

From: [FRITH, Marianne](#)
To:
Subject: RE: Washing Machine
Date: Tuesday, 2 October 2012 3:36:00 PM

Hi

Further to my conversation with [redacted] last week I have arranged the new dishwasher to be delivered this Friday. They will disconnect the old one, remove it and install the new one.

They will arrive between 10.00am and 4.00pm. They will call me an hour before hand and I will meet them at your place to let them in if nobody is home.

If there is any problem with this 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.hccoombbscentre.gov.au

From: FRITH, Marianne
Sent: Monday, 24 September 2012 3:34 PM
To:
Subject: Washing Machine

Hi

I have been looking at replacement washing machines and just want to check the capacity of your current one (in Kgs) to make sure I do not get a smaller one.

I will probably get a front loader, as opposed to a top loader which you have now, because they are more energy and water efficient.

Also can you let me know which day/s would be the best this week or next for me to arrange delivery and installation of the new machine?

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.hccoombbscentre.gov.au

From: FRITH, Marianne
Sent: Friday, 5 October 2012 12:28 PM
To:
Subject: Water Bill April - July
Attachments: Carabella Street Sydney Water Invoice April - July 2012.pdf

Hi and

Please see attached water bill for usage charges from April to July. This was accidentally overlooked so it is coming a little late. As usual the charges will be split 50/50 and appear on the next 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.hccoombscentre.gov.au

From: FRITH, Marianne
Sent: Monday, 8 October 2012 10:03 AM
To: <
Subject: RE: Lease Documents [SEC=UNCLASSIFIED]

Hi

I hope you had a good weekend. Would one morning this week be convenient for you for me to conduct the condition report?

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: Friday, 28 September 2012 12:10 PM
To: '
Subject: RE: Lease Documents [SEC=UNCLASSIFIED]

Hi

Could we please schedule a time next week or the week after for me to do the condition report for the new lease?

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, 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 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

Residential Tenancy Regulation Schedule 2: Condition report

Address of premises: *First Floor, 10 Carabella Street, KIRKIBILLI*

	Condition of premises at START of tenancy				Comments	Condition of premises at END of tenancy			
	Clean	Undamaged	Working	Tenant agrees		Clean	Undamaged	Working	Tenant agrees
ENTRANCE/HALL	front door/ screen door/ security door	S	S	S					
	walls/ picture hooks	S	S	S					
	doorway frames	S	S	S					
	windows/ screens	S	S	S					
	ceiling/ light fittings	S	S	S					
	blinds/ curtains	S	S	S					
	lights/ power points/ door bell	S	S	S					
	skirting boards	S	S	S	Paint damage				
	floor coverings	S	S	S					
	other <i>Window top Stairs</i>	S	S	S	Does not close				
KITCHEN	walls/ picture hooks	S	S	S					
	doors/ doorway frames	S	S	S					
	windows/ screens	S	S	S	Window latch broken window cracked.				
	ceiling/ light fittings	S	S	S	Plaster board cracked from water damage				
	blinds/ curtains	S	S	S					
	lights/ power points	S	S	S					
	skirting boards	S	S	S	Paint flaking off				
	floor coverings	S	S	S					
	other <i>Window top</i>	S	S	S					
	DINING ROOM	walls/ picture hooks	S	S	S	Paint cracked/flaking above fridge			
doors/ doorway frames		S	S	S					
windows/ screens		S	S	S					
ceiling/ light fittings		S	S	S					
blinds/ curtains		S	S	S					
lights/ power points		S	S	S					
skirting boards		S	S	S					
floor coverings		S	S	S					
other		S	S	S					
BATH		walls/ picture hooks	S	S	S	Some paint damage - mainly on skirting boards, above fridge & near balcony			
	doors/ doorway frames	S	S	S	Corro broken				
	windows/ screens	S	S	S					
	ceiling/ light fittings	S	S	S					
	blinds/ curtains	S	S	S					
	lights/ power points	S	S	S					
	skirting boards	S	S	S					
	floor coverings	S	S	S					
	cupboards/ drawers	S	S	S					
	bench tops/ tiling	S	S	S					
BEDROOM 1	sink/taps/ disposal unit	S	S	S					
	stove top/ hot plates	S	S	S					
	oven/ griller	S	S	S					
	exhaust fan/ range hood	S	S	S					
	dishwasher	S	S	S					
	other	S	S	S					
	walls/ picture hooks	S	S	S					
	built-in wardrobe/ shelves	S	S	S					
	doors/ doorway frames	S	S	S					
	windows/ screens	S	S	S					
ENSUITE	ceiling/ light fittings	S	S	S					
	blinds/ curtains	S	S	S	Top blind cover missing				
	lights/ power points	S	S	S					
	skirting boards	S	S	S					
BATH	floor coverings	S	S	S					
	other	S	S	S					
	walls/ tiles	S	S	S					
BATH	floor tiles/ floor coverings	S	S	S					
	doors/ doorway frame	S	S	S					
BATH	windows/ screens	S	S	S					

