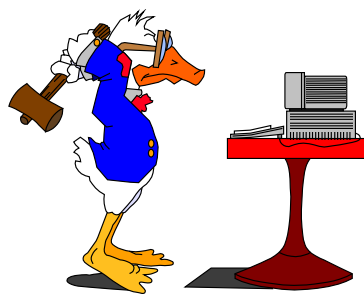


PARLIAMENTARY COUNSEL



Word Note (No. 28) Amendment Shorthand System (ASS Macro)

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Overview

1 This Macro is used when preparing a Schedule of amendments. The Macro provides an abbreviated method for typing the amending “formulae”. It substantially reduces the number of keystrokes needed to produce the amending formula. It will also reduce the effort needed to remember the “right words” for an amending formula.

2 The Macro makes a “best guess” for the Style of the paragraph that follows the “action words” of an amending item. For example, if the amendment repeals and substitutes a new paragraph, the Macro will apply the *paragraph(a)* Style.

3 The Macro can handle most of the commonly occurring forms for amending Acts with standard layout.

4 The Macro is not designed to handle:

- (a) amendments of amending Schedules;
- (b) *sub-units* of penalties, notes, examples and tables (e.g. a paragraph of a penalty);
- (c) special formatting features like those found in Taxation and Social Security Legislation.

How to start the Macro

5 In the document, type the item number (and 2 spaces), followed on the same line by the Macro abbreviations. Then start the Macro by using the keyboard shortcut Ctrl+Alt+A or Alt+Z.

Syntax

Overview

6 For ease of understanding, you can view abbreviations as made up of the following components, in order:

- (a) a component that specifies the type of amendment type (e.g. repeal)—*always* required;
- (b) a component that identifies the affected text of the Principal Act—*always* required;
- (c) a component that specifies text to be omitted, inserted etc.—*sometimes* required.

7 The following table shows these components for an amendment that omits “more than 20 kilos” from paragraph (a) of the definition of dog in subsection 6(1):

amendment type	affected text	text to be omitted etc.
0	6 1 "dog" a	/more than 20 kilos/

Division into “slots”

8 The Macro divides the abbreviations into “slots”. Broadly speaking, the end of a slot is indicated by a space, quotes or slash (/). However, the entire contents within quotes or between slashes is treated as a single slot. For example, o 6 1 “big dog” /born in Kelso/ consists of 5 slots. Slot 1 always contains the abbreviation for the “action”. Some of the Macro error messages identify the slot in which the error occurred.

Amendment type

9 Slot 1 uses an abbreviation to indicate the amendment type. The abbreviations are based on the first letter(s) of the amendment operation. For example, *r* = repeal, *o* = omit, *a* = add, *ia* = insert after.

Table 1: Amendment TYPE (slot 1)

Category	Abbreviation	Used for...	Comments
REPEAL	r	Repeal a unit	
	rs	Repeal and substitute a unit	
OMIT	o	Omit words	
	os	Omit and substitute words	
INSERT	i	Insert (without specifying before or after)	Used only for definitions.
	ia	Insert <i>unit</i> after <i>unit</i> or Insert <i>words</i> after <i>words</i>	
	ib	Insert <i>unit</i> before <i>unit</i> or Insert <i>words</i> before <i>words</i>	
ADD	a	Add <i>unit</i> at end of <i>unit</i> or	
		Add <i>words</i> at end of <i>unit</i>	

Additions to amendment type (slot 1) where item heading includes description in parentheses

10 If an amendment involves one of the units in the following table, then the heading line of the amending item will end with a description in parentheses. For example, “Section 6 (penalty)”. These notes refer to such a heading as a “Two Part Heading”. The following abbreviations must be added at the end of slot 1, to indicate the content of the parentheses.

Table 2: Two Part Headings

Unit	Add to slot 1...	Examples (using repeal)	Comments
definition	[nothing]		A definition does not need a special marker in slot 1. It is identified by quotes around the defined term. A definition might be combined with one of the units below e.g. a note at the end of the definition.

