

**Hazardous Materials Survey Report  
Reserve Bank of Australia (RBA)**

**Carabella Street, Kirribilli NSW**

**10**

# Hazardous Materials Survey Report

## Reserve Bank of Australia (RBA)

10 Carabella Street,

### Executive Summary

#### Purpose

This report presents the findings of a Hazardous Materials Survey conducted to 10 Carabella Street, Kirribilli NSW. The survey was conducted on 26<sup>th</sup> September 2012 at the request of Marianne Frith of the Reserve Bank of Australia (RBA). Additional sampling was undertaken of fire doors on Level 1 on Friday 8<sup>th</sup> February 2013.

#### Scope

The survey involved a visual inspection of representative construction materials and the collection and analysis of suspected Asbestos-Containing Materials (ACMs) and testing of paint systems. Hazardous materials assessed included Asbestos, Synthetic Mineral Fibre (SMF), Polychlorinated Biphenyls (PCBs)-containing capacitors in light fittings, Lead-containing Paint and Ozone Depleting Substances (ODSs).

#### Findings Summary

The following materials have been identified or presumed/suspected at the site:

Building	Asbestos		SMF	PCBs	Lead in paint	ODS
	Friable	Non-friable				
10 Carabella Street	-	✓	✓	-	✓	✓

Further information on the materials identified and presumed during this survey can be found in **Section 5** and **Appendix A**.

### Recommendations

#### Asbestos-Containing Materials

- Schedule periodic reassessment of the asbestos-containing materials remaining on-site in a good condition to monitor their aging/deterioration as per *the Code of Practice: How to Manage and Control Asbestos In The Workplace (WorkCover NSW, 2011)*.
- Label all asbestos-containing materials, where practical, to warn of the dangers of disturbing these materials as stated in the *Code of Practice: How to Manage and Control Asbestos In The Workplace (WorkCover NSW, 2011)*.
- When demolition or refurbishment works are required a Destructive Hazardous Materials Inspection should be undertaken as per *Australian Standard (AS) 2601:2001 The Demolition of Structures*.
- When demolition or refurbishment works are required in those areas where presumed asbestos-containing materials were identified, these materials should be sampled and if

they contain asbestos, a licensed asbestos contractor should remove these materials prior to such works.

- ❑ Any asbestos removal works must be undertaken in accordance with the Code of Practice: *How to Safely Remove Asbestos* (WorkCover NSW, 2011).

#### **Synthetic Mineral Fibre (SMF)**

- ❑ Where SMF pipework insulation was identified in a poor condition the damaged material should be removed and the remaining insulation sealed by an appropriate contractor;
- ❑ SMF material should be maintained in a good condition; &
- ❑ Confirmed SMF materials should be removed under controlled conditions prior to any refurbishment works.

#### **Polychlorinated Biphenyls (PCBs)**

Nil recommendations.

#### **Lead-containing Paint**

- ❑ Confirmed lead-containing paint is defined by *Australian Standard (AS) 4361.2 – 1998 Guide to Lead Paint Management – Part 2: Residential and Commercial Buildings* as paint containing > 1.0% lead.
- ❑ Where confirmed lead-containing paint was identified in a poor condition, peeling paint should be removed and over painted with a lead-free coat as part of ongoing management.
- ❑ Lead-containing paint identified in a good condition should be maintained. Prior to refurbishment lead-containing paint should be sampled for lead content percentage for confirmation. For all lead-containing paint dust generation is recommended to be minimised during refurbishment works.
- ❑ If any refurbishment works are likely to involve the disturbance of confirmed lead-containing paint a competent and appropriate contractor must be used and dust suppression techniques (containing the dust by suppressing with water or a PVA type spray) should be utilised. A Lead Paint Removal Plan should be developed by a suitably experienced consultant.

#### **Ozone Depleting Substances (ODSs)**

- ❑ Engage a contractor who holds a refrigerant handling licence under the NSW regulations to remove any ODSs-containing items prior to refurbishment/demolition;
- ❑ Ensure the engaged contractor undertakes the relevant recovery and recycling of the ODS materials; &
- ❑ Ensure any future purchase of items with non-ODS potential.

# Hazardous Materials Survey Report

Reserve Bank of Australia (RBA)

10 Carabella Street,

Kirribilli NSW

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## Statement of Limitations

This report has been prepared in accordance with the agreement between Reserve Bank of Australia (RBA) and

Within the limitations of the agreed upon scope of services, this assessment has been undertaken and performed in a professional manner, in accordance with generally accepted practices, using a degree of skill and care ordinarily exercised by members of its profession and consulting practice. No other warranty, expressed or implied, is made.

This report is solely for the use of RBA and any reliance of this report by third parties shall be at such party's sole risk and may not contain sufficient information for purposes of other parties or for other uses. This report shall only be presented in full and may not be used to support any other objective than those set out in the report, except where written approval with comments are provided by

This report was prepared for RBA solely for the purpose set out herein and it is not intended that any other person use or rely on it. Whilst this report is accurate to the best of our knowledge and belief cannot guarantee completeness or accuracy of any descriptions or conclusions based on information supplied to it during site surveys, visits and interviews. Responsibility is disclaimed for any loss or damage, including but not limited to, any loss or damage suffered by Reserve Bank of Australia (RBA) arising from the use of this report or suffered by any other person for any reason whatsoever.

This report relates only to the identification of asbestos containing materials used in the construction of the building and does not include the identification of dangerous goods or hazardous substances in the form of chemicals used, stored or manufactured with the building or plant.

The following should also be noted:

While the survey has attempted to locate the asbestos containing materials within the site it should be noted that the review was a visual inspection and a limited sampling program was conducted and/or the analysis results of the previous report were used. Representative samples of suspect asbestos materials were collected for analysis. Other asbestos materials of similar appearance are assumed to have a similar content.

Not all suspected asbestos materials were sampled. Only those asbestos materials that were physically accessible could be located and identified. Therefore it is possible that asbestos materials, which may be concealed within inaccessible areas/voids, may not have been located during the audit. Such inaccessible areas fall into a number of categories, including but not restricted to:

- (a) In set ceilings or wall cavities.
- (b) Those areas accessible only by dismantling equipment or performing minor localised demolition works.
- (c) Service shafts, ducts etc., concealed within the building structure.
- (d) Energised services, gas, electrical, pressurised vessel and chemical lines.
- (e) Voids or internal areas of machinery, plant, equipment, air-conditioning ducts etc.
- (f) Totally inaccessible areas such as voids and cavities created and intimately concealed within the building structure. These voids are only accessible during major demolition works.
- (g) Height restricted areas.
- (h) Areas deemed unsafe or hazardous at time of audit.

