
From: Claire Wells [REDACTED]
Sent: Monday, 13 March 2023 6:00 AM
To: Moira Deeming <Moira.Deeming@parliament.vic.gov.au>
Cc: Kellie-Jay Keen <[REDACTED]>
Subject: Security Arrangements for LWS Melbourne
Importance: High

Dear Moira

Thank you so much for your time on the phone this morning.

After our telephone conversation I spoke to Tania Schofield, Duty Manager at The Sofitel on Collins. Tania was extremely helpful and has suggested that you and your security team utilise the hotel car park entrance on Flinders Lane. The car park is "hotel property" and has direct lift access to the hotel. I understand the car park is on five floors, so it will be necessary to ascertain exactly where to meet. Ideally, KJK would be escorted from her room.

Just FYI, Tania is aware of the need for discretion and has now listed Kellie-Jay as a "silent guest" so anyone contacting the hotel and asking for her will be told there is no one by that name staying. As we discussed yesterday, I have not shared Kellie-Jay's accommodation details amongst the organisation.

Tania Schofield Duty Manager via main switchboard Tel: [REDACTED] if Tania is not available ask for the
Duty Manager.

Tania's email address: [REDACTED]

My understanding is that you and your team will collect Kellie-Jay from the hotel and she will travel with you to the Parliament Building. She will then exit the Parliament Building and attend the Let Women Speak event, again accompanied by security. After the event you are kindly hosting a private reception for invited guests inside Parliament House. Finally, Kellie-Jay will be transported back to the same entrance of the hotel and escorted to her room.

Please let me know if I have missed anything, or if you need any further information. You have Kellie-Jay's mobile phone number for contact.

With many thanks again for all your help,

Claire W.
Standing for Women UK