Table 2: Two Part Headings

Unit	Add to slot 1...	Examples (using repeal)	Comments
example	-e...	r-e r-e1 r-e1;2	
heading	-h	r-h	
note	-n...	r-n r-n1 r-n1;2	
penalty	-p	r-p	
table	-t...	r-t r-t1	

Abbreviations for units in the “affected text” component

11 No abbreviation is required for units from section down to sub-subparagraph. For example, r 7 1 a will be interpreted as an instruction to repeal paragraph 7(1)(a).

12 The following units must be explicitly identified by an abbreviation in slot 2 or later.

Table 3: Abbreviations for names of units (slot 2 or later)

Unit	Abbreviation	Example	Comments
Act	act	act	
preamble	pre	pre	
long title	tit	tit	
Chapter	c	c2 = Chapter 2	
Part	p	p2 = Part 2	
Division	d	d2 = Division 2	
Subdivision	sd	sdA = Subdivision A	
Schedule	s	s2 = Schedule 2	s on its own indicates “the Schedule”

Order in which units are specified in the “affected text” component

13 Units are always specified by *starting with the largest*. For example, c3 p2 d1 refers to “Division 1 of Part 2 of Chapter 3”. Similarly, 77 1 c refers to paragraph 77(1)(c).

14 For an amendment of a definition, the same principle applies to the subunits of the definition. For example 6 1 “dog” a i refers to “Subsection 6(1) (subparagraph (a)(i) of the definition of *dog*)”.

Special markers

15 The following special markers are used to allow the Macro to interpret the abbreviated input.

Table 4: Special markers

#	Abbreviation	Details	Examples	Comments
:		indicates a range	6:12	Macro converts to “6 to 12”
;		indicates “and”	6;7 6;7;8	Macro converts to: “6 and 7” or “6, 7 and 8”
“ ”		indicates a definition	“special account”	
//		indicates words to be omitted, substituted, inserted or added	/old words/ /old words/_wo/ /old words/new words/ /old words/_wo/new words/	Also used to identify the words before/after which some new words are to be inserted. eg ia 6 /existing words/new words/
_wo		(wherever occurring)	o 6 /dog/_wo/ os 6 /dog/_wo/cat/	... omit “dog” (wherever occurring) ...omit “dog” (wherever occurring), substitute “cat”
_fo		(first occurring)	o 6 /dog/_fo/	... omit “dog” (first occurring)
_so		(second occurring)	o 6 /dog/_so/	... omit “dog” (second occurring)
_to		(third occurring)	o 6 /dog/_to/	... omit “dog” (third occurring)
_lo		(last occurring)	o 6 /dog/_lo/	... omit “dog” (last occurring)
_a		“all the words after”	o 6 /dog/_a/	...all the words after “dog”

When to use capitals

16 If the text is to be inserted *literally* into the document, then use the proper capitalisation. This applies to: words to be omitted, inserted etc.; definition labels; and letters that identify a text unit (e.g. pIII when referring to Part III; sdAB when referring to Subdivision AB).

17 All other letters are lower case (i.e. the abbreviations in Tables 1 to 4 above).

Italics etc. within words to be inserted, omitted etc.

18 If italic or bold is needed for any of the words within text to be inserted, omitted etc., then it should be applied *after* running the Macro. If it is applied as part of the input, it will not be retained when the Macro is run.

Order of specifying words to be inserted

19 When inserting words before or after existing words, the existing words are always specified first. This principle applies even though the final order of the words is reversed for a modification note (the mia and mib forms).