Only minor destructive auditing and sampling techniques were employed to gain access to those areas documented in **Appendix A**. Consequently, without substantial demolition of the building, it is not possible to guarantee that every source of hazardous material has been detected.

During the course of normal site works care should be exercised when entering any previously inaccessible areas or areas mentioned above and it is imperative that work cease pending further sampling if materials suspected of containing asbestos or unknown materials are encountered. Therefore during any refurbishment or demolition works, further investigations and assessment may be required should any suspect material be observed in previously inaccessible or areas not fully inspected previously i.e. carpeted floors.

This report is not intended to be used for the purposes of tendering, programming of works, refurbishment works or demolition works unless used in conjunction with a specification detailing the extent of the works. To ensure its contextual integrity, the report must be read in its entirety and should not be copied, distributed or referred to in part only.

## 1. Introduction

This report presents the findings of a Hazardous Materials Survey conducted to the property 10 Carabella Street, Kirribilli NSW.

carried out the survey on Wednesday, 26<sup>th</sup> September 2012 at the request of Marianne Frith of the Reserve Bank of Australia (RBA). Additional sampling was undertaken of fire doors on Level 1 on Friday 8<sup>th</sup> February 2013.

## 2. Scope of Work

The scope of this Asbestos Materials Re-Inspection Survey was to:

- Undertake a Hazardous Material inspection;
- Review available records of any asbestos material removal documentation and audits undertake on site, if applicable;
- The collection and analysis of suspected asbestos-containing materials and the testing of paint systems;
- Prepare a Hazardous Materials Register & make comments for ongoing management of the asbestos materials;
- Prepare a Hazardous Materials Management Plan (HMMP).

Both the interior and exterior were surveyed. Hazardous materials assessed included:

- Asbestos-containing materials (ACMs);
- Synthetic Mineral Fibre (SMF) materials;
- Polychlorinated Biphenyls (PCBs);
- Lead-containing paint; &
- Ozone Depleting Substances (ODSs).

The survey was conducted during normal business hours and the site was occupied, only limited intrusive inspections and limited localised destructive sampling techniques were applied.

## 3. Site Description

Below is a brief description of the buildings included within this report:

### 3.2 10 Carabella Street Property

Site Address	10 Carabella Street, Kirribilli NSW		
Age	1900	Size	Approx. 200m <sup>2</sup>
Total Levels	3	Level No.'s	0-2
<b>Standard Construction Materials</b>			
Walls	Brick		
Roof	Slate		
Ceilings	Plaster		
Floor Coverings	Timber, Carpet & ceramic tiles covering		

10 Carabella Street is made up of two (2) units over two levels, with associated garages on the ground floor (street level). The survey was conducted during normal business hours and were occupied at the time of the survey.

## 4. Methodology

The survey involved a visual inspection of accessible and representative construction materials and the collection and analysis of materials suspected of containing hazardous materials.

**Asbestos** - This component of the assessment was carried out in accordance with the guidelines documented in the Code of Practice: *How to Manage and Control Asbestos In The Workplace* (WorkCover NSW, 2011). During the initial survey, representative samples of suspected ACMs were collected and placed in plastic clip-lock sealed bags. These samples were subsequently analysed in s NATA-accredited laboratory for the presence of asbestos by Polarised Light Microscopy and Dispersion Staining techniques. An additional sample was taken in February 2013.

**Synthetic Mineral Fibres (SMF)** - This report broadly identifies SMF materials found or suspected of being present during the survey based on a visual assessment. This was carried out in accordance with the guidelines documented in the *Code of Practice for the Safe Use of Synthetic Mineral Fibres* [NOHSC: 2006 (1990)].

**Polychlorinated Biphenyls (PCBs)** - Where safe access was gained, detailed information of capacitors in fluorescent light fittings and other electrical equipment were noted for cross-referencing with the Australian and New Zealand Environmental and Conservation Council (ANZECC) *Identification of PCB containing capacitors* booklet (1997). Due to the inherent hazard in accessing electrical components, or other reasons such as height restrictions, immovable equipment and furniture, some light fittings may not be safely accessed. In these instances, comment is made on the likelihood of PCB-containing materials based upon age and appearance.

**Ozone Depleting Substance (ODSs)** – This aspect of the survey required the broad observation of potentially ODS-containing items, such as refrigerators and air conditioning units.

**4.1 Areas Not Accessible/Not Inspected**

It is noted that given the constraints of practicable access encountered during the risk assessment survey, the following areas were not accessed or inspected:

**4.1.1 Specific Areas:**

8 &10 Carabella Street	Fire places & chimney shafts	All	Sealed structures and would cause significant damage
8 &10 Carabella Street	Beneath carpet floor coverings	All	Fixed throughout
8 &10 Carabella Street	Roof spaces	Some	Limited visual from hatch only

**4.1.2 General:**

- Beneath ceramic tiles to walls and floors;

- Roofs;
- Within wall cavities;
- Within those areas accessible only by dismantling equipment;
- Within service shafts, ducts etc., concealed within the building structure;
- Within voids or internal areas of plant, equipment, air-conditioning ducts etc;
- Energised services, gas, electrical, pressurised vessel and chemical lines;
- Areas deemed unsafe or hazardous at time of survey;
- Within totally inaccessible areas such as voids and cavities created and intimately concealed within the building structure. These voids are only accessible during major demolition works; &
- Height restricted areas.

The presence of any residual asbestos insulation and applications on steel members, concrete surfaces, pipe work, equipment and adjacent areas from prior abatement or refurbishment works cannot be ascertained without extensive removal and damage to existing insulation, fittings and finishes.

Other specific areas not accessed or inspected are described in **Appendix A**.

## 5. Survey Findings

### 5.1 Asbestos-Containing Materials

#### 5.1.2 10 Carabella Street

Asbestos-containing materials were **identified** and **presumed** in the following areas:

- Level 2 (Flat no.1), Exterior, Northwest Balcony, North Wall Infill Panels – Asbestos-containing fibre cement sheeting;
- Level 2, Exterior, Roof, East, Eaves – Presumed asbestos-containing compressed cement sheeting;
- Level 1 (ground floor), Exterior, North, Switchboards – Presumed asbestos-containing electrical backing boards;

### 5.2 Synthetic Mineral Fibre (SMF)

SMF items were visually **identified** and **suspected** in the following areas:

#### 5.2.2 10 Carabella Street

- Roof spaces, Roof Insulation – SMF insulation batts; &
- Roof spaces, Hot Water Tanks - Suspected SMF internal insulation.

