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**From:** FRITH, Marianne  
**Sent:** Wednesday, 6 June 2012 9:51 AM  
**To:**  
**Subject:** Reserve Bank Kirribilli Asbestos/Hazardous Materials Site Survey  
**Attachments:**

Good Morning

Can I please request a quote for the following:

- Asbestos/Hazardous Materials Site Survey
- Subsequent Asbestos/Hazardous Materials Risk Control Measures
- Asbestos/Hazardous Materials Management Plan
- Asbestos/Hazardous Materials Register

This would be for the one of the Reserve Bank sites , as well as a residential property at 10 Carabella Street Kirribilli. I have used your services in the past (see attached report), as have my colleagues at the RBA.

If you need any more information or to arrange a preliminary site visit please do not hesitate to contact me.

Kind Regards,

**Marianne Frith** | Administrator | H.C. Coombs Centre for Financial Studies  
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061  
| w: [www.hccoombscentre.gov.au](http://www.hccoombscentre.gov.au)

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**From:** FRITH, Marianne  
**Sent:** Wednesday, 6 June 2012 4:08 PM  
**To:**  
**Cc:**  
**Subject:** RE: Reserve Bank Kirribilli Asbestos/Hazardous Materials Survey [SEC=UNCLASSIFIED]

Thank you, much appreciated.

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](http://www.hccoombscentre.gov.au)

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**From:**  
**Sent:** Wednesday, 6 June 2012 10:04  
**To:** FRITH, Marianne  
**Cc:**  
**Subject:** RE: Reserve Bank Kirribilli Asbestos/Hazardous Materials Survey [SEC=UNCLASSIFIED]

Hi Marianne,

No problem. I have forwarded the request to our Property Risk Manager who will be preparing the proposal.

Cheers,

Senior OHS Consultant

No trees were harmed in the posting of this message. However an extraordinarily large number of electrons were horribly inconvenienced. Please consider the environment before printing this email.

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**From:** FRITH, Marianne  
**Sent:** Wednesday, 6 June 2012 9:38 AM  
**To:**  
**Subject:** Reserve Bank Kirribilli Asbestos/Hazardous Materials Survey [SEC=UNCLASSIFIED]

Hi

I hope you are well. Further to the report for the Kirribilli property and the presentation here last Friday, can you please provide me with a quote for the following:

- Asbestos/Hazardous Materials Site Survey
- Subsequent Asbestos/Hazardous Materials Risk Control Measures
- Asbestos/Hazardous Materials Management Plan
- Asbestos/Hazardous Materials Register

This would be for the for the site  
, as well as a residential property at 10 Carabella Street Kirribilli. —

If you need any more information please do not hesitate to contact me.

Kind Regards,

**Marianne Frith** | Administrator | H.C. Coombs Centre for Financial Studies  
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061  
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**From:** [CHUNG, Phoenix](#)  
**To:** [GRASSO, Ross](#)  
**Cc:** [FRITH, Marianne](#)  
**Subject:** RE: Tax Invoice Statement, Tax Invoice [SEC=UNCLASSIFIED]  
**Date:** Thursday, 7 June 2012 10:49:03 AM

---

Thanks for checking.

Would it be possible for you to include my name in the emails when invoices are distributed to tenants and Facility Managers? That way, if there are any queries whilst you are away, similar to Marianne's email, I am able to track/check them.

Regards,

Phoenix Chung | Facilities Officer | Facilities Department  
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000  
| w: [www.rba.gov.au](http://www.rba.gov.au)

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

From: GRASSO, Ross  
Sent: Thursday, 7 June 2012 10:44 AM  
To: FRITH, Marianne  
Cc: CHUNG, Phoenix  
Subject: FW: Tax Invoice Statement, Tax Invoice [SEC=UNCLASSIFIED]

Hi Marianne

You should have these invoices already.

