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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** | +61 3 9651 8218 | [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** | +61 3 9651 8218 | [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!