

# PARLIAMENTARY COUNSEL



## Word Note No. 4.5 Formatting of Customs Tariff Proposals and Bills

Document release 6.2

Updated July 2018

### Background

1 The idea of this Word Note is to make the format of Customs Tariff Proposals and Bills exactly the same as the formatting in the *Customs Tariff Act 1995*. This will mean that they will look the same in Parliament and when consolidated into the Act—it will just be a copy and paste exercise between the amending Bill and the Act for consolidating.

2 This Word Note will be used by Customs staff preparing Customs Proposals and inserts for Bills, Office of Parliamentary Counsel staff drafting Bills, and CONSOL staff consolidating amendments into the *Customs Tariff Act 1995*.

### ***Creating new Customs Proposals and Bills***

3 New Customs Proposals and Bills should be created in Microsoft Word from the OPC templates provided. This ensures that new documents have the page formatting and styles needed to format the document correctly. The templates to use are:

- (a) bill\_amd.dot for Customs Tariff Bills;
- (b) bill\_proposal.dot for Customs Tariff Proposals.

### ***Proposal introduction styles to be applied***

4 The following table sets out the OPC styles that need to be used in Customs Tariff Proposals:

OPC styles for Proposal introductions			
Item	Feature	Style	Notes
1	Amending Schedule heading	ActHead 6,as	
2	Schedule Part heading	ActHead 7,ap	
3	Amending item heading	ItemHead,ih	Number, 2 spaces, heading.

---

**OPC styles for Proposal introductions**

---

<b>Item</b>	<b>Feature</b>	<b>Style</b>	<b>Notes</b>
4	Heading to item containing application, saving or transitional provision	Transitional,tr	Number, 2 spaces, heading.
5	Item text	Item,i	No tabs.
6	Section Heading	ActHead 5,s	Number, 2 spaces, heading.
7	Subsections	Subsection,ss	Tab, open bracket, arabic number, close bracket, tab. If only one subsection, do not number.
8	Paragraphs	paragraph,a	Tab, open bracket, arabic letter, close bracket, tab, text.
9	Subparagraphs	pararaph(sub),aa	Tab, open bracket, roman numerals, close bracket, tab.
10	Session of Parliament	Session	Style already applied to text in template.
11	House of introduction	House	Style already applied to text in template.
12	Proposal title	ShortT	Style already applied to text in template.
13	Motion to be moved heading	ActHead 5,s	Style already applied to text in template.
14	Motion text	Subitem,iss	Number, period, tab, text. Un-numbered blocks of text should have a tab, followed by the text (see the section on Word XP Autocorrect setting).
15	Page break	Pagebreak	Inserted using the Alt-P macro.
16	Notes to Chapters	Subsection,ss	Tab, number, period, hyphen, tab, text. Not used in tables.
17	Paragraphs to notes to Chapters	Paragraph,a	Tab, open bracket, letter, close bracket, tab, text. Not used in tables.

---

***Customs Tariff table styles—special styles for Schedule 3 only***

5 The following table sets out the special OPC styles to be used in Customs Tariff tables found in Schedule 3 of the *Customs Tariff Act 1995*.

---

**Special OPC styles for Customs Tariff tables in Schedule 3 of the Act**

---

<b>Item</b>	<b>Feature</b>	<b>Style</b>	<b>Notes</b>
1	Goods tariff rates and Item Nos	Tabletext,tt	Use soft returns (SHIFT+ENTER) to customise line endings. Used in the first and third columns in tables.
2	Phased rate dates	CTA Right	Used in the second column in tables.
3	Goods description headings	CTA CAPS	Used in the second column in tables.
4	Goods description sub headings	CTA - CTA -- CTA --- CTA ----	No space between hyphen and text, no tabs. Used in the second column in tables.

---

---

**Special OPC styles for Customs Tariff tables in Schedule 3 of the Act**

---

<b>Item</b>	<b>Feature</b>	<b>Style</b>	<b>Notes</b>
5	Paragraphs in goods description heading	CTA 1(a)	Tab, open bracket, arabic letter, close bracket, tab.
		CTA 2(a)	
		CTA 3(a)	The number in the style name indicates how many hyphens are in the sub heading. Used in the second column in tables.
		CTA 4(a)	
6	Subparagraphs in goods description headings	CTA 1(a)(i)	Tab, open bracket, roman numerals, close bracket, tab.
		CTA 2(a)(i)	
		CTA 3(a)(i)	The number in the style name indicates how many hyphens are in the sub heading. Used in the second column in tables.
		CTA 4(a)(i)	

---

**Table styles for Schedule 4**

6 Tables in Schedule 4 of the Act should use only Tabletext,tt, Table(a),a and Table(i),aa styles.

**Table styles for Schedules 5 and 6**

7 Tables in Schedules 5 and 6 of the Act use only Tabletext,tt, style.

**OPC formatting rules to be applied**

8 Apart from the specific rules set out in this Word Note, OPC's standard formatting rules should be applied. These rules are mainly documented in OPC Word Notes 4.1 and 4.2.

