the earliest installation date would be in 3-4 weeks time, and that they can confirm the exact dates one week before.

If this is ok with you, please sign the bottom right hand corner of the first page of the attached under "Neighbour", and return to me at your earliest convenience. I have noted down the bottom the agreed contribution of being half of of

If you have any questions please just let me know.

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: FRITH, Marianne
Sent: Friday, 8 February 2013 3:22 PM
To:
Subject: RE: and 10 Carabella Street [SEC=UNCLASSIFIED]

Hi

I've just had a look at the fence and I see what you are saying. I am waiting to hear back from the contractor to confirm whether or not their quote was for the entire length of the fence or just up until the edge of the shed. I will get back to you on this.

Regardless, half of 85% of the cost is fine. Thank you for your assistance here, it is much appreciated.

I will be in touch with more information and potential dates of repair once it is organised.

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

From:
Sent: Friday, 8 February 2013 1:45 PM
To: FRITH, Marianne
Cc:
Subject: and 10 Carabella Street [SEC=UNCLASSIFIED]

Hi Marianne,

I have just been down to have a look and advise that the wall of [redacted] is not the boundary line; in fact the wall touches at a single point where the boundaries of [redacted] and 10 Carabella Street meet also. The back fence of 10 Carabella Street has fallen into disrepair and presently does not reach the above-mentioned point of commonality.

As aforesaid, [redacted] is content to accept half of [redacted]. Please advise further.

From: FRITH, Marianne
Sent: Friday, 8 February 2013 12:43 PM
To:
Subject: RE: 10 Carabella Street [SEC=UNCLASSIFIED]

Hi

I understand your point.

[redacted]. However, from what I can tell standing in the backyard of 10 Carabella Street, that [redacted] is taken up by [redacted] It looks like the fence only runs the [redacted] of the way on the property boarder, all of which seems to be on [redacted]

Maybe its best if we meet to have a look at the fence line?

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: Friday, 8 February 2013 12:35 PM
To: FRITH, Marianne
Cc:
Subject: RE: 10 Carabella Street [SEC=UNCLASSIFIED]

Hi Marianne,

In which case _____ is liable for only _____ of _____ of the cost, on my reckoning. The other _____ of your back fence is shared with _____

Please advise further,

Sincerely,

From: FRITH, Marianne
Sent: Fridav. 8 Februarv 2013 11:57 AM
To:
Subject: RE: 10 Carabella Street [SEC=UNCLASSIFIED]

Dear _____

Thank you for coming back to me. I can confirm that the quote is to replace the whole back fence, but not the sides.

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: Friday, 8 February 2013 11:33 AM
To: FRITH, Marianne
Subject: 10 Carabella Street

Please advise whether quote _____ from _____ is in respect of replacement of the entire back fence of this property.

This e-mail message (along with any attachments) is intended only for the named addressee and could contain information that is confidential or privileged. If you are not the intended recipient you are notified that any dissemination, copying or use of any of the information is prohibited. Please notify us immediately by return e-mail if you are not the intended recipient and delete all copies of the original message and attachments.

This footnote also confirms that this message has been checked for computer viruses.

Facilities Management Department
T: (02) 9409 1500
E:
www.rba.gov.au

North Sydney Council
PO Box 12
North Sydney NSW 2059

25 February 2013

Dear Ms ,

REMOVAL OF FIDDLEWOOD TREE – KIRRIBILLI

I am writing to support the removal of a fiddlewood tree located ay the above property.

I manage a tenanted residence at 10 Carabella Street Kirribilli, which shares a fence with
Branches from the tree have fallen into both properties at various times over the past
year, endangering tenants and property.

Furthermore I am in the process of replacing the fence between the two properties at a cost to
both parties. We do not wish to incur further costs repairing the new fence in the likely event that
branches continue to fall off the tree.

I appreciate your attention to this matter and thank you for your time in advance

If you require further information please do not hesitate to contact me on (02) 9409 1500
or

Yours Sincerely,

Marianne Frith
Property Services
Reserve Bank of Australia

From: FRITH, Marianne
Sent: Thursday, 28 February 2013 2:39 PM
To:
Subject: RE: Balcony Review [SEC=UNCLASSIFIED]

Hi

How about Wed 27 March?

Glad to hear was professional and did a good job. I will let him know.

Good that the power came on too. I once was without running water for a while and it also reminded me how much I needed it. The things we take for granted!

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: Thursday, 28 February 2013 10:12 AM
To: FRITH, Marianne
Subject: Re: Balcony Review [SEC=UNCLASSIFIED]

Hi Marianne

If you can make it between 8-9 am any day if fine but having said that should be before Easter if poss

has done a great job on the rotten bit in the balcony railing - he is such a fantastic carpenter and so pleasant and nice. Is the tidiest tradesman ever!

Blocked off the possum entrance which was made by the kitchen people just leaving a huge gap behind a cupboard straight to the roof space.

I don't like to imagine what it would have been like if those possums had come into the house at the beginning of the 4 days we were away - not on the evening we got back.

Power came on after lunch yesterday - just in time - makes you appreciate what we use electricity for ie everything - even gas appliances!

Best

On 28/02/13 9:37 AM, "FRITH, Marianne" wrote:

Hi

We are having a consultant come to the Centre to review compliance of our balustrades/balconies.

I would like them to look at your front and back balconies as well.

We are looking at one day either the week before or the week after the Easter long weekend. We would only need access to your apartment for about 10-15 minutes.

Can you please let me know what day/time would be best for you?

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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This footnote also confirms that this message has been checked for computer viruses.

From: FRITH, Marianne
Sent: Thursday, 28 February 2013 2:41 PM
To:
Subject: Balcony [SEC=UNCLASSIFIED]

Just thought I would let you know that said you did a great job, thanked you for fixing the hole above the fridge and that you were a pleasure to have around.

Looks like your number one fan!

Thanks for the good job once again.

Speak soon,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
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From: FRITH, Marianne
Sent: Thursday, 28 February 2013 3:05 PM
To: GREGG, Bernhard
Subject: RE: balustrades [SEC=UNCLASSIFIED]

Bernhard,

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
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From: FRITH, Marianne
Sent: Thursday, 28 February 2013 1:55 PM
To: GREGG, Bernhard
Cc: GUTIERREZ, Linh
Subject: RE: balustrades [SEC=UNCLASSIFIED]

Bernhard,

I have received a fee proposal from [redacted] of [redacted] which will include areas at 10 Carabella Street as well. I am in the process of preparing the PSP contract for them. I am looking at scheduling the review in late March. Following the results of the assessment I will obtain quotes from contractors for the works.

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
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