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](http://www.rba.gov.au)

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

From:  
Sent: Wednesday, 23 May 2012 3:46 PM  
To: FRITH, Marianne; GRASSO, Ross  
Subject: Tax Invoice Statement, Tax Invoice

Dear Sir / Madam,

Please find attached a copy of your tax invoice statement for payment.

Kind Regards,

Ross Grasso

**FACILITIES MANAGEMENT DEPARTMENT  
MINUTES OF PS MEETING**

**Held On:** Friday, 8 June 2012

**Present:** Claude Pelosi CP  
Bernhard Gregg BG  
Ross Grasso RG  
Chris Watson CW  
Kyra Donoso KD  
David Stanton DS  
Marianne Frith MF  
Phoenix Chung PC (Minutes)  
Matilde Princiotta MP

**Apologies:** Marianne Frith MF  
Linh Gutierrez LG

Meeting opened at 10:00 am

**/ CARABELLA ST**

<b>Projects</b>					
	1. Rear timber stairs (Carabella St)	Apr 2012	Note	MF	Structural engineer and contractor to identify stairs to be replaced. Stairs complete.

Leasing
Rent Reviews
Lease Expiries

	2.		Aug		Lease expires on 31 August 2012.
Rent Arrears	1.			MF/RG	
	2.				Nil
Action Plan	1.	Nil			

NEXT MEETING	MINUTES								
	DS	CW	MF	RG	PC	CP	KD	BG X	MP

Next meeting to be held 22 June 2012.



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**From:** FRITH, Marianne  
**Sent:** Wednesday, 13 June 2012 10:29 AM  
**To:**  
**Subject:** RE: Test Email [SEC=UNCLASSIFIED]

---

Hi

10 Carabella Street is also heritage listed (date unknown). Last year we repainted, and replaced the carpets and kitchens.

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](http://www.hccoombscentre.gov.au)

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**From:**  
**Sent:** Wednesday, 13 June 2012 10:22  
**To:** FRITH, Marianne  
**Subject:** RE: Test Email [SEC=UNCLASSIFIED]

Hi

Could you please let me know how old the buildings are and if any recent refurbishments have been carried out?

Regards

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**From:** FRITH, Marianne  
**Sent:** Wednesday, 13 June 2012 10:00 AM  
**To:**  
**Subject:** RE: Test Email [SEC=UNCLASSIFIED]

Hi

That seems to have worked. I have attached here the floors plans f the two properties. If you need any further information please do not hesitate to contact me.

Kind Regards,

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

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**From:**  
**Sent:** Wednesday, 13 June 2012 09:57  
**To:** FRITH, Marianne  
**Subject:** Test Email

Hi Marianne, test email

Regards

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

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**From:** FRITH, Marianne  
**Sent:** Thursday, 14 June 2012 4:29 PM  
**To:** GRASSO, Ross  
**Subject:** RE: Update: Strategic Accommodation and Property Plan [SEC=UNCLASSIFIED]

---

Hi Ross,

I confirm I have completed the draft review for the \_\_\_\_\_ and Carabella Street sections, however will need more guidance on the *Cost* subheadings under section 6, as the two properties' functions are different to that of the others in the portfolio, and so the meaning of this subheading is unclear in my view.

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](http://www.hccoombscentre.gov.au)

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**From:** GRASSO, Ross  
**Sent:** Thursday, 14 June 2012 15:52  
**To:** GREGG, Bernhard; FRITH, Marianne; MIZERNI, Meg; MCWHA, Craig  
**Subject:** FW: Update: Strategic Accommodation and Property Plan [SEC=UNCLASSIFIED]  
**Importance:** High

Colleagues

As requested by Linh the draft Strategic Accommodation and Property Plan is due tomorrow.

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](http://www.rba.gov.au)

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**From:** GRASSO, Ross  
**Sent:** Friday, 8 June 2012 12:48 PM  
**To:** GREGG, Bernhard; FRITH, Marianne; MIZERNI, Meg; MCWHA, Craig  
**Subject:** FW: Update: Strategic Accommodation and Property Plan [SEC=UNCLASSIFIED]  
**Importance:** High

Colleagues

How are we progressing with the revisions requested by Linh in respect of the Strategic Accommodation and Property Plan ?

