
From: MAYES, Richard
Sent: Wednesday, 12 June 2013 8:01 AM
To: NOLAN, Matt
Subject: Re: Draft response letter to [SEC=UNCLASSIFIED]

Matt

Thanks for this, once you have received feedback can we please discuss.

Richard

On 12/06/2013, at 6:52 AM, "NOLAN, Matt" wrote:

Hi all,

Please see attached the draft response letter from [D13/220766](#). I have made some amendments in track changes.

Can you please review at your earliest opportunity.

Kind regards,

Matt Nolan | Chief Manager | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From:
Sent: Wednesday, 12 June 2013 9:20 AM
To: NOLAN, Matt
Subject: RE: Unit 1 / 10 Carabella Street, Kirribilli [SEC=UNCLASSIFIED]

Hi Matt

You are welcome - please feel free to let me know if you need anything else.

Kind regards

From: NOLAN, Matt
Sent: Wednesday, 12 June 2013 6:27 AM
To:
Subject: RE: Unit 1 / 10 Carabella Street, Kirribilli [SEC=UNCLASSIFIED]

Thanks

I will review this morning. This is a good start and we will just soften around the edges, however, you have included all the necessary legal content.

Kind regards,

Matt

From:
Sent: Tuesday, 11 June 2013 7:08 PM
To: NOLAN, Matt; GUTIERREZ, Linh
Cc:
Subject: RE: Unit 1 / 10 Carabella Street, Kirribilli [SEC=UNCLASSIFIED]
Attachments: 1203556864_1_AUMatters(On RBA Letterhead).DOC

Hi Matt

Further to our discussion, please see attached first draft of the letter. As discussed, I have tried to keep it short and to the point, and illustrate the Bank's legal position under the Residential Tenancies Act.

Please let me know if you have any questions or comments -

Kind regards

From: NOLAN, Matt
Sent: Friday, 7 June 2013 5:46 PM
To: GUTIERREZ, Linh
Cc:
Subject: RE: Unit 1 / 10 Carabella Street, Kirribilli [SEC=UNCLASSIFIED]

Hi

Thanks very much for your time on the phone.

Please find attached Order to proceed with the works as requested.

If you need any further detail please contact me on [redacted] or Linh Gutierrez on [redacted]

Kind regards,

Matt Nolan | Chief Manager | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From:
Sent: Friday, 7 June 2013 3:14 PM
To: NOLAN, Matt; GUTIERREZ, Linh

Cc:
Subject: RE: Unit 1 / 10 Carabella Street, Kirribilli [SEC=UNCLASSIFIED]

Dear Matt and Linh

I work with . Thank you for these instructions, and for providing the relevant background information. We estimate that our fees will be approximately (excluding GST) for the following scope of work:

1. review background documentation (lease, correspondence and file notes provided); and
2. prepare and settle a response to the tenant on the basis which you have outlined.

This estimate has regard to the discounted hourly rates agreed between and RBA, on the basis that I will mainly do the legal work, under supervision from , as follows (figures exclude GST):

Partner & Consultant	
Senior Associate	

Should work in addition to the scope set out above be required, then we will seek your approval to prior to proceeding.

Please confirm that you are happy for us to proceed with the initial scope above, and we will open a file and issue you with a formal engagement letter.

If we have your approval today, then we will be in a position to provide you with a draft response to the tenant by close of business on Tuesday.

Kind regards

From: NOLAN, Matt
Sent: Thursday, 6 June 2013 10:59
To:
Cc: GUTIERREZ, Linh; FRITH, Marianne
Subject: Unit 1 / 10 Carabella Street, Kirribilli [SEC=UNCLASSIFIED]

Hi ,

Thanks very much for your time on the phone earlier.

As per discussion, could you please provide reverse brief with quotation in accordance with the Legal Services Multi-Use List Deed between and the Commonwealth of Australia (LSMUL Deed). The RBA request your assistance in drafting an appropriate response to the letter received from the lessee's of the above referenced property.

The RBA intent to determine the lease at the end of the term. The letter from the 's is somewhat emotive and contemplates actions beyond the nature of the contractual relationship. We are looking for a polite, un-emotive

response that clearly articulates our rights as landlord to terminate the lease. We are happy to extend the formal notice period in an endeavour to demonstrate reasonableness.