#### 5.3 Polychlorinated Biphenyls (PCBs)

No PCB-containing capacitors were identified at the time of inspection.

#### 5.4 Lead-Containing Paint

##### 5.4.2 10 Carabella Street

Lead-containing paint were **identified/assumed** in the following areas:

- Exterior, Levels 1 & 2 (flat no.1 & 2), Door & Frames – Lower cream/white upper & White lower coloured paint systems;
- Exterior, Level 2, Balconies, Timberwork – White lower coloured paint systems;
- Exterior, Levels 1 & 2, Window Frames – White lower coloured paint systems;
- Interior, Levels 1 & 2, Window & Door Frames – White lower coloured paint system;
- Interior, Levels 1 & 2, Skirting Board – Assumed white lower coloured paint system;
- Interior, Levels 1 & 2, Walls, Décor Trim - White lower coloured paint system;
- Interior, Levels 1 & 2, Ceiling, Coving and Décor Trim – Assumed white lower coloured paint system; &
- Exterior, Level 1, Timber & Frame Work – Assumed white lower coloured paint system.

#### 5.5 Ozone Depleting Substances (ODSs)

Items which may contain ODS were visually identified in the following areas:

##### 5.5.2 10 Carabella Street

- Interior, Levels 1 & 2, Kitchens – Refrigerator units; &
- Interior, Level 0, Garage, Stored Items – Refrigerator unit.

## 6. Recommendations

### 6.1 Asbestos-Containing Materials

- Schedule periodic reassessment of the asbestos-containing materials remaining on-site in a good condition to monitor their aging/deterioration as per *the Code of Practice: How to Manage and Control Asbestos In The Workplace (WorkCover NSW, 2011)*.
- Label all asbestos-containing materials, where practical, to warn of the dangers of disturbing these materials as stated in the *Code of Practice: How to Manage and Control Asbestos In The Workplace (WorkCover NSW, 2011)*.
- When demolition or refurbishment works are required a Destructive Hazardous Materials Inspection should be undertaken as per Australian Standard (AS) 2601:2001 *The Demolition of Structures*.
- When demolition or refurbishment works are required in those areas where presumed asbestos-containing materials were identified, these materials should be sampled and if they contain asbestos, a licensed asbestos contractor should remove these materials prior to such works.
- Any asbestos removal works must be undertaken in accordance with the Code of Practice: *How to Safely Remove Asbestos (WorkCover NSW, 2011)*.

### 6.2 Synthetic Mineral Fibre (SMF)

- Where SMF pipework insulation was identified in a poor condition the damaged material should be removed and the remaining insulation sealed by an appropriate contractor;
- SMF material should be maintained in a good condition; &
- Confirmed SMF materials should be removed under controlled conditions prior to any refurbishment works.

### 6.3 Polychlorinated Biphenyls (PCBs)

Nil recommendations.

### 6.4 Lead-containing Paint

- Confirmed lead-containing paint is defined by *Australian Standard (AS) 4361.2 – 1998 Guide to Lead Paint Management – Part 2: Residential and Commercial Buildings* as paint containing > 1.0% lead.
- Where confirmed lead-containing paint was identified in a poor condition, peeling paint should be removed and over painted with a lead-free coat as part of ongoing management.
- Lead-containing paint identified in a good condition should be maintained. Prior to refurbishment lead-containing paint should be sampled for lead content percentage for confirmation. For all lead-containing paint dust generation is recommended to be minimised during refurbishment works.
- If any refurbishment works are likely to involve the disturbance of confirmed lead-containing paint a competent and appropriate contractor must be used and dust suppression techniques (containing the dust by suppressing with water or a PVA type spray) should be utilised. A Lead Paint Removal Plan should be developed by a suitably experienced consultant.

### 6.5 Ozone Depleting Substances (ODSs)

- Engage a contractor who holds a refrigerant handling licence under the NSW regulations to remove any ODSs-containing items prior to refurbishment/demolition;
- Ensure the engaged contractor undertakes the relevant recovery and recycling of the ODS materials; &
- Ensure any future purchase of items with non-ODS potential.

## Hazardous Materials Survey Report

Reserve Bank of Australia (RBA)

Kirribilli NSW

Appendix A: Hazardous Materials Register

10 Carabella Street,



## Hazardous Materials Register

10 Carabella Street, Kirribilli NSW

Date: 26<sup>th</sup> September 2012

Assessed by:

### Asbestos Materials

Location Item Description Comments	Sample No.	Sample Status	Photo No.	Extent	Condition	Friability	Disturb. Potential	Risk Status	Re-inspect Date	Control Priority	Comments/Control Recommendation
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Location Item Description Comments	Sample No.	Sample Status	Photo No.	Extent	Condition	Friability	Disturb. Potential	Risk Status	Re-inspect Date	Control Priority	Control Recommendation
<b>10 Carabella Street</b>											
Exterior, Level 2 (Flat no.1) Northwest Balcony, North Wall Infill Panels Fibre cement Sheeting	J1111620-01	Positive	41	8 m <sup>2</sup>	Good	Non-friable	Low	Low	Sep 2017	P4	Label item & maintain in good condition. Remove using an appropriately licenced ARC prior to refurbishment / demolition
Exterior, Level 2, Roof, East Eaves Compressed cement sheeting * Height restriction	Not Sampled*	Presumed Positive	42	10 m <sup>2</sup> .	Good	Non-friable	Low	Low	Sep 2017	P4	Label item & maintain in good condition. Confirm status when access is available. Remove using an appropriately licenced ARC prior to refurbishment / demolition
Exterior, Level 1, North Switchboard Electrical backing boards * 'Live'	Not Sampled*	Presumed Positive	43	2 units	Good	Non-friable	Low	Low	Sep 2017	P4	Label item & maintain in good condition. Confirm status when isolated. Remove using an appropriately licenced ARC prior to refurbishment / demolition
Exterior, Level 1 Sandstone Blockwork Walls Pointing	J111620-02	Negative	-	-	-	-	-	-	-	-	-

February 2013

Exterior, Level 1 Damp Proof Course to Brickwork Walls Bituminous membrane	J111620-03	Negative	-	-	-	-	-	-	-	-	-
Level 0 (Street level), Garages	No asbestos items identified or presumed during survey inspections										

**Synthetic Mineral Fibre (SMF)**

Location Item Description	Photo No.	Form	Extent	Condition / Risk Status	Control Recommendation
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Location Item Description	Photo No.	Form	Extent	Condition	Control Recommendation
<b>10 Carabella Street</b>					
Roof Space/Cavity Roof Insulation SMF insulation batts	44	Un-Bonded	50 m <sup>2</sup>	Poor / Low	Remove under controlled conditions prior to demolition/refurbishments.
Roof Space/Cavity Hot Water Storage Tanks Suspected SMF internal insulation	-	Bonded	2 units	Good / Low	Maintain <i>in-situ</i> in current condition. Remove under controlled conditions prior to demolition/refurbishments.