As you know a draft of the plan is due 15 Jun 2012.

Let me know if you require any assistance with this exercise.

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](http://www.rba.gov.au)

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**From:** GRASSO, Ross  
**Sent:** Monday, 28 May 2012 3:41 PM  
**To:** GREGG, Bernhard; STANTON, David; FRITH, Marianne; MIZERNI, Meg; MCWHA, Craig  
**Subject:** FW: Update: Strategic Accommodation and Property Plan [SEC=UNCLASSIFIED]  
**Importance:** High

Colleagues

How are we progressing with the revisions requested by Linh in respect of the Strategic Accommodation and Property Plan?

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](http://www.rba.gov.au)

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**From:** GRASSO, Ross  
**Sent:** Tuesday, 15 May 2012 3:34 PM  
**To:** GREGG, Bernhard; STANTON, David; FRITH, Marianne; MIZERNI, Meg; MCWHA, Craig  
**Cc:** GUTIERREZ, Linh; JACKA, Ed; PELOSI, Claude  
**Subject:** FW: Update: Strategic Accommodation and Property Plan [SEC=UNCLASSIFIED]  
**Importance:** High

Colleagues

Linh has requested a revision of the Strategic Accommodation and Property Plan: 2011-2015, by COB, 15 Jun 2012.

The parts of the report which require updating are Section 5 on pages 9-17 and Section 6, pages 18-43. Refer to the Plan in trim

Ed Jacka has commented on the areas of each section and sub section we are to revise. Refer to his email below for further detail.

If you wish to discuss the above please contact me.

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](http://www.rba.gov.au)

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**From:** GUTIERREZ, Linh  
**Sent:** Monday, 14 May 2012 16:41

To: GRASSO, Ross  
Cc: PELOSI, Claude  
Subject: FW: Update: Strategic Accommodation and Property Plan [SEC=UNCLASSIFIED]  
Importance: High

Ross, can you please coordinate the updating of the Strategic Accommodation and Property Plan by 15 June? This will require input from each of the Facilities Managers. This will allow sufficient time for us to review the changes with Ed Jacka in case further revisions are required.

Regards,

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

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From: JACKA, Ed  
Sent: Monday, 14 May 2012 10:14  
To: GUTIERREZ, Linh  
Subject: Update: Strategic Accommodation and Property Plan [SEC=UNCLASSIFIED]

Hi Linh,

Following the review of the document by Richard, I have revised the structure of **the Strategic Accommodation and Property Plan** with additional sub-headings in Section 5 and Section 6.

I require further Property Services section assistance in these sections as follows:

- **Section 5. Accommodation Needs Analysis** – review text and revise as necessary especially in the sub-heading “Future”; and,
- **Section 6. Property and Accommodation Portfolio:**
  - review existing information and distribute the information into the relevant sub-headings as outlined below;
  - complete any gaps in information – the main gaps are in the areas coloured red below.

The new sub-headings for **Section 6: The Property and Accommodation Portfolio** and an outline of the information required within each sub-heading are provided below:

**BANK OWNED PROPERTIES (Page 18)**

Description *Outline of the building’s size and its Bank accommodation use*  
Facility Metrics *Metrics and photo*

Property Performance as an **Occupier** of Space

Image *Advantages and disadvantages of the building in terms of Bank image*  
Function *Advantages and disadvantages of the building in its role of supporting the Bank business functions in the present and future as outlined in **Section 5. Accommodation Needs Analysis***  
Cost *Demonstration of the financial performance of the building in terms of the Bank as a tenant. How does this compare with market benchmark? (Property Services to make comment on existing metrics within the document and either support metric or suggest alternative).*

Property Performance as an **Owner** of Space

Infrastructure *Positive and negative infrastructure attributes of the building as an asset*  
Financial *Financial Performance of the building as an asset of the Bank*  
Risks *Potential issues that may lead to reduction in financial performance*  
Summary *A summary of the above information, determining whether the property is suitable to meet the Bank’s future accommodation needs.*

Could you please review the above required assistance and discuss with your team (I am happy to be involved) then provide date when this information can be provided. Can we aim to have all information progressively updated ready for re-issue to RM by end of financial year.

