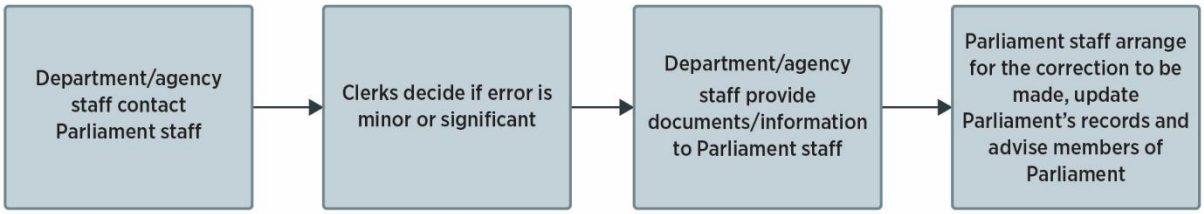
Errors in tabled documents

— notes for government departments and agencies

Use this guide if you need to correct an error in a document after your minister/agency has tabled the document in Parliament. The guide sets out who to contact initially, the types of errors, and the process for correcting an error.

Once a document is tabled it becomes an official record of the Parliament. This means that you cannot simply correct an error in the same simple way you might a typo on a website. Instead you need to follow the process set out in these notes.

In summary, the process is:



Do not use this guide if you need to correct an error in a document ordered to be produced by either House (production of documents). Contact us instead.

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Types of errors

Errors are classified as:

1. minor errors — correct the original version
2. significant errors — table the corrected version

Minor errors are clerical and typographical errors.

Significant errors involve information that might be misleading and needs to be corrected because the error has an impact on understanding the document.

First step — contact us

If you find an error in a document you have tabled and you wish to correct it, contact us.

Email tabling@parliament.vic.gov.au and tell us you have an error you wish to correct.

Tell us:

- the name of the document and date it was tabled
- what the error is (if there are multiple errors, provide us with a detailed breakdown of what you intend to change)

The clerks will then review that information and advise whether you can correct the error as a minor or significant error. We will contact you and let you know.

If you then decide to proceed with the correction, the steps are set out below.

How to correct minor errors

Once we have advised you that the error can be corrected as a minor error, you need to:

1. Write to the clerks
2. Provide details of a contact person
3. Provide us with a corrected pdf of the document
4. Provide us with replacement hard copies, if required.

Once we have these, we will replace the pdf in the tabled documents database and the tabled copy in Parliament's archives, and advise the members of Parliament. See more below.

1 Write to the clerks[1]

The letter must:

- include the name of the document and the date it was tabled
- request that the error be corrected
- be signed by the person responsible for tabling the document or a person who can sign on their behalf (usually the person who signed the original tabling letter).

See sample below.

Email the letter to tabling@parliament.vic.gov.au.

This letter will be included with the tabling letter in Parliament's archives.

2 Contact person

Provide us with the name, phone number and email of a contact person in relation to the error for us to provide to members of Parliament.

[1] The clerks are the heads of the departments of the Council and the Assembly at Parliament. They are responsible for tabling documents. Accordingly, they are responsible for making decisions about corrections.

You can include this information in the letter or email it to us separately.

Email tabling@parliament.vic.gov.au.

3 Provide a corrected pdf

Email the corrected pdf of your document to tabling@parliament.vic.gov.au

You can email this with the letter to the clerks or separately.

4 Provide replacement hard copies, if required

If you originally provided us with hard copies, we will need replacement hard copies.

We only require hard copies if your document is:

- more than 250 pages, or
- a specified produced by a body with a close relationship with Parliament

See the Guide to tabling for more information on which documents we require in hard copy.

The replacement hard copies may be reprinted, over-stickered or include an erratum slip.

We will

- Replace the document in the hard copy archives of each House
- Include the letter in our archives, with the document
- Replace the pdf on the tabled documents database, noting the date the correction was made
- Email all members of Parliament, advising that the document has been corrected, and including the details of the contact person you provided to us.

How to correct significant errors

Once we have advised you that the error can be corrected as a significant error, you need to provide us with:

1. New tabling letter
2. Details of a contact person
3. Corrected pdf
4. Replacement hard copies, if required

Once we have these, we will arrange for the corrected document to be tabled on the next sitting day (or on the date you specify in the tabling letter). Once it has been re-tabled, we will also replace the pdf in the tabled documents database and advise the members of Parliament. See more below.