\* Shaded column indicates a positive item defined as SMF-containing

**Polychlorinated Biphenyls (PCBs)**

Location Item Description	Photo No.	Specifications	No. Fittings	Comments/Control Recommendation
<b>10 Carabella Street</b>				

Level 0, Garages, Ceilings Fluorescent light fittings – Single tube Capacitors	-	Plastic capacitors	-	Modern - Do not contain PCBs
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\* Shaded column indicates a positive item defined as PCB-containing

Location Colour Description, Comments	Photo No.	LeadCheck Swab Results	Laboratory Results Lead Content (Sample No.)	Extent	Condition	Control Recommendation
<b>10 Carabella Street</b>						
Exterior, Levels 1 & 2 (flat 1 & flat 2) Door & Door Frames White lower coloured paint system	45	Positive	-	~ 30 m <sup>2</sup>	Good	Maintain in current condition. Confirm lead percentage content prior to refurbishment. Dust generation is recommended to be minimised during any refurbishment works

Location Colour Description, Comments	Photo No.	LeadCheck Swab Results	Laboratory Results Lead Content (Sample No.)	Extent	Condition	Control Recommendation
Exterior, Level 2 (Flat no.1), Balcony Timber & Frame Work White lower coloured paint system	46	Positive	-	~ 50 m <sup>2</sup>	Good	Maintain in current condition. Confirm lead percentage content prior to refurbishment. Dust generation is recommended to be minimised during any refurbishment works
Exterior, Levels 1 & 2 Window Frames White lower coloured paint systems	47	Positive	-	~ 30 m <sup>2</sup>	Good	Maintain in current condition. Confirm lead percentage content prior to refurbishment. Dust generation is recommended to be minimised during any refurbishment works
Interior, Levels 1 & 2 Window & Door Frames White lower coloured paint systems	48	Positive	-	~ 50 m <sup>2</sup>	Good	Maintain in current condition. Confirm lead percentage content prior to refurbishment. Dust generation is recommended to be minimised during any refurbishment works
Interior, Levels 1 & 2 Skirting Board White lower coloured paint systems	49	Assumed Positive	-	~ 20 m <sup>2</sup>	Good	Maintain in current condition. Confirm lead percentage content prior to refurbishment. Dust generation is recommended to be minimised during any refurbishment works
Interior, Levels 1 & 2 Walls, Décor Trim White lower coloured paint systems	50	Positive	-	~ 20 m <sup>2</sup>	Good	Maintain in current condition. Confirm lead percentage content prior to refurbishment. Dust generation is recommended to be minimised during any refurbishment works
Interior, Levels 1 & 2 Ceiling, Covering & Décor Trim White lower coloured paint systems	51	Assumed Positive	-	~ 50 m <sup>2</sup>	Good	Maintain in current condition. Confirm lead percentage content prior to refurbishment. Dust generation is recommended to be minimised during any refurbishment works
Exterior, Levels 1 Timber Work White lower coloured paint system	52	Assumed Positive	-	~ 50 m <sup>2</sup>	Good	Maintain in current condition. Confirm lead percentage content prior to refurbishment. Dust generation is recommended to be minimised during any refurbishment works

Location Colour Description, Comments	Photo No.	LeadCheck Swab Results	Laboratory Results Lead Content (Sample No.)	Extent	Condition	Control Recommendation
Exterior, Levels 1 & 2 Brickwork walls Brown/red coloured paint system	-	Negative	-	-	-	-
Exterior, Levels 1 & 2 Timber Wall Cladding Brown coloured paint system	-	Negative	-	-	-	-

\* Shaded column indicates a positive item defined as lead-containing

**Ozone Depleting Substances (ODSs) Photographs**

Location Colour Description, Comments	Photo No.	ODS	Extent	Condition	Control Recommendation
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Location Colour Description, Comments	Photo No.	ODS	Extent	Condition	Control Recommendation
<b>10 Carabella Street</b>					
Levels 1 & 2, Kitchens Refrigerator unit	53	Unknown refrigerant – Presumed positive	2 unit	Good	Maintain in a good condition until removal by an adequately licenced contractor using the correct handling and disposal of refrigerants
Level 0, Garage, Stored Item Refrigerator unit	54	Unknown refrigerant – Presumed positive	1 unit	Good	Maintain in a good condition until removal by an adequately licenced contractor using the correct handling and disposal of refrigerants

**Hazardous Materials Survey Report**  
**Reserve Bank of Australia (RBA)**

**10 Carabella Street,**

**Appendix B: Asbestos Sample Analysis Report**

Thursday, 27/09/2012

Marianne Frith  
Reserve Bank of Australia  
H.C. Coombs Centre, 122A Kirribilli Av  
**KIRIBILLI NSW 2061**

Dear Marianne,

**Re: Asbestos Identification Analysis -  
Order Number 2012/52.**

**10 Carabella Stree, KIRIBILLI, NSW 2061,**

This letter presents the results of asbestos fibre identification analysis performed on samples collected by on Wednesday, 26 September 2012. The samples from given order number 2012/52 were stated to be from 10 Carabella Stree, KIRIBILLI, NSW 2061.

All sample analysis was performed using polarised light microscopy, including dispersion staining in our Sydney Laboratory in accordance with Test Method "Asbestos Identification Analysis" and following the guidelines of Australian Standard AS4964-2004.

The samples will be kept for six months and then disposed of, unless otherwise directed.

The results of the asbestos identification analysis are presented in the appended table.

Should you require further information please contact

Yours sincerely

**Sydney Laboratory  
Sample Analysis Results**

Thursday, 27/09/2012

Site Location:		10 Carabella Stree, KIRRIBILLI, NSW 2061	
	Sample ID	Sample Location/Description/Weight or Size	Analysis Result
1	J111620 01	10 Carabella Street, Exterior, First Floor (Flat no.1), Northwest balcony, North wall infill panels - Fibre cement sheeting  Cream-painted gold-grey fibre-cement sheet material  ~ 4 x 2 x 1 mm	<b>Chrysotile (white asbestos) Organic Fibres</b>
2	J111620 02	10 Carabella Street, Exterior, Ground floor, Sandstone block work walls, Expansion Joints - Mastic  Gold-grey compressed powder, quartz pointing material  ~ 50 x 9 x 8 mm	No Asbestos Detected
3	J111620 03	10 Carabella Street, Exterior, Ground floor, Brickwork walls, Damp proof course - Bituminous material  Black-brown bituminous, organic fibrous sheet material, unattached gold-grey compressed powder, quartz pointing material  ~ 25 x 20 x 1 mm	No Asbestos Detected Organic Fibres

\* Shaded row with bolded text indicates sample contains a positive result for asbestos.

