

## FW: Christmas Party for TAP

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From: Laura Inglis <laura.inglis@downergroup.com>  
To: "Andrew Bedwani (Andrew.Bedwani@downergroup.com)" <andrew.bedwani@downergroup.com>  
Date: Tue, 20 Oct 2020 08:31:48 +1100

---

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

---

From: Manuella Tan <Manuella.Tan@Downergroup.com>  
Sent: Monday, 19 October 2020 10:37 AM  
To: Laura Inglis <Laura.Inglis@Downergroup.com>  
Cc: Kevin Brady <Kevin.Brady@downergroup.com>  
Subject: RE: Christmas Party for TAP

Hi Laura,  
The Christmas party was discussed this morning at our management meeting and it was decided that Downer Infrastructure Projects will not have any Christmas functions. Instead we will buy presents/toys for children to provide organisations like Vinnies, Salvos, and children's hospitals as donations to help out those that have lost their jobs.

Please let me know if this is going to post a problem.

Regards

**Manuella Tan**  
Personal Assistant - NSW Infrastructure  
Infrastructure Projects



T | 02 9468 9704 M | [REDACTED] 4 872  
E | [Manuella.Tan@Downergroup.com](mailto:Manuella.Tan@Downergroup.com)  
T3, Trinita Business Campus, 39 Delhi Road  
North Ryde NSW 2113  
[www.downergroup.com](http://www.downergroup.com)



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---

From: Kevin Brady  
Sent: Friday, 16 October 2020 7:11 AM

To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>; Manuella Tan <[Manuella.Tan@Downergroup.com](mailto:Manuella.Tan@Downergroup.com)>  
Subject: RE: Christmas Party for TAP

Guys,

If there's no constraint for the business and projects can arrange their own party then I have no issues with what's proposed.

That said,

- I suspect there'll be a lower take up than usual, so you should canvas interest
- You should ensure it can be cancelled at no cost at short notice

Rgds

**Kevin Brady**  
Project Director  
Infrastructure Projects



T | [REDACTED] 5636 M | [REDACTED] 5636  
E | [Kevin.Brady@downergroup.com](mailto:Kevin.Brady@downergroup.com)  
T3, Trinita Business Campus, 39 Delhi Road  
North Ryde NSW 2113  
[www.downergroup.com](http://www.downergroup.com)



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---

From: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Sent: Thursday, 15 October 2020 4:53 PM  
To: Manuella Tan <[Manuella.Tan@Downergroup.com](mailto:Manuella.Tan@Downergroup.com)>  
Cc: Kevin Brady <[Kevin.Brady@downergroup.com](mailto:Kevin.Brady@downergroup.com)>  
Subject: RE: Christmas Party for TAP

Hi Manuella,

No absolutely understand, as I mentioned in an email to Kevin, I didn't want to send out an invite for an event that was not yet approved.

Many thanks & I hope you both have a great afternoon!

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



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E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

---

From: Manuella Tan <[Manuella.Tan@Downergroup.com](mailto:Manuella.Tan@Downergroup.com)>  
Sent: Thursday, 15 October 2020 4:47 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Cc: Kevin Brady <[Kevin.Brady@downergroup.com](mailto:Kevin.Brady@downergroup.com)>  
Subject: RE: Christmas Party for TAP

Hi Laura,

I saw Kevin's response to you & I did ask Karl just a few minutes ago about it. He did mention it was Kevin's call but as Kevin has mentioned to you, maybe not every from TAP will go to an evening function. I just don't want you be in a situation where you confirm say 50 people and only 40 turn up but you will still have to pay for 50.

Regards

**Manuella Tan**  
Personal Assistant - NSW Infrastructure  
Infrastructure Projects



T | 02 9468 9704 M | 4 872  
E | [Manuella.Tan@Downergroup.com](mailto:Manuella.Tan@Downergroup.com)  
T3, Trinita Business Campus, 39 Delhi Road  
North Ryde NSW 2113  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

---

From: Laura Inglis  
Sent: Thursday, 15 October 2020 4:42 PM  
To: Manuella Tan <[Manuella.Tan@Downergroup.com](mailto:Manuella.Tan@Downergroup.com)>  
Subject: RE: Christmas Party for TAP

Hi Manuella,

I am just waiting for Karl to give approval, Kevin Brady has already done so, however, it is getting a little more crucial since COVID restrictions are easing, the Friday spots in December are booking up really quickly and ideally I would like to have the reservation finalised by tomorrow if at all possible.

Let me know, alternatively I know Karl is very busy but I can try giving him a buzz 😊

Kind regards,

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

---

From: Manuella Tan <[Manuella.Tan@Downergroup.com](mailto:Manuella.Tan@Downergroup.com)>  
Sent: Wednesday, 14 October 2020 10:17 AM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Christmas Party for TAP

Hi Laura

Suzanne Bailey flagged to me this morning about TAP wanting to have a dinner for the TAP staff before the Christmas shutdown. I haven't brought it up with Karl yet but I am hoping to speak with him in the next few days. I will let you know what he says once I find out.

Regards

**Manuella Tan**  
Personal Assistant - NSW Infrastructure  
Infrastructure Projects



T | 02 9468 9704 M | [REDACTED] 4 872  
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North Ryde NSW 2113  
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Think before you print

[No Subject]

---

**From:** Laura Inglis <laura.inglis@downergroup.com>  
**To:** Quan Nguyen <quan.nguyen@downergroup.com>  
**Date:** Tue, 20 Oct 2020 15:19:09 +1100

---


hello! mastermind of all things mischievous - what were you saying the other day in regards to paying for the boat hire company but not having their name appear on the transaction?

## [No Subject]

---

**From:** Laura Inglis <laura.inglis@downergroup.com>  
**To:** Andrew Bedwani <andrew.bedwani@downergroup.com>  
**Date:** Tue, 03 Nov 2020 08:52:42 +1100

---

when you're done with Michael can I have five minutes of your time to confirm 100% today our plans for xmas. please and thank you 

[No Subject]

---

From: Laura Inglis <laura.inglis@downergroup.com>

To: Shania van Cuylenburg <s.vancuylenburg@downergroup.com>, Dannielle Graham  
<dannielle.graham@downergroup.com>, Sharanya Iyer <sharanya.iyer@downergroup.com>, Rachel Leet  
<rachel.leet@downergroup.com>

Date: Tue, 03 Nov 2020 16:31:45 +1100

---

ok so sad news Christmas party on the 11th has been pulled

## [No Subject]

---

**From:** Rachel Leet <rachel.leet@downergroup.com>  
**To:** Shania van Cuylenburg <s.vancuylenburg@downergroup.com>, Dannielle Graham <dannielle.graham@downergroup.com>, Laura Inglis <laura.inglis@downergroup.com>, Sharanya Iyer <sharanya.iyer@downergroup.com>  
**Date:** Tue, 03 Nov 2020 16:33:16 +1100

---

so just like no christmas party?! or rescheduled till new year?



[No Subject]

---

From: Laura Inglis <laura.inglis@downergroup.com>

To: Shania van Cuylenburg <s.vancuylenburg@downergroup.com>, Dannielle Graham  
<dannielle.graham@downergroup.com>, Rachel Leet <rachel.leet@downergroup.com>, Sharanya Iyer  
<sharanya.iyer@downergroup.com>

Date: Wed, 04 Nov 2020 15:50:24 +1100

---

I am about to try and source funds from elsewhere so that the boat can still go ahead

[No Subject]

---

**From:** Laura Inglis <laura.inglis@downergroup.com>  
**To:** Auel Malibiran <ael.malibiran@downergroup.com>  
**Date:** Fri, 06 Nov 2020 16:27:14 +1100

---

I may have sorted our christmas party problem

## RE: Purchase Orders

From: Laura Inglis <laura.inglis@downergroup.com>  
 To: Tony Nguyen <tony@rjsprojects.com.au>  
 Date: Tue, 10 Nov 2020 14:43:24 +1100

Hi Tony,

Payment for Piling and Station Civil Claims can be expected 26/11/2020.

2831224 PV	Voucher	00200	05/11/20	10/11/20	26/11/20	381,382.85	419,521.13	419,521...	A	Approved for Pay...	1083244 RJS INFRASTRUCTURE G...	STN051120
2831225 PV	Voucher	00200	05/11/20	10/11/20	26/11/20	180,185.57	198,204.13	198,204...	A	Approved for Pay...	1083244 RJS INFRASTRUCTURE G...	PIL051120

**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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 NSW 2060

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From: Laura Inglis  
 Sent: Tuesday, 10 November 2020 10:19 AM  
 To: Tony Nguyen <tony@rjsprojects.com.au>  
 Cc: Andrew Gayed <Andrew.Gayed@Downergroup.com>  
 Subject: RE: Purchase Orders

Hi Tony,

I hope you had a good weekend 😊

Sydney Boat Hire have confirmed date and time for the charter is still available, give me a call if you wish to discuss further.

Please note once payment for Piling and Station Civil has been finalised I will advise you of expected payment date.

Kind regards,  
**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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 NSW 2060

[www.downergroup.com](http://www.downergroup.com)



Think before you print

From: Laura Inglis  
 Sent: Friday, 6 November 2020 3:29 PM  
 To: Tony Nguyen <[tony@rjsprojects.com.au](mailto:tony@rjsprojects.com.au)>  
 Cc: Andrew Gayed <[Andrew.Gayed@Downergroup.com](mailto:Andrew.Gayed@Downergroup.com)>  
 Subject: Purchase Orders

Hi Tony,

As discussed over the phone.

Piling Contract PO# 21625864  
 Station Civil Contract PO# 21627564  
 The Platform Civil is still awaiting approval in our accounts system will send that one over to you ASAP.

As for the 'help' we discussed I am waiting to hear back from Sydney Boat Hire as to whether or not the date/time we had in mind is still available. It will be the entire TAP team so roughly 40 people.

Please see quote in the below link

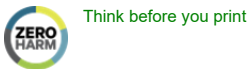
<https://app.pandadoc.com/document/4a1709ca9a51a8c62b0b60ed075a3762b0f44478#/document/v1/editor//comments>

Really appreciate it Tony. If I don't speak to you again before 5pm, have a great weekend!

Thanks,  
**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



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**[www.downergroup.com](http://www.downergroup.com)**



[No Subject]

---

**From:** Laura Inglis <laura.inglis@downergroup.com>  
**To:** Andrew Gayed <andrew.gayed@downergroup.com>  
**Date:** Fri, 27 Nov 2020 08:39:17 +1100

---

Hey Andrew, I hope you're well :) just checking in to see if there is anything I need to do from my end for the boat or if Tony has got it booked in etc?

# FW: Annual Xmas Party on Sydney Harbour - 11th December 2020

**From:** Laura Inglis <laura.inglis@downergroup.com>  
**To:** Tony Nguyen <tony@rjsprojects.com.au>  
**Date:** Mon, 30 Nov 2020 10:47:44 +1100

Hi Tony,

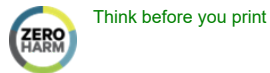
Please give me a call when you are next free.

Thanks,

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [redacted] 0842  
E | Laura.Inglis@Downergroup.com  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



**From:** Sydney Boat Hire <sales@sydneyboathire.com.au>  
**Sent:** Friday, 6 November 2020 5:49 PM  
**To:** Laura Inglis <Laura.Inglis@Downergroup.com>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

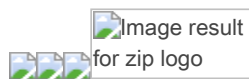
Thanks for getting back to me on this

According to my availability calendar, it still shows it's available for a day cruise until 5:30pm.

Are you guys wanting to proceed with this charter?

Please let me know :)

**Kind Regards,**  
**Daniel**  
Sydney Boat Hire



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**T:** 02 8765 1222  
**E:** [sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)  
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Sydney Boat Hire | 2/147 Victoria Rd | Drummoyne NSW 2047



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On Fri, Nov 6, 2020 at 2:25 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi all,

Just wondering if you still had this available, I understand I have been very annoying but with COVID I have had to ensure I had approval from upper management to allow this to move forward.

Kind regards,

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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---

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Monday, 19 October 2020 11:29 AM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

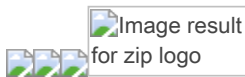
Hey Laura,

I trust you had a great weekend!

I just wanted to see whether you have had the chance to decide on whether your company wishes to go ahead with Karisma?

