
From: FRITH, Marianne
Sent: Tuesday 6 November 2012 12:19 PM
To:
Subject: RE: TRIM: Survey Report
[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:
Sent: Tuesday, 6 November 2012 11:49 AM
To: FRITH, Marianne
Subject: RE: TRIM: RE: Survey Report [SEC=UNCLASSIFIED]

Hi Marianne,

Legislation states a 5 year re-inspection for ACMs, but we recommend, and it is good practice, to have friable materials on an annual re-inspection.

There is no requirement for re-inspection of other hazardous materials and the general management plan and register update must be updated by September 2017.

Thanks

Senior Property Risk Consultant

From: FRITH, Marianne
Sent: Tuesday, 6 November 2012 11:16 AM
To:
Subject: RE: TRIM: RE: , Kirribilli - Survey Report [SEC=UNCLASSIFIED]

Hi

Another question about the Timetable. On Page 55 it states that the friable ACM re-inspection/management plan is due on Sept 2013, and then the ACM re-inspection/management plan is due on Sept 2017. Does this mean that the non-friable is due in Sept 2017, but the friable every year?

And there is no due date for the rest of the Hazardous materials register/ management plan update (lines 4 and 5 of the timetable). Can you please advise?

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, 6 November 2012 11:02 AM
To: FRITH, Marianne
Subject: RE: TRIM: RE: Survey Report [SEC=UNCLASSIFIED]

Yes it does, the confirmed lead-containing paint in a poor condition.

Regards

Senior Property Risk Consultant

entire liability is limited to resending this email.

From: FRITH, Marianne
Sent: Tuesday, 6 November 2012 10:51 AM
To:
Subject: RE: TRIM: RE: , Kirribilli - Survey Report [SEC=UNCLASSIFIED]

Hi

On page 54 of the Management Plan, the Timetable, does the first item relate **only** to the item of Photo Number 37 from the Register?

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: Tuesday, 6 November 2012 10:29 AM
To: '
Subject: RE: TRIM: RE: , Kirribilli - Survey Report [SEC=UNCLASSIFIED]

Thank you, I will let you know if I 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:
Sent: Tuesday, 6 November 2012 9:49 AM
To: FRITH, Marianne
Subject: RE: TRIM: RE: , Kirribilli - Survey Report [SEC=UNCLASSIFIED]

Hi Marianne, apologies for the delay. Please see the attached issued Hazardous Materials Management Plan report and also an amended Hazardous Materials Survey report, no major changes to highlight from this.

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

Kind regards

Senior Property Risk Consultant

From: FRITH, Marianne

Sent: Monday, 5 November 2012 3:21 PM

To:

Subject: RE: TRIM: RE:

Survey Report [SEC=UNCLASSIFIED]

Not a problem, thank

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, 5 November 2012 3:15 PM

To: FRITH, Marianne

Subject: RE: TRIM: RE:

Survey Report [SEC=UNCLASSIFIED]

Hi Marianne, sorry I have been out on site.

Yes this is currently going through our QA process to get authorised and I shall get this issued to you for tomorrow morning if that is ok.

Kind regards

Senior Property Risk Consultant

From: FRITH, Marianne
Sent: Monday, 5 November 2012 2:39 PM
To:
Subject: RE: TRIM: RE: , Kirribilli - Survey Report [SEC=UNCLASSIFIED]

Hi

Can you please let me know when you will be able to send through the Hazardous Materials Management Plan?

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

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

The colour of the arrows on the diagrams responds to the key on **Appendix E, page 31** and refers to positive items only. While we would normally recommend a licensed asbestos contractor for removal/works with SMF, it is not obligatory, and for a small job just an appropriate competent contractor may be used (and is much cheaper) where a SWMS should be provided prior to works with suitable control measures and PPE used.

Then yes, this would refer to the lower coloured paint systems, I have changed the report to include this. Where there are many layers of paint it is difficult to specify the lead-containing paints.

Thanks

Senior Property Risk Consultant

From: FRITH, Marianne
Sent: Thursday, 18 October 2012 1:25 PM
To:
Cc:
Subject: RE: Survey Report [SEC=UNCLASSIFIED]

Hi

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: Tuesday, 16 October 2012 12:54 PM
To:
Cc:
Subject: RE: 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 [redacted] 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: FRITH, Marianne
Sent: Thursday, 8 November 2012 11:33 AM
To: GUTIERREZ, Linh
Subject: RE: Carabella Street Asbestos Containing Materials - Recommendations [SEC=UNCLASSIFIED]

Thank you. Will send you an updated email as soon as I can

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, 8 November 2012 11:29 AM
To: FRITH, Marianne
Subject: RE: and Carabella Street Asbestos Containing Materials - Recommendations [SEC=UNCLASSIFIED]

Sorry, just realised I missed the second part of p18 (PCBs) – here is the updated summary. I think this one should be approved by Richard.