Tuesday, 12/02/2013

Marianne Frith  
Reserve Bank of Australia  
H.C. Coombs Centre, 122A Kirribilli Ave  
**KIRIBILLI NSW 2061**

Dear Marianne,

**Re: Asbestos Identification Analysis -**

**& 10 Carabella Street, KIRIBILLI, NSW 2061**

This letter presents the results of asbestos fibre identification analysis performed on 1 sample collected by  
Pty Ltd on Friday, 08 February 2013. The sample was stated to be  
10 Carabella Street, KIRIBILLI, NSW 2061.

All sample analysis was performed using polarised light microscopy, including dispersion staining in our  
Sydney Laboratory in accordance with Test  
"Asbestos Identification Analysis" and following the guidelines of Australian Standard AS4964-2004.

The sample will be kept for six months and then disposed of, unless otherwise directed.

The results of the asbestos identification analysis are presented in the appended table.

Should you require further information please contact

Yours sincerely

Sydney Laboratory  
Sample Analysis Results

Tuesday, 12/02/2013

<b>Site Location:</b>		10 Carabella Street, KIRIBILLI, NSW 2061	
	Sample ID	Sample Location/Description/Weight or Size	Analysis Result
1	J111620 10	Level 1, Interior, Central Plant Room, Double fire door - Core insulation  Gold-grey compressed/formed powder, mica, organic fibre sheet material  ~ 30 x 25 x 4 mm	No Asbestos Detected Organic Fibres

## **Hazardous Materials Survey Report**

**Reserve Bank of Australia (RBA)**

**Kirribilli NSW**

**Appendix C: Lead Sample Analysis Report**

**10 Carabella Street,**

**CERTIFICATE OF ANALYSIS**

**79630**

**Sample log in details:**

Your Reference:

No. of samples:

2 Paints

Date samples received / completed instructions received

02/10/12

/ 02/10/12

**Analysis Details:**

Please refer to the following pages for results, methodology summary and quality control data.

Samples were analysed as received from the client. Results relate specifically to the samples as received.

Results are reported on a dry weight basis for solids and on an as received basis for other matrices.

***Please refer to the last page of this report for any comments relating to the results.***

**Report Details:**

Date results requested by: / Issue Date:

9/10/12

/ 9/10/12

Date of Preliminary Report:

Not Issued

Accredited for compliance with ISO/IEC 17025.

**Tests not covered by NATA are denoted with \*.**

**Results Approved By:**

**Hazardous Materials Survey Report**  
**Reserve Bank of Australia (RBA)**

**10 Carabella Street,**

**Appendix D: Risk Assessment Factors**

## Risk Assessment Factors - Asbestos

To assess the health risk posed by the presence of asbestos containing material, all relevant factors must be considered. These factors include:

- Evidence of physical damage;
- Evidence of water damage;
- Proximity of air plenums and direct air stream;
- Friability of asbestos material;
- Requirement for access for building operations;
- Requirement for access for maintenance operations;
- Likelihood of disturbance of the asbestos material;
- Accessibility;
- Exposed surface areas; &
- Environmental conditions.

These aspects are in turn judged upon; (i) potential for fibre generation, and, (ii) the potential for exposure. Where these factors have indicated that there is a possibility of exposure to airborne fibres, appropriate recommendations for repair, maintenance or abatement of the asbestos containing materials are made.

### Condition

The condition of the asbestos products identified during the survey is usually reported as either being good or poor.

- Good* refers to asbestos materials, which have not been damaged or have not deteriorated.
- Minor* damage refers to the asbestos material having suffered minor cracking or de-surfacing.
- Poor* describes asbestos materials, which have been damaged, or their condition has deteriorated over time.

### Friability

The friability of asbestos products describes the ease of which the material can be crumbled, and hence to release fibres.

- Friable asbestos* (eg limpet beam insulation, pipe lagging) can be easily crumbled and is more hazardous than non-friable asbestos products.
- Non-friable asbestos*, commonly known as bonded asbestos, is typically comprised of asbestos fibres tightly bound in a stable non-asbestos matrix.

Examples of non-friable asbestos products include asbestos cement materials (sheeting, pipes etc), asbestos containing vinyl floor tiles and electrical backing boards.

### Accessibility/Disturbance Potential

Asbestos products can be classified as having low, medium or high accessibility/disturbance potential.

- Low* accessibility describes asbestos products that cannot be easily disturbed, such as materials in building voids, set ceilings etc.
- Medium* accessibility describes asbestos products that are visible but normal access is impeded, such as materials behind cladding material or is present in a ceiling space or are height restricted.
- High* accessibility asbestos products can be easily accessed or damaged due to their close proximity to personnel, eg asbestos cement walls or down pipes.

## Risk Status

The risk factors described above are used to rank the health risk posed by the presence of asbestos containing materials.

- ❑ A *low* risk ranking describes asbestos materials that pose a low health risk to personnel, employees and the general public providing they stay in a stable condition, for example asbestos materials that are in good condition and have low accessibility.
- ❑ A *medium* risk ranking applies to materials that pose an increased risk to people in the area.
- ❑ Asbestos materials that possess a *high* risk ranking pose a high health risk to personnel or the public in the area of the material. Materials with a high risk ranking will also possess a Priority 1 recommendation to manage the asbestos and reduce the risk.

## Priority Rating System for Control Recommendations

The following schedule of risk status priority rating is adopted to assist in the programming of the removal or containment of risks of asbestos materials in the buildings.

### Priority 1: Hazard with High Risk Potential (Red)

**Status:-** Area has asbestos materials, which are either damaged or are being exposed to continual disturbance. Due to these conditions there is an increased potential for exposure and/or transfer of the material to other parts with continued unrestricted use of this area.

**Recommendation:-** It is recommended that the area is isolated, air-monitoring be conducted (if relevant) and the asbestos material is promptly removed. After abatement of the asbestos material a re-inspection should be conducted to confirm that the area has been satisfactorily cleared of the material.

### Priority 2: Hazard with Medium Risk Potential (Orange)

**Status:-** Area has asbestos materials with a potential for disturbance due to the following conditions:

1. Material has been disturbed or damaged and its current condition, while not posing an immediate hazard, is unstable; or
2. The material is accessible and can, when disturbed, presents a short-term exposure risk; or
3. The material could pose an exposure risk if workers are in close proximity.