Please let me know :)

**Kind Regards,**  
Daniel  
Sydney Boat Hire

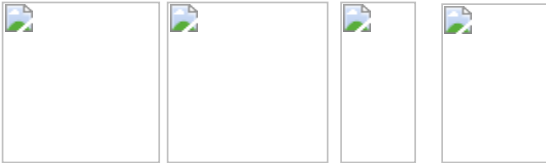


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On Wed, Oct 14, 2020 at 3:22 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

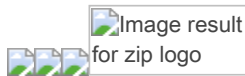
Unfortunately not as the vessel does not allow BYO food or beverages on Fridays and Saturdays in December.

However, if you select a catering option, you can also bring extra meat if you wish :)

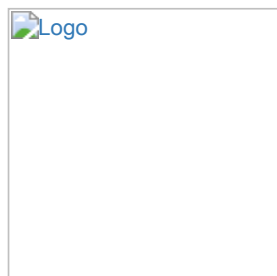
**Kind Regards,**

Daniel

Sydney Boat Hire

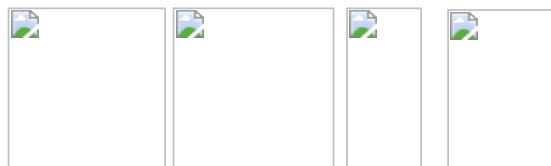


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On Wed, Oct 14, 2020 at 3:18 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi,

Sorry just to confirm can we do BYO BBQ meats?

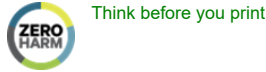


I see that there is no BYO Beverages but just wanted to confirm on the food situation.

Thanks,  
**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



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E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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[www.downergroup.com](http://www.downergroup.com)

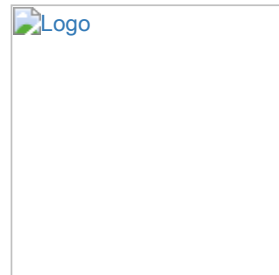


From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 14 October 2020 2:18 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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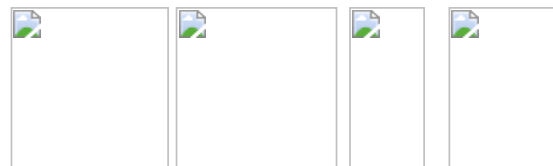
No problem,  
If you have any further questions please let us know.  
We look forward to hearing from you!

**Kind Regards,**  
Hendrik  
Sydney Boat Hire



T: 02 8765 1222  
E: [sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)  
W: [www.sydneyboathire.com.au](http://www.sydneyboathire.com.au)

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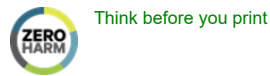
On Wed, Oct 14, 2020 at 2:08 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:  
| Oooh amazing! Thanks so much I will endeavour to get back to you by COB today, if not early tomorrow.

Thanks for being so patient with me 😊

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



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[www.downergroup.com](http://www.downergroup.com)



From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 14 October 2020 1:50 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

It will be slightly more affordable than the vessels I offered previously :)

I have created a quotation for you to compare, please see it in the link below

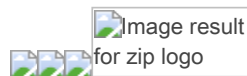
Karisma - [Click here to view your quotation](#)

Please let me know if you have any questions or concerns.

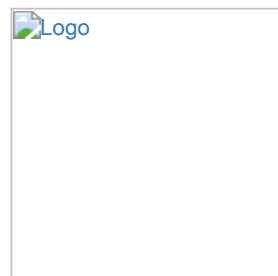
**Kind Regards,**

Daniel

Sydney Boat Hire

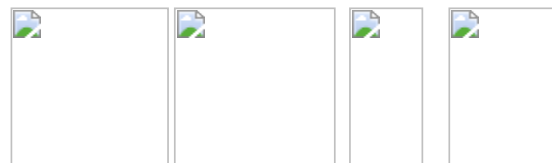


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On Wed, Oct 14, 2020 at 1:31 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Thanks Daniel, so just confirming it will be roughly the same prices as the previous quotes I have received?

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [redacted] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

---

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 14 October 2020 12:11 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

Thanks for getting back to us on this

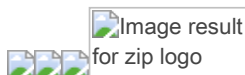
A vessel that I would recommend is called [Karisma](#).

This boat now has a COVID capacity of 55 guests and is available from 12pm - 4pm on the 11th December.

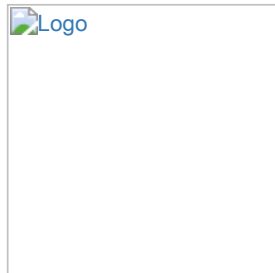
Karisma has a BBQ menu, however, it does not allow BYO beverages on Fridays in December.

Please let me know your thoughts on this vessel :)

**Kind Regards,**  
**Daniel**  
**Sydney Boat Hire**

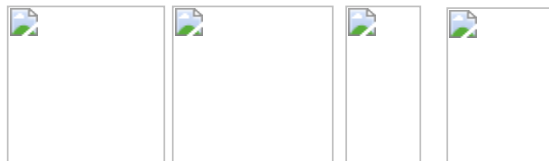


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On Wed, Oct 14, 2020 at 11:17 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

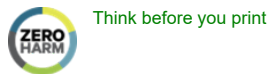
Just checking to see if there was still availability on 11<sup>th</sup> December from midday – 4pm?  
I also have a few questions surrounding the food and beverage.

Is there an option to have a BBQ? And can we do a BYO for drinks?

Kind regards,  
**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



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E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



---

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Friday, 9 October 2020 5:05 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

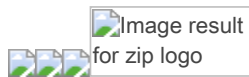
[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

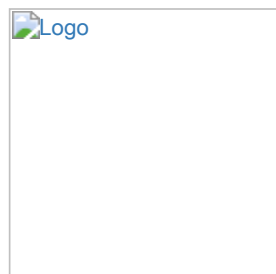
I am checking in to see if you wish to proceed with your booking.

If you have any further questions please let me know.

**Kind Regards,**  
Hendrik  
Sydney Boat Hire

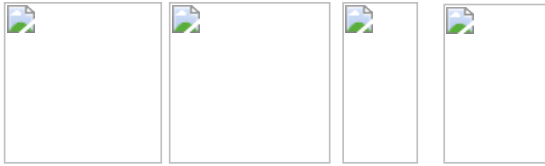


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On Wed, Sep 23, 2020 at 5:02 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

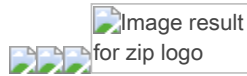
Hi Laura,

Thank you for getting back to me!

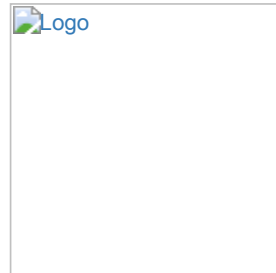
I look forward to hearing from you soon.

Meanwhile, if there are any further questions please do not hesitate to contact me.

**Kind Regards,**  
Hendrik  
Sydney Boat Hire

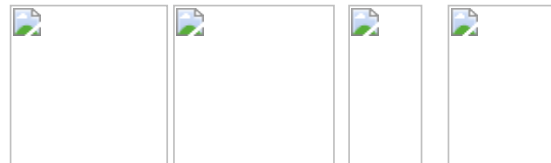


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On Wed, Sep 23, 2020 at 4:50 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Sorry for the delay. I am just having my boss look at the quotes he will hopefully let me know tomorrow if we can proceed.

Thanks,

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [redacted] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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Think before you print

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 23 September 2020 4:49 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

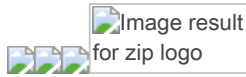
[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

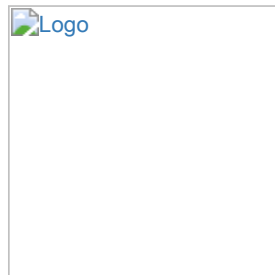
I am checking in to see if you wish to proceed with the booking?

If you have any further questions please let me know.

**Kind Regards,**  
Hendrik  
Sydney Boat Hire

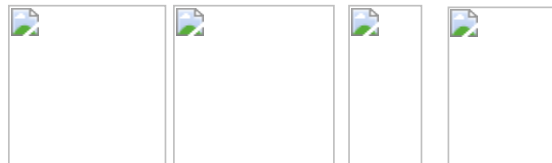


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On Mon, Sep 21, 2020 at 3:49 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

I trust you had a great weekend!

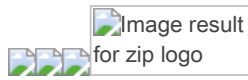
I am checking in to see whether you have had the chance to look at the quotes I sent to you

I would love to know your feedback

Looking forward to hearing from you soon

**Kind Regards,**  
Daniel

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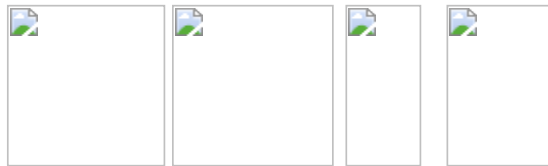


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On Fri, Sep 18, 2020 at 12:42 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for reaching out to us in regards to hosting Downer's annual Xmas party on Sydney Harbour on the 11th December.

Unfortunately, Ariston has recently updated their COVID capacity to 33 guests, in which we are unable to host a cruise for your team of 40.

However, I would personally recommend the following vessels:

[Commissioner II](#) (COVID capacity: 40 guests)

[Galaxy I](#) ( (COVID capacity: 47 guests)

I've put together a package for each of these vessels based on the details you provided. Please feel free to see them below

Commissioner II - [Click here to view your quotation](#)

Galaxy I - [Click here to view your quotation](#)

The quotations I have created allows you to select your food, drinks, and any optional extras. The total price will update automatically.

If you are not sure on where to embark and disembark, you can find our wharf map [here](#)

To proceed with the booking, simply complete our booking form in the link above by following the prompts. To secure your booking, we require a 50% deposit which can be paid either via EFT or credit/debit card. The balance will be due 14 days prior to your booking.

Please let me know if you have any questions regarding the vessels or booking process and I'll be more than happy to assist you :)

If you need, you can find a list of our frequently asked questions [here](#).

Looking forward to hearing from you soon

**Kind Regards,**  
 Daniel  
 Sydney Boat Hire

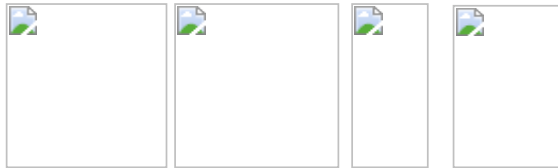


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## RE: Annual Xmas Party on Sydney Harbour - 11th December 2020

From: Laura Inglis <laura.inglis@downergroup.com>  
 To: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Date: Mon, 30 Nov 2020 11:54:58 +1100

Hi Daniel,

I have completed the online form for the booking, see below.  
 Can you please reach out to Tony Nguyen as he will be the one making payment on this and I do not have his card details.  
 Tony Nguyen – [REDACTED] 3 500 or email Tony on [Tony@rjsprojects.com.au](mailto:Tony@rjsprojects.com.au)

<https://app.pandadoc.com/document/4a1709ca9a51a8c62b0b60ed075a3762b0f4478f#/document/v1/editor//comments>

Many thanks and kind regards,

**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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 NSW 2060

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From: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Sent: Friday, 6 November 2020 5:49 PM  
 To: Laura Inglis <Laura.Inglis@Downergroup.com>  
 Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

Thanks for getting back to me on this

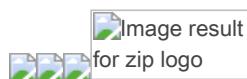
According to my availability calendar, it still shows it's available for a day cruise until 5:30pm.

Are you guys wanting to proceed with this charter?

Please let me know :)

**Kind Regards,**

Daniel  
 Sydney Boat Hire

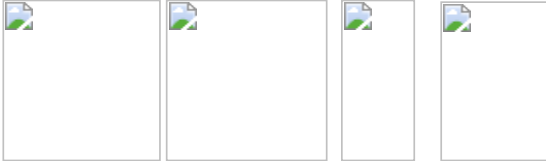


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On Fri, Nov 6, 2020 at 2:25 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi all,

Just wondering if you still had this available, I understand I have been very annoying but with COVID I have had to ensure I had approval from upper management to allow this to move forward.

Kind regards,

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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---

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Monday, 19 October 2020 11:29 AM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

I trust you had a great weekend!

