

# PARLIAMENTARY COUNSEL



## Word Note No. 6.8 Preparation of parliamentary amendments

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### Introduction

1 This Word Note sets out the steps to be followed when preparing parliamentary amendments:

- to send to Editorial staff;
- for LAP copies;
- for Introduction.

2 It also contains information about emailing certain amendments to the House of Representatives and Senate.

3 Word Note 6.6 deals with preparing Bills. Word Note 6.5 provides more information on dealing with parliamentary amendments and Bills.

4 If you have any questions, please see one of the IT staff.

**Table A—Preparing amendments to send to Editorial staff**

#	Step	Comments
A1	<b>Spell check</b>	<ul style="list-style-type: none"> <li>Click on the OPC Spell Checker button  on the quick access toolbar.</li> </ul>
A2	<b>Header macro</b>	<ul style="list-style-type: none"> <li>Click on Fix Doc button and choose Header.</li> </ul>
A3	<b>Check Format macro</b>	<ul style="list-style-type: none"> <li>Click on Checking button and choose Check Format.</li> <li>Print out results sheet and mark to indicate that all matters raised have been considered.</li> <li>Close the results sheet document without saving.</li> </ul>
A4	<b>Checker macro with drafting checklist</b>	<ul style="list-style-type: none"> <li>Click on Checking button and choose Checker, then tick Drafting Checklist.</li> <li>Print out results sheet and mark to indicate that all matters raised have been considered.</li> <li>Close the results sheet document without saving.</li> </ul>
A5	<b>Checker macro with editorial checklist</b>	<ul style="list-style-type: none"> <li>Click on Checking button and choose Checker, then tick Editorial Checklist.</li> <li>Print out results sheet and mark to indicate that all matters raised have been considered.</li> <li>Close the results sheet document without saving.</li> </ul>
A6	<p><b>Send to Editorial macro</b> [Word Note 6.2 deals with Send to Editorial macro]</p> <p>[Check Word Note 6.3 if you have just put the Bill together or added Schedules or other slabs of text]</p>	<ul style="list-style-type: none"> <li>Click on down arrow at bottom of Versions button and choose Send To Editorial.</li> <li>Saves the main document.</li> <li>Prints the main document double-sided.</li> <li>Prepares a version of the document.</li> <li>If the version is not the first being sent to editorial, compares with last version checked by editorial or another version of your choice.</li> <li>Style-marks the version or comparison document.</li> <li>Prints style-marked document.</li> <li>Prepares and prints editorial check sheet.</li> <li>Closes the document, version, comparison and editorial check sheet.</li> </ul>
A6	Collect both copies of the amendments with coversheet and results from steps A3 to A5 from the printer and place them in the editor's in-tray.	<p>The names of all drafters who have worked on the amendments must be included on the coversheet. Amendments that do not have at least 2 drafters, including a senior drafter, listed on the coversheet will not be accepted.</p> <p>Note that the Editorial staff do not check to see if necessary consultation has been done on amendments.</p>

**Table B—Preparing amendments for LAP copies**

#	Step	Comments
B1	<b>(R)ParlAm</b> macro	<ul style="list-style-type: none"> <li>Click on Renum button and choose (R)ParlAm.</li> <li>Renumbers parliamentary amendment numbers. Doesn't renumber cross-references (assuming any are possible!).</li> </ul>
B2	Delete drafter's notes	<ul style="list-style-type: none"> <li>Find "note(draft),nd" style and replace with nothing (Press Ctrl+H, click More and Format, choose Style and select "note(draft),nd" style with cursor in "Find what" field and "Replace with" field left blank).</li> </ul>
B3	<b>Spell check</b>	<ul style="list-style-type: none"> <li>Click on the OPC Spell Checker button  on the quick access toolbar.</li> </ul>
B4	<b>Alt + S</b> the amendments and then create a version.	<ul style="list-style-type: none"> <li>When making a new version of the amendments, choose the <b>To send to LAP</b> option in the OPC Version Maker dialog box.</li> </ul>
B5	Once the LAP memo for the amendments has been created and cleared, use the Send LAP Memo macro to send the version of the amendments and the LAP memo to PM&C.	<ul style="list-style-type: none"> <li>See Word Note 6.9 about using the Send LAP Memo macro</li> </ul>
<b>NB</b>	<b>Don't delete the "in Confidence" and drafter's blocks.</b>	