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: Thursday, 8 November 2012 11:19 AM
To: GUTIERREZ, Linh
Subject: RE: Carabella Street Asbestos Containing Materials - Recommendations [SEC=UNCLASSIFIED]

Looks great, thank you.

Would you like me to resend the below email with your attachment to so you can forward it straight to Richard? Or are you happy to go ahead as Acting HOD?

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: GUTIERREZ, Linh
Sent: Thursday, 8 November 2012 11:13 AM
To: FRITH, Marianne
Subject: RE: Carabella Street Asbestos Containing Materials - Recommendations [SEC=UNCLASSIFIED]

I have collated the excerpts – let me know if you need any other changes.

Regards,

From: FRITH, Marianne
Sent: Friday, 2 November 2012 11:56 AM
To: GUTIERREZ, Linh
Subject: FW: Carabella Street Asbestos Containing Materials - Recommendations

Linh,

Further to the below email, I request approval to advise the Carabella Street tenants of the results of the Hazardous Materials Report from [redacted] by sending them excerpts from the report.

The reasons for this are:

- I have recommended below that we install appropriate signage on items relating to photos 41 and 42 which are on the premises.
- Although the leases to [redacted] and [redacted] state that no works are to be undertaken by the tenant without our prior knowledge, I think we have a duty of care to flag these things in the event that this clause of the lease is not adhered to.
- If we forward them excerpts from the actual report they can see for themselves that the items are low risk and that the recommendation is to maintain in current condition. We should ask that if the tenants notice that any of these areas become damaged to notify the Bank.

I have attached here the excerpts I propose we send to the tenants.

I think we should expect to receive a negative response at least from [redacted] who may be concerned about the results, despite the low risk rating and recommendations made by [redacted]

Also, as we initially advised the tenants that this was a Building Condition Report, they ([redacted]) may ask for the remaining results.

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, 29 October 2012 1:38 PM
To: GUTIERREZ, Linh
Subject: Carabella Street Asbestos Containing Materials - Recommendations

Linh,

[redacted] have identified a number of items containing 'presumed positive' asbestos at [redacted] and 10 Carabella as well as and one item containing confirmed positive asbestos at 10 Carabella Street following their inspection of the properties in September. All items were identified as low risk as they are in good condition. Their subsequent recommendation for all of these items was to [redacted]

Label item and maintain in good condition. Confirm status prior to refurbishment works and remove using an appropriately licenced ARC prior to refurbishment/demolition

I have attached the relevant pages from the report and corresponding photos. The full report is in TRIM - [D12/327807](#)

I request approval not to install the signage on items relating to photos 3, 4, 6, 7, 10, 11, because they are in common areas, likely visible to internal and external customers, and so may detract from the aesthetic of the building. I do not foresee that this will increase the risk of disturbing the 'presumed positive' asbestos because:

- Unlike HO there is no avenue for tenants to undertake their own fit-outs
- All maintenance works are managed by myself/Daniel/FY and so will now be managed with prior reference to the asbestos register.
- In accordance with consultation requirements a copy of the full report has been provided to Euresst for reference when tending to maintenance works issued by myself or Daniel.
- A copy is available in the L2 Office for all other contractors

I also request approval not to install signage on the item relating to photo 42 as this would require scaffolding to install, which is expensive. We would of course consult the asbestos register prior to any refurbishment works.

I suggest that signage is installed on all other items i.e. relating to photos 1, 2, 5, 8, 9, 12, 41 and 43.

If you need further information please 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

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Monday, 12 November 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 2:00pm

/ CARABELLA ST					
Projects					
Leasing	1. Nil				
Rent Reviews	1. Nil				

ISSUES/GOALS	ACTION	DUE DATE	REVISED DUE DATE	ACTION BY	COMMENTS
Lease Expiries	1.			MF/RG	
Rent Arrears	1.			MF/RG	
Action Plan					

NEXT MEETING

MINUTES

23 Nov 12	DS	MF	RG	PC	CP	JM	BG	MP X
-----------	----	----	----	----	----	----	----	---------

Facilities Management Department

T: (02) 9409 1500

F: (02) 9409 1599

E:

www.rba.gov.au

13 November 2012

Dear

Lease to : Ground Floor, 10 Carabella Street, Kirribilli

As landlord, the Reserve Bank of Australia wishes to move to an automatic electronic system for rental payments.

