
From:
Sent: Thursday, 20 June 2013 10:53 AM
To: NOLAN, Matt
Subject: Kirribilli

Assume that the letter did the trick, and you do not need anything else to do at this stage?

From: GUTIERREZ, Linh
Sent: Thursday, 20 June 2013 11:45 AM
To: JONES, Peter
Cc: FRITH, Marianne
Subject: RE: 10 Carabella St, Kirribilli [SEC=UNCLASSIFIED]

Peter,

FYI attached is a copy of the letter that Marianne Frith placed in the letterbox yesterday (in response to email of 17 June): [D13/228254](#)

Regards,

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

From: GUTIERREZ, Linh
Sent: Monday, 17 June 2013 4:20 PM
To: JONES, Peter; NOLAN, Matt; MAYES, Richard
Subject: FW: 10 Carabella St, Kirribilli [SEC=UNCLASSIFIED]
Importance: High

Richard, Matt and Peter,

I have just received the email below from _____ which is copied to _____ of _____ Lawyers.

_____ has requested a copy of all documentation from 1 January 2009 relating to 10 Carabella Street, Kirribilli and will pursue this via the Freedom of Information Act if the Bank does not provide the information to _____ by this Wednesday 19 June.

I will arrange for us to meet first thing tomorrow morning to discuss.

Should we refer this to _____ for their consideration tonight?

Regards,

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

From: _____
Sent: Monday, 17 June 2013 4:12 PM
To: GUTIERREZ, Linh
Cc: _____
Subject: 10 Carabella St, Kirribilli

Yours sincerely,

From: [FRITH, Marianne](#)
To:
Subject: RE: Backyard Tree Hazard [SEC=UNCLASSIFIED]
Date: Thursday, 20 June 2013 12:04:54 PM

Hi

No not yet.

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, 20 June 2013 12:01 PM
To: FRITH, Marianne
Subject: Re: Backyard Tree Hazard [SEC=UNCLASSIFIED]

Hi Marianne,
Did the Real Estate agent contact you?

On 20/06/2013, at 11:09 AM, "FRITH, Marianne" wrote:

It has come to my attention that a tree in the back left hand corner of the backyard has split and looks like it may fall. In accordance with clause 23.1 of the lease I am arranging for Cliff to cordon off the area with tape today, and will arrange for an arborist to attend site asap to determine the treatment of the tree.

For the safety of you and your family please do not pass the area sectioned off by the tape.

I will let you know when we propose to have an arborist onsite and will give you two days notice of their visit in accordance with clause 23.7 of the lease.

If you have any questions please just let me know.

Kind Regards,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli
Avenue, Kirribilli NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombscentre.gov.au

From: FRITH, Marianne
Sent: Thursday, 20 June 2013 1:28 PM
To: GUTIERREZ, Linh
Subject: RE: Backyard Tree Hazard [SEC=UNCLASSIFIED]

Linh,

I have emailed requesting report the plants after an arborist has been to inspect.

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, 20 June 2013 1:22 PM
To: FRITH, Marianne
Subject: RE: Backyard Tree Hazard [SEC=UNCLASSIFIED]

Marianne,

I would suggest that unless the arborist is able to inspect and remediate the tree before the weekend, that you reply to [redacted] and request that [redacted] does not go anywhere near the tree on the weekend to remove [redacted] lilies.

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, 20 June 2013 12:06 PM
To: GUTIERREZ, Linh
Subject: FW: Backyard Tree Hazard [SEC=UNCLASSIFIED]

FYI and responses are attached.

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, 20 June 2013 11:04 AM
To:

Cc: STRONG, Daniel; GUTIERREZ, Linh
Subject: Backyard Tree Hazard [SEC=UNCLASSIFIED]

and

It has come to my attention that a tree in the back left hand corner of the backyard has split and looks like it may fall. In accordance with clause 23.1 of the leases I am arranging for Cliff to cordon off the area with tape today, and will arrange for an arborist to attend site asap to determine the treatment of the tree.