I have also attached a file note from 2012 detailing communication with _____ prior to entering into the current lease, which contemplates the Bank's intent to require vacant possession at the end of the term.

Noting this letter has been sent directly to the Governor of the RBA we are requesting a timely response. If you require any further information please contact me on _____

Kind regards,

Matt Nolan | Chief Manager | Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

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

From: MAYES, Richard
Sent: Wednesday, 12 June 2013 12:45 PM
To: GUTIERREZ, Linh
Cc: JONES, Peter; NOLAN, Matt
Subject: RE: Carabella St letter comments [SEC=UNCLASSIFIED]

thanks

From: GUTIERREZ, Linh
Sent: Wednesday, 12 June 2013 12:00 PM
To: MAYES, Richard
Cc: JONES, Peter; NOLAN, Matt
Subject: RE: Carabella St letter comments [SEC=UNCLASSIFIED]

Noted.

Candice will provide you with a hardcopy draft of the letter.

Regards,

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

From: MAYES, Richard
Sent: Wednesday, 12 June 2013 11:13 AM
To: GUTIERREZ, Linh
Cc: JONES, Peter; NOLAN, Matt
Subject: RE: Carabella St letter comments [SEC=UNCLASSIFIED]

Linh

Please hold fire, I will need to run past both Frank and Glenn before it is sent.

Richard

From: GUTIERREZ, Linh
Sent: Wednesday, 12 June 2013 8:55 AM
To: JONES, Peter; NOLAN, Matt
Cc: MAYES, Richard
Subject: RE: Carabella St letter comments [SEC=UNCLASSIFIED]

I have updated the letter with Peter's feedback: [D13/220766](#)

If there are no further comments, I will arrange for the letter to be sent to the _____ today.

Regards,

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

From: JONES, Peter
Sent: Wednesday, 12 June 2013 8:45 AM
To: NOLAN, Matt
Cc: MAYES, Richard; GUTIERREZ, Linh
Subject: Carabella St letter comments [SEC=UNCLASSIFIED]

Matt, thanks for the draft. It looks good.

I have made a few suggestions in the attached.

The main points are to emphasise that we have not yet decided to sell (if that's true) and that there won't be any extensions (again, if that's true).

For consideration.

Regards

Peter

PS just checked the lease. I don't see a date of 27 August anywhere on it. The tenants signed on 24 August and Richard on 3 September, so perhaps we should say "signed by you on 24 August 2012" rather than "dated 27 August 2012"?

From: CAMPBELL, Frank
Sent: Wednesday, 12 June 2013 4:49 PM
To: GUTIERREZ, Linh
Cc: NOLAN, Matt; MAYES, Richard
Subject: RE: HP TRIM Document : D13/220766 : Draft Response to Letter 12 June 2013
[SEC=UNCLASSIFIED]

Thx, Linh - I wondered if the file said anything?

Regards
Frank

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

From: GUTIERREZ, Linh
Sent: Wednesday, 12 June 2013 4:45 PM
To: CAMPBELL, Frank
Cc: NOLAN, Matt; MAYES, Richard
Subject: RE: HP TRIM Document : D13/220766 : Draft Response to Letter 12 June 2013
[SEC=UNCLASSIFIED]

Frank,

Leases for residential tenancies are typically between 6-12 months to allow the landlord flexibility to terminate the lease.

As I was not at the Bank at the time, I assume the monthly holdover was for convenience - the lease rolls over to a monthly tenancy if it is not renewed by the expiry date and the notice period to terminate the lease (90 days) is relatively short compared to commercial leases so it may not have been seen as a risk if a new lease was not entered into (particularly as the had been in occupation

Regards,

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

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

From: CAMPBELL, Frank
Sent: Wednesday, 12 June 2013 4:26 PM
To: GUTIERREZ, Linh
Cc: NOLAN, Matt; MAYES, Richard
Subject: RE: HP TRIM Document : D13/220766 : Draft Response to Letter 12 June 2013
[SEC=UNCLASSIFIED]

Thx, Linh.

Why were they such short terms and what was the story behind the monthly holdover?