Residential Tenancy Regulation Schedule 2: Condition report

Address of premises:

Room	Item	Condition of premises at START of tenancy				Comments	Condition of premises at END of tenancy				Comments
		Clean	Undamaged	Working	Tenant agrees		Clean	Undamaged	Working	Tenant agrees	
ENSUITE	ceiling/ light fittings										
	blinds/ curtains										
	lights/ power points										
	bath/taps										
	shower/ screen/ taps										
	wash basin/ taps										
	mirror/ cabinet/ vanity										
	towel rails										
	toilet/ cistern/ seat										
	toilet roll holder										
	heating/ exhaust fan/ vent other										
LIVING ROOM	walls/ picture hooks										
	built-in wardrobe/ shelves										
	doors/ doorway frames										
	windows/ screens										
	ceiling/ light fittings										
	blinds/ curtains										
	lights/ power points										
	skirting boards										
	floor coverings										
	other										
BEDROOM 3	walls/ picture hooks										
	built-in wardrobe/ shelves										
	doors/ doorway frames										
	windows/ screens										
	ceiling/ light fittings										
	blinds/ curtains										
	lights/ power points										
	skirting boards										
	floor coverings										
	other										
BATHROOM	walls/ tiles	Y	N	Y	Y						Carouting coming out
	floor tiles/ floor coverings	Y	Y	Y	Y						
	doors/ doorway frames	Y	Y	Y	Y						
	windows/ screens	Y	Y	Y	Y						
	ceiling/ light fittings	Y	Y	Y	Y						
	blinds/ curtains	Y	Y	Y	Y						
	lights/ power points	Y	Y	Y	Y						
	bath/ taps	Y	N	Y	Y						worn
	shower/ screen/taps	Y	N	Y	Y						worn
	wash basin/ taps	Y	N	Y	Y						worn
	mirror/ cabinet/vanity	Y	N	Y	Y						worn
	towel rails	Y	N	Y	Y						
	toilet/cistern/ seat	Y	Y	Y	Y						
	toilet roll holder	Y	Y	Y	Y						
heating/ exhaust fan/ vent other	N/A										
LAUNDRY	walls/ tiles										
	floor tiles/ floor coverings										
	doors/ doorway frames										
	windows/ screens										
	ceiling/ light fittings										
	blinds/ curtains										
	lights/ power points										
	washing machine/ taps										
	exhaust fan/ vent										
	washing tub dryer other										

next to down 2

Residential Tenancy Regulation Schedule 2: Condition report

Address of premises:

	Clean	Undamaged	Working	Tenant agrees	Comments	Clean	Undamaged	Working	Tenant agrees	Comments
SECURITY/SAFETY										
external door locks	4	4	4	✓						
window locks	4	4	4	✓	✓ as per window top of					
keys/ other security devices	4	4	4	✓	stairs					
smoke alarms	4	4	4	✓						
electrical safety switch	4	4	4	✓						
other					NA					
GENERAL										
heating/ air conditioning		NA								
staircase/ handrails	4	4	4	✓	Paint damage					
external television antenna/ tv points	4	4	4	✓						
balcony/ porch/ deck	4	4	4	✓	rotting/damaged to p balustrade					
swimming pool	4	4	4	✓						
gates/ fences	4	4	4	✓	Back fence falling down					
grounds/ garden	4	4	4	✓	tree encroaching back next to be pruned					
lawns/ edges	4	4	4	✓						
letter box/ street number	4	4	4	✓						
water tanks/ septic tanks	4	4	4	✓						
garbage bins	4	4	4	✓	Green bin would be good					
paving/ driveways	4	4	4	✓						
clothesline	4	4	4	✓	worn					
garage/ carport/ storeroom	4	4	4	✓	Control needs battery					
garden shed	4	4	4	✓						
hot water system	4	4	4	✓	request for service					
gutters/ downpipe	4	4	4	✓						
other gas heaters	4	4	4	✓	request for service					

Health issues

The landlord must indicate whether the following apply to the premises:

- Are there any signs of mould and dampness? Yes No
- Are there any pests and vermin? Yes No
- Has any rubbish been left on the premises? Yes No

Communication facilities

The landlord must indicate whether the following facilities are available:

- a telephone line is connected to the residential premises Yes No
- an internet line is connected to the residential premises Yes No

Water efficiency devices [only applicable if tenant pays water usage charges for the residential premises]

The landlord must indicate whether the following water efficiency measures are in place in the premises:

- all showerheads have a maximum flow rate of 9 litres per minute Yes No
- all internal cold water taps and single mixer taps in kitchen or bathroom hand basins have a maximum flow rate of 9 litres per minute Yes No
- no leaking taps on residential premises Yes No

Water meter reading:

Furniture: (See attached list)

Landlord/agent's signature: _____
 Date: 10/10/12
 Tenant's signature: _____
 Date: 10/10/2012

Additional comments on health issues, communication facilities, water efficiency devices (may be added by landlord or tenant, or both)

Approximate dates when work last done on residential premises

Installation of water efficiency measures: _____
 Painting of premises (external): Jan / Feb 2011
 Painting of premises (internal): Jan / Feb 2011
 Flooring laid/replaced/cleaned: June 2011

Landlord's promise to undertake work: [Delete if not required]

The landlord agrees to undertake the following cleaning, repairs, additions or other work during the tenancy: repair blind cords, balustrade on front balcony, window kitchen, _____
 The landlord agrees to complete that work by: Feb 2013
 Landlord/agent's signature: _____
 Date: 10/10/12

2x Gas Heaters - need service

Note. Further items and comments may be added on a separate sheet signed by the landlord/agent and the tenant and attached to this report.

Residential Tenancies Regulation 2010

Schedule 2: Condition report

How to complete this report

- Three copies of this condition report are filled out and signed by the landlord or the landlord's agent.
- Before the tenancy begins, the landlord or the landlord's agent must inspect the residential premises and record the condition of the premises by indicating whether the particular room item is clean, undamaged and working by placing "Y" (YES) or "N" (NO) in the appropriate column (see example below). Where necessary, comments should be included in the report. The landlord or the landlord's agent must also indicate "yes" or "no" in relation to the matters set out under the headings "Health issues" and "Communications facilities".
- If the tenant has agreed to pay for water usage charges under the residential tenancy agreement, the landlord or landlord's agent must also indicate whether the residential premises have the required water efficiency measures.
- Two copies of the report which have been filled out and signed by the landlord or the landlord's agent must be given to the tenant before or when the tenant signs the agreement. The landlord or landlord's agent keeps the third copy.
- As soon as possible after the tenant signs the agreement, the tenant must inspect the residential premises and complete the tenant section of the condition report. The tenant indicates agreement or disagreement with the condition indicated by the landlord or landlord's agent by placing "Y" (YES) or "N" (NO) in the appropriate column and by making any appropriate comments on the form. The tenant may also comment on the matters under the headings "Health issues", "Communications facilities" and "Water efficiency devices".