**Recommendation:-** Appropriate abatement measures to be taken as soon as is practical (3-6 months). Negligible health risks if materials remain undisturbed under the control of an asbestos materials management plan.

### Priority 3: Hazard with Low Risk Potential (Yellow)

**Status:-** Area has asbestos materials where:

1. The condition of any friable asbestos material is stable and has a low potential for disturbance; or
2. The asbestos material is in a non-friable condition, however has been damaged, but does not present an exposure risk unless cut, drilled, sanded or otherwise abraded. The damaged bonded material must be removed or repaired by a licensed contractor.

**Recommendation:-** Negligible health risks if the materials are left undisturbed under the control of an asbestos material management plan. Consider abatement within 12 months of the damaged bonded asbestos materials (e.g. asbestos cement material).

### Priority 4: Hazard with Negligible (very low) Risk Potential (Yellow)

**Status:-** The asbestos material is in a non-friable form and in good condition. It is most unlikely that the material can be disturbed under normal circumstances. Even if it were subjected to minor disturbance the material poses a negligible health risk.

**Recommendation:-** These materials should be left and their condition monitored at subsequent reviews.

## Risk Assessment Factors for SMF

Risk assessment factors for Synthetic Mineral Fibre is very similar for asbestos products, where evidence of damage, accessibility, likelihood of disturbance etc is used when assessing SMF materials. Similarly SMF condition, accessibility and risk status headings used above for asbestos can be applied to SMF materials.

There are two basic forms of SMF insulation, bonded and un-bonded.

- ❑ *Bonded* SMF is where adhesives or cements have been applied to the SMF before delivery and the SMF product has a specific shape.
- ❑ *Un-bonded* SMF has no adhesives or cements and the SMF is loose material packed into a package.

Removal of bonded materials is easier and less hazardous than removal of un-bonded SMF material.

## Risk Assessment Factors for Polychlorinated Biphenyls

The handling and disposal of PCBs must be performed in accordance with *The New South Wales Protection Of The Environment Operations Act, 1997*.

The following Personal Protective Equipment should be worn when handling items containing Polychlorinated Biphenyls - nitrile gloves, eye protection, and disposable overalls. The PPE should be worn when removing capacitors from light fittings in case Polychlorinated Biphenyls material leaks from the capacitor housing.

Generally, metal-cased capacitors contain PCBs. Plastic-cased capacitors usually do not. However, all leaking capacitors should be treated as if they contain PCBs unless proven otherwise.

## Risk Assessment Factors for Lead Paint

Lead paint, as defined by the Australian Standard *AS4361.2 - 1998 Guide to Lead Paint Management - Part 2: Residential and Commercial Buildings*, is that which contains in excess of 1% Lead by weight.

Lead carbonate (white lead) was once the main white pigment in paints for houses and public buildings. Paint with lead pigment was manufactured up until the late 1960's, and in 1969 the National Health and Medical Research Council's Uniform Paint Standard was amended to restrict lead content in domestic paint.

Lead in any form is toxic to humans when ingested or inhaled, with repeated transmission of particles cumulating in lead poisoning. Lead paint is assessed based on two potential routes of exposure. Firstly by the likelihood of inhalation or ingestion by people working in the vicinity of the paint and secondly by the condition of the paint. Paint that is flaking or in poor condition is more likely to be ingested than paint that is in a good, stable condition.

## Risk Assessment Factors for Ozone Depleting Substances (ODSs)

Ozone Depleting Substances (ODSs) are those substances which deplete the earth's ozone layer and have been widely used in a range of commercial and industrial applications. All bulk imports of these substances (except HCFC's and methyl bromide) are banned in to Australia under an international agreement known as the Montreal Protocol.

Hydrochlorofluorocarbons (HCFCs) are refrigerants of low ozone depleting potential that are commonly used in air-conditioning plant, chillers and condensers. HCFCs are subject to Australian Government controls on import and manufacture as part of a phase out quota system in accordance with the Montreal Protocol and the Commonwealth Ozone Protection

& Systematic Greenhouse Gas Management Act 1989. Imports of these substances will be fully banned by 2020 with only very limited supplies then available until 2030 to service remaining HCFC-dependant equipment.

Maintenance contractors working with these gases should have procedures in place to safely work, store, handle and dispose of materials correctly.

# Hazardous Materials Survey Report

Reserve Bank of Australia (RBA)

10 Carabella Street,

Kirribilli NSW

## Appendix E: Photographs



Hazardous Materials



Non-Hazardous Materials

## 10 Carabella Street

### Asbestos-Containing Materials (ACM) Photographs



**Photo 40.** General - Front Street View of Property



**Photo 41.** Level 2 (Flat no.1), Exterior, Northwest Balcony, North wall infill panels - Asbestos-containing fibre cement



**Photo 42.** Level 2, Exterior, Roof, East, Eaves - Presumed compressed cement sheeting



**Photo 43.** Level 1, Exterior, North wall, Switchboards - Presumed electrical backing boards

### Synthetic Mineral Fibre (SMF) Photographs



**Photo 44.** Roof space, Interior, Roof insulation, Insulation batts – Mineral wool SMF

### Lead-Containing Paint Photographs



**Photo 45.** Level 1 & 2, Exterior, Door & frames – Lead-containing cream upper & white lower coloured paint systems



**Photo 46.** Levels 1 & 2, Exterior, Timber work – Lead-containing cream upper & white lower coloured paint systems



**Photo 47.** Levels 1 & 2, Exterior, Window frames – Lead-containing cream & yellow upper & white lower coloured paint systems



**Photo 48.** Levels 1 & 2, Interior, Door & window frames – Lead-containing white lower coloured paint system

	
<p><b>Photo 49.</b> Levels 1 &amp; 2, Interior, Skirting board/trim – Assumed lead-containing white lower coloured paint system</p>	<p><b>Photo 50.</b> Levels 1 &amp; 2, Interior, Walls, Décor trim – Lead-containing white lower coloured paint system</p>
	
<p><b>Photo 51.</b> Levels 1 &amp; 2, Interior, Ceiling, Coving and Décor trim – Assumed lead-containing white lower coloured paint system</p>	<p><b>Photo 52.</b> Level 1, Exterior, Timber work – Assumed lead-containing white lower coloured paint system</p>