Frank

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

From: GUTIERREZ, Linh

Sent: Wednesday, 12 June 2013 4:25 PM

To: NOLAN, Matt; CAMPBELL, Frank

Cc: MAYES, Richard

Subject: RE: HP TRIM Document : D13/220766 : Draft Response to
[SEC=UNCLASSIFIED]

Letter 12 June 2013

Frank,

A summary of the leases to the

Regards,

Linh Gutierrez | Senior Manager | Property Services

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

| w: www.rba.gov.au

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

From: NOLAN, Matt

Sent: Wednesday, 12 June 2013 3:53 PM

To: CAMPBELL, Frank

Cc: MAYES, Richard; GUTIERREZ, Linh

Subject: RE: HP TRIM Document : D13/220766 : Draft Response to
[SEC=UNCLASSIFIED]

Letter 12 June 2013

Hi Frank,

I will investigate the previous lease terms and respond back shortly. Please find attached file note from Marianne in relation to discussions with [redacted] prior to the commencement of the current lease. In addition, I attach a file note from Linh in relation to a discussion with [redacted] in early May.

Kind regards,

Matt

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

From: CAMPBELL, Frank

Sent: Wednesday, 12 June 2013 3:44 PM

To: MAYES, Richard

Cc: NOLAN, Matt; GUTIERREZ, Linh

Subject: RE: HP TRIM Document : D13/220766 : Draft Response to
[SEC=UNCLASSIFIED]

Letter 12 June 2013

Richard

Has this lease always been on a 12-month basis or did we change the term because we had this work in mind?

Frank

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

From: MAYES, Richard

Sent: Wednesday, 12 June 2013 3:36 PM

To: CAMPBELL, Frank

Cc: NOLAN, Matt; GUTIERREZ, Linh

Subject: HP TRIM Document : D13/220766 : Draft Response to Letter 12 June 2013 [SEC=UNCLASSIFIED]

Frank

Please note the proposed draft reply to the Quite deliberately the response has kept tightly to the facts of the relationship as defined by the lease and the Bank's intention to issue notice. The initial draft was prepared by and reviewed by Peter Jones. Subject to Glenn's agreement we would like to issue by the end of the week to be followed shortly thereafter by the Notice of Termination (the last date for serving notice is 1 August 2013).

If Glenn would like further background regarding the various other matters raised by the tenants we can also provide a briefing.

Regards

Richard

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

Record Number: D13/220766

Title : Draft Response to Letter 12 June 2013

From: GUTIERREZ, Linh
Sent: Thursday, 13 June 2013 8:53 AM
To: NOLAN, Matt
Subject: revised letter [SEC=UNCLASSIFIED]

Matt,

For your comments: [D13/220766](#)

Regards,

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

From: MAYES, Richard
Sent: Thursday, 13 June 2013 4:26 PM
To: CAMPBELL, Frank
Subject: RE: revised letter [SEC=UNCLASSIFIED]

I will bring one down with me

From: CAMPBELL, Frank
Sent: Thursday, 13 June 2013 4:25 PM
To: MAYES, Richard
Subject: RE: revised letter [SEC=UNCLASSIFIED]

Please give me a copy of the original letter.

From: MAYES, Richard
Sent: Thursday, 13 June 2013 4:22 PM
To: NOLAN, Matt; CAMPBELL, Frank
Cc: GUTIERREZ, Linh
Subject: RE: revised letter [SEC=UNCLASSIFIED]

Me too

From: NOLAN, Matt
Sent: Thursday, 13 June 2013 4:15 PM
To: CAMPBELL, Frank
Cc: GUTIERREZ, Linh; MAYES, Richard
Subject: RE: revised letter [SEC=UNCLASSIFIED]

Looks good to me.

Cheers,

Matt

From: CAMPBELL, Frank
Sent: Thursday, 13 June 2013 4:14 PM
To: NOLAN, Matt
Cc: GUTIERREZ, Linh; MAYES, Richard
Subject: RE: revised letter [SEC=UNCLASSIFIED]

Please have a look at this.

