
From: FRITH, Marianne
Sent: Tuesday, 2 April 2013 3:19 PM
To: BOWERMAN, Martin
Subject: RE: FY WHS Action Reminder [SEC=UNCLASSIFIED]

Hi Martin,

Further to our conversation please see below for a list of items that I brought up at the WHS Committee Meeting regarding item 9.6

1. Paths descaled at [redacted] and Carabella Street in March – to reduce risk of slip/trips/falls due to slippery pathways
2. Handrail/balustrade review – awaiting approval for capital funds this year to commence project

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: BOWERMAN, Martin
Sent: Monday, 25 March 2013 10:06 AM
To: STANTON, David; GREGG, Bernhard; DEAN, Lynette; MCWHA, Craig; FRITH, Marianne
Subject: FY WHS Action Reminder [SEC=UNCLASSIFIED]

Just a reminder of the following action item, ahead of Wednesday's meeting:

- 9.6. RM advised that the meeting agenda will be altered to incorporate a WHS briefing from Facilities Managers at the start of each meeting, i.e. what have they been doing in relation to WHS at their facility.

Regards

Martin

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PROPERTY SERVICES MANAGEMENT MEETING – NSW/ACT**

Held On: Friday 12 April 2013

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

Apologies: Marianne Frith MF

Meeting Minutes: Save to TRIM container 12/2543

Meeting opened at 11:00am

/CARABELLA STREET						
WHS	1.					
Environmental						
Risk Management	1.					
Projects	1.	Carabella Street – Rear Timber Fence	Feb 13		MF	Investigate replacement of fence. Quotes received, neighbours have agreed with quotes and date TBC. Completion due end May 2013.
Leasing		Nil				
Lease Expiries	1.					
	2.				MF/RG	
Rent Reviews		Nil				
Rent Arrears	1.				MF/RG	
Action Plan	1.					
	2.					

Meeting closed at 12.10am

NEXT MEETING		MINUTES						
26 April 2013	DS	MF	RG	PC	CP X	JM	BG	MP

TRIM: D13/124234

Richard, for information

Mr. Nolan


MEMORANDUM

**CARABELLA STREET RESIDENCE
BALUSTRADE UPGRADE – ADDITIONAL INFORMATION FOR AG(CS)**

Further to the memorandum dated 19 March 2013 requesting the transfer of capital expenditure funds to the balustrade upgrade, the estimated cost to engage professional service providers (PSPs) is outlined below:

PSP	Fee Estimate
	\$4 000
	\$4 000
	\$12 000
	\$5 000
Total Fee Estimate	\$25 000

Submitted for information


Linh Gutierrez
Senior Manager, Property Services

15 April 2013

This proposal is endorsed. I note the Building Surveyor will be undertaking a complete building survey which will provide detailed accurate "as constructed" floor plans.

30 April 2013.

OK

Mr Campbell Richard, for approval please

MEMORANDUM

REQUEST FOR TRANSFER OF CAPITAL EXPENDITURE FUNDS FOR COOMBS CENTRE BALUSTRADE UPGRADE

This paper seeks approval for the transfer of surplus capital funds from the Carpet Replacement Project No. P2322 to be spent this financial year on Professional Service Provider (PSP) fees for the upgrade of non-compliant balustrades at [redacted] and 10 Carabella Street Residence.

[redacted] was subsequently approached to provide a risk and compliance review of all balustrades at the Centre and 10 Carabella Street Residence.

Subject to the outcome of [redacted] findings, it is likely that the various balustrades at the two properties may require upgrading. Prior to construction works, consultation will be necessary with an architect and engineer to finalise the concept design and specifications for the structural integrity of the new balustrades.

Recommendation

[redacted] to create a new project for the upgrade of balustrades at the [redacted] and 10 Carabella Street Residence; these funds will cover the first stage of the project to engage [redacted] and the architect.

Submitted for approval

Endorsed [redacted]

Marianne Frith
Administrator, Coombs

~~Linh Gutierrez~~
Senior Manager, Property Services

19 March 2013

Supported, for approval.

20.3.

From: STRONG, Daniel
Sent: Thursday, 18 April 2013 8:40 AM
To:
Cc: FRITH, Marianne
Subject: RE: Removal of Fiddlewood Tree. [SEC=UNCLASSIFIED]

Hi

Thanks for your email.

We are happy to have [redacted] take down the branches from the tree that is overhanging your property.

If possible could you ask [redacted] to examine the tree on our side of the fence and if it is unhealthy send me through a quote to completely remove it.

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.hccoombscentre.gov.au>

From:
Sent: Wednesday, 17 April 2013 4:15 PM
To: STRONG, Daniel
Subject: FW: Removal of Fiddlewood Tree. [SEC=UNCLASSIFIED]

Daniel,
As Marianne is out of office today I am forwarding this to you.

Regards,

From:
Sent: Wednesday, 17 April 2013 3:18 PM
To: 'FRITH, Marianne'
Subject: RE: Removal of Fiddlewood Tree. [SEC=UNCLASSIFIED]

Marianne, [redacted] came today and will return to finish removing the tree. I shall contact [redacted] to find out when they will be back and shall let you know. Would you be agreeable if I asked them to remove some branches of a mulberry (?) tree overhanging our side of the fence?

Regards,

From: FRITH, Marianne
Sent: Monday, 25 March 2013 1:44 PM
To:
Subject: RE: Removal of Fiddlewood Tree. [SEC=UNCLASSIFIED]

Thank you

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
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From:
Sent: Monday, 25 March 2013 1:38 PM
To: FRITH, Marianne
Subject: FW: Removal of Fiddlewood Tree. [SEC=UNCLASSIFIED]

See email from re access.