**Ozone Depleting Substances (ODSs) Photographs**

	
<p><b>Photo 53.</b> Levels 1 &amp; 2, Interior, Kitchens Refrigerator unit – Presumed positive for ODSs</p>	<p><b>Photo 54.</b> Level 0, Interior, Garage, Store Items, Refrigerator unit – Presumed positive for ODSs</p>

# **Hazardous Materials Survey Report**

**Reserve Bank of Australia (RBA)**

**Kirribilli NSW**

**10 Carabella Street,**

**Appendix F: General Hazardous Materials Information**

## Information on Common Asbestos Materials

Asbestos-containing materials can be classified into the following main categories:-

- Sprayed or trowelled asbestos materials applied to ceilings, walls and other surfaces for fire-rating purposes. This material is commonly referred to as limpet asbestos.
- Asbestos containing insulation on pipes, boilers, tanks, ducts etc. which is often referred to as asbestos lagging.
- Asbestos cement products, Cementitious or concrete like products.
- Asbestos paper products, millboard in electrical switchboards or underlying lining for linoleum or vinyl floor coverings.
- Asbestos textiles, braided asbestos, rope, tape, gaskets etc (note that rope and millboard are potentially friable).
- Vinyl tiles, linoleum and vinyl flooring mastic and associated adhesives.
- Asbestos-containing compounds, gaskets and mastic from mechanical fittings, and roofing membranes.
- Electrical switchboards containing compressed asbestos tar electrical boards, asbestos cement sheeting, asbestos rope to spark arresters and asbestos millboard from inside auxiliary switchboxes/fuse boards.
- Roofing sealants, bituminous membranes, tar composites and similar materials were occasionally mixed with asbestos materials.
- Some office furnishings such as wall partitions may contain an asbestos cement internal lining inside plaster or "Stramit" type panelling. Certain types of older vinyl covered desktops and workbenches may contain an underlying asbestos millboard lining.

### Sprayed Asbestos Materials

Sprayed asbestos or limpet asbestos is most often found on structural steel members to provide a fire-rating. Limpet asbestos is a friable material. Friable materials are those which can easily be crumbled, pulverised or reduced to powder by hand pressure. Limpet asbestos tends to be the most friable of all asbestos containing materials and can contain relatively high percentage of asbestos (30% - 90%).

Limpet asbestos can slowly release fibres as the materials age ie. As its friability increases. Direct mechanical damage or excessive machinery vibration can lead to more significant release of airborne asbestos fibres.

### Asbestos-containing Lagging Materials

Insulation such as lagging usually contains a smaller percentage of asbestos (usually 20% - 50%). Protective jackets on the insulation materials (such as metal jacketing or calico on pipe lagging) prevent asbestos fibre release. Physical damage to the protective jacket however, may lead to the release of respirable fibres. The binding material in the insulation can deteriorate with age rendering it more friable.

### Asbestos Cement Sheeting Materials

Asbestos cement products and asbestos gaskets generally do not present a significant health risk unless they are cut, sanded or otherwise disturbed so as to release asbestos dust. Fibre release due to occasional damage is negligible and thus not a significant health risk. Care must be taken therefore in the removal of asbestos cement products to avoid the release of airborne fibres. Unless analysis of fibro-cement products indicates otherwise, these materials should be considered as containing asbestos.

External asbestos cement claddings become weathered after many years by the gradual loss of cement from the exposed surface. This leaves loosely bound layers enriched with asbestos fibres. In other words, the material becomes more friable through the weathering process.

## Asbestos-containing Vinyl Products

Vinyl tiles and linoleum flooring manufactured before 1984 may contain asbestos in various quantities in a well-bound cohesive matrix. Asbestos containing vinyl floor and wall coverings generally do not present a significant health risk unless they are sanded or otherwise mechanically abraded so as to release asbestos dust. Fibre release due to occasional damage is negligible and thus not a significant health risk. Care must be taken therefore, in the removal of asbestos containing vinyl tiles to avoid the release of airborne fibres. Unless analysis of vinyl tiles and linoleum flooring indicates otherwise, these materials should be considered as containing asbestos. Older bituminous adhesives may also contain asbestos and must be removed as an asbestos process in circumstance where the floor is to be renewed and re-levelled by floor sanding or grinding.

## Asbestos-containing Gaskets

Gaskets and sealing compounds in equipment, duct work and re-heat air conditioning boxes may contain asbestos. These should be replaced with non-asbestos equivalents during routine maintenance. In addition, asbestos containing mastic and seals in air handling duct work joints. These usually do not pose a hazard as the asbestos fibres are firmly held within the plastic resinous compound and should be replaced as part of routine maintenance or removed during the demolition of the plant equipment.

## Asbestos Insulation to Re-Heat Boxes

Insulation to internal lining of ductwork sections and electrical re-heat air conditioning boxes generally contain asbestos millboard. These should be replaced with non-asbestos equivalents during routine maintenance.

## Asbestos-containing Mastics and Sealants

Many mastic and sealant products contain Chrysotile asbestos within the pliable, resinous matrix. The nature of the substrate is such that it does not readily dry out in situ, and therefore the fibres are well bound and pose a low risk.

## Management of Asbestos Hazards

The health effects associated with asbestos exposure are due to the inhalation of airborne respirable asbestos fibres. In general, the asbestos fibres cannot be released to become airborne in significant quantities unless the asbestos containing material is severely disrupted such as in the case of cutting asbestos cement products with power saws etc.

A range of control measures are available for the abatement of asbestos hazards. The selection of the appropriate control measure is based on the assessment risk for each specific location. These measures include:

- Leave and maintain** in existing condition.
- Repair and maintain** in good condition.
- Enclose** asbestos or synthetic mineral fibre material by providing a barrier such as a box enclosure or steel cladding.
- Remove** by approved methods under controlled conditions.
- Labelling** of asbestos materials that are to remain in situ should be undertaken where practical to ensure that the asbestos materials are not damaged inadvertently by maintenance contractors etc.

## Synthetic Mineral Fibre (SMF)

General

In the late 1980's the International Agency for Research on Cancer (IARC) evaluated certain SMF materials as being possibly carcinogenic to humans. The similarity in application and appearance to asbestos has resulted in some community concern regarding the health effects associated with exposure to SMF.

Current medical research indicates that the slightly increased risk of lung cancer for workers employed in the early days of rockwool and slagwool manufacture, and workers in the glasswool sector is not anticipated under present day working conditions. However, acute health affects such as eye, skin and upper respiratory tract irritation may occur with certain SMF products.

Caution is required when handling SMF products in order to minimise disturbance of the materials and subsequent airborne SMF fibre levels. Where SMF materials are to be installed or removed, then suitable controls and appropriate personal protection are to be provided.

