

**FACILITIES MANAGEMENT DEPARTMENT
MINUTES OF PS MEETING**

Held On: Friday 01 March 2013

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

Apologies: Linh Gutierrez LG

Meeting opened at 10:00 am

/ CARABELLA ST					
Projects	1.	Feb 13		MF	

ISSUES/GOALS	ACTION	DUE DATE	REVISED DUE DATE	ACTION BY	COMMENTS
	2. Carabella St Back Timber Fence	Feb 13		MF	<i>Investigate replacement of fence. Quotes received, neighbours have agreed with quotes and date TBC.</i>
Leasing				MF/RG	
Rent Reviews	Nil			DS/RG	
Lease Expiries					Lease Expires 31/08/2013
Rent Arrears	1.				
Action Plan	1.			MF	
	2.	Feb 13		MF	

Meeting closed at 11.00am

NEXT MEETING	MINUTES							
15 March 2013	DS	MF	RG	PC	CP	JM	BG X	MP

From: FRITH, Marianne
Sent: Friday, 1 March 2013 1:33 PM
To:
Subject: RE: [SEC=UNCLASSIFIED]
Attachments: Professional Services Contract Conditions -
Professional Services Contract Letter -
- Coombs Centre - Balustrade Compliance.pdf

Hi

Please see attached completed contract documents. Please note that we will require two original signed copies by two people - the company Director/s and/or Secretary - to be returned to me at the below address by Wednesday 20 March. Once executed by the Bank a copy will be returned to you for your records.

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, 28 February 2013 12:28 PM
To:
Subject: RE: [SEC=UNCLASSIFIED]

Hi

Please see attached contract letter and conditions. The Bank may only accept your Group Commercial Manager's execution of the contract if he has Power of Attorney.

Let me know how you get on.

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: Thursday, 28 February 2013 11:57 AM
To: FRITH, Marianne
Subject: RE: [SEC=UNCLASSIFIED]

Marianne,

Our Group Commercial Manager will need to review the contract and authorize on behalf of the Company Directors.

It can take a little while for him to review a contract. Are you able to send over a copy of your standard contract so that I can send to the Commercial Manager for an initial review?

Kind Regards

Senior Consultant – Property Risk (NSW)

From: FRITH, Marianne
Sent: Thursday, February 28, 2013 10:04 AM
To:
Subject: RE: [SEC=UNCLASSIFIED]

Hi

Thank you for sending this through. I will confirm the date with you as soon as I hear back from the tenants at 10 Carabella Street with what date is best for them.

I will start to put together a contract for the services, I should be able to get this to you next week.

The contract the Bank likes to use for consultancy services requires execution by your company director/s and/or secretary. Would the company directors/secretary be available before Easter to sign the agreement?

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
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From:
Sent: Thursday, 28 February 2013 9:21 AM
To: FRITH, Marianne
Subject: RE: [SEC=UNCLASSIFIED]

Hi Marianne,

Please refer attached amended Fee Proposal as now includes inspection of 10 Carabella Street.

As discussed I am happy to inspect before or after the Easter break, so let me know what day suits you.

Kind Regards

From: FRITH, Marianne
Sent: Tuesday, February 26, 2013 3:40 PM
To:
Subject: RE: [SEC=UNCLASSIFIED]

Hi

Thank you for sending through the proposal, it is exactly what we are looking for.

Further to our conversation could you please amend the proposal to include some areas at our residential property at 10 Carabella Street?

There are about 4 areas at 10 Carabella Street which I would like looked at including back and front balconies, side stairs and whole of front yard. I have taken photos and attached them here.

If you need any more information please let me know.

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
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From: [FRITH, Marianne](#)
To: [Reserve Bank - Eurest](#)
Subject: Doors [SEC=UNCLASSIFIED]
Date: Tuesday, 5 March 2013 7:43:01 AM

Hi G,

Can you please ask Cliff to have a look at front door and internal dining room doors? said that since all the rain they have been sticking and jamming quite badly. Not sure if it something Cliff can fix easily or if we need to get a contractor out, but would be good if he can have a look and let me know the situation.

said he could go in anytime today. will be home but has told Cliff might go around.

Cheers,

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

Mr Campbell Richard, for approval please

MEMORANDUM

REQUEST FOR TRANSFER OF CAPITAL EXPENDITURE FUNDS FOR UPGRADE

This paper seeks approval for the transfer of surplus capital funds from the Coombs Centre 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 [redacted] and 10 Carabella Street Residence.

Subject to the outcome of [redacted] findings, it is likely that the various balustrades at [redacted] 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 [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

Marianne Frith
Administrator, Coombs

Linh Gutierrez
Senior Manager, Property Services

19 March 2013

Supported, for approval.

20.3.

From: FRITH, Marianne
Sent: Monday, 25 March 2013 1:22 PM
To:
Subject: RE: Removal of Fiddlewood Tree. [SEC=UNCLASSIFIED]

That sounds fine, as long as the fence does not get damaged.

Could I please request that you email me copies of your public liability and workers comp insurances?

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
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From:
Sent: Monday, 25 March 2013 1:02 PM
To:
Cc: FRITH, Marianne
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:
Sent: M
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:
Cc:
Subject: Removal of Fiddlewood Tree.

