

PARLIAMENT OF VICTORIA

ERRORS IN TABLED REPORTS

Guidance notes for departmental officers

Initial contact

When errors are identified in a tabled report, full details, including of the corrections needed, should be given in writing to both the Legislative Assembly and Legislative Council. The contact details are:

Legislative Assembly

- By letter to Bridget Noonan, Clerk of the Legislative Assembly, or
- By email to Kate Murray (Manager, Procedure Office) at kate.murray@parliament.vic.gov.au (9651 8560).

Legislative Council

- By letter to Andrew Young, Clerk of the Legislative Council, or
- By email to Annemarie Burt (Acting Manager, Chamber Support) at annemarie.burt@parliament.vic.gov.au (9651 8673).

If the error is only in the pdf copy, see notes on [page 3](#).

The details will be considered by both Clerks and you will be notified whether the errors can be corrected by erratum slips, or if amended reports need to be tabled in lieu. Both procedures are explained below.

Correction by erratum slips

Where the Clerks consider the errors to be minor, they will direct that corrections can be made by erratum slips using the following procedure:

- You should prepare erratum slips showing the corrections needed (see samples below as guidance).
- Sufficient slips will be required for insertion into the stock copies held by the Assembly and Council. Contact both departments when you are ready to proceed and we will calculate how many copies are needed.
- You should also provide a PDF copy of the erratum slip or a PDF of the corrected report. Parliamentary Officers will include the erratum slip on Parliament's website alongside the original report or replace or replace the PDF with the corrected report (as appropriate).
- An authorised officer from your department will need to attend both the Assembly and the Council to formally amend the tabled reports. As we will need to retrieve the tabled copies from our archives, an appointment should be made in advance.
- The authorised officer should, when attending, bring a letter of authority from the minister or someone senior acting 'by direction of the minister' (ie anyone who has authority to request reports to be tabled).
- The additional copies of the erratum slips must be provided at the same time.

- The officer will need to hand alter one copy of the report for each House (the tabled copy) and endorse each alteration with the wording ‘Amended by direction of the Minister’, adding his/her full name, office, signature and date.
- As soon as possible after this has been completed, your department must send letters to explain the corrections to:

Assembly requirements

The Shadow Minister and the representative of any other non-government parties
All independent members (if any)

Council requirements

All members

Public Accounts and Estimates Committee requirements

One letter to the Executive Officer

Tabling reports in lieu

If the corrections needed are more extensive, or the errors are seen as having released information which could be misleading and should be formally corrected on the public record, reports will need to be tabled in lieu. In these cases the procedure mirrors that used for tabling the initial report:

- A letter should be sent to each Clerk with a new tabling copy, requesting tabling of the revised report in lieu of the report tabled on [whatever date].
- 15 hard copies — delivered to the Legislative Assembly Procedure Office (the Assembly will then share the copies with the Council).
Note: if you are seeking parliamentary paper status, we will require more stock.
Contact us to confirm numbers.
- pdf copy — delivered to the Council on USB or emailed to tabling@parliament.vic.gov.au
- It is a matter for your department as to what format the revised report is presented in. A colour reprint is not a requirement. Photocopies are sufficient providing they are identical. Alternatively, the original copies can be corrected by erratum slips, as long as these are all corrected in an identical way and the slips are secured to each report provided.
- Tabling will take place on the next sitting day and the reports will be shown in our records as having been ‘tabled in lieu’.
- Your department must also send letters to explain the corrections to:

Assembly requirements

The Shadow Minister and the representative of any other non-government parties
All independent members (if any)

Council requirements

All members

Public Accounts and Estimates Committee requirements

One letter to the Executive Officer

Letters should be received before the report is tabled in lieu.

Examples of erratum slips

These examples are provided as guidance only; it is the responsibility of each department to prepare them as necessary to deal with the particular corrections required. They do not need to be on letterhead or signed.

ERRATUM

XYZ Board of Victoria Report 2011

Page 43, Table 19.

Under column 2000 delete “486 202 027” and insert “554 201 526”

Under column 2001 delete “629 550 681” and insert “626 564 978”

ERRATUM

Department of X, Y and Z Report 2012–13

Insert the following at the top of page 28:

“Gross \$ 3,574,924

Net 1,230,997

In addition, an amount of \$2,349,123 was disbursed from special reserves as follows:”

Where the report was tabled as a parliamentary paper, additional details should be included, for example:

Ordered to lie on the Table and to be published, 1 September 2015

Parliamentary Paper No 333, Session 2014–15

Errors in the pdf only

It’s important that the pdf of your report exactly matches the hardcopy you tabled.

However sometimes an error or other problem exists only in the pdf copy. For example you might have accidentally provided an earlier draft, noticed that the resolution of some images is not high enough or you have failed to correctly redact some text or metadata.

In these instances we can assist with replacing that copy in the [tabled documents database](#). (This is a different process to correcting an error in the hardcopy report. If you need to replace the hardcopy as well, see the notes above.)

Steps for correcting the pdf only:

- 1 Minister/agency head (as appropriate) must write to/email both Clerks and request that Parliament replaces the pdf of the report in the tabled documents database. This correspondence must be from the person responsible for tabling the document under the Act or a person who can sign on their behalf. You can email it to tabling@parliament.vic.gov.au if that is convenient for you.
- 2 Department/agency staff must provide a replacement pdf — either by emailing it to tabling@parliament.vic.gov.au or delivering a usb to the Council Table Office. The replacement pdf must still exactly match the hardcopy tabled in Parliament.
- 3 Department/agency staff must also nominate a contact name and phone number/email. Parliament will provide this to anyone who has questions about the replacement pdf.
- 4 Parliament staff will replace the pdf copy in the tabled documents database.
- 5 The Clerks will email all members of Parliament and inform them that the pdf has been replaced.

Guidance notes reissued by the Parliament of Victoria, 14 January 2019