
From: FRITH, Marianne
Sent: Tuesday, 4 September 2012 8:02 AM
To: GUTIERREZ, Linh
Cc: GRASSO, Ross
Subject: RE: HP TRIM Document : D12/235708 : FY.PS 2012/62 -
Residential Tenancy Agreement - First Floor - 10 Carabella Street - Kirribilli - Executed Contract [SEC=UNCLASSIFIED]

Hi Linh,

The contracts register has been updated, and I will pass on the executed copy to the _____ once I receive it.

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: Monday, 3 September 2012 4:25 PM
To: FRITH, Marianne
Cc: GRASSO, Ross
Subject: FW: HP TRIM Document : D12/235708 : FY.PS 2012/62 - _____ - Residential Tenancy Agreement -
First Floor - 10 Carabella Street - Kirribilli - Executed Contract [SEC=UNCLASSIFIED]

Marianne,

Refer to the attached TRIM link - can you please update the details on the Contracts Register?

I will send the tenant's original copy to you via post for return to the _____ and give Ross the Bank's original copy to be placed in the Leases Safe.

Regards,

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

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

From: GRANT, Katherine
Sent: Monday, 3 September 2012 4:04 PM
To: GUTIERREZ, Linh
Subject: HP TRIM Document : D12/235708 : FY.PS 2012/62 - _____ - Residential Tenancy Agreement - First
Floor - 10 Carabella Street - Kirribilli - Executed Contract [SEC=UNCLASSIFIED]

Linh,

Refer to the attached TRIM link for your contract which will be retained in FY's Contract Safe. A copy has been returned to you for the Contractor.

Please ensure all columns are fully completed in the Contracts Registry.

Regards,

Katherine Grant | Business Administration Trainee | Facilities Management
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

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

Record Number : D12/235708

Title : FY.PS 2012/62 -

- Executed Contract

- Residential Tenancy Agreement - First Floor - 10 Carabella Street - Kirribilli

From: FRITH, Marianne
Sent: Tuesday, 4 September 2012 9:41 AM
To:
Subject: RE: Building Condition Report [SEC=UNCLASSIFIED]

Hi

Not a problem. I have scheduled the inspection for Wednesday 26 September, and will ask them to start at your place at 9.00am.

If anything changes I will let you 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:
Sent: Monday, 3 September 2012 10:18 AM
To: FRITH, Marianne
Subject: Re: Building Condition Report [SEC=UNCLASSIFIED]

Hi Marianne,

Thanks for your wishes – it is great to be in

Regarding the Building condition report : no I definitely do not want people inspecting our apartment when I am away !!

I need to be there .

Suggest the following week either - Wed 26 or Thurs 27 at 9.00am is possible >

Kind regards,

On 3/09/12 2:10 PM, "FRITH, Marianne" wrote:

Hi

I hope you are enjoying your trip.

From: [FRITH, Marianne](#)
To:
Subject: RE: Building Condition Report [SEC=UNCLASSIFIED]
Date: Tuesday, 4 September 2012 9:43:00 AM

Hi

Thank you, and it has now been scheduled for Wednesday 26 September. They will start at 9.00am, so they should be down to your apartment by 10.00. I will escort them and supervise so there is no need to be home if you have other commitments .

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, 3 September 2012 6:29 PM
To: FRITH, Marianne
Subject: Re: Building Condition Report [SEC=UNCLASSIFIED]

Hi Marianne,
It should be all fine from our side.

On 03/09/2012, at 4:16 PM, "FRITH, Marianne" wrote:

Hi

I hope all is well. I would like to inform you that the Bank will be engaging consultants to conduct a building condition report on Carabella Street in September. This will take approximately 1-2 hours for the whole of Carabella Street. The date is yet to be finalised but I we are currently proposing Monday 17 September, or any day that week or the week after. I am also still waiting to hear back from regarding availability.

Can you please let me know if there are any dates which will not be convenient for you? The inspection will be fairly unobtrusive, but they will need access inside the flat

If you have any questions please just 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.hccoombcentre.gov.au

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

From: FRITH, Marianne
Sent: Tuesday, 4 September 2012 9:53 AM
To:
Cc:
Subject: Reserve Bank Kirribilli HazMat Survey 26 September 2012

Hi

Further to our conversation today I wish to confirm the scheduled date of Wednesday 26 September for the Hazardous Materials Survey for _____ and 10 Carabella Street Kirribilli.

Can I please request that the inspections commence at 9.00am at the tenanted house – 10 Carabella Street? I will need to complete a Site Induction with you first so it may be a good idea to arrive at 8.00/8.30. My office is on level 2 of 122A Kirribilli Ave.

Can I also please request the following documentation:

- Certificates of currency for Public Liability and Workers Compensation insurances
- Any relevant industry licences you hold
- Safe Work Method Statement for the inspections

If you have any questions please just 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

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday, 12 September 2012

Present:	Marianne Frith	MF	Linh Gutierrez	LG
	Mitch Hovey	MH	David Stanton	DS
	Matilde Princiotta	MP	Phoenix Chung	PC
	Claude Pelosi	CP	Bernhard Gregg	BG

Apologies: James Matthews JM

Meeting opened at 10:30 am

/ CARABELLA ST					
Projects					
Leasing	1. Nil				
Rent Reviews	1. Nil				
Lease Expiries	1.			MF/RG	
	2.		Aug		signed a new 12 month lease. Condition report to be prepared shortly.
Rent Arrears	1.			MF/RG	

Action Plan						

NEXT MEETING

MINUTES

	DS	MF	RG	PC	CP	JM X	BG	MP	
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Next meeting to be held 26 October 2012.