For the safety of you and your families please do not pass the area sectioned off by the tape.

I will let you know when we propose to have an arborist onsite and will give you two days notice of their visit in accordance with clause 23.7 of the leases.

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: FRITH, Marianne
Sent: Thursday, 20 June 2013 2:34 PM
To:
Subject: [SEC=UNCLASSIFIED]
Attachments: RBA_0000014299_0.pdf

Hi

Please see attached Purchase Order for the tree assessments.

Is it possible to arrange the assessment ASAP? We have discovered a tree at 10 Carabella Street which has split in the trunk and looks like it may fall soon. Please note I need to give the tenants 2 days notice prior to the inspection.

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: Thursday, 13 June 2013 11:55 AM
To:
Subject: RE:

Thank you

I will send you the PO once it has been raised.

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, 12 June 2013 4:07 PM
To: FRITH, Marianne
Subject: RE:

Afternoon Marianne

Please find the EFT details attached, should you require further information please advise.

Once the PO is raised we can begin to create the site data base and arrange a suitable assessment date.

Regards

From: FRITH, Marianne
Sent: 12 June, 2013 8:20 AM
To:
Subject: RE: Revised Tree Management Report [SEC=UNCLASSIFIED]

Hi

Just wondering if you could send me through your bank details on letterhead and if we can schedule in a time for the inspection?

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: Friday, 7 June 2013 2:23 PM
To:
Cc:
Subject: RE: Revised Tree Management Report [SEC=UNCLASSIFIED]

Hi

Thank you for sending this through, and I look forward to receiving the State Dec next week.

I can confirm that the two properties are within the yellow box below.

I will need a document on letterhead with your EFT details to set you up as a vendor in our accounting system before a PO can be issued. Can you please send this to me?

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, 7 June 2013 2:15 PM
To: FRITH, Marianne

Cc:
Subject: RE: Revised Tree Management Report

Hi Marianne

As discussed please see attached the revised proposal which would include the assessment of two (2) Reserve Bank properties. To confirm this please reply to this email or send a PO and I can begin to construct the data base for your data collection and arrange a proposed time for assessment.

Regarding the insurance certificate, I have made a request for a Stat Dec from the company director as we discussed and I hope to have this to you by mid next week.

Can you please also confirm that the two properties needing assessment are located within the yellow box on the image below.



Talk next week, enjoy the long weekend.

Regards

From: FRITH, Marianne
Sent: 04 June, 2013 9:46 AM
To:
Subject: RE: Tree Management Report [SEC=UNCLASSIFIED]

Hi

Thank you for sending this through.

I would also like to engage your services for a property we own at 10 Carabella Street. This is a Bank-owned residential priority which I manage. There would only be a couple of trees on the premises. Could we just roll this into the same report

Also, your workers comp insurances does not nominate a number of workers or amount of wages covered. Is this correct?

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: Monday, 3 June 2013 11:40 PM
To: FRITH, Marianne
Cc:
Subject: Tree Management Report

Hi Marianne

Sorry for the delayed response as we are currently making our way back . I have been advised that you wish to proceed with the attached proposal.

Can you please advise if there will be any special requirements / arrangements for this work to be performed (Will involve tagging each tree and recording the data on a handheld computer, minimal disturbance to working staff)? Or are we able to do this for you during standard business hours?

I will give you a call tomorrow on 02 9409 1500 around 10am to go through the attached proposal and discuss arranging an assessment date.

I have attached the insurances and OHS documentation for your review.

Talk tomorrow

Regards

From: FRITH, Marianne
Sent: Thursday, 20 June 2013 3:18 PM
To: <
Subject: RE: Backyard Tree Hazard [SEC=UNCLASSIFIED]

Hi

I will accompany an arborist to the backyard next Tuesday to review all trees on the property.