I just wanted to see whether you have had the chance to decide on whether your company wishes to go ahead with Karisma?

Please let me know :)

**Kind Regards,**  
Daniel  
Sydney Boat Hire

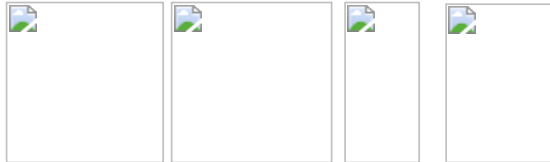


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On Wed, Oct 14, 2020 at 3:22 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

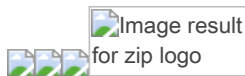
Unfortunately not as the vessel does not allow BYO food or beverages on Fridays and Saturdays in December.

However, if you select a catering option, you can also bring extra meat if you wish :)

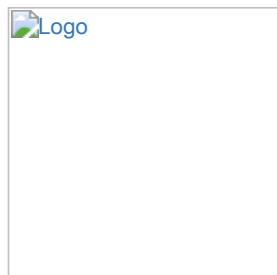
**Kind Regards,**

Daniel

Sydney Boat Hire

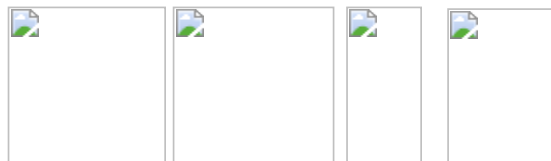


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On Wed, Oct 14, 2020 at 3:18 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi,

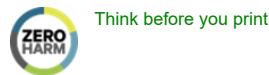
Sorry just to confirm can we do BYO BBQ meats?

I see that there is no BYO Beverages but just wanted to confirm on the food situation.

Thanks,  
**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [redacted] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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[www.downergroup.com](http://www.downergroup.com)



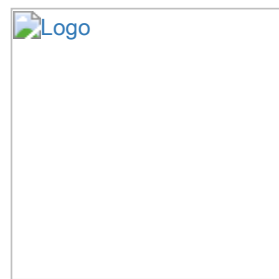
---

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 14 October 2020 2:18 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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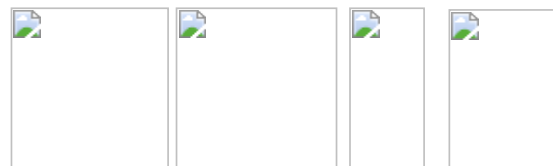
No problem,  
If you have any further questions please let us know.  
We look forward to hearing from you!

**Kind Regards,**  
Hendrik  
Sydney Boat Hire



T: 02 8765 1222  
E: [sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)  
W: [www.sydneyboathire.com.au](http://www.sydneyboathire.com.au)

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On Wed, Oct 14, 2020 at 2:08 PM Laura Inglis <Laura.Inglis@downergroup.com> wrote:

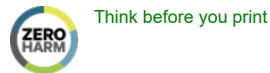
Oooh amazing! Thanks so much I will endeavour to get back to you by COB today, if not early tomorrow.

Thanks for being so patient with me 😊

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [redacted] 0842  
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[www.downergroup.com](http://www.downergroup.com)



---

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 14 October 2020 1:50 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

It will be slightly more affordable than the vessels I offered previously :)

I have created a quotation for you to compare, please see it in the link below

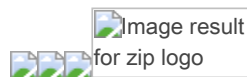
Karisma - [Click here to view your quotation](#)

Please let me know if you have any questions or concerns.

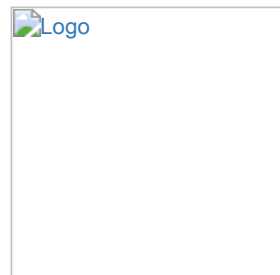
**Kind Regards,**

Daniel

Sydney Boat Hire

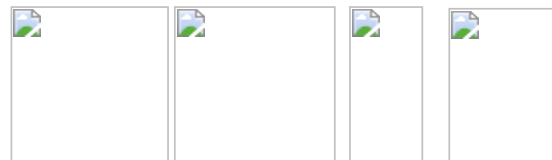


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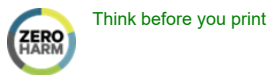
On Wed, Oct 14, 2020 at 1:31 PM Laura Inglis <Laura.Inglis@downergroup.com> wrote:

Thanks Daniel, so just confirming it will be roughly the same prices as the previous quotes I have received?

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [redacted] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



---

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 14 October 2020 12:11 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

Thanks for getting back to us on this

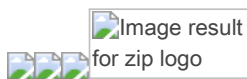
A vessel that I would recommend is called [Karisma](#).

This boat now has a COVID capacity of 55 guests and is available from 12pm - 4pm on the 11th December.

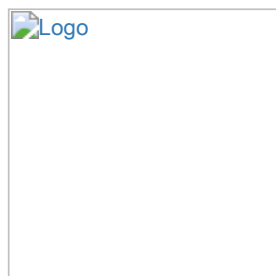
Karisma has a BBQ menu, however, it does not allow BYO beverages on Fridays in December.

Please let me know your thoughts on this vessel :)

**Kind Regards,**  
**Daniel**  
Sydney Boat Hire

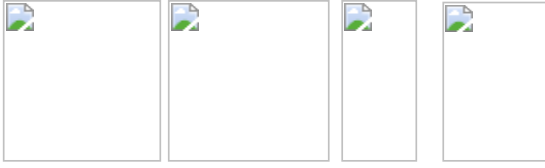


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On Wed, Oct 14, 2020 at 11:17 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

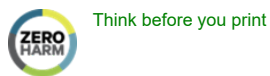
Just checking to see if there was still availability on 11<sup>th</sup> December from midday – 4pm?  
I also have a few questions surrounding the food and beverage.

Is there an option to have a BBQ? And can we do a BYO for drinks?

Kind regards,  
**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
[www.downergroup.com](http://www.downergroup.com)




---

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Friday, 9 October 2020 5:05 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

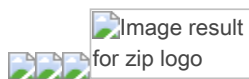
[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

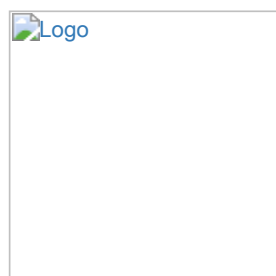
I am checking in to see if you wish to proceed with your booking.

If you have any further questions please let me know.

**Kind Regards,**  
Hendrik  
Sydney Boat Hire

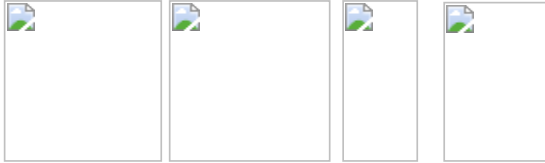


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On Wed, Sep 23, 2020 at 5:02 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

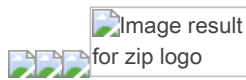
Hi Laura,

Thank you for getting back to me!

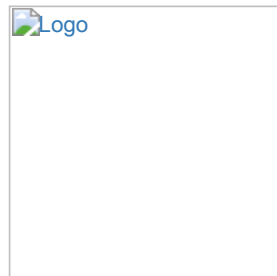
I look forward to hearing from you soon.

Meanwhile, if there are any further questions please do not hesitate to contact me.

**Kind Regards,**  
Hendrik  
Sydney Boat Hire

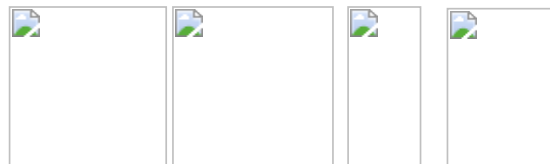


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On Wed, Sep 23, 2020 at 4:50 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Sorry for the delay. I am just having my boss look at the quotes he will hopefully let me know tomorrow if we can proceed.

Thanks,

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects





T | [redacted] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 23 September 2020 4:49 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

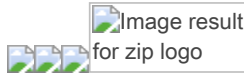
[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

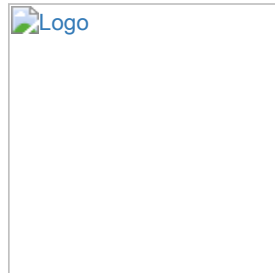
I am checking in to see if you wish to proceed with the booking?

If you have any further questions please let me know.

**Kind Regards,**  
Hendrik  
Sydney Boat Hire

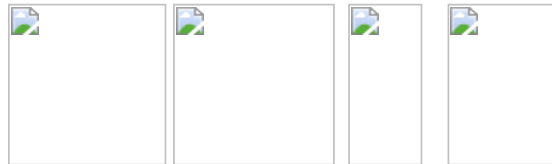


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On Mon, Sep 21, 2020 at 3:49 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

I trust you had a great weekend!

I am checking in to see whether you have had the chance to look at the quotes I sent to you

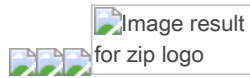
I would love to know your feedback

Looking forward to hearing from you soon

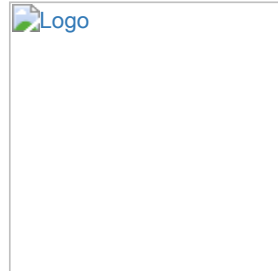
**Kind Regards,**

Daniel

Sydney Boat Hire



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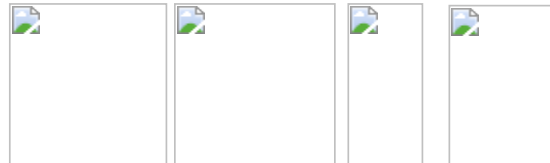


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On Fri, Sep 18, 2020 at 12:42 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for reaching out to us in regards to hosting Downer's annual Xmas party on Sydney Harbour on the 11th December.

Unfortunately, Ariston has recently updated their COVID capacity to 33 guests, in which we are unable to host a cruise for your team of 40.

However, I would personally recommend the following vessels:

[Commissioner II](#) (COVID capacity: 40 guests)

[Galaxy I](#) ( (COVID capacity: 47 guests)

I've put together a package for each of these vessels based on the details you provided. Please feel free to see them below

Commissioner II - [Click here to view your quotation](#)

Galaxy I - [Click here to view your quotation](#)

The quotations I have created allows you to select your food, drinks, and any optional extras. The total price will update automatically.

If you are not sure on where to embark and disembark, you can find our wharf map [here](#)

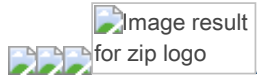
To proceed with the booking, simply complete our booking form in the link above by following the prompts. To secure your booking, we require a 50% deposit which can be paid either via EFT or credit/debit card. The balance will be due 14 days prior to your booking.

Please let me know if you have any questions regarding the vessels or booking process and I'll be more than happy to assist you :)

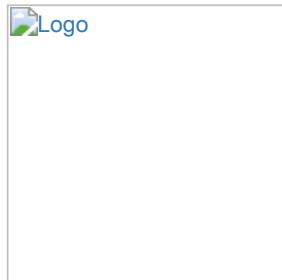
If you need, you can find a list of our frequently asked questions [here](#).

Looking forward to hearing from you soon

**Kind Regards,**  
**Daniel**  
**Sydney Boat Hire**

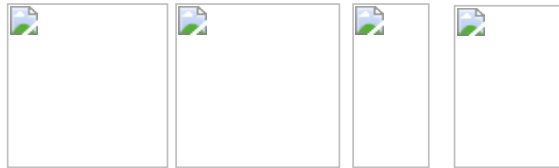


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---

## Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

---

From: Laura Inglis <laura.inglis@downergroup.com>  
To: Sydney Boat Hire <sales@sydneyboathire.com.au>  
Cc: Tony Nguyen <tony@rjsprojects.com.au>  
Date: Mon, 30 Nov 2020 18:30:06 +1100

---

Hi Daniel,

Thanks I have completed the form with the details I can.

<https://app.pandadoc.com/document/99f4d7e8419f184d6bf34541c28c24aa5c191e5d#/document/v1/editor//comments>

Please liaise with Tony (Cc'd) for payment.

Thanks,  
Laura

From: Sydney Boat Hire  
Sent: Monday, 30 November, 5:21 pm  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020  
To: Laura Inglis

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Hi Laura,

Thanks for getting back to me on this.

Please find your quotation for Ariston in the link below:

Ariston - [Click here to view your quotation](#)

I have browsed through the vessels and unfortunately, we do not have any vessels available on the 11th December that can cater for this event.