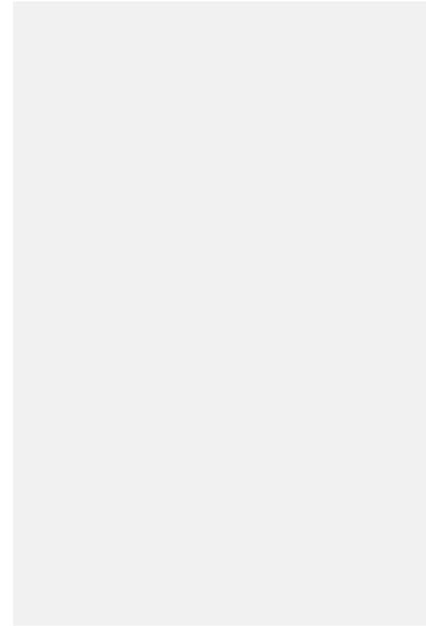
**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday, ~~31-17 August~~ September 2012

Present: <hr/>	Marianne Frith	MF	Linh Gutierrez	LG
	Bernhard Gregg	BG	Mitch Hovey	MH
	Kyra Donoso	KD	Matilde Princiotta	MP
	Phoenix Chung	PC	Ross Grasso	RG
	<u>James Matthews</u>	<u>JM</u>		

Apologies: David Stanton DS
| ~~Bernhard Gregg~~ BG

Meeting opened at 09:00 am



/ CARABELLA ST					
Projects					

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

		2.		Aug		AG-GS approved - signed a new 12 month lease. -LG to submit lease agreements to RM for execution. Condition report to be prepared shortly.
Rent Arrears		1.			MF/RG	
		2.				
					MF	
Action Plan						

	DS		MF	RG <u>X</u>	PC <u>X</u>	CP	KD	BG	MP <u>X</u>
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| Next meeting to be held [44-28](#) September 2012.

Facilities Management Department

T: (02) 9409 1503

F: (02) 9409 1599

E:

19 September 2012

**EXECUTED LEASE AGREEMENT
PREMISES: FIRST FLOOR, 10 CARABELLA STREET KIRRIBILLI**

Please find enclosed an executed copy of the lease agreement for your records.

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

From: FRITH, Marianne
Sent: Wednesday, 19 September 2012 10:59 AM
To:
Subject: RE: Lease Documents [SEC=UNCLASSIFIED]

Hi

I placed a copy of the lease documents in your letter box today. Please let me know when a suitable time would be for me to conduct the condition report of the flat.

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, 24 August 2012 2:33 PM
To: FRITH, Marianne
Subject: Re: Lease Documents [SEC=UNCLASSIFIED]

Hi Marianne

Yes all fine – I will be able to get that signed tonight and back to you for tomorrow.

Re condition report – I will be back on 17th September so we can fix a time in the following week to do that . It takes some time to do.

The condition is not going to change in that time and since we have had a lease for the the RBA doesn't have anything to be concerned about and nor do we.

I will give you phone number -in case of emergencies but I am always on email wherever I am (unfortunately) - such is the case when you run a business .

All best and thanks

On 24/08/12 9:21 AM, "FRITH, Marianne"

wrote:

Hi

Enclosed in the envelope I just handed you are two copies of the lease document, and a copy of the Mew Tenant Checklist, as required by NSW Fair Trading. Please ensure both lease documents are signed by yourself, and a witness and return to me for execution by the Bank. I am happy to act as your witness, I will be here until 4.30pm today and 5.30pm tomorrow.

Although the lease documents specify that a condition report is to be completed prior to signing the lease, due to your time constraints before going away on Monday I confirm we will complete the condition report upon your return.

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

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: Sunday, 23 September 2012 10:21 AM
To: < >
Subject: Building Condition Inspections Wednesday 26 September

Hi and

Just a reminder that the Building Condition Inspections are scheduled for this Wednesday 26 September. They will start at 9.00am upstairs and should be downstairs by 10.00am.

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

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday, 28 September 2012

Present:	Marianne Frith	MF	Linh Gutierrez	LG
	Mitch Hovey	MH	Kyra Donoso	KD
	Matilde Princiotta	MP	Phoenix Chung	PC
	James Matthews	JM	Claude Pelosi	CP

Apologies: David Stanton DS
Bernhard Gregg BG

Meeting opened at 10:00 am

(CC) / CARABELLA ST					
Projects					
				MF / CP	
Leasing	1. Nil				
Rent Reviews	1. Nil				
Lease Expiries	1.			MF/RG	
	2.		Aug		signed a new 12 month lease. Condition report to be prepared shortly.

Rent Arrears	1.			MF/RG	
				MF	
Action Plan					

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

Next meeting to be held 12 October 2012.