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**From:** Moira Deeming <[Moira.Deeming@parliament.vic.gov.au](mailto:Moira.Deeming@parliament.vic.gov.au)>  
**Sent:** Monday, 27 February 2023 5:45 PM  
**To:** Sally West <[REDACTED]>  
**Subject:** RE: Light

Hi Sally, no it's fine you can cancel my event booking. I forgot to say we'd liased with police. I was wondering why none of us had been in contact with parliament- so this is even easier!

Thanks so much!!

Although I'm going to get back to you on Monday about the booking and staff cost for bringing in one guest on that Saturday lol.

Thanks so much for everything you do to help me!

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**From:** Sally West <[REDACTED]>  
**Sent:** Monday, 27 February 2023 5:26 PM  
**To:** Moira Deeming <[Moira.Deeming@parliament.vic.gov.au](mailto:Moira.Deeming@parliament.vic.gov.au)>  
**Subject:** RE: Light

Hi Moira,

Thanks for this. I've managed to speak to a few people. The Serjeant-at-Arms office can see your entry but can't see approval at their end. They said a second request has just come through from you this afternoon. I've also spoken to Security who tell me that there is a protest booked in the system under **Let Women Speak Tour**, it's on the same day for 500+ people. When protests are booked for our steps, Victoria Police take over security. Is this the same organisation that you're talking about? If so, there are two options:

1. Cancel your booking as the Let Women Speak Tour is already in the system. Victoria Police manage it as it is considered a protest. It takes place on the bottom six steps (not the parliamentary precinct).
2. If you wish to keep your booking, then it becomes an event and I'll need to take it to the Presiding Officers for approval.

We can chat more tomorrow morning, but sorry I have to duck out now.

Kind regards,

**Sally West** | Usher of the Black Rod | Legislative Council | **Parliament of Victoria** | [REDACTED] |  
[parliament.vic.gov.au](http://parliament.vic.gov.au)

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**From:** Moira Deeming <[Moira.Deeming@parliament.vic.gov.au](mailto:Moira.Deeming@parliament.vic.gov.au)>  
**Sent:** Monday, 27 February 2023 4:28 PM  
**To:** Sally West <[REDACTED]>  
**Subject:** RE: Light

Hi Sally,

Booking for parliament house steps  
Saturday: 18<sup>th</sup> march  
Activity: Listening post  
Person: Kellie-Jay Keen

Organisation: Standing for women  
12pm-2pm

Security Guards organised: 4  
PLI- done  
Sound- stand alone- plug in?

Can we get PSO's?

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**From:** Sally West <[REDACTED]>  
**Sent:** Wednesday, 22 February 2023 3:56 PM  
**To:** Moira Deeming <[Moira.Deeming@parliament.vic.gov.au](mailto:Moira.Deeming@parliament.vic.gov.au)>  
**Subject:** RE: Light

Please don't apologise for asking questions – it's our job to answer them. Happy for you to send them through to me for triaging.

Kind regards,

**Sally West** | Usher of the Black Rod | Legislative Council | **Parliament of Victoria** | [REDACTED] |  
[parliament.vic.gov.au](http://parliament.vic.gov.au)

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**From:** Moira Deeming <[Moira.Deeming@parliament.vic.gov.au](mailto:Moira.Deeming@parliament.vic.gov.au)>  
**Sent:** Wednesday, 22 February 2023 2:54 PM  
**To:** Sally West <[REDACTED]>  
**Subject:** RE: Light

Hi Sally, thanks so much. Just let me know if I should ever go straight to another person. I know I ask a lot of questions!

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**From:** Sally West <[REDACTED]>  
**Sent:** Wednesday, 22 February 2023 11:42 AM  
**To:** Moira Deeming <[Moira.Deeming@parliament.vic.gov.au](mailto:Moira.Deeming@parliament.vic.gov.au)>  
**Cc:** John Fothergill <[REDACTED]>  
**Subject:** RE: Light

Hi Moira,

I'm looping John Fothergill into this discussion – John is the Manager of Buildings and Grounds here at Parliament. John will make a time with you to look at this, and also your previous query regarding the noisy air conditioning.

Please come back to me if you need my help with anything.

Kind regards,

**Sally West** | Usher of the Black Rod | Legislative Council | **Parliament of Victoria** | [REDACTED] |  
[parliament.vic.gov.au](http://parliament.vic.gov.au)

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**From:** Moira Deeming <[Moira.Deeming@parliament.vic.gov.au](mailto:Moira.Deeming@parliament.vic.gov.au)>

**Sent:** Wednesday, 22 February 2023 11:22 AM

**To:** Sally West <[REDACTED]>

**Subject:** Light

Hi Sally, a large rectangle light at the back of my office goes on and off. Can I keep it on permanently?

Thanks!