From:
Sent: Monday, 25 March 2013 1:02 PM
To:
Cc:
Subject: RE: Removal of Fiddlewood Tree. [SEC=UNCLASSIFIED]

Would very much like access in rear of property only, which we can access via rear fence to carry out removal works on Wed' 17/4 from 7:30am, out of there as soon as tree is clear of property and yard has been cleaned of any materials generated (same day)

From:
Sent: Monday, 25 March 2013 12:52 PM
To:
Subject: FW: Removal of Fiddlewood Tree. [SEC=UNCLASSIFIED]

Attn:

Please let Marianne Frith of RBA know what times to and from you will need access to the neighbouring property 10 Carabella Street.
Thanks,

From: FRITH, Marianne
Sent: Monday, 25 March 2013 10:57 AM
To:
Cc: STRONG, Daniel
Subject: RE: Removal of Fiddlewood Tree. [SEC=UNCLASSIFIED]

Dear

I see no problem with this, could you please just confirm what times to and from they will need access? I will need to inform our tenants.

I will be on leave from 8 to 22 April. My colleague, Daniel Strong (cc'd) will be the contract during this period.

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:
Sent: Monday, 25 March 2013 10:51 AM
To: FRITH, Marianne
Cc:
Sub

Dear Marianne,

The Council has approved the removal of the Fiddlewood tree and _____ will be coming on **Wednesday, 17 April** to cut it down, remove all debris and stump grind the root. They will need access to the Reserve Bank property over which the tree hangs. Would you be so kind as to send your approval for access to the property to: _____ with copy to me

We are very grateful for your support in this matter and once the tree is down we hope that the fence can be renewed without further delay.

Regards,

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.

From: FRITH, Marianne
Sent: Monday, 29 April 2013 8:45 AM
To: GUTIERREZ, Linh
Subject: Carabella Street Strategy [SEC=UNCLASSIFIED]

Linh,

We will be required to serve a termination notice to _____ no later than 31 May if the Bank chooses to move forward with upgrading the Carabella Street bathrooms and therefore terminate the two tenants' leases when the _____ lease ends on 31 August 2013.

As _____ lease has expired we are required to give 90 days notice. In the case of the _____ I believe we are only required to give 30 days notice.

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: Wednesday, 1 May 2013 1:38 PM
To: GUTIERREZ, Linh
Subject: [SEC=UNCLASSIFIED]

Linh,

I advised that you will call tomorrow at 11.00am. mobile is . Also email is

said might be busy at work and mobile usually goes to voicemail but I said you would probably leave a voice mail if did not answer.

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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From: FRITH, Marianne
Sent: Thursday, 2 May 2013 4:03 PM
To: GUTIERREZ, Linh
Subject: RE: - 10 Carabella Street [SEC=UNCLASSIFIED]

Thanks Linh,

I will keep this on file.

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: GUTIERREZ, Linh
Sent: Thursday, 2 May 2013 3:54 PM
To: FRITH, Marianne
Subject: - 10 Carabella Street [SEC=UNCLASSIFIED]

Marianne,

Following [redacted] request to speak to me about the lease of Level 1, 10 Carabella Street, I contacted [redacted] at 11am today.

[redacted] indicated that last year, you had flagged the Bank's proposed plan to refurbish all of the bathrooms at 10 Carabella Street (both upstairs and downstairs) and it was the Bank's intention to have vacant possession of the premises to complete the works. [redacted] asked for an update on the matter and whether the Bank was willing to renew [redacted] lease.

I advised [redacted] that we have submitted a budget funding request to refurbish all of the bathrooms at 10 Carabella Street and it is our intention to complete the works with both apartments vacant due to the difficulties encountered with the previous refurbishment works. I indicated that while I could simply tell [redacted] that it is subject to approval and we will not find out until the start of the new financial year (July), my gut feeling is that it is likely to be approved and knowing the amount of time involved in securing new accommodation, I recommended that [redacted] contacts local real estate agents as soon as possible since the lease expires on 31 August 2013 and [redacted] has four months to find a new property.

[redacted] asked if it was possible to be placed on monthly holdover while the refurbishment takes place – [redacted] is happy to move out for a few months – and to move back in once the refurbishment is complete. I advised [redacted] that we cannot guarantee how long the refurbishment will take – while both apartments are vacant, the Bank may take the opportunity (which it has not had a chance to do in over ten years) to conduct extensive assessments of the roof, structure, wiring, etc. which may identify other works that need to be completed. In the process, the Bank may also review the future ownership of 10 Carabella Street and whether it continues to support the Bank's core function. As a result, we are not willing to commit to a new lease now or post-refurbishment. I emphasised that if approval is granted to proceed with the refurbishment, we will serve notice to terminate [redacted] lease at expiry on 31 August 2013.

[redacted] stated the view that we are only refurbishing bathrooms and [redacted] is happy to put up with it, or move out for a few months while the work is undertaken. I advised [redacted] that given the difficulties encountered with the refurbishment in 2011, we do not believe it is feasible to complete the works while the apartments are tenanted – particularly as the apartments will not be habitable if there are no bathroom facilities. [redacted] acknowledged [redacted] understanding of the Bank's position and asked that I pass on [redacted] request for the Bank to consider renewing [redacted] lease when the works are complete.

I repeated my recommendation that [redacted] should contact local real estate agents as soon as possible to secure new accommodation as the process will take significant time. [redacted] thanked me for calling [redacted] and asked us to let [redacted] know if the refurbishment is approved to proceed.