Examples

Table 5: Examples

	User types this...	Macro inserts this...	Comments
Repeal (unit)	r 6	Section 6 Repeal the section.	
	r 6 1 a	Paragraph 6(1)(a) Repeal the paragraph.	
	r 6 1 “dog” a i	Subsection 6(1) (subparagraph (a)(i) of the definition of <i>dog</i>) Repeal the subparagraph.	
	rs c6 p3 d4;5	Divisions 4 and 5 of Part 3 of Chapter 6 Repeal the Divisions, substitute:	
	rs c6 p3 d4:7	Divisions 4 to 7 of Part 3 of Chapter 6 Repeal the Divisions, substitute:	
	rs 6 1 “eligible payment”	Subsection 6(1) (definition of <i>eligible payment</i>) Repeal the definition, substitute:	
	rs-n1 6	Section 6 (note 1) Repeal the note, substitute:	
	r act	The whole of the Act Repeal the Act.	
Omit (words)	o 6 1 “dog” a /wild/	Subsection 6(1) (paragraph (a) of the definition of <i>dog</i>) Omit “wild”.	No special form needed for Part etc. headings, because they are always repealed and replaced.
	os 6 1 a /old words/new words/	Paragraph 6(1)(a) Omit “old words”, substitute “new words”.	
	os 6 1 a /old words/_wo/new words/	Paragraph 6(1)(a) Omit “old words” (wherever occurring), substitute “new words”.	
	o 6 1 /some words/_a/	Subsection 6(1) Omit all the words after “some words”.	
Insert (definition)	i 6 1	Subsection 6(1) Insert:	
	Insert (other unit)	ib c6 p2	Before Part 2 of Chapter 6 Insert:
ib 6 1 a		Before paragraph 6(1)(a) Insert:	
ia 6 1 a i		After subparagraph 6(1)(a)(i) Insert:	
Insert (words)	ia 6 1 a /his/or her/	Paragraph 6(1)(a) After “his”, insert “or her”.	

Table 5: Examples

	User types this...	Macro inserts this...	Comments
	ia 6 1 a /his/_wo/or her/	Paragraph 6(1)(a) After “his” (wherever occurring), insert “or her”.	
Add (unit)	a Act	At the end of the Act Add:	
	a c3 p4 d3	At the end of Division 3 of Part 4 of Chapter 3 Add:	
	a 6	At the end of section 6: Add:	
Add (words)	a 6 1 a /on weekdays/	At the end of paragraph 6(1)(a) Add “on weekdays”.	

Abbreviations for amendment type (slot 1)

Category	Abbreviation	Used for...
REPEAL	r	Repeal a unit
	rs	Repeal and substitute a unit
OMIT	o	Omit words
	os	Omit and substitute words
INSERT	i	Insert (without specifying before or after). Used only when inserting a definition.
	ia	Insert <i>unit</i> after <i>unit</i> or Insert <i>words</i> after <i>words</i>
	ib	Insert <i>unit</i> before <i>unit</i> or Insert <i>words</i> before <i>words</i>
ADD	a	Add <i>unit</i> at end of <i>unit</i> or Add <i>words</i> at end of <i>unit</i>

Abbreviations for two-part headings (add to slot 1)

Unit	Abbreviation	Examples (using repeal)
definition	[nothing]	r 6 1 “dog”
example	-e...	r-e 1
heading	-h	r-h
note	-n...	r-n1;2
penalty	-p	r-p
table	-t...	r-t

Abbreviations for names of units (slot 2 or later)

Unit	Abbreviation	Example
Act	act	act
preamble	pre	pre
long title	tit	tit
Chapter	c	c2 = Chapter 2
Part	p	p2 = Part 2 pIII = Part III
Division	d	d2 = Division 2
Subdivision	sd	sdA = Subdivision A
Schedule	s	s = the Schedule s2 = Schedule 2

Miscellaneous abbreviations

Function	Abbreviation	Examples
plural: range	:	6:12 = “6 to 12”
plural: list	;	6;7;8 = “6, 7 and 8”
definition	“ ”	“special account”
indicates words to be omitted, substituted, etc.	//	/old words/ /old words/_wo/ /old words/new words/ /old words/_wo/new words/
(wherever occurring)	_wo	o 6 /dog/_wo/ os 6 /dog/_wo/cat/
(first occurring)	_fo	o 6 /dog/_fo/
(second occurring)	_so	o 6 /dog/_so/
(third occurring)	_to	o 6 /dog/_to/
(last occurring)	_lo	o 6 /dog/_lo/

Abbreviations for amendment type (slot 1)

Category	Abbreviation	Used for...
“all the words after”	_a	o 6 /dog/_a/

Order of units (slot 2 or later): Always specify the **largest unit first** eg:

6 1 a = paragraph 6(1)(a)
c3 p2 d1 = Division 1 of Part 2 of Chapter 3

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Document History

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