From: NOLAN, Matt
Sent: Thursday, 13 June 2013 9:42 AM
To: CAMPBELL, Frank
Cc: GUTIERREZ, Linh; MAYES, Richard
Subject: FW: revised letter [SEC=UNCLASSIFIED]

Hi Frank,

Richard has requested Linh and I re-draft the letter to
around the Act and notice periods etc.

to soften the tone, but retain the key content

Please see our latest version that hopefully addresses your concerns. [D13/220766](#)



RESERVE BANK OF AUSTRALIA

65 Martin Place
Sydney NSW 2000

GPO Box 3947
Sydney NSW 2001

Facilities Management Department

www.rba.gov.au

14 June 2013

Unit 1, 10 Carabella Street
KIRRIBILLI NSW 2601

Dear

Unit 1, 10 Carabella Street, Kirribilli NSW 2601

Thank you for your letter which we received on 5 June 2013. The Governor has asked me to respond as I am responsible for managing this property.

The current lease agreement between you and the Bank expires on 31 August 2013. The lease is a "fixed term agreement" for the purposes of the *Residential Tenancies Act NSW 2010*. Under section 84 of the Act, the Bank, as landlord under the lease, is required to give you at least 30 days' written notice to terminate the lease and you will receive a notice of termination soon, well ahead of the requirement contained in the lease.

The Bank appreciates that you have occupied the property for a number of years, and have expressed a desire to stay there. However, the bathroom works have been planned for some time and for this reason, the latest lease term of one year was offered. I understand that this date was discussed with you, and understood by you, when you agreed to the current lease.

I note your request to negotiate off market for the acquisition of the property, if the Bank decided to sell it. If the Bank were to sell any of its properties, for reasons of probity and in the taxpayers' interests, it would approach the market transparently and at arm's length. If such a process were followed, you would be free to bid for the property with other interested parties. While I thank you for your interest in the property, it would be improper for the Bank to negotiate a sale that was not transparent and it would not do so.

As indicated above, a termination notice will be provided to you shortly. You will require alternative accommodation from 31 August. If you require any further information, please contact me on

Yours sincerely,

Linh Gutierrez
Senior Manager
Property Services

D13/220766

From: MAYES, Richard
Sent: Friday, 14 June 2013 7:37 AM
To: STEVENS, Glenn
Subject: Re: Carabella Street Kirribilli Residence - Proposed Response to the Letter
[SEC=UNCLASSIFIED]

Thanks Glenn

Richard

On 13/06/2013, at 7:59 PM, "STEVENS, Glenn" wrote:

I am content with this approach

On 13/06/2013, at 18:09, "MAYES, Richard" wrote:

Glenn

Please find attached a draft response to the Letter from tenants of Unit 1 of 10 Carabella Street.

The letter has been reviewed by Frank and SD legal, please call if you would like to discuss.

Regards

Richard

Richard Mayes | Head of Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

<Draft Response to Letter 12 June 2013.DOCX>

< Letter to Governor June 2013.PDF>

From: MAYES, Richard
Sent: Friday, 14 June 2013 7:42 AM
To: GUTIERREZ, Linh
Cc: NOLAN, Matt
Subject: Letter

Linh

Please proceed, the Governor is content with the approach.

Regards

Richard

From: MAYES, Richard
Sent: Friday, 14 June 2013 8:18 AM
To: CAMPBELL, Frank
Subject: FW: Carabella Street Kirribilli Residence - Proposed Response to the Letter [SEC=UNCLASSIFIED]

Frank

FYI

Regards

Richard

From: STEVENS, Glenn
Sent: Thursday, 13 June 2013 7:59 PM
To: MAYES, Richard
Subject: Re: Carabella Street Kirribilli Residence - Proposed Response to the Letter [SEC=UNCLASSIFIED]

I am content with this approach

On 13/06/2013, at 18:09, "MAYES, Richard" wrote:

Glenn

Please find attached a draft response to the Letter from Unit 1 of 10 Carabella Street.

The letter has been reviewed by Frank and SD legal, please call if you would like to discuss.

Regards

Richard

Richard Mayes | Head of Facilities Management Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

<Draft Response to Letter 12 June 2013.DOCX>

< Letter to Governor June 2013.PDF>

From: FRITH, Marianne
Sent: Friday, 14 June 2013 4:09 PM
To: GUTIERREZ, Linh
Cc: NOLAN, Matt; MAYES, Richard; STRONG, Daniel
Subject: RE: Letter to [REDACTED] - Response to Complaint [SEC=UNCLASSIFIED]

Linh,

The letter has been delivered. No one was at home so I have placed it in their letter box.