Regards,

From: FRITH, Marianne
Sent: Friday, 3 May 2013 12:52 PM
To:
Subject: RE: Insurance [SEC=UNCLASSIFIED]

Hello,

Thank you for sending this information through as requested. I just have a couple of questions/comments:

1. I cannot see a copy of your public liability insurance. Could you please send it through?
2. Down the bottom of the there is space for the principal contractor to sign. Who will sign this?
3. I will need the workers to report to my office at the below address prior to commencing work as I need to conduct a short site induction with them. This should only take 15 min, and my office right next door to 10 Carabella Street (different street as on a corner)
4. The neighbours of (where the materials have been dropped off and where access will be on the day of work) have requested that you be very careful with the camellia hedge along their side of the fence.

Kind Regards,

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

From:
Sent: Friday, 3 May 2013 11:43 AM
To: FRITH, Marianne
Subject: Insurance

The message is ready to be sent with the following file or link attachments:

img149
img186
img206

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

From: [FRITH, Marianne](#)
To:
Subject: RE: Fence Repairs Monday 6/Tuesday 7 May [SEC=UNCLASSIFIED]
Date: Monday, 6 May 2013 7:59:25 AM

Not a problem

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, 6 May 2013 7:59 AM
To: FRITH, Marianne
Subject: Re: Fence Repairs Monday 6/Tuesday 7 May [SEC=UNCLASSIFIED]

I'll give you a call just before 9 if that's OK.

On 06/05/2013, at 7:49 AM, FRITH, Marianne wrote:

Hi

Not a problem, I just wanted to talk to you about upcoming works at Carabella Street. When would be a good time for me to call 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
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

From:
Sent: Monday, 6 May 2013 7:48 AM
To: FRITH, Marianne
Subject: Re: Fence Repairs Monday 6/Tuesday 7 May [SEC=UNCLASSIFIED]

Hi Marianne,

Apologies for missing you call on Friday.
No problem re the fence.

On 03/05/2013, at 11:31 AM, FRITH, Marianne wrote:

Hi

I have just been informed that the fence will be replaced either on Monday or Tuesday next week and will take one day to complete.

It looks like they will be accessing the fence from the apartments on the other side.

If you have any questions please let me know.

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: Tuesday, 7 May 2013 12:50 PM
To: GUTIERREZ, Linh
Subject: Draft Recommendation - Carabella Street Bathroom Refurbishment
[SEC=UNCLASSIFIED]
Attachments: Recommendation - Carabella Street Bathroom Refurbishment and Lease
Terminations.tr5

Linh,

Please see attached draft recommendation fro the Carabella Street Bathroom Refurb Works.

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

-----< HP TRIM Record Information >-----

Record Number: D13/152106
Title : Recommendation - Carabella Street Bathroom Refurbishment and Lease Terminations

From: FRITH, Marianne
Sent: Wednesday, 8 May 2013 8:10 AM
To:
Subject: RE: Fence Replacement Monday 6 / Teusday 7 May [SEC=UNCLASSIFIED]

Dear

The fence people did not come yesterday, but I am still expecting them this week.

Regarding the camellias, do they run right along the fence that is being replaced? If so it might be hard for them to take down and replace the fence from your side without pruning some of the camellias, they might have to change plans and access from our side.

Let me know what you think,

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: Friday, 3 May 2013 12:20 PM
To:
Subject: RE: Fence Replacement Monday 6 / Teusday 7 May [SEC=UNCLASSIFIED]

Dear

Thank you for your email, I will pass on the message regarding the camellias.

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:
Sent: Friday, 3 May 2013 12:16 PM
To: FRITH, Marianne;
Subject: RE: Fence Replacement Monday 6 / Teusday 7 May [SEC=UNCLASSIFIED]

Dear Marianne,

We hope [redacted] will come today to cut back the mulberry branches overhanging our side of the fence. They still need to remove the fiddlewood stump and clean up the area.

The fencing people may access [redacted] to do the work but please ask them to be very careful with the camellia hedge along our side of the fence. Now that the Fiddlewood has gone the camellias should thrive.

Regards,

From: FRITH, Marianne
Sent: Friday, 3 May 2013 11:30 AM

To:

Subject: Fence Replacement Monday 6 / Tuesday 7 May [SEC=UNCLASSIFIED]

Dear Neighbours,

I hope you are all well.

I have just been informed that _____ will be repairing the common fence between 10 Carabella Street, _____ and _____ either next Monday 6 or Tuesday 7 May and the works will take one day to complete.

They also informed me that they have already delivered the fence materials to the _____ side of the fence. I was unaware of this until now so I do apologies if this has caused any inconvenience.

They would like to access the fence from the _____ side to do the works. Is this ok with you?

Sorry for the late notice on this, I was calling today to enquire about the install date and they said it was happening on Mon/Tues. If I hadn't called they would have probably turned up unannounced!

Please let me know if you have any questions/issues.

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

From: GUTIERREZ, Linh
Sent: Wednesday, 8 May 2013 3:42 PM
To: NOLAN, Matt
Subject: Carabella Street Residence - Proposed Bathroom Refurbishment Works - January 2012
[SEC=UNCLASSIFIED]
Attachments: Carabella Street Residence - Proposed Bathroom Refurbishment Works - January 2012.tr5

W Campbell

Richard, for approval please

MEMORANDUM

BATHROOM REFURBISHMENT WORKS 10 CARABELLA STREET, KIRRIBILLI

This paper seeks budgetary approval in advance of the 2013/14 Capital Works Budget to complete the bathroom refurbishment works at the 10 Carabella Street Residence as, if approved, the Bank must serve a termination notice to the Ground Floor tenant by 31 May 2013 in accordance with the provisions of the Residential Tenancy Agreement.