Consistent with this approach, we wish to offer you the option of using the Bank's Direct Debit Request (DDR) facility for rental payments.

Attached is the DDR application form and Service Agreement for your convenience.

If you wish to use our DDR service please complete and return the form to the undersigned.

Yours sincerely

Marianne Frith
Administrator
Property Services



DIRECT DEBIT REQUEST (DDR)

(DDR Service Agreement on reverse)

Please use BLOCK LETTERS.

Tenant Authority:

Your Surname or Company Name _____

Your Given names or ACN/ARBN _____ “you”

authorise **Reserve Bank of Australia - APCA User ID Number 319984**

to arrange for funds to be debited from your account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS).

This authorisation is to remain in force in accordance with the **Service Agreement** provided with this form.

Details of the account to be debited

(All account details must be supplied)

Name and branch of financial institution:

Account name:

BSB number:

|_|_|_|_| - |_|_|_|_|

This **must** be 6 digits

Account number:

|_|_|_|_|_|_|_|_|_|_|_|_|_|_|

Cannot be more than 9 characters

This payment is for:

Monthly Rent, cleaning and outgoings

Identified by:

Lease Agreement with the Reserve Bank of Australia.

Note: Please ensure the account and BSB number that you are providing are correct. Direct debiting is not available on a full range of accounts and if you are unsure please clarify with your financial institution. Credit union cheques may not show their own BSB number. Check with the credit union for the correct BSB number to use for direct debit.

Acknowledgement

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Reserve Bank Australia as set out in this Request and in your Direct Debit Request Service Agreement.

Signature(s): (Sign and print full name and capacity for signing eg. director)

(all signatories may be required to sign)

Date: . . . / . . . /

Date: . . . / . . . /



RESERVE BANK OF AUSTRALIA

DDR Service Agreement

Contact Details:

Marianne Frith,
Administrator
Reserve Bank of Australia
122a Kirribilli Avenue,
Kirribilli 2061 NSW

Telephone: 9409 1500

Email address:

Mail Address: 122a Kirribilli Avenue
Sydney, NSW 2061

This is your Direct Debit Service Agreement with **Reserve Bank of Australia, APCA User ID Number 319984, ABN 50008559486**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

1. DEFINITIONS

- 1.1. **account** means the account held at *your financial institution* from which *we* are authorised to arrange for funds to be debited.
- 1.2. **agreement** means this Direct Debit Request Service Agreement between *you* and *us*.
- 1.3. **banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- 1.4. **debit day** means the day that payment by *you* to *us* is due.
- 1.5. **debit payment** means a particular transaction where a debit is made.
- 1.6. **direct debit request** means the Direct Debit Request between *us* and *you*.
- 1.7. **us** or **we** means Reserve Bank of Australia, (the Debit user) *you* have authorised by requesting a *Direct Debit Request*.
- 1.8. **you** means the tenant who has signed or authorised by other means the *Direct Debit Request*.
- 1.9. **your financial institution** means the financial institution nominated by you on the DDR at which the *account* is maintained.

2. Following receipt of your **Direct Debit Request (DDR)**, the Reserve Bank of Australia will initiate Direct Debit fund transfers on the due date for the balance payable notified to you in our monthly Invoice to you

- these will be debited on the dates and for the amounts specified in the Lease Agreement with the Reserve Bank of Australia (**LEASE**) and will continue until the end of the term of the LEASE including any extensions to that term.
- Where a payment cannot be processed by the due date, the Reserve Bank of Australia will attempt to direct debit your account on the next possible business day. Payments that cannot be debited within 7 days of the due date will not be debited. You will need to make other arrangements for these payments.

3. If you wish to defer or vary the terms of the arrangement, contact the Reserve Bank of Australia. Refer **Contact Details** for more information.
4. A period of **at least 14 days notice** will apply where the Reserve Bank of Australia proposes to vary the details of an arrangement. You will need to allow at least 5 business days for processing where you propose to vary the details of an arrangement **and** the Reserve Bank of Australia agrees to your proposal.
5. If you wish to dispute any debit item, you may do so by contacting the Reserve Bank of Australia (*refer **Contact Details above***) or by going through your financial institution. The Reserve Bank of Australia will make every attempt to ensure that direct debit item disputes are resolved within 10 business days.
6. It is your responsibility to have sufficient clear funds available in your account on the due date to permit the payment of debit items initiated in accordance with your **DDR**.
7. If a due date falls on a non-business day, the debit item will be processed on the next business day. You may direct any enquiries regarding non-business day debit processing to the financial institution where your account is held.
8. If a debit item is returned unpaid by your financial institution you may be liable for any dishonour fees charged by that financial institution. Late payments are also subject to the terms of the LEASE.
9. A **DDR** remains in force until it is cancelled. Direct all queries, requests for cancellation of a **DDR** or requests to stop individual debit items to the Reserve Bank of Australia (refer **Contact Details**) or through your financial institution. Requests for cancellation must be in writing, contain your full company name and be signed by persons that have authority to sign on behalf of your company.
10. If you change your account and want to continue using direct debit, you will need to complete a new **Direct Debit Request (DDR)** form. You can obtain a new **DDR** at the Reserve Bank of Australia (*refer **Contact Details above***).
11. The Reserve Bank of Australia is careful to protect the privacy of any personal information supplied. Some information may be given to financial institutions involved in the event of a direct debit item dispute, or to verify that the Reserve Bank of Australia has received a **DDR** from you.
12. Direct debit is not available on the full range of accounts. If in doubt, check with your financial institution.