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: Friday, 14 June 2013 2:18 PM
To: FRITH, Marianne
Cc: NOLAN, Matt; MAYES, Richard; STRONG, Daniel
Subject: Letter to [REDACTED] - Response to Complaint [SEC=UNCLASSIFIED]

Marianne,

For your information, the attached letter has been approved for issuing to

[D13/220766](#)

Melinda Francis will arrange for the original letter to be couriered to you this afternoon. Upon receipt, can you please hand-deliver the letter to [REDACTED] today and confirm once complete?

Please call me if you have any queries.

Regards,

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

From: MAYES, Richard
Sent: Monday, 17 June 2013 9:37 AM
To: GUTIERREZ, Linh
Cc: NOLAN, Matt
Subject: RE: Draft Termination Letter - [SEC=UNCLASSIFIED]

OK

From: GUTIERREZ, Linh
Sent: Monday, 17 June 2013 8:37 AM
To: MAYES, Richard
Cc: NOLAN, Matt
Subject: FW: Draft Termination Letter - [SEC=UNCLASSIFIED]

Richard,

Further to the letter of response sent to the [redacted] last Friday, can you please confirm that we may issue the lease termination notice today?

The draft termination notice is attached for your reference.

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: Saturday, 15 June 2013 9:44 AM
To: GUTIERREZ, Linh
Subject: Draft Termination Letter - [SEC=UNCLASSIFIED]

Linh,

As requested please refer to attached draft letter of termination for the [redacted] It is very similar to the termination letter issued to [redacted], with slight amendments to the residential tenancies act references and including a referee to your letter dated 14 June.

We may issue the notice at any time in accordance with clause 3 of the Notes section of the lease (see page 11 of the lease agreement [D12/235708](#)):

*If this agreement is a fixed term agreement it may be ended by the landlord or the tenant by giving written notice of termination. **The notice may be given at any time up until the end of the fixed term** but cannot take effect until the term ends. The landlord must give at least 30 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: GUTIERREZ, Linh
Sent: Monday, 17 June 2013 2:14 PM
To: MAYES, Richard; NOLAN, Matt
Subject: FW: Draft Termination Letter - [SEC=UNCLASSIFIED]

FYI.

Regards,

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

From: STRONG, Daniel
Sent: Monday, 17 June 2013 2:14 PM
To: GUTIERREZ, Linh
Cc: FRITH, Marianne; FRANCIS, Melinda
Subject: RE: Draft Termination Letter - [SEC=UNCLASSIFIED]

Hi Linh

The termination notice has been delivered. No one was at home so I have placed it in their letter box.

Thanks

Daniel Strong | Facility Officer | 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: <http://www.hccoombscentre.gov.au>

From: GUTIERREZ, Linh
Sent: Monday, 17 June 2013 11:27 AM
To: STRONG, Daniel
Cc: FRITH, Marianne; FRANCIS, Melinda
Subject: RE: Draft Termination Letter - [SEC=UNCLASSIFIED]

Daniel,

I have received approval to issue the termination notice to the

Melinda Francis will arrange for the original notice to be couriered to your attention at Coombs this afternoon. Can you please hand-deliver the notice to the _____ today and confirm once complete?

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: Saturday, 15 June 2013 9:44 AM
To: GUTIERREZ, Linh
Subject: Draft Termination Letter - [SEC=UNCLASSIFIED]

Linh,

As requested please refer to attached draft letter of termination for the termination letter issued to with slight amendments to the residential tenancies act references and including a referee to your letter dated 14 June. It is very similar to the

We may issue the notice at any time in accordance with clause 3 of the Notes section of the lease (see page 11 of the lease agreement [D12/235708](#)):

*If this agreement is a fixed term agreement it may be ended by the landlord or the tenant by giving written notice of termination. **The notice may be given at any time up until the end of the fixed term** but cannot take effect until the term ends. The landlord must give at least 30 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.hccoombcentre.gov.au

From: GUTIERREZ, Linh
Sent: Monday, 17 June 2013 4:29 PM
To: JONES, Peter; NOLAN, Matt; MAYES, Richard
Subject: RE: 10 Carabella St, Kirribilli [SEC=UNCLASSIFIED]

Thanks Peter, noted.