Background

10 Carabella Street, Kirribilli was purchased in April 1986 to provide overflow accommodation for lecturers participating in the 1988 SEANZA conference, as well as providing a land bank for future options relating to the HC Coombs Centre.

Currently, both units are let to external tenants. have occupied
the First Floor unit, with an approximate area of 199m², ; their
current lease will expire on 31 August 2013.

The Ground Floor unit, with an approximate area of 218m², has been occupied by

From January to July 2011 both units were refurbished at a cost of \$180 000 which involved the replacement of carpet, kitchens and external and internal painting. During this period both tenants continued to occupy the premises. Following completion of the works, the Bank granted both tenants a one-month rent free period in October 2011 as compensation for the disruption caused by the refurbishment.

Proposed Bathroom Refurbishment

As part of the 2013/14 Capital Works Budget, it is proposed to refurbish all bathroom facilities within the 10 Carabella Street Residence, comprising a total of four full-sized bathrooms and three smaller-sized bathrooms at an estimated cost of \$140 000.

Apart from one toilet being replaced in the Ground Floor unit in 2012, the bathrooms in both units have not been refurbished since 1988. The bathrooms are showing signs of poor condition and wear, with ongoing plumbing issues, tiling and grout deterioration and corrosion of most fixtures.

It is anticipated that major disruption and inconvenience will be caused to the tenants during the refurbishment of the bathrooms. As a result of the issues encountered during the refurbishment works in 2011, it is recommended that the works be completed while the tenancies are vacant.

To reduce lost rental income and potential disruption to tenants, it is recommended to complete the works to both units concurrently. In order to achieve this, a lease management strategy must be implemented to ensure both leases expire coterminously in 2013; the earliest that this can occur is at expiry of the lease to on 31 August 2013.

As is on a monthly holdover of the Ground Floor unit, it is classified as a periodic agreement which requires a notice period of 90 days prior to termination of the Residential Tenancy Agreement. Therefore, the Bank must serve a termination notice to by no later than 31 May 2013 in order for the Bank to have vacant possession of the Ground Floor unit by 31 August 2013.

are on a fixed term agreement, requiring a notice period of not less than 30 days prior to termination of the Residential Tenancy Agreement. Therefore, the Bank must serve a termination notice to by no later than 1 August 2013 in order for the Bank to have vacant possession of the First Floor unit by 31 August 2013.

Recommendation

The following is **recommended**:

- For budgetary approval to be granted in advance of the 2013/14 Capital Works Budget to refurbish all bathroom facilities at the 10 Carabella Street Residence at an estimated cost of \$140 000. If the recommendation is approved, a formal tender process will commence to accurately price the project.
- To terminate the leases to and on 31 August 2013, by serving the termination notices to each tenant as outlined above.

Submitted for approval

Endorsed

Marianne Frith
Administrator, Coombs

Linh Gutierrez
Senior Manager, Property Services

10 May 2013

D13/152106

Submitted for approval

*Please proceed, discussed with AG (CS),
& commence bathroom works once budget
approved in late June / early July.*

15.5

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PROPERTY SERVICES MANAGEMENT MEETING – NSW/ACT**

Held On: Friday 10 May 2013

Present:	Marianne Frith	MF	James Matthews	JM
	Ross Grasso	RG	Claude Pelosi	CP
	Bernhard Gregg	BG	Matilde Princiotta	MP
	Linh Gutierrez	LG	David Stanton	DS

Apologies: Phoenix Chung PC

Meeting Minutes: Save to TRIM container 12/2543

Meeting opened at 11:00am

/CARABELLA STREET						
WHS	1.					
Environmental	1.				MF	
Risk Management	1.					
Projects	1.	Carabella Street – Rear Timber Fence	Feb 13		MF	Completion due 13 or 14 May 2013; awaiting confirmation from neighbour.
	2.		30 Jun 13		MF	

ISSUES/GOALS		ACTION	DUE DATE	REVISED DUE DATE	ACTION BY	COMMENTS
Leasing		Nil				
Lease Expiries	1.		Monthly		MF/RG	
	2.		31 Aug 13		MF/RG	Recommendation being prepared to terminate lease on 31 Aug 2013.
Rent Reviews		Nil				
Rent Arrears	1.				MF/RG	
Action Plan	1.					
	2.					

Meeting closed at 12.10am

NEXT MEETING		MINUTES						
24 May 2013	DS	MF	RG	PC	CP	JM	BG X	MP

TRIM: D13/195869

From: FRITH, Marianne
Sent: Friday, 10 May 2013 11:01 AM
To: GUTIERREZ, Linh
Subject: RE: D13/152106 : Carabella Street Residence - Recommendation for Bathroom Refurbishment and Termination of Leases to and - 10 May 2013 [SEC=UNCLASSIFIED]
Attachments: 3960_001.pdf

Thank you, please see attached signed copy.

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

From: GUTIERREZ, Linh
Sent: Friday, 10 May 2013 10:54 AM
To: FRITH, Marianne
Subject: D13/152106 : Carabella Street Residence - Recommendation for Bathroom Refurbishment and Termination of Leases to and - 10 May 2013 [SEC=UNCLASSIFIED]

My amendments are attached.