Facilities Management Department

T: (02) 9409 1500

F: (02) 9409 1599

E:

www.rba.gov.au

13 November 2012

and
First Floor
10 Carabella Street
Kirribilli Sydney 2061

Dear

Lease to First Floor, 10 Carabella Street, Kirribilli

As landlord, the Reserve Bank of Australia wishes to move to an automatic electronic system for rental payments.

Consistent with this approach, we wish to offer you the option of using the Bank's Direct Debit Request (DDR) facility for rental payments.

Attached is the DDR application form and Service Agreement for your convenience.

If you wish to use our DDR service please complete and return the form to the undersigned.

Yours sincerely

Marianne Frith
Administrator
Property Services

From: GRASSO, Ross
Sent: Wednesday, 14 November 2012 10:30 AM
To: FRITH, Marianne
Subject: RE: Direct Debit Request (DDR): Carabella Street Tenants [SEC=UNCLASSIFIED]

Thank you 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

From: FRITH, Marianne
Sent: Wednesday, 14 November 2012 10:23 AM
To: GRASSO, Ross
Subject: RE: Direct Debit Request (DDR): Carabella Street Tenants [SEC=UNCLASSIFIED]

Hi Ross,

This has been done.

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: GRASSO, Ross
Sent: Tuesday, 13 November 2012 4:25 PM
To: FRITH, Marianne
Subject: Direct Debit Request (DDR): Carabella Street Tenants [SEC=UNCLASSIFIED]

Hi Marianne

The Bank is proposing that tenants consider an electronic direct debit for their rental payments.

Please refer to TRIM 10/4576 for the DDR applications and associated service agreement for each tenant.

Please print on letterhead, attach the service agreement and issue to your tenants.

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, 14 November 2012 1:06 PM
To:
Subject: RE: Neighbour request

Hi

You would be welcome to borrow our trestle table/s. We can seat 8 on each table - you might be able to squeeze 10 but it will be tight. So you can borrow two if you need to. Would you like to come over and have a look first to see if they are not too heavy 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
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombcentre.gov.au

From:
Sent: Wednesday, 14 November 2012 1:01 PM
To: FRITH, Marianne
Subject: Neighbour request

Hi Marianne,
We are having a _____ on Friday evening -
I was wondering if you (ie RBA) has a not too heav trestle table that I could maybe borrow if need be - to seat 10
?

Thanks
Regards

From: FRITH, Marianne
Sent: Friday, 16 November 2012 7:38 AM
To:
Cc: STRONG, Daniel
Subject: RE: Table

Hi

Sure thing. I'm usually at Head Office on Friday's, so it may be best to call the landline here – 9409 1500 and speak with Daniel to arrange the table.

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, 16 November 2012 1:32 AM
To: FRITH, Marianne
Subject: Table

Hi Marianne

Sorry I didn't get back to you about the table - time got away.

If it is warmish I wanted to have dinner on the front balcony so can I call you on Friday morning with an update - ref weather ?

I think 1 table prob is OK -

Thank you !

Regards

From: FRITH, Marianne
Sent: Wednesday, 21 November 2012 2:38 PM
To: GUTIERREZ, Linh
Subject: RE: Carabella Street Asbestos Containing Materials - Recommendations [SEC=UNCLASSIFIED]

Linh,

Not a problem, I will get onto it this week.

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: GUTIERREZ, Linh
Sent: Wednesday, 21 November 2012 2:32 PM
To: FRITH, Marianne
Subject: RE: Carabella Street Asbestos Containing Materials - Recommendations [SEC=UNCLASSIFIED]

Marianne,

I discussed this matter with Richard Mayes this morning.

He would like you to verbally advise the tenants at 10 Carabella Street regarding the findings of the report as part of any regular catch-up that you may have rather than writing to them.