Regards,

Linh Gutierrez | Senior Manager | Property Services
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
p: +61 2 9551 9150 | f: +61 2 9551 8018 | w: www.rba.gov.au

From: JONES, Peter
Sent: Monday, 17 June 2013 4:28 PM
To: GUTIERREZ, Linh; NOLAN, Matt; MAYES, Richard
Subject: RE: 10 Carabella St, Kirribilli [SEC=UNCLASSIFIED]

Thanks Linh.

My initial thought is that we discuss at 9am tomorrow, then decide next steps.

Regards

Peter

Peter Jones | Deputy General Counsel
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
p: +61 2 9551 9799 | m: 0414 494 987 | e: jonesp@rba.gov.au | 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 [redacted] which is copied to [redacted]

[redacted] 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 [redacted] by this Wednesday 19 June.

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

Should we refer this to [redacted] for their consideration tonight?

Regards,

Linh Gutierrez | Senior Manager | Property Services
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
p: +61 2 9551 9150 | f: +61 2 9551 8018 | 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: MAYES, Richard
Sent: Tuesday, 18 June 2013 10:17 PM
To: GUTIERREZ, Linh
Cc: FRANCIS, Melinda; NOLAN, Matt
Subject: Re: D13/228254 : Letter to re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013 [SEC=UNCLASSIFIED]

Please proceed and send, thanks.

Richard

On 18/06/2013, at 3:40 PM, "GUTIERREZ, Linh" wrote:

> Melinda,
>
> Can you please transfer the attached draft to RBA letterhead for my signature this afternoon (I will be out of the office tomorrow)?
>
> Once signed, please hold onto the letter until Richard confirms that it may be sent out.
>
> If instructed by Richard, the letter should be couriered to Marianne Frith to be hand-delivered to the and confirmed by Marianne once complete.
>
>
> Regards,
> Linh
> <Letter to re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013.tr5>



RESERVE BANK OF AUSTRALIA

65 Martin Place
Sydney NSW 2000

GPO Box 3947
Sydney NSW 2001

Facilities Management Department

18 June 2013

First Floor
10 Carabella Street
Kirribilli NSW 2061

Dear

Unit 1, 10 Carabella Street, Kirribilli NSW 2061

We refer to your email dated 17 June 2013 and thank you again for expressing interest in the property.

As contemplated in our letter of 14 June, notice of termination of the current lease was given on 17 June. That notice confirms that your lease at 10 Carabella Street will end on 31 August 2013. The Coombs Centre Administrator, Marianne Frith, will contact you closer to this date to schedule a final inspection of the property and confirm arrangements for the release of your bond.

We note your request to be provided with all Bank documents relating to the property since 1 January 2009. You are free at any time to request documents under the *Freedom of Information Act*. If you make such a request, the Bank will respond in accordance with the requirements of that Act. Please note the Freedom of Information (FOI) Disclosure Statement on the Bank's website which describes the information that is publicly released in response to an FOI access request.

If you require any further information, please contact me on

Yours sincerely,

Ms Linh Gutierrez
Senior Manager
Property Services

D13/228254

From: [FRITH, Marianne](#)
To:
Subject: RE: The next step.... [SEC=UNCLASSIFIED]
Date: Wednesday, 19 June 2013 8:17:01 AM

Hi

Sure thing, not a problem.

Good luck with finding new accommodation

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, 17 June 2013 9:15 AM
To: FRITH, Marianne
Subject: The next step....

Hi Marianne,

 have been inspecting new accommodation over the past week.
Would you mind me adding you as contact and referee for this purpose?

Thanks for your help.

From: FRITH, Marianne
Sent: Wednesday, 19 June 2013 8:46 AM
To: GUTIERREZ, Linh
Subject: RE: D13/228254 : Letter to [redacted] re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013 [SEC=UNCLASSIFIED]
Attachments: RE: Draft Termination Letter - [redacted] [SEC=UNCLASSIFIED]

Linh,

I thought the letter was already issued to the [redacted] as per the attached email?