Regards,
Linh

Invoice / Statement

Date: 13 May 2013

Statement / Invoice:

Name / Address

Marianne Frith
10 Caraebella Street
KIRRIBILLI NSW 2061

Please pay this amount due on delivery

\$ 0.00

Terms
Per Contract

Rep
JM

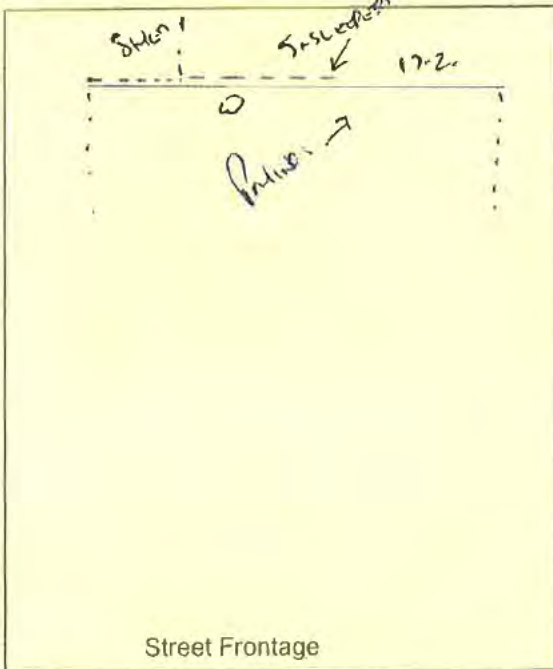
Item	Description	Qty	Unit	Total
	Standard Treated Pine Paling Fence (BACK - 1.80m high)	17.20	m	\$1,074.00
	Treated Pine Sleeper (BACK)	5.00	ea	\$165.00
	Clearing as per Quote (BACK)	2.00	ea	\$66.00
	Demolish and Remove Existing Fence (BACK)	14.50	ea	\$186.50
	Breaking Concrete (BACK)	3.00	ea	\$75.00
	Delivery	1.00	ea	\$35.00
	Subtotal (inc. GST)			\$1,803.50
	Payment Received 27/03/2013			-\$173.35

Please pay progress payment on delivery and the balance due on completion.

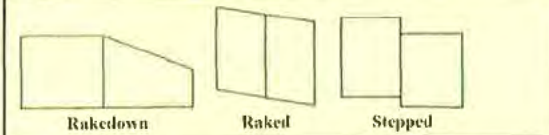
Total (inc. GST)

\$1,430.15

Phone No 9409 1500 Email Fax



17-2 m x 1800 HIGH STAINLESS PALING
 3 HALF TREATED PINE FENCE \$ 1204.00
 5x150mm SLEEPERS AT BACK OF FENCE TO RETAIN MULCH \$ 165.00



PAYMENT SCHEDULE (No Retention to be Deducted)

10% Deposit on Confirmation	\$ <u>10%</u>
P/Payment on Delivery of Materials	\$ <u>50%</u>
Balance on Completion	\$ <u>30%</u>
If found under soil after starting Rock, Concrete, Root Hole etc \$25 each	\$

Clearing Fence Line @ \$33.00 per person per hour MULCH \$ 66.00
(see conditions on reverse)

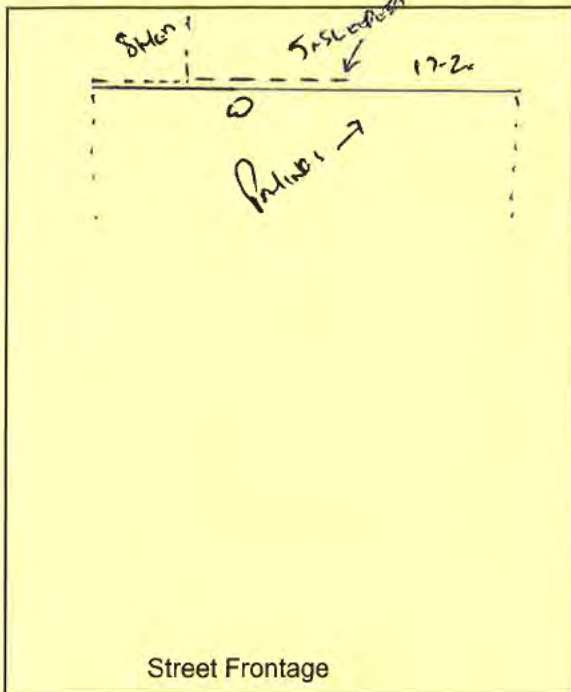
Demolish & Removal (see reverse) OLD FENCE - 14.5 \$ 188.50

ROOTS - ESTIMATE
 Breaking Concrete per hole \$25.00 x 3 = \$ 75.00
 Core Drilling per hole \$80.00 x = \$

Delivery = \$ 35.00

All Prices Include GST - PRICE \$ 1733.50

Company Signature..... Pi
NOTE: The contract price may vary if rock, tree roots, concrete or building rubble are found under the soil whilst digging or if the customer varies the work required then as described within.