**Table C—Preparing amendments for introduction**

#	Step	Comments
C1	Obtain editorial clearance	See <i>Word Note (No. 6.5) Office procedures for the handling of Bills and related matters.</i>  The parliamentary amendments are cleared and dated at the bottom of the editorial coversheet by editorial staff.
C2- C3	Repeat steps B1 and B2 (from preparing LAP copies) as necessary	
C4	Super Spell Check	Run the Super Spell Check macro by clicking on the down arrow next to the OPC Spell Checker button  on the quick access toolbar, and choosing Super Spell Check
C5- C8	Repeat steps A2-A5 (from preparing to send to editorial staff) as necessary	
C9	Fix House of Introduction	Delete from the first page “HOUSE OF REPRESENTATIVES/” or “/THE SENATE” as appropriate.
C10	Delete special markers	Delete all ^, @, # and ~ symbols. For each symbol, find and replace it with nothing (press Ctrl+H, type symbol (^ to find ^) in “Find what” field and ensure “Replace with” field is left blank).
C11	<b>Alt + S</b> the amendments. Click on <b>Finaliser</b> button	Follow the on-screen prompts.  This macro does all the steps up to and including copying the document to an email directory (or a USB disk for Protected parliamentary amendments) and printing it to the printer you have selected, as well as removing the security markings of the parliamentary amendments from the header and/or footer.  Fix the amendments if the Finaliser macro produces any error messages (see the Finaliser error messages table below).
C12	Check print	Check print carefully. If you find any errors, correct them and repeat step C11.  Show the print to the drafter to make sure that he or she is happy with it and (if happy) signs the editorial coversheet to clear the amendments for printing.
C13	Give to Bills Officer: <ul style="list-style-type: none"> <li>print of amendments generated in Step C11</li> <li>the editorial coversheet signed by editorial staff and the drafter to clear the amendments for printing</li> </ul>	
C14	<b>Protected amendments only</b> In addition to C13, give to Bills Officer: <ul style="list-style-type: none"> <li>a USB disk</li> </ul>	The label attached to the disk should have the file name, Bill name and date and time clearly marked on it.

Note: The footer of the finalised parliamentary amendments will contain the document name and time saved.

<b>Finaliser error messages</b>		
<b>C11</b>	<b>Error</b>	<b>How to locate the error and fix it</b>
1	Commencement Date column should be blank	Remove any dates from the column 3 of the commencement table.
2	House not specified on first page	See C9.
3	Sponsor not specified on first page	There is no sponsor specified on the first page.
4	Tildes found	Remove tildes (~) by using the Find dialog box (Ctrl+F) and typing a "~" in "Find what".
5	Highlighted text found	Find highlighting by pressing Ctrl+F, clicking More and Format, and choosing Highlight (leaving "Find what" blank). Remove highlighting.
6	Hidden text found	Find hidden text by pressing Ctrl+F, clicking More and Format, choosing Font and clicking on Hidden (leaving "Find what" blank). Remove hidden text.
7	Section break warnings found	Remove by searching for "Do not delete this section break" and delete the text but not the section break itself.
8	Drafting notes found	Find "note(draft),nd" style and replace with nothing (Press Ctrl+H, click More and Format, choose Style and select "note(draft),nd" style with cursor in "Find what" field and "Replace with" field left blank).
9	Revision marks found	Choose the Review ribbon, click the down arrow on the Accept button (in the Changes group) and choose Accept All Changes in Document.

## ***Sending finalised amendments***

5 We have a macro called **Send Finalised Bills and Amendments** to help validate that the version of the amendments being sent to the Table Office is the most up-to-date version. This macro will usually be run by the Legislation staff. However, if drafters are sending amendments after hours, they will need to run the macro.