Please let me know if you have any questions or concerns

Kind Regards,

Daniel

Sydney Boat Hire

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On Mon, Nov 30, 2020 at 2:50 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

What boats do you have available for private charter on the 11<sup>th</sup>? Times are flexible but the date is not. The attendance numbers have dropped between 30-35 people. Ideally hoping to have a BBQ menu and beverage package with spirits available.

Laura Inglis  
Senior Project Administrator  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Monday, 30 November 2020 2:19 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Thank you for your email

Unfortunately, Karisma is now fully booked on the 11th December.

Are you flexible on dates?

Alternatively, we can look at hosting this cruise on a vessel called [Ariston](#) from 12pm - 4pm or 1pm - 5pm?

Please let me know if this works for you and your guests

Kind Regards,

Daniel

Sydney Boat Hire

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On Mon, Nov 30, 2020 at 11:55 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Daniel,

I have completed the online form for the booking, see below.

Can you please reach out to Tony Nguyen as he will be the one making payment on this and I do not have his card de

Tony Nguyen – [REDACTED] 3 500 or email Tony on [Tony@rjsprojects.com.au](mailto:Tony@rjsprojects.com.au)

<https://app.pandadoc.com/document/4a1709ca9a51a8c62b0b60ed075a3762b0f4478f#/document/v1/editor/comments>

Many thanks and kind regards,

Laura Inglis  
Senior Project Administrator  
Infrastructure Projects

T | [REDACTED] 0842

E | [laurainglis@Downergroup.com](mailto:laurainglis@downergroup.com)

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NSW 2060

[www.downergroup.com](http://www.downergroup.com)



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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Friday, 6 November 2020 5:49 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

Thanks for getting back to me on this

According to my availability calendar, it still shows it's available for a day cruise until 5:30pm.

Are you guys wanting to proceed with this charter?

Please let me know :)

Kind Regards,

Daniel

Sydney Boat Hire

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E:

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On Fri, Nov 6, 2020 at 2:25 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi all,

Just wondering if you still had this available, I understand I have been very annoying but with COVID I have had to ensure I had approval from upper management to allow this to move forward.

Kind regards,

Laura Inglis  
Senior Project Administrator  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Monday, 19 October 2020 11:29 AM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

I trust you had a great weekend!

I just wanted to see whether you have had the chance to decide on whether your company wishes to go ahead with Karisma?

Please let me know :)

Kind Regards,

Daniel

Sydney Boat Hire

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[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)

W:

[www.sydneyboathire.com.au](http://www.sydneyboathire.com.au)

Sydney Boat Hire | 2/147 Victoria Rd | Drummoyne NSW 2047

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On Wed, Oct 14, 2020 at 3:22 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Unfortunately not as the vessel does not allow BYO food or beverages on Fridays and Saturdays in December.

However, if you select a catering option, you can also bring extra meat if you wish :)

Kind Regards,

Daniel

Sydney Boat Hire

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On Wed, Oct 14, 2020 at 3:18 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi,

Sorry just to confirm can we do BYO BBQ meats?

I see that there is no BYO Beverages but just wanted to confirm on the food situation.

Thanks,  
Laura Inglis  
Senior Project Administrator  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 14 October 2020 2:18 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>

Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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No problem,

If you have any further questions please let us know.

We look forward to hearing from you!

Kind Regards,

Hendrik

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On Wed, Oct 14, 2020 at 2:08 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Oooh amazing! Thanks so much I will endeavour to get back to you by COB today, if not early tomorrow.

Thanks for being so patient with me 😊

Laura Inglis  
Senior Project Administrator  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 14 October 2020 1:50 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

It will be slightly more affordable than the vessels I offered previously :)

I have created a quotation for you to compare, please see it in the link below

Karisma - [Click here to view your quotation](#)

Please let me know if you have any questions or concerns.

Kind Regards,

Daniel

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On Wed, Oct 14, 2020 at 1:31 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Thanks Daniel, so just confirming it will be roughly the same prices as the previous quotes I have received?

Laura Inglis  
Senior Project Administrator  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 14 October 2020 12:11 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

Thanks for getting back to us on this



A vessel that I would recommend is called [Karisma](#).

This boat now has a COVID capacity of 55 guests and is available from 12pm - 4pm on the 11th December.

Karisma has a BBQ menu, however, it does not allow BYO beverages on Fridays in December.

Please let me know your thoughts on this vessel :)

Kind Regards,

Daniel

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On Wed, Oct 14, 2020 at 11:17 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Just checking to see if there was still availability on 11<sup>th</sup> December from midday – 4pm?  
I also have a few questions surrounding the food and beverage.

Is there an option to have a BBQ? And can we do a BYO for drinks?

Kind regards,  
Laura Inglis  
Senior Project Administrator  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Friday, 9 October 2020 5:05 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>

Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hi Laura,

I am checking in to see if you wish to proceed with your booking.

If you have any further questions please let me know.

Kind Regards,

Hendrik

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On Wed, Sep 23, 2020 at 5:02 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for getting back to me!

I look forward to hearing from you soon.

Meanwhile, if there are any further questions please do not hesitate to contact me.

Kind Regards,

Hendrik

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On Wed, Sep 23, 2020 at 4:50 PM Laura Inglis  
<[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Sorry for the delay. I am just having my boss look at the quotes he will hopefully let me know tomorrow if we can proceed.

Thanks,

Laura Inglis  
Senior Project Administrator  
Infrastructure Projects



T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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[www.downergroup.com](http://www.downergroup.com)



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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
Sent: Wednesday, 23 September 2020 4:49 PM  
To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th  
December 2020

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Hi Laura,

I am checking in to see if you wish to proceed with the booking?

If you have any further questions please let me know.

Kind Regards,

Hendrik

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On Mon, Sep 21, 2020 at 3:49 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

I trust you had a great weekend!

I am checking in to see whether you have had the chance to  
look at the quotes I sent to you

I would love to know your feedback

Looking forward to hearing from you soon

Kind Regards,

Daniel

Sydney Boat Hire

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On Fri, Sep 18, 2020 at 12:42 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for reaching out to us in regards to hosting Downer's annual Xmas party on Sydney Harbour on the 11th December.

Unfortunately, Ariston has recently updated their COVID capacity to 33 guests, in which we are unable to host a cruise for your team of 40.

However, I would personally recommend the following vessels:

[Commissioner II](#) (COVID capacity: 40 guests)

[Galaxy I](#) ( COVID capacity: 47 guests)

I've put together a package for each of these vessels based on the details you provided. Please feel free to see them below

Commissioner II - [Click here to view your quotation](#)

Galaxy I - [Click here to view your quotation](#)

The quotations I have created allows you to select your food, drinks, and any optional extras. The total price will update automatically.

If you are not sure on where to embark and disembark, you can find our wharf map [here](#)

To proceed with the booking, simply complete our booking form in the link above by following the prompts. To secure your booking, we require a 50% deposit which can be paid either via EFT or credit/debit card. The balance will be due 14 days prior to your booking.

Please let me know if you have any questions regarding the vessels or booking process and I'll be more than happy to assist you :)

If you need, you can find a list of our frequently asked questions [here](#).

Looking forward to hearing from you soon

Kind Regards,

Daniel

Sydney Boat Hire

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## RE: Annual Xmas Party on Sydney Harbour - 11th December 2020

From: Laura Inglis <laura.inglis@downergroup.com>  
 To: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Cc: Tony Nguyen <tony@rjsprojects.com.au>  
 Date: Tue, 01 Dec 2020 11:54:53 +1100

Lavender Bay would be fine!

Please note there are no photos attached of the grazing platters, happy to add extra cheese and antipasto boxes but there is no price for those items in the form. Can you please send me the price of those items and what they include.

Thanks,

**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | Laura.Inglis@Downergroup.com  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

From: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Sent: Tuesday, 1 December 2020 11:51 AM  
 To: Laura Inglis <Laura.Inglis@Downergroup.com>  
 Cc: Tony Nguyen <tony@rjsprojects.com.au>  
 Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hi Laura,

Thank you for getting back to me on this

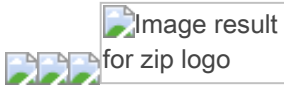
I have read through your booking form and noticed you opted for Milsons Point for pick up and drop off.

That particular wharf is not safe for guests to embark and disembark as it becomes quite choppy there. I would personally recommend [Lavender Bay Ferry Wharf](#) as an alternative.

The grazing platter menu you select is a very budget menu option. See attached photos of the boxes. It comes as is without any dietary requirements or changes especially on a peak date. You are welcome to add cheese platters or antipasto boxes to cover the vegetation if you wish or upgrade to canapé menu with chef.

Please let me know when is the best time to call Tony to finalise payment.

**Kind Regards,**  
 Daniel  
 Sydney Boat Hire

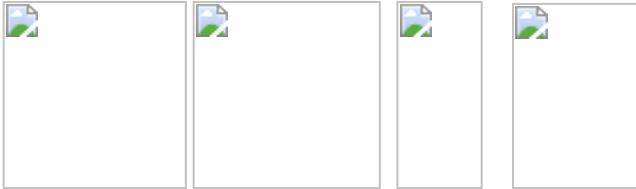


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On Mon, Nov 30, 2020 at 6:30 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Daniel,

Thanks I have completed the form with the details I can.

<https://app.pandadoc.com/document/99f4d7e8419f184d6bf34541c28c24aa5c191e5d#/document/v1/editor//comments>

Please liaise with Tony (Cc'd) for payment.

Thanks,  
Laura

From: Sydney Boat Hire  
Sent: Monday, 30 November, 5:21 pm  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020  
To: Laura Inglis

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Thanks for getting back to me on this.

Please find your quotation for Ariston in the link below:

Ariston - [Click here to view your quotation](#)

I have browsed through the vessels and unfortunately, we do not have any vessels available on the 11th December that can cater for this event.

Please let me know if you have any questions or concerns

Kind Regards,

Daniel

Sydney Boat Hire

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On Mon, Nov 30, 2020 at 2:50 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

What boats do you have available for private charter on the 11<sup>th</sup>? Times are flexible but the date is not. The attendance numbers have dropped between 30-35 people. Ideally hoping to have a BBQ menu and beverage package with spirits available.

**Laura Inglis**  
**Senior Project Administrator**  
 Infrastructure Projects

T | [REDACTED] 0842  
 E | [laurainglis@downergroup.com](mailto:laurainglis@downergroup.com)  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Monday, 30 November 2020 2:19 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hi Laura,

Thank you for your email

Unfortunately, Karisma is now fully booked on the 11th December.

Are you flexible on dates?

Alternatively, we can look at hosting this cruise on a vessel called [Ariston](#) from 12pm - 4pm or 1pm - 5pm?

Please let me know if this works for you and your guests

Kind Regards,

Daniel

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On Mon, Nov 30, 2020 at 11:55 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Daniel,

I have completed the online form for the booking, see below.

Can you please reach out to Tony Nguyen as he will be the one making payment on this and I do not have his card details.

Tony Nguyen – [REDACTED] 3 500 or email Tony on [Tony@rjsprojects.com.au](mailto:Tony@rjsprojects.com.au)

<https://app.pandadoc.com/document/4a1709ca9a51a8c62b0b60ed075a3762b0f4478#/document/v1/editor/comments>

Many thanks and kind regards,

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [\[REDACTED\]@Downergroup.com](mailto:[REDACTED]@Downergroup.com)

Level 8, 77 Pacific Highway, North Sydney  
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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Friday, 6 November 2020 5:49 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

Thanks for getting back to me on this

According to my availability calendar, it still shows it's available for a day cruise until 5:30pm.

Are you guys wanting to proceed with this charter?

Please let me know :)

Kind Regards,

Daniel

Sydney Boat Hire

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On Fri, Nov 6, 2020 at 2:25 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi all,

Just wondering if you still had this available, I understand I have been very annoying but with COVID I have had to ensure I had approval from upper management to allow this to move forward.

Kind regards,

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [inglis@Downergroup.com](mailto:inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Monday, 19 October 2020 11:29 AM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

I trust you had a great weekend!

I just wanted to see whether you have had the chance to decide on whether your company wishes to go ahead with Karisma?