Regards

Ed

**Ed Jacka** | Senior Manager | Facilities Services

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

| w: [www.rba.gov.au](http://www.rba.gov.au)

## MEMORANDUM

### RECOMMENDATION FOR HAZARDOUS MATERIALS SURVEY AND CARABELLA STREET RESIDENCE

In June 2012, \_\_\_\_\_ conducted a Risk Review of the \_\_\_\_\_ relating to work health and safety, environmental and fire safety. One of the recommendations was to engage a specialist contractor to conduct a Hazardous Materials Survey to identify any Asbestos Containing Materials (ACMs), Synthetic Mineral Fibres (SMFs), Polychlorinated Biphenyls Capacitors in light fittings (PCBs) and Lead Based Paints at the Centre, and to implement any necessary risk control measures including an Asbestos Management Plan and Asbestos Register.

Although the \_\_\_\_\_ Risk Review did not assess the 10 Carabella Street residence, a survey has never been completed for the property and it is recommended that this is included as part of the survey for the Centre.

Three proposals have been received:

#### Contractor

#### Price excl. GST

\_\_\_\_\_ submission was not comprehensive and required the Bank to confirm the works in advance before a formal proposal could be prepared. For this reason, the proposal from \_\_\_\_\_ was not considered any further.

\_\_\_\_\_ and \_\_\_\_\_ submitted comprehensive proposals (see attached) that fully addressed the requirements of the scope. The tender from \_\_\_\_\_ was lowest at \_\_\_\_\_. The tender from \_\_\_\_\_ was 69 per cent higher than that of \_\_\_\_\_; the \_\_\_\_\_ quote is deemed the best value for money overall and there is no evidence in the quotation from \_\_\_\_\_ that gives rise to any merit over and above the quote offered by \_\_\_\_\_.

It is **recommended** that \_\_\_\_\_ is engaged to undertake a Hazardous Materials Survey and associated risk control measures at the Centre and 10 Carabella Street at a cost of \$4 550.

Marianne Frith  
Administrator, Coombs

15 June 2012

D12/161787

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**From:** FRITH, Marianne  
**Sent:** Friday, 15 June 2012 10:09 AM  
**To:**  
**Subject:** RE: Stair Invoice and Certfiacte fo currenty [SEC=UNCLASSIFIED]

---

Hi

Thank you for updating this for me, I will process today.

I will let know that you will be around some time on Tuesday.

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  
| w: [www.hccoombcentre.gov.au](http://www.hccoombcentre.gov.au)

---

**From:**  
**Sent:** Friday, 15 June 2012 10:05  
**To:** FRITH, Marianne  
**Subject:** RE: Stair Invoice and Certfiacte fo currenty [SEC=UNCLASSIFIED]

Dear

When preparing the invoice I used the purchase order I received which had the total of . I have checked my original quote and you are correct it was including GST.

Please find attached the updated invoice and ease of record keeping I have removed the reference to the purchase order.

No scaffolding will be required on Tuesday.

Regards,

---

**From:** FRITH, Marianne  
**Sent:** Friday, 15 June 2012 7:39 AM  
**To:**  
**Subject:** RE: Stair Invoice and Certfiacte fo currenty [SEC=UNCLASSIFIED]

Hi

Thank you for sending this through. Your most recent quote was for including GST (see attached), which is what I have allowed for in the purchase order. Is there a reason why the invoice is now excluding GST, or this is a mistake?