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,

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

From: FRITH, Marianne
Sent: Monday, 25 March 2013 1:55 PM
To:
Subject: RE: Tree Removal 17 April [SEC=UNCLASSIFIED]
Attachments: Fiddlewood 23 Feb 13 (1).jpg.jpg

Hi

It's the fiddlewood, I'm not sure if that is the one your are thinking of. I have attached a photo of it here. Daniel and Cliff will make sure everything is ok on the day. If anything needs to be moved, I will ask Cliff and Daniel to do it.

The possum guy tried calling you a few times but has not been able to get through to you. He would like to speak with you before he comes out – he says this is very important. Could you try calling him? His name is and number is

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
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From:
Sent: Monday, 25 March 2013 1:48 PM
To: FRITH, Marianne
Subject: Re: Tree Removal 17 April [SEC=UNCLASSIFIED]

Hi Marianne

Which tree is it do you know ?

I have a nasty feeling that it might be the huge one on the right as you face the back fence, which gives us some privacy from nearly every unit in that block ? Hope not.

How did you get on re the poor little possum ?

We will be away on that day - trust you/ Daniel/Cliff to keep an eye on things in the garden and access. Do we need to move anything eg the table & chairs umbrella ?

Your leave is at the same time as ours – away from 5th April – 23/4 - I'll leave you number in case of anything

Best

On 25/03/13 1:28 PM, "FRITH, Marianne" wrote:

and

The neighbours at (on the other side of the back fence), will be having a tree removed from their property on 17 April.

Some of the tree's branches lean over into the garden of 10 Carabella Street. The tree removalists will need access to the backyard to properly dispose of any branches that fall during the removal.

They will be starting at approximately 7.30am.

Please be careful on this morning, and avoid the backyard if possible, to ensure safety during the removal process.

Please note that I will be on leave from 8-22 April. During this time, please contact Daniel on _____ or _____

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.

Facilities Management Department
T: (02) 9409 1503
F: (02) 9409 1599
E:

27 March 2013

Dear Sir/Madam,

FENCE REPAIRS 10 CARABELLA STREET - QUOTE NO

Please find enclosed signed acceptance forms from myself and the two neighbours in regards to the above quote.

Our neighbours at _____ and _____ Kirribilli have agreed to pay _____ and _____ respectively, proportionate to the land division of _____

I paid the _____ deposit over the phone today.

Please confirm your receipt of this letter and provide me with a receipt for my deposit payment.

If you require further information to process the job please do not hesitate to contact me on (02) 9409 1500 or _____

Yours sincerely

Marianne Frith
Property Services

Reserve Bank of Australia

From: GUTIERREZ, Linh
Sent: Wednesday, 27 March 2013 2:00 PM
To: FRITH, Marianne
Subject: RE: FY WHS Action Reminder [SEC=UNCLASSIFIED]

Great thanks, speak soon.

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, 27 March 2013 11:52 AM
To: GUTIERREZ, Linh
Subject: FW: FY WHS Action Reminder [SEC=UNCLASSIFIED]

FYI items I will discuss at the meeting re the below email are:

1. Paths descaled 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

If you need more information

before the meeting please just let me know

Many Thanks,

Marianne Frith | Administrator | H.C. Coombs Centre for Financial Studies
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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 PS MEETING**

Held On: Friday 28 March 2013

Present: Mitch Hovey MH
Linh Gutierrez LG
James Matthews JM
Matilde Princiotta MP
Bernhard Gregg BG
Ross Grasso RG
Marianne Frith M

Apologies: Claude Pelosi CP
Phoenix Chung PC
David Stanton DS

Meeting opened at 2:00 pm

/ CARABELLA ST					
Projects					
	2. Carabella St Back 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				
Rent Reviews	Nil			DS/RG	
Lease Expiries	Harbison			MF/RG	Lease Expires 31/08/2013
Rent Arrears					
Action Plan	1.				

Meeting closed at 11.00am

NEXT MEETING	MINUTES							
15 March 2013	DS	MF	RG	PC X	CP	JM	BG	MP

From: FRITH, Marianne
Sent: Saturday, 30 March 2013 2:24 PM
To:
Subject: RE: Possums and more [SEC=UNCLASSIFIED]
Attachments: Post Eviction Sheet.pdf.pdf; Welcome Pack.pdf.pdf

Hi

Apologies for not getting back to you sooner, I was out of the office, most of Thursday and Friday.

I have contacted the possum people to request a quote to seal the cavity as well as the whole roof to prevent possums entering again.

I have attached here some information that the possum people sent to me which you may find interesting.

Hope you enjoy the Easter long weekend.

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: Wednesday, 27 March 2013 11:11 PM
To: FRITH, Marianne
Subject: Possums and more

Hi Marianne

All quiet Tues & Wed evening - I think the possums must have climbed up the wood and got out. They will be back I expect but at least they can get out now – I am sure they are the mother and baby who were sitting on our bed that evening last month. The mother was the size of a large cat and the baby was big too - They like it here !

We should block the top of the hole with a piece of wood though as did with the other spot above the fridge before they take up residence there and do damage. The kitchen people should not have left those big gaps - guess they don't really care that much what happens later. I think there is no way you can stop them getting in the roof space in reality.

Marianne – if Cliff has time do you think he could run the mower over the back grass please before the end of today. There are also a lot of spiky palm fronds that have come down .

Thank you & have a lovely Easter

Best