The usual tabling deadlines apply. See the Guide to tabling for more information.

1 New tabling letter

This is the same as a normal tabling letter, except that you should note that the document in being re-tabled.

You may request that the document be re-tabled on a specified date. If you do not specify a date we will table it on the next sitting day.

If you need help with drafting a tabling letter, see the Guide to tabling.

Email the letter to tabling@parliament.vic.gov.au.

2 Contact person

Provide us with the name, phone number and email of a contact person in relation to the error for us to provide to members of Parliament.

You can include this information in the tabling letter or email it to us separately.

Email tabling@parliament.vic.gov.au.

3 Corrected pdf

Email the corrected pdf of your document to tabling@parliament.vic.gov.au.

You can email this with the tabling letter or separately.

4 Replacement hard copies, if required

If you originally provided us with hard copies, we will need replacement hard copies.

We only require hard copies if your document is:

- more than 250 pages, or
- produced by a body with a close relationship with Parliament

See the Guide to tabling for more information on which documents we require in hard copy.

The replacement hard copies may be reprinted or over-stickered.

We will

Once the document has been re-tabled, we will:

- Remove the original document in the hard copy archives of each House
- Replace the pdf on the tabled documents database, noting that it is a corrected report and the original and re-tabling dates
- Dispose of an uncorrected hard copies, if any
- Email all members of parliament, advising that the corrected document has been tabled, and including the details of the contact person you provided to us.

FAQs

Does the error require correction?

Not always.

An error may be so minor that you decide you do not need to correct it. If you decide not to correct an error after contacting us about it, please let us know so we can close your request.

Alternatively, instead of using Parliament's correction processes, you might decide to correct the record in the next document you table. For example by noting the error and what the correct information is.

If you decide not to correct the error using the processes set out in this guide, you should not publish a corrected document anywhere else (for example on your website). It may be a discourtesy to Parliament to publish a different (corrected) version to the version you tabled in Parliament.

What if the department/agency provided hard copies and a pdf and the error is only in one format?

If the error is in the hard copy you provided us, then you need to follow the procedures set out in these notes.

If the error is in the pdf only (and the hard copies you provided us are correct), you can follow steps 1 to 3 of the minor errors process:

1. Write to the clerks
2. Provide details of a contact person
3. Provide us with a corrected pdf of the document

Once we have these, we will replace the pdf in the tabled documents database, noting the date the correction was made, and advise the members of Parliament.

Why can't Parliament staff just fix up the error— it is only small?

Once a document is tabled it becomes an official record of the Parliament. This means that we cannot simply correct an error in the same simple way you might a typo on a website. Instead we need to ensure members of Parliament, and the public as far as possible, are aware that a document has been changed.

When can the department/agency correct the error on their website?

Minor errors — once you have provided us with everything (letter, contact, corrected pdf, hardcopies (if required)), you can correct the document on your website.

Significant errors — once the corrected document has been re-tabled in either the Assembly or the Council, you can correct the document on your website.

If you correct the document on your website sooner, it may be a discourtesy to Parliament.

Do Parliament staff keep a record of who has a copy of the uncorrected document?

No.

We have no way of identifying/contacting people who already have a copy of your document.

Contact us

Email us at tabling@parliament.vic.gov.au

Call us on
9651 8560 — Assembly — Liam Moran, Manager, Assembly Procedure Office
9651 8673 — Council — Annemarie Burt, Manager, Council Table Office

Sample — Letter to the clerks — minor errors

(Department letterhead)

Date

Robert McDonald
Clerk of the Legislative Council
and
Bridget Noonan
Clerk of the Legislative Assembly

Parliament House
Spring Street
East Melbourne Vic 3002

Via email: tabling@parliament.vic.gov.au

Dear Mr McDonald and Ms Noonan

Correction to [Name of report]

I request that the name of report, tabled on xxx, be corrected in the Parliament's records to correct minor typographical and clerical errors.

The contact person for these errors is xxxx, phone xxxx, email xxxx.

Yours sincerely

(Signed)
Minister for XXX