Please let me know :)

Kind Regards,

Daniel

Sydney Boat Hire

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On Wed, Oct 14, 2020 at 3:22 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Unfortunately not as the vessel does not allow BYO food or beverages on Fridays and Saturdays in December.

However, if you select a catering option, you can also bring extra meat if you wish :)

Kind Regards,

Daniel

Sydney Boat Hire

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On Wed, Oct 14, 2020 at 3:18 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi,

Sorry just to confirm can we do BYO BBQ meats?

I see that there is no BYO Beverages but just wanted to confirm on the food situation.

Thanks,  
**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [lauri@downergroup.com](mailto:lauri@downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 14 October 2020 2:18 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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No problem,

If you have any further questions please let us know.

We look forward to hearing from you!

Kind Regards,

Hendrik

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On Wed, Oct 14, 2020 at 2:08 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Oooh amazing! Thanks so much I will endeavour to get back to you by COB today, if not early tomorrow.

Thanks for being so patient with me 😊

**Laura Inglis**  
**Senior Project Administrator**  
 Infrastructure Projects

T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060  
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Think before you print

**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 14 October 2020 1:50 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

It will be slightly more affordable than the vessels I offered previously :)



I have created a quotation for you to compare, please see it in the link below

Karisma - [Click here to view your quotation](#)

Please let me know if you have any questions or concerns.

Kind Regards,

Daniel

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On Wed, Oct 14, 2020 at 1:31 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Thanks Daniel, so just confirming it will be roughly the same prices as the previous quotes I have received?

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 14 October 2020 12:11 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

Thanks for getting back to us on this

A vessel that I would recommend is called [Karisma](#).

This boat now has a COVID capacity of 55 guests and is available from 12pm - 4pm on the 11th December.

Karisma has a BBQ menu, however, it does not allow BYO beverages on Fridays in December.

Please let me know your thoughts on this vessel :)

Kind Regards,

Daniel

Sydney Boat Hire

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On Wed, Oct 14, 2020 at 11:17 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Just checking to see if there was still availability on 11<sup>th</sup> December from midday – 4pm?

I also have a few questions surrounding the food and beverage.

Is there an option to have a BBQ? And can we do a BYO for drinks?

Kind regards,  
**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Friday, 9 October 2020 5:05 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

I am checking in to see if you wish to proceed with your booking.

If you have any further questions please let me know.

Kind Regards,

Hendrik

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On Wed, Sep 23, 2020 at 5:02 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for getting back to me!

I look forward to hearing from you soon.

Meanwhile, if there are any further questions please do not hesitate to contact me.

Kind Regards,

Hendrik

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On Wed, Sep 23, 2020 at 4:50 PM Laura Inglis  
<[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Sorry for the delay. I am just having my boss look at the quotes he will hopefully let me know tomorrow if we can proceed.

Thanks,

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects



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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 23 September 2020 4:49 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

I am checking in to see if you wish to proceed with the booking?

If you have any further questions please let me know.

Kind Regards,

Hendrik

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On Mon, Sep 21, 2020 at 3:49 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

I trust you had a great weekend!

I am checking in to see whether you have had the chance to look at the quotes I sent to you

I would love to know your feedback

Looking forward to hearing from you soon

Kind Regards,

Daniel

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On Fri, Sep 18, 2020 at 12:42 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for reaching out to us in regards to hosting Downer's annual Xmas party on Sydney Harbour on the 11th December.

Unfortunately, Ariston has recently updated their COVID capacity to 33 guests, in which we are unable to host a cruise for your team of 40.

However, I would personally recommend the following vessels:

[Commissioner II](#) (COVID capacity: 40 guests)

[Galaxy I](#) ( (COVID capacity: 47 guests)

I've put together a package for each of these vessels based on the details you provided. Please feel free to see them below

Commissioner II - [Click here to view your quotation](#)

Galaxy I - [Click here to view your quotation](#)

The quotations I have created allows you to select your food, drinks, and any optional extras. The total price will update automatically.

If you are not sure on where to embark and disembark, you can find our wharf map [here](#)

To proceed with the booking, simply complete our booking form in the link above by following the prompts. To secure your booking, we require a 50% deposit which can be paid either via EFT or credit/debit card. The balance will be due 14 days prior to your booking.

Please let me know if you have any questions regarding the vessels or booking process and I'll be more than happy to assist you :)

If you need, you can find a list of our frequently asked questions [here](#).

Looking forward to hearing from you soon

Kind Regards,

Daniel

Sydney Boat Hire

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## Conversation with Kevin Watters

---

**From:** Kevin Watters <kevin.watters@downergroup.com>  
**To:** Kevin Watters <kevin.watters@downergroup.com>, Laura Inglis <laura.inglis@downergroup.com>  
**Date:** Tue, 01 Dec 2020 13:54:37 +1100

---

**Kevin Watters 1:50 PM:**

hey! just wondering if there is any more details available for next Friday yet? Even general location, need to plan guys, sites, movements etc.

Laura Inglis 1:50 PM:

yeah I just didn't know if I should be posting it in the outlook calendar invite

Laura Inglis 1:51 PM:

boat party 12pm pick up from Lavender Bay Wharf returns 4pm

Kevin Watters 1:52 PM:

ah ok, how did you manage to swing that one? all provided for or do we need to bring anything with us?

Laura Inglis 1:53 PM:

all provided for, food and drink is included

Laura Inglis 1:53 PM:

i have my magic ways

Kevin Watters 1:53 PM:

I would definately get some deatils in there so people know what to bring and where they need to be (thinking of sites being shut down for the day)

Laura Inglis 1:53 PM:

ok no worries just playing catch up with all my emails and tasks whilst I was away last week :)

Kevin Watters 1:54 PM:

yeah no rush at all, just was oin my list of things to check

Kevin Watters 1:54 PM:

great work on your magic ways as always ;-)

# RE: Annual Xmas Party on Sydney Harbour - 11th December 2020

From: Laura Inglis <laura.inglis@downergroup.com>  
 To: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Date: Tue, 01 Dec 2020 14:15:47 +1100

Thanks for getting back to me Daniel...pictures aren't working may be a security thing on my network. Not an issue though 😊  
 Just confirming – the grazing platter I selected I can see the rice paper rolls, sandwiches and the sushi have vegetarian options (tofu/egg sandwich/veggies) if I bump up the platter to 40 do you think this will suffice?

## Ariston Grazing Platter Menu

Traditional Vietnamese rice paper rolls filled with vermicelli noodles, fresh vegetables, ginger and black sesame. Chicken or Tofu, served with tamari sauce. (WG, WD)

Sushi and nori hand rolls Includes salmon, tuna, prawn, crispy chicken and vegetables. Served with soy sauce, wasabi and ginger. (WG)

Pulled pork, pulled chicken and Beef linseed Sliders on Charcoal Brioche  
 Chermoula Chicken Tenders with mint yoghurt (WG)

A gourmet selection of the finest sandwiches and wraps with simple, delicious and nutritious fillings:

Poached chicken, mayonnaise, shallots, celery, honey seeded mustard, sunflower kernels & greens

Roast Beef, tomato relish, English mustard, beetroot relish (cream cheese and wasabi spread), cucumber & greens

Double smoked leg ham, seeded mustard, tomato, avocado, aioli and alfalfa

Organic Egg salad w/Dijon mayonnaise, chives & cress

Roast eggplant, roast red capsicum, feta cheese, About Life pesto and rocket

Grilled zucchini, roast capsicum, cucumber, hummus & greens

Smoked salmon, cream cheese, avocado, dill, spanish onion & greens

Tuna salad w/capers, avocado, spanish onion, cream cheese, cucumber & greens

Please feel free to call Tony whenever you next get a chance as I would really like to lock this in today!!

**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects

**Downer**  
 Relationships creating success

T | [REDACTED] 0842  
 E | Laura.Inglis@Downergroup.com  
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 NSW 2060

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From: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Sent: Tuesday, 1 December 2020 2:07 PM  
 To: Laura Inglis <Laura.Inglis@Downergroup.com>  
 Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Lavender Bay has been noted :)

My apologies, please find the images attached.

Please find the additional platter options below:

**Antipasto Platter**

\$139.00, including GST, minimum 10 people (can be ordered in multiples of 10 only)  
 Rustic italian breads, grissini and flatbreads [including gf options].  
 Oven baked semi dried tomatoes, marinated green olives,  
 grilled eggplant, zucchini and bell peppers, marinated artichokes, persian fetta,  
 smoked salmon, hot sopressa salami and san danielle prosciutto.

**Cheese Platter**

\$139.00, including GST, minimum 10 people (can be ordered in multiples of 10 only)  
 Selection of local cheeses, dried fruits and assorted crackers [including gf options].

**Seafood Platter**

\$558.00, including GST, minimum 10 people (can be ordered in multiples of 10 only)

Ocean cooked king prawns with dill aioli.  
 Fresh pacific oysters with shallot dressing and salmon roe.  
 Blue swimmer crab with fresh lemon wedges.  
 Balmain bugs with tartare sauce.

BBQ salmon fillets with grilled baby eggplants, toasted pine nuts and basil pesto.

**Dessert Platter**

\$178.00, including GST, minimum 10 people (can be ordered in multiples of 10 only)

Petite lemon meringue pie.  
 Assorted petite french macarons.  
 Choc dipped strawberries.  
 Petite piquant chocolate brownie.

Please let me know which items you would like to include.

Looking forward to hearing from you soon!

**Kind Regards,**

Daniel

Sydney Boat Hire



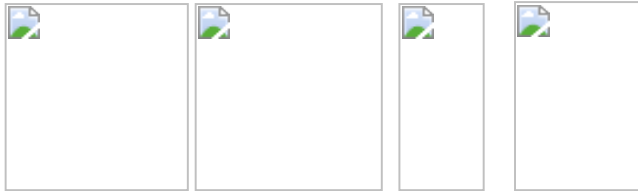


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On Tue, Dec 1, 2020 at 11:55 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Lavender Bay would be fine!

Please note there are no photos attached of the grazing platters, happy to add extra cheese and antipasto boxes but there is no price for those items in the form. Can you please send me the price of those items and what they include.

Thanks,

**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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 NSW 2060  
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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
 Sent: Tuesday, 1 December 2020 11:51 AM  
 To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
 Cc: Tony Nguyen <[tony@rjsprojects.com.au](mailto:tony@rjsprojects.com.au)>  
 Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Thank you for getting back to me on this

I have read through your booking form and noticed you opted for Milsons Point for pick up and drop off.

That particular wharf is not safe for guests to embark and disembark as it becomes quite choppy there. I would personally recommend [Lavender Bay Ferry Wharf](#) as an alternative.

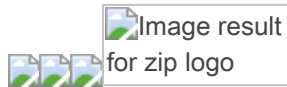
The grazing platter menu you select is a very budget menu option. See attached photos of the boxes. It comes as is without any dietary requirements or changes especially on a peak date. You are welcome to add cheese platters or antipasto boxes to cover the vegetation if you wish or upgrade to canapé menu with chef.

Please let me know when is the best time to call Tony to finalise payment.

**Kind Regards,**

Daniel

Sydney Boat Hire

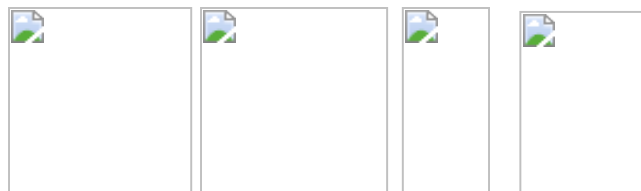


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On Mon, Nov 30, 2020 at 6:30 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Daniel,

Thanks I have completed the form with the details I can.

<https://app.pandadoc.com/document/99f4d7e8419f184d6bf34541c28c24aa5c191e5d#/document/v1/editor/comments>

Please liaise with Tony (Cc'd) for payment.

Thanks,  
Laura

From: Sydney Boat Hire  
Sent: Monday, 30 November, 5:21 pm  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020  
To: Laura Inglis

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Thanks for getting back to me on this.

Please find your quotation for Ariston in the link below:

Ariston - [Click here to view your quotation](#)

I have browsed through the vessels and unfortunately, we do not have any vessels available on the 11th December that can cater for this event.