17-2m x 1800 HIGH STANARDS PALING
 3 FULL TREATED PINE FENCE \$ 1204.00
 5 x 150 x 5 SLEEPERS AT BACK OF
 FENCE TO RETAIN MULCH \$ 165.00

Clearing Fence Line @ \$33.00 per person per hour MULCH \$ 66.00
 (see conditions on reverse)

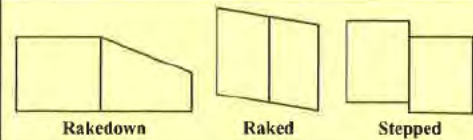
Demolish & Removal (see reverse) OLD FENCE - 14-5 \$ 188.50

Breaking Concrete per hole \$25.00 x 3 = \$ 75.00

Core Drilling per hole \$80.00 x _____ = \$ _____

Delivery = \$ 35.00

All Prices Include GST - PRICE \$ 1733.50



PAYMENT SCHEDULE (No Retention to be Deducted)

10% Deposit on Confirmation	\$ 10%
P/Payment on Delivery of Materials	\$ 50%
Balance on Completion	\$ BALANCE

If found under soil after starting
 Rock, Concrete, Root Hole etc \$25 each \$

NOTE: The contract price may vary if rock, tree roots, concrete or building rubble are found under the soil whilst digging or if the customer varies the work required then as described within

From: FRITH, Marianne
Sent: Monday, 13 May 2013 8:08 AM
To: GUTIERREZ, Linh
Subject: RE: D13/152106 : Carabella Street Residence - Recommendation for Bathroom Refurbishment and Termination of Leases to and - 10 May 2013 [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.hccoombcentre.gov.au

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

From: GUTIERREZ, Linh
Sent: Friday, 10 May 2013 4:27 PM
To: FRITH, Marianne
Subject: D13/152106 : Carabella Street Residence - Recommendation for Bathroom Refurbishment and Termination of Leases to and - 10 May 2013 [SEC=UNCLASSIFIED]

Marianne, I have submitted the recommendation to Richard Mayes for approval - will let you know as soon as I receive feedback.

Regards,
Linh

From: FRITH, Marianne
Sent: Monday, 13 May 2013 10:11 AM
To:
Cc:
Subject: RE: Fence Replacement Monday 6 / Teusday 7 May [SEC=UNCLASSIFIED]

Dear

The fence repairs will commence tomorrow from our side of the fence.

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: Wednesday, 8 May 2013 10:53 AM
To:
Cc:
Subject: RE: Fence Replacement Monday 6 / Teusday 7 May [SEC=UNCLASSIFIED]

Dear

I have spoken with the fence people and delayed the job to next week.

I have also informed them that the job is to be done from our side of the fence.

I will keep you updated with any further information.

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, 8 May 2013 10:19 AM
To: FRITH, Marianne
Cc:
Subject: RE: Fence Replacement Monday 6 / Teusday 7 May [SEC=UNCLASSIFIED]

Dear Marianne,

have not finished removing the Fiddlewood tree completely. They return tomorrow to remove the logs and then again on Friday to grind the large stump. If the fencers come on Thursday (tomorrow) they should have a clear run but on Friday their work would be made impossible by the grinding.

It really would be more satisfactory if the fencing could be delayed until the Fiddlewood is finished completely and the stump removed leaving more space for them to work.

As to the camellias – they do run right along the fence up to boundary. As we wish to preserve them as much as possible I would be happier if the fencers worked from your side. If you can let me know definitely when

they are coming I would like to discuss with them the best way to proceed. Now that the tree is gone there should be space enough for them to gain access into your side with the new palings etc.

Regards,

From: FRITH, Marianne
Sent: Monday, 13 May 2013 10:13 AM
To: < >
Subject: FW: Fence Repairs Monday 6/Tuesday 7 May [SEC=UNCLASSIFIED]

Hi and

The fence repairs will now happen tomorrow. They will now be accessing from your side of the fence due to the neighbour changing their mind on allowing access from their side.

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, 3 May 2013 11:23 AM
To:
Subject: Fence Repairs Monday 6/Tuesday 7 May [SEC=UNCLASSIFIED]

Hi and

I have just been informed that the fence will be replaced either on Monday or Tuesday next week and will take one day to complete.

It looks like they will be accessing the fence from the apartments on the other side.

If you have any questions please let me know.

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, 13 May 2013 10:26 AM
To:
Subject: RE: Invoice [SEC=UNCLASSIFIED]

Thanks

The invoice looks like it has my component as well as the component for the neighbour at

My records show the following split of the invoice

10 Carabella Street = \$866.75

TOTAL =

Amount paid to date by 10 Carabella Street = \$173.35

Amount owing by 10 Carabella Street = \$693.20

Can you please amend the invoice accordingly?

Will you send the other two invoices to

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:
Sent: Monday, 13 May 2013 10:16 AM
To: FRITH, Marianne
Subject: Invoice

Hoi Marianne,

Please find Invoice.

Thanks

From: [FRITH, Marianne](#)
To: [GUTIERREZ, Linh](#)
Subject: RE: Carabella Street - Recommendation for Bathroom Refurbishment Works [SEC=UNCLASSIFIED]
Date: Wednesday, 15 May 2013 11:00:14 AM

Thanks Linh. I will issue a termination to _____ by 31 May.

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: GUTIERREZ, Linh
Sent: Wednesday, 15 May 2013 10:44 AM
To: FRITH, Marianne
Subject: Carabella Street - Recommendation for Bathroom Refurbishment Works
[SEC=UNCLASSIFIED]

Marianne,

The AG(CS) has approved for Property Services to serve notice to _____ by 31 May 2013. However, we must wait for formal approval of the 2013/14 Capital Works Budget before we can proceed with the bathroom refurbishment works at Carabella Street.

Please refer to attached TRIM link: [D13/152106](#)

The original recommendation will be sent to you via internal mail.

Regards,

Linh Gutierrez | Senior Manager | Property Services
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From: FRITH, Marianne
Sent: Monday, 20 May 2013 8:38 AM
To: < >
Subject: Balustrade Review - 29 May [SEC=UNCLASSIFIED]

Hi

Further to our conversation, just confirming that I will be over with a consultant next Wednesday 29 May between 9.00 am 10.00 am to measure up your front and back balconies.