Your advice should be that the Bank has completed a survey of the premises (as we do from time to time at other facilities) and has identified a number of hazardous materials that they believe do not pose a risk to the tenants but as good practice, they have recommended the items be clearly labelled.

Once you have verbally advised them, Richard would like you to send a general letter to the tenants regarding the provisions of the Residential Tenancy Agreement that requires them to obtain the Lessor's consent prior to undertaking any works at the premises such as the drilling of holes to install picture frames, etc.

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, 29 October 2012 1:39 PM
To: GUTIERREZ, Linh
Subject: and Carabella Street Asbestos Containing Materials - Recommendations

Linh,

have identified a number of items containing 'presumed positive' asbestos at and 10 Carabella as well as and one item containing confirmed positive asbestos at 10 Carabella Street following their inspection of the properties in September. All items were identified as low risk as they are in good condition. Their subsequent recommendation for all of these items was to

Label item and maintain in good condition. Confirm status prior to refurbishment works and remove using an appropriately licenced ARC prior to refurbishment/demolition

I have attached the relevant pages from the report and corresponding photos. The full report is in TRIM - [D12/327807](#)

I request approval not to install the signage on items relating to photos 3, 4, 6, 7, 10, 11, because they are in common areas, likely visible to internal and external customers, and so may detract from the aesthetic of the building. I do not foresee that this will increase the risk of disturbing the 'presumed positive' asbestos because:

- Unlike HO there is no avenue for tenants to undertake their own fit-outs
- All maintenance works are managed by myself/Daniel/FY and so will now be managed with prior reference to the asbestos register.

I suggest that signage is installed on all other items i.e. relating to photos 1, 2, 5, 8, 9, 12, 41 and 43.

If you need further information please 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

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday 23 November 2012

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

Apologies: James Matthews

Meeting opened at 2:00pm

COOMBS / CARABELLA ST					
Projects	1.			MF/CP	
	2.			MF	
	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	
Action Plan	1.			LG	
	2.			MF	
	3.			MF	

Meeting closed at 11.15am

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

FILE NOTE

CARABELLA STREET TENANT DISCUSSIONS - HAZARDOUS MATERIALS

The Carabella Street tenants have been verbally advised of the findings of the recent Hazardous Materials Survey conducted by _____ in September 2012 ([D12/327807](#)).

Below is an account of each discussion

– First Floor Apartment

_____ was called at 1.45pm on Thursday 22 November 2012 and advised that:

- The reason for the call was to inform _____ of the outcome of the recent building inspection in September
- The consultants identified a number of hazardous materials that they believe do not pose a risk to the tenants
- These included:
 - “Presumed positive asbestos” in the metal electrical switchboard cover on Northern side of house (facing Glenferrie).
 - Asbestos containing materials on the northern wall of the back balcony. Although both pose little risk because they are in good condition. As good practice it was recommended to label the items, which we will do as soon as possible.
 - Lead containing paint identified at various locations internally and externally in the lower coloured paint system. The consultants believe that this does not pose a risk as it is in good condition and sealed by an upper coat of non-lead containing paint. The consultants advised to maintain in good condition. I requested _____ to notify me if the paint is becomes badly damaged.
 - Unbonded SMF bats in the ceiling space, recommended to be removed under controlled conditions prior to refurbishment.
- I will be sending a letter reminder that no works are to be undertaken by the tenant without the Bank’s approval such as drilling of holes to install picture frames

_____ said that these results are not unusual for houses of this age, and that _____ understood the purpose of the letter given the findings of the report.

Ground Floor Apartment

_____ was called at 1.00pm on Monday 26 November 2012 and advised that:

- The reason for the call was to inform _____ of the outcome of the recent building inspection in September.
- The consultants identified a number of hazardous materials that they believe do not pose a risk to the tenants,
- These included:

- “Presumed positive asbestos” in the metal electrical switchboard on Northern side of house (near Glenferrie). Although it poses no risk as it is in good condition, as good practice it was recommended to label the item, which we will do as soon as possible.
- The lower coloured paint system was identified as lead containing paint at various points internally and externally. The consultants believe that this does not pose a risk as it is in good condition, and is sealed by non-lead containing paint (the upper coat). The consultants advised to maintain in good condition. I requested to notify me if they believe the paint is becoming badly damaged.
- I will be sending a letter reminder that no works are to be undertaken by the tenant without the Bank’s approval such as drilling of holes to install picture frames

 recognised that these materials are common place in older houses and thanked me for passing on the information.

Marianne Frith
Administrator
Coombs Centre
26 November 2012