- The tenant must return one copy of the completed condition report to the landlord or landlord's agent within **7 days** after receiving it and is to keep the second copy.
- At, or as soon as practicable after, the termination of the tenancy agreement, both the landlord and tenant should complete the copy of the condition report that they retained, indicating the condition of the premises at the end of the tenancy. This should be done in the presence of the other party, unless the other party has been given a reasonable opportunity to be present and has not attended the inspection.

Important notes about this report

- It is a requirement that a condition report be completed by the landlord and the tenant (see above). This condition report is an important record of the condition of the residential premises when the tenancy begins and may be used as evidence of the state of repair or general condition of the premises at the commencement of the tenancy. It is important to complete the condition report accurately. It may be vital if there is a dispute, particularly about the return of the rental bond money and any damage to the premises.
- At the end of the tenancy the premises will be inspected and the condition of the premises at that time will be compared to that stated in the original condition report.
- A condition report should be filled out whether or not a rental bond is paid.
- If you do not have enough space on the report attach a separate sheet.
- Call Fair Trading on 13 32 20 or visit the website for information about the rights and responsibilities of landlords and tenants or before completing the condition report.

Sample condition report

	Condition of premises at START of tenancy				Comments
	Clean	Undamaged	Working	Tenant agrees	
ENTRANCE/HALL					
front door/screen door	Y	Y	Y	Y	
security door					
walls/picture hooks	Y	Y	Y	Y	2 picture hooks
lights/power points/door bell	Y	Y	Y	Y	
floor/coverings	N	Y		Y	carpet stain near window
ceiling/light fittings	Y	Y	Y	N	stain on ceiling
skirting boards	Y	Y	Y	Y	

Where to go for help when you are renting

- Fair Trading looks after your bond money and manages the renting laws that cover this tenancy agreement. If you have any questions about your rights and responsibilities under this agreement, contact Fair Trading at www.fairtrading.nsw.gov.au or call 13 32 20. Language assistance on 13 14 50 (ask for an interpreter in your language) TTY 1300 723 404.
- Your real estate agent or landlord (write contact number here): _____
- Tenants Advice and Advocacy Service at www.tenants.org.au

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.hccoombscentre.gov.au

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

From: GRASSO, Ross
Sent: Tuesday, 16 October 2012 10:37 AM
To: FRITH, Marianne
Subject: RE: HP TRIM Document : D12/322037 : Condition Report - 10 Carabella Street
- 16 October 2012 [SEC=UNCLASSIFIED]

Thanks Marianne

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, 16 October 2012 10:31 AM
To: GUTIERREZ, Linh; GRASSO, Ross
Subject: HP TRIM Document : D12/322037 : Condition Report - 10 Carabella Street - 16 October 2012

Linh and Ross,

For your reference please see attached condition report for the

Kind Regards,

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

Record Number : D12/322037
Title : Condition Report - 10 Carabella Street - 16 October 2012

From: FRITH, Marianne
Sent: Wednesday, 17 October 2012 2:20 PM
To:
Subject: RE: Rent Reminder [SEC=UNCLASSIFIED]

Hi

Not a problem at all.

I've just spoken with [redacted] – he will try to come out on Friday morning but will call me to confirm 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.hccoombcentre.gov.au

From:
Sent: Wednesday, 17 October 2012 2:12 PM
To: FRITH, Marianne
Subject: Re: Rent Reminder [SEC=UNCLASSIFIED]

Hi Marianne

Oh my goodness - it's been missed somehow > Sorry and thanks for the note.

I'll get that paid right now !

Also re [redacted] looking at the ballustrade - if he can come early morning before Friday this week - OK
Windows will have to wait till I get back 1st week in Nov - no time before leaving on Friday bit frantic !

Best

On 17/10/12 2:03 PM, "FRITH, Marianne" [redacted] wrote:

Hi

This is just a friendly reminder that your rent for October is now overdue. Please make payment as soon as possible.