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
MINUTES OF PROPERTY SERVICES MANAGEMENT MEETING – NSW/ACT**

Held On: Friday 24 May 2013

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

Apologies: Nil

Meeting Minutes: Save to TRIM container 12/2543

Meeting opened at 11:00am

CARABELLA STREET						
WHS	1.	Nil				
Environmental	1.				MF	
Risk Management	1.	Nil				
Projects	1.	Carabella Street – Rear Timber Fence	Feb 13	May 13	Note	Completed.

ISSUES/GOALS		ACTION	DUE DATE	REVISED DUE DATE	ACTION BY	COMMENTS
	2.					
Leasing		Nil				
Lease Expiries	1.		Monthly		MF/RG	
	2.		31 Aug 13		MF/RG	Recommendation approved to terminate lease on 31 Aug 2013.
Rent Reviews		Nil				
Rent Arrears	1.				MF/RG	
Action Plan	1.					
	2.					

Meeting closed at 12.02pm

NEXT MEETING		MINUTES						
7 June 2013	DS	MF	RG	PC	CP	JM	BG	MP X

TRIM: D13/201369

From: [GRASSO, Ross](#)
To: [FRITH, Marianne](#)
Subject: RE: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]
Date: Tuesday, 28 May 2013 11:10:54 AM

Marianne,

I would write to informing of obligations when vacates the premises. obligations are to;

- 1.
2. remove any fittings / fixtures has installed to the premises and make good surfaces affected, if any.
3. return keys etc.
4. leave the premises in as nearly as possible, the same condition as stated in the condition report, less fair wear and tear.
5. attend to cleaning of premises and removal of rubbish.
6. provide a forwarding email address for signing the bond release form, subject to your final inspection of the premises.

Regards,
Ross

Ross Grasso | Senior Property Officer | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

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

From: FRITH, Marianne
Sent: Friday, 24 May 2013 7:44 AM
To: GRASSO, Ross
Subject: RE: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]

Thanks Ross,

Can you advise when we will need all outstanding rent paid by, and also any other requirements needs to meet prior to moving out?

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

| w: www.hccoombcentre.gov.au

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

From: GRASSO, Ross
Sent: Thursday, 23 May 2013 4:28 PM
To: FRITH, Marianne
Subject: FW: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]

Hi Marianne,

Notice is fine. Just 1 minor change to the address of the premises. Make it clear its Ground Floor, 10 Carabella Street.

Regards,
Ross

Ross Grasso | Senior Property Officer | Facilities Management Department

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

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

From: FRITH, Marianne

Sent: Tuesday, 21 May 2013 11:05 AM

To: GRASSO, Ross

Subject: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]

Hi Ross,

I have drafted the attached lease termination letter to _____, which I need to issue no later than next Thursday 30 May.

Could you please cast your eye over it for me and suggest requirements that _____ must meet upon vacating the premises (I have marked this with 'XXX'? Also, do we need to mention the rental bond in this letter, and if so should we mention that we make use rental bond to offset

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

-----< HP TRIM Record Information >-----

Record Number : D12/35512

Title : Carabella Street - Letter

Termination - May 2013

From: [GRASSO, Ross](#)
To: [FRITH, Marianne](#)
Cc: [STRONG, Daniel](#); [GUTIERREZ, Linh](#)
Subject: RE: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]
Date: Wednesday, 29 May 2013 4:07:48 PM
Attachments: [RE DRAFT Lease Termination Letter - Termination_SECUNCLASSIFIED.msg](#)
[RBA BW Multi20130529160050480.pdf](#)

Marianne,

I have given you this information. Refer to attached email.

Regards,

Ross

Ross Grasso | Senior Property Officer | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From: FRITH, Marianne
Sent: Wednesday, 29 May 2013 1:34 PM
To: GRASSO, Ross
Cc: STRONG, Daniel; GUTIERREZ, Linh
Subject: RE: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]
Importance: High

Ross,

Further to our conversations this week and the below emails, I am required to serve a termination notice to _____ by tomorrow. Can you please confirm details to be stated the termination letter ([D12/35512](#)) regarding requirements prior to vacating the premises?

I will be out of the office from this afternoon until Friday. Please confirm with Daniel who will issue the letter to _____ tomorrow.

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: FRITH, Marianne
Sent: Friday, 24 May 2013 7:44 AM
To: GRASSO, Ross
Subject: RE: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]

Thanks Ross,

Can you advise when we will need all outstanding rent paid by, and also any other requirements needs to meet prior to moving out?

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

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

From: GRASSO, Ross
Sent: Thursday, 23 May 2013 4:28 PM
To: FRITH, Marianne
Subject: FW: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]

Hi Marianne,

Notice is fine. Just 1 minor change to the address of the premises. Make it clear its Ground Floor, 10 Carabella Street.

Regards,
Ross

Ross Grasso | Senior Property Officer | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

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

From: FRITH, Marianne
Sent: Tuesday, 21 May 2013 11:05 AM
To: GRASSO, Ross
Subject: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]

Hi Ross,

I have drafted the attached lease termination letter to _____, which I \need to issue no later than next Thursday 30 May.