It is recommended that the following Code of Practice be closely adhered to for appropriate procedures when handling such materials:

- *WorkSafe Australia Synthetic Mineral Fibre, National Standard & National Code of Practice, May 1990.*

## **Polychlorinated Biphenyls (PCBs)**

### General

PCBs are usually identified as a colourless to darker coloured oily liquid. PCBs are considered probable carcinogens. They can be absorbed through the skin, inhaled as a vapour or ingested, therefore contact with them should be prevented. They are often found in old transformers and metallised capacitors of fluorescent light fittings. These synthetic compounds are chemically stable, have good insulating properties and do not degrade appreciably over time or with exposure to high temperatures. It is these properties that made PCBs useful in electrical devices.

## **Lead-containing Paint**

### General

Lead paint, as defined by the Australian Standard *AS4361.2 – 1998 Guide to Lead Paint Management – Part 2: Residential and Commercial Buildings*, is that which contains in excess of 1% Lead by weight.

Lead carbonate (white lead) was once the main white pigment in paints for houses and public buildings. Paint with lead pigment was manufactured up until the late 1960's, and in 1969 the National Health and Medical Research Council's Uniform Paint Standard was amended to restrict lead content in domestic paint.

Many older Australian homes and buildings still contain lead paint, even though it may be covered with layers of more recent paint. Lead paint was used mainly on exterior surfaces, and to a lesser degree on interior doors plus door and window architraves, especially in undercoats and primers, where concentrations of up to 20% lead content were used. Interior walls weren't commonly painted with paint containing white lead pigment, though some colours did contain red, orange and yellow lead pigments.

All paints manufactured for Australian dwellings from the 1970's onwards have been required to contain less than 1% lead, though higher lead-content industrial paints may have been applied since then to housing and commercial buildings.

Lead in any form is toxic to humans when ingested or inhaled, with repeated transmission of particles cumulating in lead poisoning. Lead paint removal poses two potential avenues of transmission. Firstly by inhalation or ingestion by workers and public in the vicinity of the works, and secondly by the deposition of particles on nearby footpaths, streets or soil where they may be resuspended, tracked into houses or buildings where it can be inhaled or ingested.

## **Ozone Depleting Substances (ODSs)**

Ozone Depleting Substances (ODSs) are those substances which deplete the earth's ozone layer and have been widely used in a range of commercial and industrial applications. All

bulk imports of these substances (except HCFC's and methyl bromide) are banned in to Australia under an international agreement known as the Montreal Protocol.

Hydrochlorofluorocarbons (HCFCs) are refrigerants of low ozone depleting potential that are commonly used in air-conditioning plant, chillers and condensers. HCFCs are subject to Australian Government controls on import and manufacture as part of a phase out quota system in accordance with the Montreal Protocol and the Commonwealth Ozone Protection & Systematic Greenhouse Gas Management Act 1989. Imports of these substances will be fully banned by 2020 with only very limited supplies then available until 2030 to service remaining HCFC-dependant equipment.

Maintenance contractors working with these gases should have procedures in place to safely work, store, handle and dispose of materials correctly.

**From:** [FRITH, Marianne](#)  
**To:**  
**Subject:** RE: Call  
**Date:** Monday, 26 November 2012 8:46:00 AM

---

Hi

Thank you, much appreciated. I was calling to advise you of the outcome of the recent building condition inspection we had at Carabella Street.

I'm a bit flat out at the moment, but I will try to call you later today.

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:** Monday, 26 November 2012 8:25 AM  
**To:** FRITH, Marianne  
**Subject:** Call

Hi Marianne,

Apologies for missing your call.

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**From:** FRITH, Marianne  
**Sent:** Tuesday, 27 November 2012 7:50 AM  
**To:**  
**Subject:** RE: Windows, Garage Key [SEC=UNCLASSIFIED]

Hi

No worries. Cliff should be around any moment now.

I've spoken with [redacted] He's going to confirm a time with me tomorrow. If you are not home, Cliff/I will take him in to have a look.

Also, I just spoke to Blind people. They said they can be here in 20min. Is that ok?

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:** Monday, 26 November 2012 10:36 PM  
**To:** FRITH, Marianne  
**Subject:** Re: Windows, Garage Key [SEC=UNCLASSIFIED]

Hi Marianne

Sorry I have been in meetings all day and didn't open this email until now. See below

On 22/11/12 2:37 PM, "FRITH, Marianne" wrote:

Hi

Is it ok for Cliff to come over early on Monday morning to look at the windows and the garage key?  
Missed Monday sorry - Tues is OK at 8 am fine > the garage key is in our mailbox for Cliff to collect - on a green lanyard. It wouldn't open the garage on Sat !! - I have the spare .

I have spoken to [redacted] about the balcony. He said next Friday is best for him, but later in the day rather than early morning. He asked if you could nominate a few convenient times for you and he will make one of them.  
Sorry but I can't commit now for Friday as I don't think I will be here but you - ie Cliff can bring him in to look at it. It's OK. Just let me know time in case I am here.

Also, I have found someone to fix you blind cord. They said they can come out next Tuesday between 7 and 9 am. Is this ok with you?

Tues would have been AOK - if not too late 8.30 - 9 am is fine - otherwise Wed or Thurs 8 am ? Pls let me know.  
Thanks

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:** FRITH, Marianne  
**Sent:** Wednesday, 28 November 2012 1:00 PM  
**To:**  
**Subject:** Fence Repairs

and

Just a note to let you know that I will be bringing a few contractors around over the next few weeks to look at the back fence. Dates and times are yet to be confirmed.

If you have any objections to me bringing people through to the backyard please let me know. We will not need access inside either apartment at any time.

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:** FRITH, Marianne  
**Sent:** Thursday, 29 November 2012 1:06 PM  
**To:** Reserve Bank - Eures  
**Subject:** to look at Carabella Street balcony with Cliff tomorrow

Hi G,

Could you please ask Cliff if he is available to look at 's balcony with tomorrow at 9.30am?

may not be there, in which case said that Cliff could take him through.

The timber on front balcony is starting to rot so is going to have a look for us. I can explain exactly where to Cliff.

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:** FRITH, Marianne  
**Sent:** Thursday, 29 November 2012 1:08 PM  
**To:**  
**Subject:** RE: All good to pick up blinds on 10th - what time ?

Between 7.00 and 8.00am?

Also and Cliff will be over tomorrow at 9.30am to look at the Balcony

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)

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

**From:**  
**Sent:** Thursday, 29 November 2012 1:05 PM  
**To:** FRITH, Marianne  
**Subject:** All good to pick up blinds on 10th - what time ?