Please let me know if you have any questions or concerns

Kind Regards,

Daniel

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On Mon, Nov 30, 2020 at 2:50 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

What boats do you have available for private charter on the 11<sup>th</sup>? Times are flexible but the date is not. The attendance numbers have dropped between 30-35 people. Ideally hoping to have a BBQ menu and beverage package with spirits available.

**Laura Inglis**  
**Senior Project Administrator**  
 Infrastructure Projects

T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Monday, 30 November 2020 2:19 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Thank you for your email

Unfortunately, Karisma is now fully booked on the 11th December.

Are you flexible on dates?

Alternatively, we can look at hosting this cruise on a vessel called [Ariston](#) from 12pm - 4pm or 1pm - 5pm?

Please let me know if this works for you and your guests

Kind Regards,

Daniel

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On Mon, Nov 30, 2020 at 11:55 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Daniel,

I have completed the online form for the booking, see below.  
Can you please reach out to Tony Nguyen as he will be the one making payment on this and I do not have his card details.  
Tony Nguyen – [REDACTED] 3 500 or email Tony on [Tony@rjsprojects.com.au](mailto:Tony@rjsprojects.com.au)

<https://app.pandadoc.com/document/4a1709ca9a51a8c62b0b60ed075a3762b0f4478f#/document/v1/editor//comments>

Many thanks and kind regards,

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Friday, 6 November 2020 5:49 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

Thanks for getting back to me on this

According to my availability calendar, it still shows it's available for a day cruise until 5:30pm.

Are you guys wanting to proceed with this charter?

Please let me know :)

Kind Regards,

Daniel

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On Fri, Nov 6, 2020 at 2:25 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi all,

Just wondering if you still had this available, I understand I have been very annoying but with COVID I have had to ensure I had approval from upper management to allow this to move forward.

Kind regards,

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Monday, 19 October 2020 11:29 AM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

I trust you had a great weekend!

I just wanted to see whether you have had the chance to decide on whether your company wishes to go ahead with Karisma?

Please let me know :)

Kind Regards,

Daniel

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On Wed, Oct 14, 2020 at 3:22 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Unfortunately not as the vessel does not allow BYO food or beverages on Fridays and Saturdays in December.

However, if you select a catering option, you can also bring extra meat if you wish :)

Kind Regards,

Daniel

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On Wed, Oct 14, 2020 at 3:18 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi,

Sorry just to confirm can we do BYO BBQ meats?

I see that there is no BYO Beverages but just wanted to confirm on the food situation.

Thanks,  
**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [laurainglis@Downergroup.com](mailto:laurainglis@downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 14 October 2020 2:18 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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No problem,

If you have any further questions please let us know.

We look forward to hearing from you!

Kind Regards,

Hendrik

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On Wed, Oct 14, 2020 at 2:08 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Oooh amazing! Thanks so much I will endeavour to get back to you by COB today, if not early tomorrow.

Thanks for being so patient with me 😊

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
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NSW 2060

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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>

**Sent:** Wednesday, 14 October 2020 1:50 PM

**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>

**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

It will be slightly more affordable than the vessels I offered previously :)

I have created a quotation for you to compare, please see it in the link below

Karisma - [Click here to view your quotation](#)

Please let me know if you have any questions or concerns.

Kind Regards,

Daniel

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On Wed, Oct 14, 2020 at 1:31 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Thanks Daniel, so just confirming it will be roughly the same prices as the previous quotes I have received?

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [l.inglis@Downergroup.com](mailto:l.inglis@downergroup.com)  
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NSW 2060  
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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 14 October 2020 12:11 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hey Laura,

Thanks for getting back to us on this

A vessel that I would recommend is called [Karisma](#).

This boat now has a COVID capacity of 55 guests and is available from 12pm - 4pm on the 11th December.

Karisma has a BBQ menu, however, it does not allow BYO beverages on Fridays in December.

Please let me know your thoughts on this vessel :)

Kind Regards,

Daniel

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On Wed, Oct 14, 2020 at 11:17 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Just checking to see if there was still availability on 11<sup>th</sup> December from midday – 4pm?

I also have a few questions surrounding the food and beverage.

Is there an option to have a BBQ? And can we do a BYO for drinks?

Kind regards,  
**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Friday, 9 October 2020 5:05 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hi Laura,

I am checking in to see if you wish to proceed with your booking.

If you have any further questions please let me know.

Kind Regards,

Hendrik

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On Wed, Sep 23, 2020 at 5:02 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for getting back to me!

I look forward to hearing from you soon.

Meanwhile, if there are any further questions please do not hesitate to contact me.

Kind Regards,

Hendrik

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On Wed, Sep 23, 2020 at 4:50 PM Laura Inglis  
<[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Sorry for the delay. I am just having my boss look at the quotes he will hopefully let me know tomorrow if we can proceed.

Thanks,

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects



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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 23 September 2020 4:49 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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Hi Laura,

I am checking in to see if you wish to proceed with the booking?

If you have any further questions please let me know.

Kind Regards,

Hendrik

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On Mon, Sep 21, 2020 at 3:49 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

I trust you had a great weekend!

I am checking in to see whether you have had the chance to look at the quotes I sent to you

I would love to know your feedback

Looking forward to hearing from you soon

Kind Regards,

Daniel

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On Fri, Sep 18, 2020 at 12:42 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for reaching out to us in regards to hosting Downer's annual Xmas party on Sydney Harbour on the 11th December.

Unfortunately, Ariston has recently updated their COVID capacity to 33 guests, in which we are unable to host a cruise for your team of 40.

However, I would personally recommend the following vessels:

[Commissioner II](#) (COVID capacity: 40 guests)

[Galaxy I](#) ( (COVID capacity: 47 guests)

I've put together a package for each of these vessels based on the details you provided. Please feel free to see them below

Commissioner II - [Click here to view your quotation](#)

Galaxy I - [Click here to view your quotation](#)

The quotations I have created allows you to select your food, drinks, and any optional extras. The total price will update automatically.

If you are not sure on where to embark and disembark, you can find our wharf map [here](#)

To proceed with the booking, simply complete our booking form in the link above by following the prompts. To secure your booking, we require a 50% deposit which can be paid either via EFT or credit/debit card. The balance will be due 14 days prior to your booking.

Please let me know if you have any questions regarding the vessels or booking process and I'll be more than happy to assist you :)

If you need, you can find a list of our frequently asked questions [here](#).

Looking forward to hearing from you soon

Kind Regards,

Daniel

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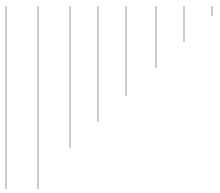
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---



## FW: URGENT - Online form completion

---

From: Laura Inglis <laura.inglis@downergroup.com>  
 To: Andrew Gayed <andrew.gayed@downergroup.com>  
 Date: Wed, 02 Dec 2020 16:20:53 +1100

---

FYI see below

**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

---

From: Laura Inglis  
 Sent: Wednesday, 2 December 2020 2:42 PM  
 To: Tony Nguyen <tony@rjsprojects.com.au>  
 Cc: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Subject: URGENT - Online form completion  
 Importance: High

Hi Tony,

I have tried to call you a few times with no luck, sorry I know you are super busy!  
 Can you please complete the card details at the bottom of the online form below and send back to Daniel (Cc'd) as soon as possible. I really appreciate it 😊

<https://app.pandadoc.com/document/99f4d7e8419f184d6bf34541c28c24aa5c191e5d#/document/v1/editor//comments>

Kind regards,  
**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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## RE: URGENT - Online form completion

---

From: Laura Inglis <laura.inglis@downergroup.com>  
 To: Tony Nguyen <tony@rjsprojects.com.au>  
 Cc: Sydney Boat Hire <sales@sydneyboathire.com.au>, Andrew Gayed <andrew.gayed@downergroup.com>  
 Date: Wed, 02 Dec 2020 16:59:00 +1100

---

Hi Tony,

Please complete the form in the email below before 7.30am tomorrow (Thurs 3<sup>rd</sup>) morning.  
 Daniel is unable to finalise the booking and organise catering and staffing arrangements until this is done.

Kind regards,  
**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | Laura.Inglis@Downergroup.com  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060

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Think before you print

---

From: Laura Inglis  
 Sent: Wednesday, 2 December 2020 2:42 PM  
 To: Tony Nguyen <tony@rjsprojects.com.au>  
 Cc: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Subject: URGENT - Online form completion  
 Importance: High

Hi Tony,

I have tried to call you a few times with no luck, sorry I know you are super busy!  
 Can you please complete the card details at the bottom of the online form below and send back to Daniel (Cc'd) as soon as possible. I really appreciate it 😊

<https://app.pandadoc.com/document/99f4d7e8419f184d6bf34541c28c24aa5c191e5d#/document/v1/editor//comments>

Kind regards,  
**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



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## RE: Annual Xmas Party on Sydney Harbour - 11th December 2020

From: Laura Inglis <laura.inglis@downergroup.com>  
 To: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Date: Thu, 03 Dec 2020 10:54:34 +1100

Hi Daniel,

Unfortunately we will not be able to move forward with this booking. I apologise for the inconvenience this may have caused and any time wasted.

I hope you have a great day, a lovely Christmas and a fantastic New Year.

Kind regards,  
**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | Laura.Inglis@Downergroup.com  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060

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From: Sydney Boat Hire <sales@sydneyboathire.com.au>  
 Sent: Tuesday, 1 December 2020 2:07 PM  
 To: Laura Inglis <Laura.Inglis@Downergroup.com>  
 Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Lavender Bay has been noted :)

My apologies, please find the images attached.

Please find the additional platter options below:

### Antipasto Platter

\$139.00, including GST, minimum 10 people (can be ordered in multiples of 10 only)  
 Rustic Italian breads, grissini and flatbreads [including gf options].  
 Oven baked semi dried tomatoes, marinated green olives,  
 grilled eggplant, zucchini and bell peppers, marinated artichokes, Persian feta,  
 smoked salmon, hot sopressa salami and San Danielle prosciutto.

### Cheese Platter

\$139.00, including GST, minimum 10 people (can be ordered in multiples of 10 only)  
 Selection of local cheeses, dried fruits and assorted crackers [including gf options].

### Seafood Platter

\$558.00, including GST, minimum 10 people (can be ordered in multiples of 10 only)

Ocean cooked king prawns with dill aioli.

Fresh pacific oysters with shallot dressing and salmon roe.  
Blue swimmer crab with fresh lemon wedges.  
Balmain bugs with tartare sauce.

BBQ salmon fillets with grilled baby eggplants, toasted pine nuts and basil pesto.

**Dessert Platter**

\$178.00, including GST, minimum 10 people (can be ordered in multiples of 10 only)

Petite lemon meringue pie.  
Assorted petite french macarons.  
Choc dipped strawberries.  
Petite piquant chocolate brownie.

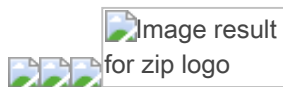
Please let me know which items you would like to include.

Looking forward to hearing from you soon!

**Kind Regards,**

Daniel

Sydney Boat Hire

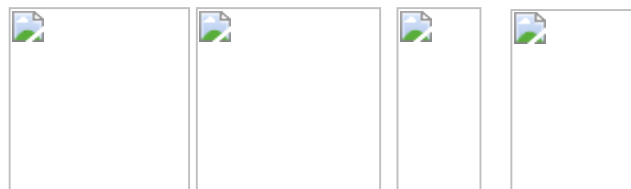


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On Tue, Dec 1, 2020 at 11:55 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Lavender Bay would be fine!

Please note there are no photos attached of the grazing platters, happy to add extra cheese and antipasto boxes but there is no price for those items in the form. Can you please send me the price of those items and what they include.

Thanks,

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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From: Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
 Sent: Tuesday, 1 December 2020 11:51 AM  
 To: Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
 Cc: Tony Nguyen <[tony@rjsprojects.com.au](mailto:tony@rjsprojects.com.au)>  
 Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Thank you for getting back to me on this

I have read through your booking form and noticed you opted for Milsons Point for pick up and drop off.

That particular wharf is not safe for guests to embark and disembark as it becomes quite choppy there. I would personally recommend [Lavender Bay Ferry Wharf](#) as an alternative.

The grazing platter menu you select is a very budget menu option. See attached photos of the boxes. It comes as is without any dietary requirements or changes especially on a peak date. You are welcome to add cheese platters or antipasto boxes to cover the vegetation if you wish or upgrade to canapé menu with chef.