Could you please cast you eye over it for me and suggest requirements that _____ must meet upon vacating the premises (I have marked this with 'XXX'? Also, do we need to mention the rental bond in this letter

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

-----< HP TRIM Record Information >-----

Record Number : D12/35512

Title : Carabella Street - Letter

Termination - May 2013

From: [GUTIERREZ, Linh](#)
To: [FRITH, Marianne](#)
Cc: [GRASSO, Ross](#); [STRONG, Daniel](#)
Subject: Re: DRAFT Lease Termination Letter - Termination [SEC=UNCLASSIFIED]
Date: Wednesday, 29 May 2013 5:52:43 PM

Ross, as Marianne is out of the office and Daniel has not been involved in preparing these notices before, can you please review and update the letter drafted by Marianne and submit for my approval by midday tomorrow?

Regards,
Linh

On 29/05/2013, at 1:34 PM, "FRITH, Marianne" > wrote:

Ross,

Further to our conversations this week and the below emails, I am required to serve a termination notice to _____ by tomorrow. Can you please confirm details to be stated the termination letter ([D12/35512](#)) regarding requirements prior to vacating the premises?

I will be out of the office from this afternoon until Friday. Please confirm with Daniel who will issue the letter to _____ tomorrow.

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: FRITH, Marianne
Sent: Friday, 24 May 2013 7:44 AM
To: GRASSO, Ross
Subject: RE: DRAFT Lease Termination Letter - Termination
[SEC=UNCLASSIFIED]

Thanks Ross,

Can you advise when we will need all outstanding rent paid by, and also any other requirements _____ needs to meet prior to moving out?

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

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

From: GRASSO, Ross
Sent: Thursday, 23 May 2013 4:28 PM
To: FRITH, Marianne
Subject: FW: DRAFT Lease Termination Letter - Termination
[SEC=UNCLASSIFIED]

Hi Marianne,

Notice is fine. Just 1 minor change to the address of the premises. Make it clear its Ground Floor, 10 Carabella Street.

Regards,
Ross

Ross Grasso | Senior Property Officer | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

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

From: FRITH, Marianne
Sent: Tuesday, 21 May 2013 11:05 AM
To: GRASSO, Ross
Subject: DRAFT Lease Termination Letter - Termination
[SEC=UNCLASSIFIED]

Hi Ross,

I have drafted the attached lease termination letter to _____, which I
\need to issue no later than next Thursday 30 May.

Could you please cast you eye over it for me and suggest requirements that
must meet upon vacating the premises (I have marked this with 'XXX'? Also,
do we need to mention the rental bond in this letter,

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

-----< HP TRIM Record Information >-----

Record Number : D12/35512

Title : Carabella Street - Letter

Termination - May 2013

From: [GRASSO, Ross](#)
To: [GUTIERREZ, Linh](#)
Subject: Termination Notice: [SEC=UNCLASSIFIED]
Date: Thursday, 30 May 2013 10:49:17 AM

Linh,

Attached is the draft termination notice.

[D12/35512](#)

Please review.

Regards,

Ross

Ross Grasso | Senior Property Officer | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From: [Coombs](#)
To:
Cc: [FRITH, Marianne](#); [GUTIERREZ, Linh](#); [GRASSO, Ross](#)
Subject: Lease Arrangements - Ground Floor 10 Carabella Street [SEC=UNCLASSIFIED]
Date: Thursday, 30 May 2013 4:47:09 PM
Attachments:

Hi

Please find attached letter regarding your lease of Ground Floor, 10 Carabella Street.

A hard copy has also been delivered today to your letterbox.

Regards

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>



Facilities Management Department

<http://www.rba.gov.au>

Friday, 31 May 2013

Ground Floor
10 Carabella Street
Kirribilli NSW 2061

Dear

Lease to : Ground Floor, 10 Carabella Street, Kirribilli

I confirm that the lease of the above premises expired on 28 February 2012. The Bank wishes to terminate the lease as of 31 August 2013 in accordance with Part 5, Division 2, Section 85 of the *Residential Tenancies Act 2010 No 42*:

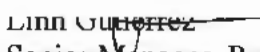
- (1) A landlord may, at any time, give a termination notice for a periodic agreement; and
- (2) The termination notice must specify a termination date that is not earlier than 90 days after the day on which the notice is given.

I confirm that the Bank will not be offering a new lease or an opportunity to negotiate a new lease.

The Bank will require you to vacate the premises no later than **Saturday, 31 August 2013** and you must ensure that the following conditions are met before you vacate the premises:

1. All outstanding rental payments are made before you vacate the premises.
2. Fittings or fixtures installed to the premises by you if any, are removed and surfaces affected reinstated.
3. Return all keys to Marianne Frith, the Coombs Centre Administrator.
4. Leave the premises as nearly in the same condition as stated in the condition report, subject to fair wear and tear.
5. Remove rubbish and clean the premises.
6. Provide a forwarding email address for the release of your bond following a final inspection of the premises by the Ms Frith.

Yours sincerely,


Senior Manager, Property Services

From: [FRITH, Marianne](#)
To:
Subject: RE: Lease Arrangements - Ground Floor 10 Carabella Street [SEC=UNCLASSIFIED]
Date: Friday, 31 May 2013 2:34:50 PM
Attachments: [RBA_BW_Multi20130531143159018.pdf](#)

Hi

Please see attached signed copy of letter. 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.hccoombcentre.gov.au

From: Coombs
Sent: Thursday, 30 May 2013 4:47 PM
To:
Cc: FRITH, Marianne; GUTIERREZ, Linh; GRASSO, Ross
Subject: Lease Arrangements - Ground Floor 10 Carabella Street [SEC=UNCLASSIFIED]

Hi

Please find attached letter regarding your lease of Ground Floor, 10 Carabella Street.

A hard copy has also been delivered today to your letterbox.

Regards

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>