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, 19 June 2013 8:24 AM
To: WORTHINGTON, Candice
Cc: FRITH, Marianne; NOLAN, Matt; STRONG, Daniel
Subject: Fwd: D13/228254 : Letter to [redacted] re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013 [SEC=UNCLASSIFIED]

Candice, can you please arrange for the [redacted] letter to be couriered to Marianne Frith at Coombs this morning?

Marianne, please hand-deliver to the [redacted] and confirm once complete.

Thanks,
Linh

Begin forwarded message:

From: "MAYES, Richard"
Date: 18 June 2013 10:17:05 PM AEST
To: "GUTIERREZ, Linh" <[redacted]>
Cc: "FRANCIS, Melinda" <[redacted]>; "NOLAN, Matt" <[redacted]>
Subject: Re: D13/228254 : Letter to [redacted] re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013 [SEC=UNCLASSIFIED]

Please proceed and send, thanks.

Richard

On 18/06/2013, at 3:40 PM, "GUTIERREZ, Linh" <[redacted]>

wrote:

Melinda,

Can you please transfer the attached draft to RBA letterhead for my signature this afternoon (I will be out of the office tomorrow)?

Once signed, please hold onto the letter until Richard confirms that it may be sent out.

If instructed by Richard, the letter should be couriered to Marianne Frith to be hand-delivered to the _____ and confirmed by Marianne once complete.

Regards,

Linh

<Letter to _____ re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013.tr5>

From: FRITH, Marianne
Sent: Wednesday, 19 June 2013 10:33 AM
To: GUTIERREZ, Linh
Subject: Balustrade Compliance Review [SEC=UNCLASSIFIED]
Attachments: Balustrade Compliance Review I June
2013.tr5

Linh,

Please see attached Balustrade Compliance Review. A summary of the main recommendations are:

10 Carabella Street

1. Increase height of balustrades
2. Install infill panels/screens behind balustrades to remove potential foot holds
3. Replace front garden fencing

Should we meet with Matt to discuss next steps i.e. engaging a BCA consultant to review the report and issue us with a 10 year implementation 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: FRITH, Marianne
Sent: Wednesday, 19 June 2013 12:19 PM
To: GUTIERREZ, Linh
Cc: NOLAN, Matt; STRONG, Daniel; WORTHINGTON, Candice
Subject: RE: D13/228254 : Letter to re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013 [SEC=UNCLASSIFIED]

Linh,

I have received the letter and again placed it in the letter box as there was no answer at home.

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: WORTHINGTON, Candice
Sent: Wednesday, 19 June 2013 9:58 AM
To: GUTIERREZ, Linh
Cc: FRITH, Marianne; NOLAN, Matt; STRONG, Daniel
Subject: RE: D13/228254 : Letter to re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013 [SEC=UNCLASSIFIED]

Linh,

The courier has been arranged to deliver the letter to Marianne at Coombs. It is due to be delivered this morning.

Regards,

Candice Worthington | Assistant Administration Officer | Facilities Management
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From: GUTIERREZ, Linh
Sent: Wednesday, 19 June 2013 8:24 AM
To: WORTHINGTON, Candice
Cc: FRITH, Marianne; NOLAN, Matt; STRONG, Daniel
Subject: Fwd: D13/228254 : Letter to re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013 [SEC=UNCLASSIFIED]

Candice, can you please arrange for the letter to be couriered to Marianne Frith at Coombs this morning?

Marianne, please hand-deliver to the and confirm once complete.

Thanks,
Linh

Begin forwarded message:

From: "MAYES, Richard" <
Date: 18 June 2013 10:17:05 PM AEST
To: "GUTIERREZ, Linh"
Cc: "FRANCIS, Melinda"

"NOLAN, Matt"

Subject: Re: D13/228254 : Letter to re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013 [SEC=UNCLASSIFIED]

Please proceed and send, thanks.

Richard

On 18/06/2013, at 3:40 PM, "GUTIERREZ, Linh"

wrote:

Melinda,

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Regards,

Linh

<Letter to re email dated 17 June 2013 - First Floor, 10 Carabella Street Kirribilli - 18 June 2013.tr5>