Please let me know when is the best time to call Tony to finalise payment.

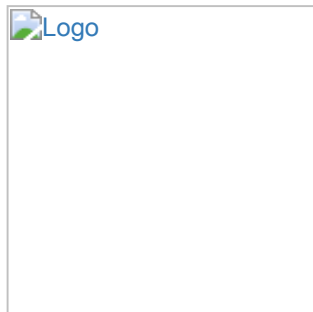
**Kind Regards,**

Daniel

Sydney Boat Hire



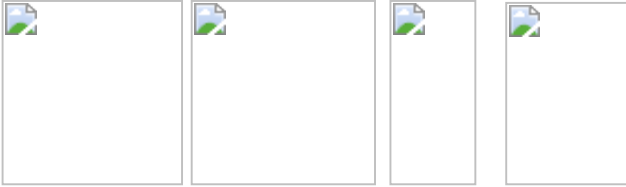
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On Mon, Nov 30, 2020 at 6:30 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Daniel,

Thanks I have completed the form with the details I can.

<https://app.pandadoc.com/document/99f4d7e8419f184d6bf34541c28c24aa5c191e5d#/document/v1/editor//comments>

Please liaise with Tony (Cc'd) for payment.

Thanks,  
Laura

From: Sydney Boat Hire  
Sent: Monday, 30 November, 5:21 pm  
Subject: Re: Annual Xmas Party on Sydney Harbour - 11th December 2020  
To: Laura Inglis

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Thanks for getting back to me on this.

Please find your quotation for Ariston in the link below:

Ariston - [Click here to view your quotation](#)

I have browsed through the vessels and unfortunately, we do not have any vessels available on the 11th December that can cater for this event.

Please let me know if you have any questions or concerns

Kind Regards,

Daniel

Sydney Boat Hire

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On Mon, Nov 30, 2020 at 2:50 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

What boats do you have available for private charter on the 11<sup>th</sup>? Times are flexible but the date is not. The attendance numbers have dropped between 30-35 people. Ideally hoping to have a BBQ menu and beverage package with spirits available.

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Monday, 30 November 2020 2:19 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

Thank you for your email

Unfortunately, Karisma is now fully booked on the 11th December.

Are you flexible on dates?

Alternatively, we can look at hosting this cruise on a vessel called [Ariston](#) from 12pm - 4pm or 1pm - 5pm?

Please let me know if this works for you and your guests

Kind Regards,

Daniel

Sydney Boat Hire

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On Mon, Nov 30, 2020 at 11:55 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Daniel,

I have completed the online form for the booking, see below.

Can you please reach out to Tony Nguyen as he will be the one making payment on this and I do not have his card details.

Tony Nguyen – [REDACTED] 3 500 or email Tony on [Tony@rjsprojects.com.au](mailto:Tony@rjsprojects.com.au)

<https://app.pandadoc.com/document/4a1709ca9a51a8c62b0b60ed075a3762b0f4478f#/document/v1/editor//comments>

Many thanks and kind regards,

**Laura Inglis**  
**Senior Project Administrator**  
 Infrastructure Projects

T | [REDACTED] 0842  
 E | [\[REDACTED\]nglis@Downergroup.com](mailto:[REDACTED]nglis@Downergroup.com)  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Friday, 6 November 2020 5:49 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

Thanks for getting back to me on this

According to my availability calendar, it still shows it's available for a day cruise until 5:30pm.

Are you guys wanting to proceed with this charter?

Please let me know :)

Kind Regards,

Daniel

Sydney Boat Hire

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On Fri, Nov 6, 2020 at 2:25 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi all,

Just wondering if you still had this available, I understand I have been very annoying but with COVID I have had to ensure I had approval from upper management to allow this to move forward.

Kind regards,

**Laura Inglis**  
**Senior Project Administrator**  
 Infrastructure Projects

T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Monday, 19 October 2020 11:29 AM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

I trust you had a great weekend!

I just wanted to see whether you have had the chance to decide on whether your company wishes to go ahead with Karisma?

Please let me know :)

Kind Regards,

Daniel

Sydney Boat Hire

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On Wed, Oct 14, 2020 at 3:22 PM Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Unfortunately not as the vessel does not allow BYO food or beverages on Fridays and Saturdays in December.

However, if you select a catering option, you can also bring extra meat if you wish :)

Kind Regards,

Daniel

Sydney Boat Hire

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On Wed, Oct 14, 2020 at 3:18 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi,

Sorry just to confirm can we do BYO BBQ meats?

I see that there is no BYO Beverages but just wanted to confirm on the food situation.

Thanks,  
**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 14 October 2020 2:18 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

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No problem,

If you have any further questions please let us know.

We look forward to hearing from you!

Kind Regards,

Hendrik

Sydney Boat Hire

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On Wed, Oct 14, 2020 at 2:08 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Oooh amazing! Thanks so much I will endeavour to get back to you by COB today, if not early tomorrow.

Thanks for being so patient with me 😊

**Laura Inglis**  
**Senior Project Administrator**  
Infrastructure Projects

T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
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NSW 2060  
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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 14 October 2020 1:50 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

It will be slightly more affordable than the vessels I offered previously :)

I have created a quotation for you to compare, please see it in the link below

Karisma - [Click here to view your quotation](#)

Please let me know if you have any questions or concerns.

Kind Regards,

Daniel

Sydney Boat Hire

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On Wed, Oct 14, 2020 at 1:31 PM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Thanks Daniel, so just confirming it will be roughly the same prices as the previous quotes I have received?

**Laura Inglis**  
**Senior Project Administrator**

Infrastructure Projects

T | [REDACTED] 0842  
E | [REDACTED] [laurainglis@Downergroup.com](mailto:laurainglis@Downergroup.com)  
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NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



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**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 14 October 2020 12:11 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hey Laura,

Thanks for getting back to us on this

A vessel that I would recommend is called [Karisma](#).

This boat now has a COVID capacity of 55 guests and is available from 12pm - 4pm on the 11th December.

Karisma has a BBQ menu, however, it does not allow BYO beverages on Fridays in December.

Please let me know your thoughts on this vessel :)

Kind Regards,

Daniel

Sydney Boat Hire

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02 8765 1222

E:

[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)

W:

[www.sydneyboathire.com.au](http://www.sydneyboathire.com.au)

Sydney Boat Hire | 2/147 Victoria Rd | Drummoyne NSW 2047

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On Wed, Oct 14, 2020 at 11:17 AM Laura Inglis <[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Just checking to see if there was still availability on 11<sup>th</sup> December from midday – 4pm?

I also have a few questions surrounding the food and beverage.

Is there an option to have a BBQ? And can we do a BYO for drinks?

Kind regards,  
**Laura Inglis**  
**Senior Project Administrator**

Infrastructure Projects

T | [REDACTED] 0842  
E | [REDACTED] [laurainglis@Downergroup.com](mailto:laurainglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Friday, 9 October 2020 5:05 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

I am checking in to see if you wish to proceed with your booking.

If you have any further questions please let me know.

Kind Regards,

Hendrik

Sydney Boat Hire

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T:

02 8765 1222

E:

[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)

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On Wed, Sep 23, 2020 at 5:02 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for getting back to me!

I look forward to hearing from you soon.

Meanwhile, if there are any further questions please do not hesitate to contact me.

Kind Regards,

Hendrik



Sydney Boat Hire

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[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)

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On Wed, Sep 23, 2020 at 4:50 PM Laura Inglis  
<[Laura.Inglis@downergroup.com](mailto:Laura.Inglis@downergroup.com)> wrote:

Hi Hendrik,

Sorry for the delay. I am just having my boss look at the quotes he will hopefully let me know tomorrow if we can proceed.

Thanks,

**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [REDACTED] 0842  
E | [lauri@downergroup.com](mailto:lauri@downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

**From:** Sydney Boat Hire <[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)>  
**Sent:** Wednesday, 23 September 2020 4:49 PM  
**To:** Laura Inglis <[Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)>  
**Subject:** Re: Annual Xmas Party on Sydney Harbour - 11th December 2020

[External Email] This email was sent from outside the organisation – be cautious, particularly with links and attachments.

Hi Laura,

I am checking in to see if you wish to proceed with the booking?

If you have any further questions please let me know.

Kind Regards,

Hendrik

Sydney Boat Hire

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On Mon, Sep 21, 2020 at 3:49 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

I trust you had a great weekend!

I am checking in to see whether you have had the chance to look at the quotes I sent to you

I would love to know your feedback

Looking forward to hearing from you soon

Kind Regards,

Daniel

Sydney Boat Hire

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T:

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[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)

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On Fri, Sep 18, 2020 at 12:42 PM Sydney Boat Hire  
<[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)> wrote:

Hi Laura,

Thank you for reaching out to us in regards to hosting Downer's annual Xmas party on Sydney Harbour on the 11th December.

Unfortunately, Ariston has recently updated their COVID capacity to 33 guests, in which we are unable to host a cruise for your team of 40.

However, I would personally recommend the following vessels:

[Commissioner II](#) (COVID capacity: 40 guests)

[Galaxy I](#) ( (COVID capacity: 47 guests)

I've put together a package for each of these vessels based on the details you provided. Please feel free to see them below

Commissioner II - [Click here to view your quotation](#)

Galaxy I - [Click here to view your quotation](#)

The quotations I have created allows you to select your food, drinks, and any optional extras. The total price will update automatically.

If you are not sure on where to embark and disembark, you can find our wharf map [here](#)

To proceed with the booking, simply complete our booking form in the link above by following the prompts. To secure your booking, we require a 50% deposit which can be paid either via EFT or credit/debit card. The balance will be due 14 days prior to your booking.

Please let me know if you have any questions regarding the vessels or booking process and I'll be more than happy to assist you :)

If you need, you can find a list of our frequently asked questions [here](#).

Looking forward to hearing from you soon

Kind Regards,

Daniel

Sydney Boat Hire

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E:

[sales@sydneyboathire.com.au](mailto:sales@sydneyboathire.com.au)

W:

[www.sydneyboathire.com.au](http://www.sydneyboathire.com.au)

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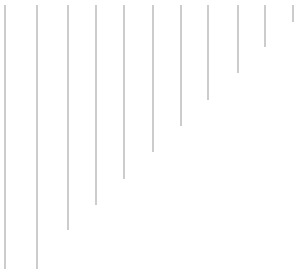
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## RE: TAP End of Year Celebration

---

From: Laura Inglis <laura.inglis@downergroup.com>  
 To: Mark Silvia <mark.silvia@downergroup.com>  
 Date: Thu, 03 Dec 2020 13:51:26 +1100

---



I am so sad I thought I had smashed it this year unfortunately with no funds there is little I can do.

I have booked a table at the Greenwood Hotel for 1pm and then I guess we can all come back to the office for a few bevvy's and I may organise some games?

**Laura Inglis**  
 Senior Project Administrator  
 Infrastructure Projects



T | [REDACTED] 0842  
 E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

---

From: Mark Silvia <Mark.Silvia@Downergroup.com>  
 Sent: Thursday, 3 December 2020 1:50 PM  
 To: Laura Inglis <Laura.Inglis@Downergroup.com>  
 Subject: RE: TAP End of Year Celebration  
 Sensitivity: Private

Are you sending out a cancelled email

**Mark Silvia**  
 Supervisor  
 Infrastructure Projects



M | [REDACTED] 6487  
 E | [Mark.Silvia@Downergroup.com](mailto:Mark.Silvia@Downergroup.com)  
 T3, Trinita Business Campus, 39 Delhi Road  
 North Ryde NSW 2113  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

-----Original Appointment-----

From: Laura Inglis  
 Sent: Wednesday, 2 December 2020 13:18  
 To: Thomas Phillips; Brendan Lee; Miller Missha; Sharanya Iyer; Quan Nguyen; David Hammond; Elaine Yip; Sylvia Amarasingham; Gloria Ng; Benjamin Korkmann; Laima Karklins; Ashish Gandhi; Shadi Juma; Marcus Summers; Harmesh Singh; Shania van Cuylenburg; Dannielle Graham; Gareth O'Brien; Sina Bigdeli; Robel Chowdhury; Mohammed

Al Shamri; Sairam Pilli; Vlad Stanculescu; Jason Briscoe; Ali Kassab; Ross Dean; Andrew Gayed; Vitor Reis; Michael Fry; Amit Patel; Kevin Watters; Nicolai Clausen; Ibrahim Adwan; Ian Falconer; Rachel Leet; Sunny Lin; Auel Malibiran; Mustafa Mustafa; Paul O'Neill; James O'Neill; Nicole Seale; Mark Silvia; Matthew Swanson; Hamish Turner; Mal Wallis; Wayne Miller; Sean Mccallion; Joe Salafai; Mark Tadic; Andrew Bedwani; Maddison Hunter  
Subject: TAP End of Year Celebration  
When: Friday, 11 December 2020 12:00-16:00 (UTC+10:00) Canberra, Melbourne, Sydney.  
Where: TBC  
Sensitivity: Private

Morning all,

I need to confirm numbers for our End of Year event. Can you please respond to the invite with 'Accept – send the response now' rather than 'Accept – do not send a response' as sometimes outlook leaves your response as 'NONE'. If you are not going to be able to attend please decline the invitation. If you have already responded apologies!

