

PARLIAMENTARY COUNSEL

Drafting Direction No. 1.7 Numbering and lettering

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Note: Before the issue of the current series of Drafting Directions, this Drafting Direction was known as Drafting Direction No. 22 of 2005.

Contents

Part 1—Arabic numerals for Parts of Bills	2
Part 2—Numbering of sections and lettering of paragraphs	2
Numbering of sections	2
Lettering of paragraphs	2
Part 3—Renumbering an Act	2
Background	2
Approach	3

Part 1—Arabic numerals for Parts of Bills

1 It is generally considered that arabic numerals are more familiar and easy to understand than roman numerals. They are also simpler when expressing large numbers.

2 You should use arabic numerals when numbering Parts of new Bills (including Parts of amendment Bills and Parts of Schedules).

3 You should continue to use roman numerals when inserting Parts in Principal Acts whose Parts are numbered with roman numerals.

Part 2—Numbering of sections and lettering of paragraphs

Numbering of sections

4 If you need to use letters of the alphabet in numbering sections or clauses in Bills, you should not use the letter “I” or “O” immediately after a digit. For example, the section numbers 25I and 25O should not be used.

5 The reason for this approach is the potential for users of the legislation to confuse the section numbers 25I and 25O with the section numbers 251 and 250.

6 You should use the letter “I” or “O” immediately after another letter. For example, the section numbers 25ZI and 25ZO should be used.

Lettering of paragraphs

7 You should use all letters of the alphabet in lettering paragraphs in Bills. In particular, this means the letters “i” and “l” should be used.

8 The reason for leaving gaps in section numbering does not extend to leaving gaps in paragraph lettering.

Part 3—Renumbering an Act

Background

9 From time to time, we have adopted the practice of wholly or partly renumbering the sections, subsections etc. of a Principal Act that is being amended. The amending Act normally includes a provision that “legally” (but not necessarily textually) updates cross-references in other Commonwealth legislation. While renumbering results in a “tidier” Principal Act, it has a number of drawbacks:

- (a) if other Commonwealth legislation that contains cross-references to the renumbered Act is not textually amended to update the cross-references, that other legislation will be misleading;

- (b) even if all consequential amendments to other Commonwealth legislation are made, it may involve a lot of time and money to prepare and publish the revised versions of the affected legislation;
- (c) there may be cross-references to the renumbered Act in documents that we are unable to amend (eg State laws, text books, contracts etc.), and other people may have to spend a lot of time and money in amending and re-publishing this material.

Approach

10 You should not renumber an Act unless First Parliamentary Counsel has agreed to this occurring. The Amending Forms Manual sets out the approach to be taken in renumbering an Act.

11 If you renumber an Act, you are responsible for making the necessary textual consequential amendments to other Acts that contain cross-references to the renumbered provisions (unless First Parliamentary Counsel has agreed to this not occurring). You should normally make the consequential amendments at the same time as the renumbering.

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