It should not be a problem to install the brackets on Tuesday. Will it involve scaffolding? I will just need to let know.

Many Thanks,



**From:**  
**Sent:** Thursday, 14 June 2012 21:27  
**To:** FRITH, Marianne  
**Subject:** Stair Invoice and Certificate for currency

Hi

Hoping all is well at NO. 10. Please find attached the Invoice for the Stair Work and the Certificate of currency for my works compensation policy.

I now have the steel brackets back from the galvanisers and intend installing them early next week, say Tuesday, will that be OK?

Regards,

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**From:** FRITH, Marianne  
**Sent:** Saturday, 16 June 2012 8:30 AM  
**To:**  
**Subject:** RE: Reserve Bank Kirribilli Asbestos/Hazardous Materials Site Survey [SEC=UNCLASSIFIED]

Hi

Thank you for time and effort in supplying the below quote for an asbestos/hazardous materials survey and management plan of \_\_\_\_\_, and 10 Carabella Street Kirribilli. However, on this occasion your proposal was unsuccessful.

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  
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**From:** FRITH, Marianne  
**Sent:** Friday, 8 June 2012 13:57  
**To:**  
**Subject:** RE: Reserve Bank Kirribilli Asbestos/Hazardous Materials Site Survey [SEC=UNCLASSIFIED]

Hi

Thank you for your email. I will be in touch should I wish to go ahead.

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](http://www.hccoombscentre.gov.au)

---

**From:**  
**Sent:** Friday, 8 June 2012 11:37  
**To:** FRITH, Marianne  
**Subject:** RE: Reserve Bank Kirribilli Asbestos/Hazardous Materials Site Survey [SEC=UNCLASSIFIED]

Dear Marianne,

Thank you for the quote request.

The cost for the asbestos/hazardous materials survey, register and the management plan is as follows:

10 Carabella Street, Kirribilli

Cost for samples (asbestos, lead paint and dust)

The hazardous materials covered include:

- Asbestos
- Lead paint / lead dust in ceiling space
- Synthetic mineral fibre
- Polychlorinated biphenyls in capacitors
- Ozone depleting substances

Let me know if you wish to go ahead and will email you a formal proposal.

Kind Regards,

---

**From:** FRITH, Marianne  
**Sent:** Wednesday, 6 June 2012 9:54 AM  
**To:**  
**Subject:** Reserve Bank Kirribilli Asbestos/Hazardous Materials Site Survey [SEC=UNCLASSIFIED]

Good Morning

Can I please request a quote for the following:

- Asbestos/Hazardous Materials Site Survey
- Subsequent Asbestos/Hazardous Materials Risk Control Measures
- Asbestos/Hazardous Materials Management Plan
- Asbestos/Hazardous Materials Register

This would be for the one of the Reserve Bank sites at \_\_\_\_\_, as well as a residential at 10 Carabella Street Kirribilli.

If you need any more information or to arrange a preliminary site visit please do not hesitate to contact me.

Kind Regards,

**Marianne Frith** | Administrator | H.C. Coombs Centre for Financial Studies  
Facilities Management Department | RESERVE BANK OF AUSTRALIA | 122A Kirribilli Avenue, Kirribilli NSW 2061  
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**From:** FRITH, Marianne  
**Sent:** Saturday, 16 June 2012 8:33 AM  
**To:**  
**Subject:** RE: Reserve Bank Kirribilli Asbestos/Hazardous Materials Site Survey [SEC=UNCLASSIFIED]

Hi

Thank you for time and effort in supplying the attached proposal for an asbestos/hazardous materials survey and management plan of \_\_\_\_\_, and 10 Carabella Street Kirribilli. However, on this occasion your proposal was unsuccessful.