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

From: FRITH, Marianne
Sent: Thursday, 18 October 2012 12:39 PM
To: GUTIERREZ, Linh
Subject: Hazardous Material Survey - and Carabella Street
Attachments:

Linh,

For your information please see attached report from following their Hazardous Materials Survey of and 10 Carabella Street.

Most items are low risk and in good condition and therefore recommend to maintain in good condition

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: Thursday, 18 October 2012 2:32 PM
To: GUTIERREZ, Linh
Subject: FW: Survey Report [SEC=UNCLASSIFIED]
Attachments:

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, 18 October 2012 2:19 PM
To: FRITH, Marianne
Subject: RE: Survey Report [SEC=UNCLASSIFIED]

Hi Marianne, please see the attached amended report. Apologies for the mistakes.

Thanks

Senior Property Risk Consultant

From: FRITH, Marianne
Sent: Tuesday, 16 October 2012 12:54 PM
To:
Cc:
Subject: RE: , Kirribilli - Survey Report

Hi

Thank you for sending this through. I just have a couple of queries/minor changes to request:

- Page : 10 Carabella Street Table Total Levels should state “(Inc Ground Floor/Garage)” and Level Numbers 0-2

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:
Sent: Monday, 15 October 2012 5:14 PM
To: FRITH, Marianne

Cc:

Subject:

Survey Report

Hi Marianne

Please see the attached authorised Hazardous Materials Survey Report as requested for the properties located at and 10 Carabella Street, Kirribilli NSW.

No high risk materials were identified during the survey inspections to bring to your immediate attention at this time.

Please do not hesitate to contact me if you have any queries or require further clarification

Hazardous Materials Management Plan to follow one authorised

Kind regards

Invoice to follow

Senior Property Risk Consultant

From: GRASSO, Ross
Sent: Thursday, 18 October 2012 4:06 PM
To: FRITH, Marianne
Subject: RE: Payment [SEC=UNCLASSIFIED]

Hi Marianne

Date	BR	Particulars	Debit	Credit	Balance	CR/DR
17/10/2012		Balance Forward			\$0.00	-
17/10/2012	2	CREDIT - DES: _____/CARABELL		\$4,875.00	\$4,875.00	CR
17/10/2012		Closing Balance			\$4,875.00	CR

Regards,

Ross

Ross Grasso | Senior Property Officer | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
p: 02 9551 9159 | f: 02 9551 8018 | w: www.rba.gov.au

From: FRITH, Marianne
Sent: Thursday, 18 October 2012 3:54 PM
To: GRASSO, Ross
Subject: / Payment

Hi Ross,

Any payments from our tenants over the past few days? I followed up with them and they said they would pay ASAP.

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: Monday, 29 October 2012

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

Apologies:

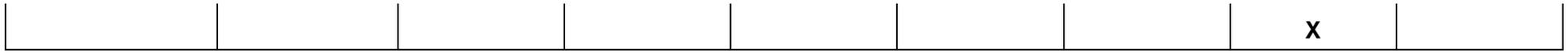
Meeting opened at 9:00am

COOMBS / CARABELLA ST

Projects				MF/CP	
Leasing	1. Nil				
Rent Reviews	1. Nil				
Lease Expiries	1.			MF/RG	
	2.		Aug 12	Note	New lease and condition report signed.

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

NEXT MEETING	MINUTES							
12 Nov 12	DS	MF	RG	PC	CP	JM	BG	MP



From: FRITH, Marianne
Sent: Tuesday, 30 October 2012 3:43 PM
To:
Cc:
Subject: RE: Invoice No. SI115521

Hi

Thank you for sending this through. I am still waiting on a Hazardous Materials Management Plan to be sent to me, so I will hold off paying the invoice until I receive this

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: Tuesday, 30 October 2012 3:16 PM
To: FRITH, Marianne
Subject: Invoice No. SI115521 -

Dear Marianne,

I have attached the invoice for Hazardous Material Consultancy undertaken to
at and 10 Carabella Road, Kirribilli NSW.

It would be much appreciated if the attached can be forwarded to your accounts team.

Thanks and regards,

Accounts Assistant