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, 20 June 2013 1:27 PM
To: '
Subject: RE: Backyard Tree Hazard [SEC=UNCLASSIFIED]

Hi

I will get onto the light and the leaking tap as soon as possible. It may be safer for you to carry a torch with you when going to and from the house at night.

Can I please request that you report your lilies after an arborist has been to inspect the tree? For safety I would recommend steering clear of the area altogether until it has been looked at.

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: [\mailto:
Sent: Thursday, 20 June 2013 11:14 AM
To: FRITH, Marianne
Subject: Re: Backyard Tree Hazard [SEC=UNCLASSIFIED]

Hi Marianne

That's true that tree has past it's used by date and is a danger - it wouldn't be the 1st tree to fall down though - there have been 3 others

Please be careful of the clumps of Lilies I have planted under that tree - I will remove them to a pot at the weekend.

Also Marianne - the security light on the top right hand side of the building at the front - lights the sandstone steps, has stopped working - it means the steps are pitch dark at night and dangerous.

It may be just the light bulb or the sensor but could you please get an electrician to fix it ? Thanks

I told Cliff about the leaking tap - just a washer - to the right of our front door - dripping all the time .

Best

On 20/06/13 11:04 AM, "FRITH, Marianne"

wrote:

and

It has come to my attention that a tree in the back left hand corner of the backyard has split and looks like it may fall. In accordance with clause 23.1 of the leases I am arranging for Cliff to cordon off the area with tape today, and will arrange for an arborist to attend site asap to determine the treatment of the tree.

For the safety of you and your families please do not pass the area sectioned off by the tape.

I will let you know when we propose to have an arborist onsite and will give you two days notice of their visit in accordance with clause 23.7 of the leases.

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

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From: [FRITH, Marianne](#)
To: [GUTIERREZ, Linh](#); [GRASSO, Ross](#)
Subject: RE: July Rent Invoice [SEC=UNCLASSIFIED]
Date: Thursday, 27 June 2013 10:13:17 AM

Thanks Linh, I have advised _____ of this

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli
NSW 2061
p: +61 2 9409 1500 | f: +61 2 9409 1599 | w: www.hccoombcentre.gov.au

From: GUTIERREZ, Linh
Sent: Thursday, 27 June 2013 10:13 AM
To: FRITH, Marianne; GRASSO, Ross
Subject: RE: July Rent Invoice [SEC=UNCLASSIFIED]

Marianne, as discussed, I can see no reason to decline _____ request if _____ validly gives 21 days' written notice to the Bank in accordance with the Residential Tenancy Agreement.

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: Wednesday, 26 June 2013 10:09 AM
To: GUTIERREZ, Linh; GRASSO, Ross
Subject: FW: July Rent Invoice [SEC=UNCLASSIFIED]
Importance: High

Linh and Ross,

Can you please let me know your thoughts on the below. _____ has been calling me and I assume _____ is looking for an answer.

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: Monday, 24 June 2013 11:32 AM
To: GUTIERREZ, Linh; GRASSO, Ross
Subject: FW: July Rent Invoice [SEC=UNCLASSIFIED]

Linh and Ross,

Please see below _____ questions regarding ending the lease prior to 31 August. The lease states that a tenant may end a periodic agreement at any time by giving the landlord 21 days written notice – see [D11/117463](#)

Please let me know if you have any issues with his question or if you are happy for to
end the agreement early as along a provides 21 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:
Sent: Monday, 24 June 2013 11:27 AM
To: FRITH, Marianne
Subject: Re: July Rent Invoice [SEC=UNCLASSIFIED]

Hi Marianne,
If we were to find new accommodation I assume the Bank would not have a problem
with us ending the lease before Aug 31?

On 24/06/2013, at 7:54 AM, "FRITH, Marianne" wrote:

Hi

Yes I believe it does - see attached email from Ross.

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, 24 June 2013 7:46 AM
To: FRITH, Marianne
Subject: Re: July Rent Invoice [SEC=UNCLASSIFIED]

Morning Marianne,

Does this invoice include the payments last week?