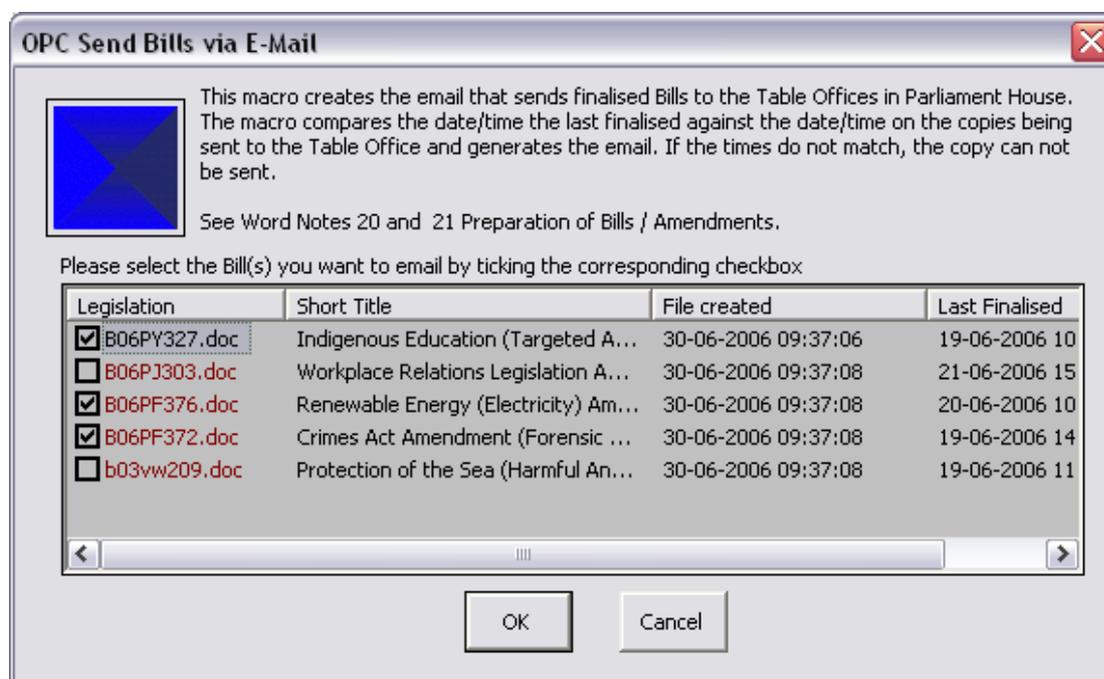
6 To start the macro, select the OPC Macros menu, Finalising and Send Finalised Bill/Amendments.

7 The macro displays the following dialog box from which you select the destination (for parliamentary amendments this will be the Table Office) and delivery method (either email or USB disk), of the document you are sending.



### Sending amendments to the Table Office by email

8 If you are sending the amendments by email the macro will display the following dialog box that lists all the Bills and amendments that have been finalised and have not been sent to Parliament House.



9 The macro checks each of the amendments to see if the date and time the amendments were last finalised is the same as the date in PENGUIN. If the amendments have a different date from PENGUIN, then the file listed will be red and you will get an error message telling you that there is a problem with those particular amendments and that they will need to be re-finalised.

10 The rest of the documents in the list can still be processed by checking the checkbox of each document you want to send and clicking the OK button.

11 Each document will then be processed individually. The following summary screen with the document details will be opened.

**OPC Sending Disks: Bill Details**

This macro records that the Bill has been sent and creates a summary sheet.

See Word Note (No. 20 and No. 21) Preparation of Bills / Amendments.

Bill Details:

File Name: a:\B06QG381.DOC  Parliamentary Amendment

Short Title: Tax Laws Amendment (Personal Tax Reduction and Improved Depreciation Arrangements) Act 2006

Long Title: An Act to amend the law relating to taxation, and for related purposes

Finalised: 29-05-2006 15:14:15 Last Sent Finalised Date:

House of Introduction: HOUSE OF REPS Canprint No:

Sponsor/Portfolio: Government

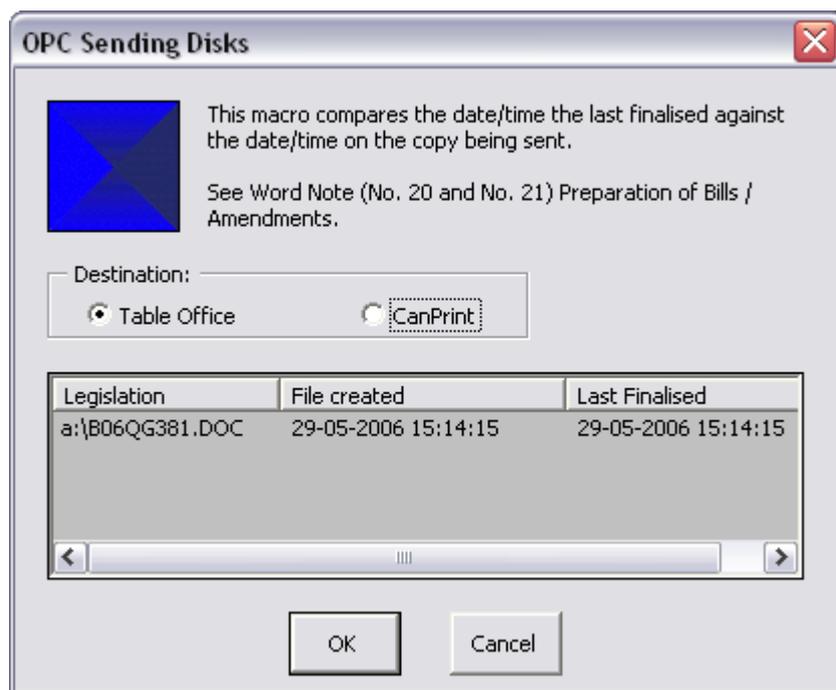
Drafter: Geoff Harders

OK Cancel

12 You can then click the OK button to confirm that the amendments are being sent or click Cancel if you don't want to send it. When you click OK, an email will be created with the document attached and addressed to the Table Office. You must click the Send button to send the email. PENGUIN will be updated to record that the amendments have been sent.

### **Sending amendments to the Table Office by USB disk**

13 If you are sending an amendment to the Table Office on a USB disk (because the amendment has a Protected classification), the macro displays the following dialog box from which you select the Table Office. The macro will list all files on the USB disk.



14 If the date the amendments was last finalised is the same as the date in PENGUIN then the OK button will be enabled. However, if the amendments on the disk have a different date from PENGUIN, then the file listed will be red and you will get an error message telling you that there is a problem.

15 By clicking on the OK button a summary screen with the amendments details will be opened.

16 From the Summary screen you can click the OK button to confirm that these amendments are being sent or Cancel if you don't want to send them. When you do this, a summary sheet will be created to accompany the amendments with details about what is contained on the USB disk. PENGUIN will be updated to record that the amendments have been sent.

## **Drafter's name to be written on Senate amendments**

17 All parliamentary amendments for the Senate should have the drafter's name written on the top of one of the copies that is delivered to the staff of the Senate (Director, Legislation and Documents, Table Office), so that the drafter is readily contactable if there are any questions about the amendments. In general, this will be done by the legislation area after they produce the multiple copies to be delivered to the Senate. However, any drafter who arranges for copies to go to the Senate without the legislation area's involvement (for instance, at night) should ensure that the drafter's name is marked on one of the copies delivered.

## **Emailing certain amendments to the House of Representatives or Senate**

18 If you are the drafter of a controversial Bill that is before the House of Representatives or the Senate, you may be asked to prepare unofficial "back pocket"

amendments. A hard copy of the amendments is given to the instructing officer and the amendments are used to facilitate negotiations with non-government members or Senators.

19 If the amendments are circulated at the last minute, the amendments will then be in the public domain. The staff of the relevant House should then be given an electronic version of the amendments. This saves the re-keying of the amendments. The electronic version can either be given on a USB disk or sent to the staff of the relevant House as an attachment to an email message.

20 To send an amendment to a relevant member of staff in the House of Representatives or the Senate, use the contact details in the table below to:

- (a) telephone the staff member to advise that you are sending the amendment by email; and
- (b) send an email message to the staff member with the amendment Word document as an attachment; and
- (c) speak to the staff member by telephone and confirm receipt of the amendment.

<b>Contact details</b>			
<b>House</b>	<b>Name and position</b>	<b>Phone</b>	<b>Email</b>
House of Representatives	James Rees (Director, Programming)	6277 4801	dir.programming.reps@aph.gov.au
Senate	Ivan Powell (Director, Legislation and Documents, Table Office)	6277 3455	table.legislation.sen@aph.gov.au Ivan.Powell@aph.gov.au
	Naomie Kaub (Legislation Officer, Legislation and Documents, Table Office)	6277 3033	table.legislation.sen@aph.gov.au Naomie.Kaub@aph.gov.au

21 Word Note No. 2.5 explains how to attach a Word document to an email message. If you need further assistance, please see the IT staff.

Andrew Newbery  
IT Director

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7.0	09 February 2007	s05pu375.v11.doc
8.0	08 March 2007	s05pu375.v12.doc
8.1	27 August 2010	s05pu375.v17.docx
8.2	23 July 2014	s05pu375.v22.docx
8.3	TBA	TBA
8.4 - renumbered only	27 July 2016	s05pu375.v25.docx
8.5	31 January 2017	s05pu375.v28.docx

Note: Before the renumbering of the current series of Word Notes, this Word Note was known as Word Note (No.21), also called Word Note 21.