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  
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**From:**  
**Sent:** Wednesday, 13 June 2012 17:32  
**To:** FRITH, Marianne  
**Subject:** Reserve Bank Kirribilli Asbestos/Hazardous Materials Site Survey [SEC=UNCLASSIFIED]

Good Evening Marianne,  
Please find attached our Quotation \_\_\_\_\_ for the Hazmat Survey and reports as requested in your emails of the 6<sup>th</sup> and 13<sup>th</sup> June 2012.  
Should you any further information or clarification, please do not hesitate contact me on the numbers listed below.  
We look forward to assisting you with this project,

Kind Regards,

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**From:** FRITH, Marianne  
**Sent:** Tuesday, 19 June 2012 9:12 AM  
**To:**  
**Subject:** RE: Path cleaning [SEC=UNCLASSIFIED]

---

Hi

Not a problem. Also you may see one day this week – he has to fix something small on the stair case. No scaffolding or anything will be involved.

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](http://www.hccoombcentre.gov.au)

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**From:**  
**Sent:** Sunday, 17 June 2012 10:22  
**To:** FRITH, Marianne  
**Subject:** Re: Path cleaning [SEC=UNCLASSIFIED]

Hi Marianne,  
Thanks for email – I am in China back on 19th early morning – just FYI - all fine for the below & thanks for the alert.  
Regards

On 16/06/12 9:07 AM, "FRITH, Marianne" wrote:

Hi and

The works have now been confirmed to commence next Tuesday 19 June for approximately 2 days duration at 10 Carabella Street.

Please let me know if there are any issues with this.

Kind Regards,

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

**From:** FRITH, Marianne  
**Sent:** Saturday, 16 June 2012 07:42  
**To:** 'Elizabeth  
**Subject:** Path cleaning

Hi and

I hope you are both well. Just a quick note to let you know that I am arranging for the pathways/courtyards to be cleaned either next week or the week after. I will let you know the specific day/s when it is all confirmed.

If you have any questions 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  
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[AV/Spam Filter: OK]

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**From:** FRITH, Marianne  
**Sent:** Tuesday, 19 June 2012 9:14 AM  
**To:**  
**Subject:** RE: Stairs

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Hi

No worries, I've let know that you'll be around one day this week.

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](http://www.hccoombscentre.gov.au)

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**From:**  
**Sent:** Tuesday, 19 June 2012 07:31  
**To:** FRITH, Marianne  
**Subject:** Stairs

Hi Marianne

Just a quick note to let you know I am off sick today with "The Flu". I am still looking to bracket the stairs ASAP, this week.

Thankyou

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**From:** FRITH, Marianne  
**Sent:** Tuesday, 19 June 2012 2:28 PM  
**To:** |  
**Subject:** Roof Repairs next week

Hi and

Another quick note to let you know I have arranged some minor roof repairs for 10 Carabella Street next week, but no access inside the apartments is necessary.

They will be looking at gutter near the kitchen back door, and a hole in some of the tiles above bedroom.

Many Thanks,

**Marianne Frith** | Administrator | H.C. Coombs Centre for Financial Studies  
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**FACILITIES MANAGEMENT DEPARTMENT  
MINUTES OF PS MEETING**

**Held On:** Friday, 22 June 2012

<b>Present:</b>	Claude Pelosi	CP	Linh Gutierrez	LG
	Bernhard Gregg	BG	Phoenix Chung	PC
	Ross Grasso	RG		
	Chris Watson	CW		
	Marianne Frith	MF		

<b>Apologies:</b>	Kyra Donoso	KD	David Stanton	DS
	Matilde Princiotta	MP		

Meeting opened at 10:00 am



ISSUES/GOALS	ACTION	DUE DATE	REVISED DUE DATE	ACTION BY	COMMENTS
Projects					
Leasing					
Rent Reviews					
Lease Expiries	1.			MF/RG	

	2.		Aug		Lease expires on 31 August 2012.
Rent Arrears	2.			MF/RG	Nil
Action Plan	1. Nil				

NEXT MEETING	MINUTES								
	DS	CW	MF	RG	PC	CP	KD	BG	MP X

Next meeting to be held 7 July 2012.