Just checking where everything sits.

Thanks

21/06/2013, at 2:26 PM, FRITH, Marianne wrote:

Hi

Please see attached invoice for July rent.

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

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

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<mime-attachment>

From: [GRASSO, Ross](#)
To: [FRITH, Marianne](#)
Subject: RE: 10 Carabella Street Lease Termination [SEC=UNCLASSIFIED]
Date: Friday, 28 June 2013 8:58:55 AM

Marianne,

Thanks for the update.

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: Friday, 28 June 2013 7:40 AM
To: GUTIERREZ, Linh; GRASSO, Ross
Subject: FW: 10 Carabella Street Lease Termination [SEC=UNCLASSIFIED]

FYI

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, 27 June 2013 9:19 PM
To: FRITH, Marianne
Cc: STRONG, Daniel
Subject: House 2 10 Carabella Street Lease Termination

Marianne,

This note is to inform you of the termination of our lease of 10 Carabella Street effective 18 July 2013 (21 days notice as required).

An appropriate property has become available and whilst we would prefer to remain in Eversley, the Bank has made their decision so we feel it is appropriate to secure our new home.

I'll keep you informed of our schedule over the next three weeks with a following email with details of our new address and contact details. I'm sure we'll be seeing each other over the next couple of weeks. Feel free to contact me if you have any queries.

Thanks

Facilities Management Department
Quarterly Report
Quarter 4 2011/12



Reserve Bank of Australia

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8 CARABELLA STREET

8.1 FACILITY METRICS

Valuation, July 2012	
Land Area	919 m ²
Number of floors	2
RBA occupancy	Nil
External occupancy	100% (two tenants)
Total Revenue	

Strata area	417 m ² ,
Vacancy rate	



8.2 OCCUPANCY

8.2.1 Tenants

There are two tenants - and :

- The lease rental is per annum and is subject to annual market review. The existing lease expired on 28 February, 2012. The lease is currently operating on monthly holdover u
- The lease rental is per annum and is subject to annual market review. The existing lease expires on 31 August 2012

8.3 FINANCIALS

8.3.2 Carabella Street Operating Expenditure

8.4 OTHER MATTERS

Nil.

Facilities Management Department
Quarterly Report
Quarter 1 2012/13



Reserve Bank of Australia

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8 CARABELLA STREET

8.1 FACILITY METRICS

Valuation, July 2012	
Land Area	919 m ²
Number of floors	2
RBA occupancy	Nil
External occupancy	100% (two tenants)
Total Revenue	



Strata area	417 m ² ,
Vacancy rate	

8.2 OCCUPANCY

8.2.1 Tenants

There are two tenants - [redacted] and [redacted]

- The [redacted] lease rental is [redacted] per annum and is subject to annual market review. The existing lease expired on 28 February, 2012. The lease is currently operating on monthly holdover
- The [redacted] lease rental is [redacted] per annum and is subject to annual market review. The existing lease expires on 31 August 2013.

8.3 FINANCIALS

8.3.2 Carabella Street Operating Expenditure

8.4 OTHER MATTERS

Nil.

Facilities Management Department
Quarterly Report
Quarter 2 2012/13



Reserve Bank of Australia

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8 CARABELLA STREET

8.1 FACILITY METRICS

Valuation, July 2012	
Land Area	919 m ²
Number of floors	2
RBA occupancy	Nil
External occupancy	100% (two tenants)
Total Revenue	



Strata area	417 m ² ,
Vacancy rate	

8.2 OCCUPANCY

8.2.1 Tenants

There are two tenants - :

- The lease rental is per annum and is subject to annual market review. The existing lease expired on 28 February, 2012. The lease is currently operating on monthly holdover
- The lease rental is per annum and is subject to annual market review. The existing lease expires on 31 August 2013.

8.3 FINANCIALS