

From the Principal



**ST LUKE'S**  
G R A M M A R  
S C H O O L

7 November 2005

**(Mrs) Jann Robinson**  
BA, Dip Ed, TC, MEd(Lead), MACE, MACEL  
Principal

To whom it may concern:

I am writing on behalf of the St Luke's School Council Building Committee and the School, following the completion of the Link Building.

The Link Building consisted of the refurbishment of the existing Junior School and addition of new teaching facilities for Junior and Middle Schools while maintaining, without compromise, the operation of the existing School.

event Project Management was contracted to manage and oversee the following:

- To work within the budget and time constraints imposed by the Sydney Anglican Schools Corporation, the School and statutory authorities.
- To monitor the building construction and identify the potential issues which could impact on the School.
- To advise on alternative solutions where necessary; to inform the School, and action items in a timely manner.
- To guide the School through the statutory application and Construction process.
- To manage the principle contractor under the Contract as the Superintendent.
- To encourage and facilitate good communications between the School and Contractors/Consultants.
- To instil confidence on the progress and outcome.

To this end, event Project Management managed the project with commitment, enthusiasm and ability. The management team at event Project Management went out of their way to ensure that our needs were met and concerns were addressed in a professional manner.

I would be more than happy to consider employing event Project Management for any future developments at St Luke's Grammar School.

Yours faithfully

Mrs Jann Robinson  
Principal

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