Thanks all and happy hump-day!

---

Good afternoon all,

This invite is just to put a placeholder in your calendars for our 'End of Year' event!

More information to come.

Kind regards,  
Loz

## Conversation with Nicole Seale

---

**From:** Nicole Seale <nicole.seale@downergroup.com>  
**To:** Nicole Seale <nicole.seale@downergroup.com>, Laura Inglis <laura.inglis@downergroup.com>  
**Date:** Thu, 03 Dec 2020 14:23:57 +1100

---

**Nicole Seale 1:32 PM:**

Hi Laura, any deets re xmas party location? Just planning as have ZH meeting to attend for 1st 30 mins and am now working Banksia possession the next day so just planning ahead.

Laura Inglis 1:34 PM:

Hey Nic, we are just having lunch at Greenwood and will come back to the office I reckon

Laura Inglis 1:34 PM:

my original plan has gone to shit

Nicole Seale 1:34 PM:

let it go Laura. You can only work with what you have. I was at Nth Ryde yesterday...

Nicole Seale 1:35 PM:

then evidence of Downer screwing down every possible cent is clear

Nicole Seale 1:35 PM:

Facilities woman leaving...feeling un appreciated...

Nicole Seale 1:35 PM:

Business services moved to another floor so they can hand half a floor back to stocklands

Laura Inglis 2:14 PM:

it's horrible

Nicole Seale 2:14 PM:

what is?

Laura Inglis 2:15 PM:

I feel like TAP is such a large project and stream of money for Downer Infrastructure

Nicole Seale 2:15 PM:

oh Downer!

Laura Inglis 2:15 PM:

and we barely worked from home amidst COVID

Nicole Seale 2:15 PM:

did u see that PID toolbox online from KARl?

Laura Inglis 2:15 PM:

and we have successfully completed so many possessions

Nicole Seale 2:15 PM:

we are supposed to get hampers!

Laura Inglis 2:15 PM:

set up sites

Laura Inglis 2:15 PM:

we are getting hampers

Laura Inglis 2:15 PM:

they will be here next week

Laura Inglis 2:15 PM:

I will be handing them out  
Nicole Seale 2:16 PM:

I know, we committed ourselves to smash it, we have and now the let down.  
Nicole Seale 2:16 PM:

U know Dave Ford has resigned?  
Laura Inglis 2:16 PM:

yep and Mo  
Nicole Seale 2:16 PM:

Ward Stubbs totally put his foot in it by revealing this during a leeting...  
Nicole Seale 2:17 PM:

was not official by any means  
Laura Inglis 2:17 PM:

oh no  
Laura Inglis 2:17 PM:

thats not a good way for it to come out  
Nicole Seale 2:17 PM:

I guess in the end, the company is working for its shareholders to produce them a profit  
Nicole Seale 2:18 PM:

businesses would have to be fairly ruthless to tackle and succeed during covid  
Nicole Seale 2:18 PM:

I seem to hear increasing criticism of Downer from everyone... its a pity cos there are good people here but the systems let us down.  
Laura Inglis 2:19 PM:

its the senior management  
Laura Inglis 2:19 PM:

they seem to just forget the people in the ground actually running the prjects  
Nicole Seale 2:19 PM:

I wish there was more encouragement. but thats a shortcoming of male culture.  
Nicole Seale 2:20 PM:

yep. always the same story...  
Nicole Seale 2:20 PM:

rewarding workers would go such a long way...  
Nicole Seale 2:20 PM:

am excited about a hamper though  
Nicole Seale 2:20 PM:

have never got one from work  
Nicole Seale 2:21 PM:

i think i remember my dad getting one from work when i was a teenager  
Laura Inglis 2:21 PM:

it is a very cute hamper!  
Nicole Seale 2:21 PM:

cute sounds like SMALL Laura  
Nicole Seale 2:21 PM:

and with the lunch, is Downer shouting?  
Laura Inglis 2:21 PM:

wait I will send you a pic of it  
Nicole Seale 2:21 PM:

yay!  
2:22 PM You asked to send "7F4842FF.PNG" to Nicole Seale.  
2:22 PM We can't send "7F4842FF.PNG" to Nicole Seale.  
2:22 PM You asked to send "CC4400F4.PNG" to Nicole Seale.  
Nicole Seale 2:22 PM:

it says error in transfer...bummer  
2:22 PM We can't send "CC4400F4.PNG" to Nicole Seale.  
Laura Inglis 2:22 PM:

maybe it will work on teams  
Nicole Seale 2:23 PM:

k

## RE: TAP End of Year Celebration

From: Maddison Hunter <maddison.hunter@downergroup.com>  
 To: Laura Inglis <laura.inglis@downergroup.com>  
 Date: Mon, 07 Dec 2020 16:27:38 +1100

What happened to the boat?!

**Maddison Hunter**  
 Junior Planner - TAP  
 Infrastructure Projects



T | +61 419 678 410 M | +61 [REDACTED] 3 410  
 E | Maddison.Hunter@downe[REDACTED].com  
 Level 8, 77 Pacific Highway, North Sydney  
 NSW 2060

[www.downergroup.com](http://www.downergroup.com)



Think before you print

From: Laura Inglis <Laura.Inglis@Downergroup.com>  
 Sent: Monday, 7 December 2020 4:21 PM  
 To: Thomas Phillips <Thomas.Phillips@Downergroup.com>; Brendan Lee <Brendan.Lee@downergroup.com>; Miller Missha <Miller.Missha@downergroup.com>; Sharanya Iyer <Sharanya.Iyer@downergroup.com>; Quan Nguyen <Quan.Nguyen@downergroup.com>; David Hammond <David.Hammond@downergroup.com>; Elaine Yip <Elaine.Yip@downergroup.com>; Sylvia Amarasingham <Sylvia.Amarasingham@Downergroup.com>; Gloria Ng <Gloria.Ng@Downergroup.com>; Benjamin Korkmann <Benjamin.Korkmann@Downergroup.com>; Laima Karklins <Laima.Karklins@Downergroup.com>; Ashish Gandhi <Ashish.Gandhi@downergroup.com>; Shadi Juma <Shadi.Juma@downergroup.com>; Marcus Summers <Marcus.Summers@Downergroup.com>; Harmesh Singh <Harmesh.Singh@downergroup.com>; Shania van Cuylenburg <S.Vancuylenburg@Downergroup.com>; Dannielle Graham <Dannielle.Graham@downergroup.com>; Gareth O'Brien <Gareth.O'Brien@Downergroup.com>; Sina Bigdeli <Sina.Bigdeli@Downergroup.com>; Robel Chowdhury <Robel.Chowdhury@downergroup.com>; Mohammed Al Shamri <Mohammed.AlShamri@downergroup.com>; Sairam Pilli <Sairam.Pilli@Downergroup.com>; Vlad Stanculescu <Vlad.Stanculescu@downergroup.com>; Jason Briscoe <Jason.Briscoe@downergroup.com>; Ali Kassab <Ali.Kassab@Downergroup.com>; Ross Dean <Ross.Dean@Downergroup.com>; Andrew Gayed <Andrew.Gayed@Downergroup.com>; Vitor Reis <Vitor.Reis@Downergroup.com>; Michael Fry <Michael.Fry@downergroup.com>; Amit Patel <Amit.Patel@downergroup.com>; Kevin Watters <Kevin.Watters@Downergroup.com>; Nicolai Clausen <Nicolai.Clausen@Downergroup.com>; Ibrahim Adwan <Ibrahim.Adwan@downergroup.com>; Ian Falconer <Ian.Falconer@Downergroup.com>; Rachel Leet <Rachel.Lee@downergroup.com>; Sunny Lin <Sunny.Lin@Downergroup.com>; Auel Malibiran <Auel.Malibiran@Downergroup.com>; Mustafa Mustafa <Mustafa.Mustafa@downergroup.com>; Paul O'Neill <Paul.ONeill@Downergroup.com>; James O'Neill <James.ONeill@Downergroup.com>; Nicole Seale <Nicole.Seale@Downergroup.com>; Mark Silvia <Mark.Silvia@Downergroup.com>; Matthew Swanson <Matthew.Swanson3@Downergroup.com>; Hamish Turner <Hamish.Turner@Downergroup.com>; Mal Wallis <Mal.Wallis@Downergroup.com>; Wayne Miller <Wayne.Miller@downergroup.com>; Sean Mccallion <Sean.Mccallion@downergroup.com>; Joe Salafai <Joe.Salafai@downergroup.com>; Mark Tadic <Mark.Tadic@downergroup.com>; Andrew Bedwani <Andrew.Bedwani@downergroup.com>; Maddison Hunter <Maddison.Hunter@downergroup.com>  
 Subject: RE: TAP End of Year Celebration  
 Sensitivity: Private

Hi Team,

Just to keep you all in the loop as I have had a few people asking me. On Friday we will be beginning our celebrations with a pub lunch at the Greenwood Hotel at 1pm – 3pm.

I have been advised that we may not need to move on at 3pm depending on the next booking, but it is just the luck of the draw.

Kind regards,  
**Laura Inglis**  
Senior Project Administrator  
Infrastructure Projects



T | [REDACTED] 0842  
E | [Laura.Inglis@Downergroup.com](mailto:Laura.Inglis@Downergroup.com)  
Level 8, 77 Pacific Highway, North Sydney  
NSW 2060  
[www.downergroup.com](http://www.downergroup.com)



Think before you print

-----Original Appointment-----

From: Laura Inglis  
Sent: Thursday, 15 October 2020 5:01 PM  
To: Laura Inglis; Thomas Phillips; Brendan Lee; Miller Missha; Sharanya Iyer; Quan Nguyen; David Hammond; Elaine Yip; Sylvia Amarasingham; Gloria Ng; Benjamin Korkmann; Laima Karklins; Ashish Gandhi; Shadi Juma; Marcus Summers; Harmesh Singh; Shania van Cuylenburg; Dannielle Graham; Gareth O'Brien; Sina Bigdeli; Robel Chowdhury; Mohammed Al Shamri; Sairam Pilli; Vlad Stanculescu; Jason Briscoe; Ali Kassab; Ross Dean; Andrew Gayed; Vitor Reis; Michael Fry; Amit Patel; Kevin Watters; Nicolai Clausen; Ibrahim Adwan; Ian Falconer; Rachel Leet; Sunny Lin; Auel Malibiran; Mustafa Mustafa; Paul O'Neill; James O'Neill; Nicole Seale; Mark Silvia; Matthew Swanson; Hamish Turner; Mal Wallis; Wayne Miller; Sean Mccallion; Joe Salafai; Mark Tadic; Andrew Bedwani; Maddison Hunter  
Subject: TAP End of Year Celebration  
When: Friday, 11 December 2020 12:00 PM-4:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.  
Where: TBC  
Sensitivity: Private

Morning all,

I need to confirm numbers for our End of Year event. Can you please respond to the invite with 'Accept – send the response now' rather than 'Accept – do not send a response' as sometimes outlook leaves your response as 'NONE'. If you are not going to be able to attend please decline the invitation. If you have already responded apologies!

Thanks all and happy hump-day!

---

Good afternoon all,

This invite is just to put a placeholder in your calendars for our 'End of Year' event!

More information to come.

Kind regards,  
Loz