



12 May 2011

Andy Gray  
Gray Projects Pty Ltd  
PO Box 134  
Beerwah Qld 4519

Dear Andy

**RE: ACKNOWLEDGEMENT OF SERVICES PROVIDED**

I would like to take this opportunity to thank you for your part in the success of the Caloundra South Urban Development Area (UDA) community information centre at 2/118 Bulcock Street - Caloundra, through the quality shop fit-out services you provided.

The objective of the centre was to help the Sunshine Coast community to access information throughout the planning phase of the Caloundra South UDA. The information office gave the Urban Land Development Authority (ULDA) a presence in Caloundra during our key community consultation phase, helping to ensure that the Sunshine Coast community had ready access to ULDA staff and information regarding the planning progress for the Caloundra South UDA.

A key aspect of the information centre was the way in which ULDA staff were available to discuss the planning priorities for the Caloundra South UDA and were supported in doing so by the way in which we were able to visually present information in simple and engaging ways.

You were able to directly assist us through your efficient sourcing and installation of the innovative poster display system where we were able to clearly and professionally present large A1 sized interchangeable posters in a manner which enabled them to be easily read and discussed. Furthermore the system you supplied enabled posters to be updated as new information became available or areas of community interest were identified.

Another way in which we engaged with visitors and looked to help them understand the context of the planning area was through the use of a very large wall mounted photographic map. You again were able to assist in lifting the presentation of this engagement tool by having the map printed and displayed on robust and high quality large acrylic panel in a very cost effective way that also utilised local suppliers.

I thank you for your ongoing professional manner, timely responses and quality result that you have helped us to achieve.

Yours sincerely

A handwritten signature in blue ink that reads 'Glenn Boyd'.

Glenn Boyd  
PRINCIPAL ENGAGEMENT OFFICER