**Hard and soft hyphens**

9 OPC use hard hyphens wherever a hyphen is present. To make this simple, the FixDocument macro converts all soft hyphens to hard hyphens. When typing Bills and Proposals, use the normal soft hyphen (the minus sign key on the keyboard), and run the FixDocument macro at the end of the process.

10 **Important:** If you have Word's "Show/Hide ¶" feature enabled, hard hyphens are displayed longer than they print. This makes the hyphens appear to be joined together and makes the alignment of text look incorrect on the screen. Either turn off the "Show/Hide ¶" feature, or use the Soft Hyphens macro to change them all to soft hyphens so they display correctly on the screen (the "Soft Hyphens" macro is under Formatting subheading on the OPC Macros menu).

11 The "Show/Hide ¶" feature can be set by clicking on the "¶" button on the toolbar, or by clicking Tools > Options > View tab, then checking the "All" option in the "Formatting Marks" section.

**No manual paragraph formatting**

12 No text with a style applied should need to be manually formatted. The correct formatting is contained in the style. If the format of a paragraph does not look correct, re-apply the style. If this does not work, run the FixDocument macro, and then re-apply the style.

13 To re-apply the style, put the insertion point in the paragraph and ensure that it is the blinking I-beam. From the “OPC Tariff Styles” menu, click on the style name to be applied.

14 If the formatting of a paragraph still needs to be changed, call the OPC IT staff on 123.

### ***General OPC formatting rules***

15 Page breaks are inserted using ALT+P keyboard short-cut. This inserts a manual page break and a blank paragraph formatted with the “Pagebreak” style. Page breaks should be included before Amending Schedule and Amending Part headings.

16 Blank paragraphs should not be inserted to make a block of text appear on the next page. Tables that span several pages will have the heading rows automatically repeated on subsequent pages.

17 The blank paragraph exceptions are single blank paragraphs used for spacing above or below tables. These blank paragraphs should be formatted with the “Tabletext,tt” style.

18 Where a line ending is inserted in a cell to make a specific word wrap to the next line, a soft return (SHIFT+ENTER key) should be used (e.g. multiple Tariff rates for one goods description). If the word is the start of another paragraph, a normal hard return (ENTER key) should be used.

19 Em-rules should be used where appropriate rather than en-dashes. No spaces should be on either side of em-rules. ALT+M is the OPC keyboard short-cut for em-rules.

20 To use styles, click anywhere in the block of text (no need to highlight the whole block), then click on the OPC Styles menu and then choose a style from the Customs Tariff list.

21 Do not use any form of automated numbering system. Manual numbers are used in item headings. Renumbering the schedules in a Proposal is made easy by the Renumber Amending Schedules macro. Item numbers should re-start at 1 for each Schedule.

22 Word XP has an option to show table gridlines on the screen when editing that do not appear on the printed version. This is very useful for editing Tariff tables that do not have border lines. To turn this option on or off, click on the Table menu and then click on the “Show Gridlines” option.

### ***Inserting goods tables***

23 In order to make changes to goods descriptions, a table is created that matches the table in the Act, and the changes are inserted in the relevant columns.

24 To insert a new goods table, use the **Insert Customs Table** macro from the Tables sub-menu of the OPC Macros menu. This creates a table that matches the size of the table in the Act.

## ***Renumbering Schedules***

25 The items in a Schedule can be renumbered at any time by using the Renumber Amending Schedule macro. Before you use the macro, put the cursor in the Schedule heading of the Schedule you want to renumber. Item numbers should re-start at 1 for each Schedule.

## ***ALT+Q numbering shortcut***

26 To make typing easier, OPC uses the ALT+Q macro. This macro simply inserts:

- (a) tab, open bracket, number/letter, close bracket, tab (if the cursor is at the start of a word-processing paragraph, except in a table); or
- (b) open bracket, letter, close bracket, space (if the cursor is at the start of a paragraph in a table); or
- (c) open bracket, number/letter, close bracket (if the cursor is elsewhere in a word-processing paragraph).

This macro can also be used to apply a style.

## ***Fixing style problems***

27 If re-applying the style does not fix the formatting of a paragraph, the style may have a problem. To fix style problems and other formatting problems in documents, run the FixDocument macro.

## ***Updates to Customs Tariff styles and templates***

28 Changes to the document template, or the manner in which it is used, should be discussed with the OPC IT staff who will consult First Parliamentary Counsel. OPC is interested in making the creation of new Proposals as simple as possible. If there is a problem with the document templates, or an enhancement that could be made, please contact OPC IT staff on 123.

## ***Word XP Autocorrect setting***

29 Word XP has an annoying feature that changes a tab at the start of a line to an indent. This option needs to be turned off, otherwise putting a tab at the start of a paragraph will cause the style for that paragraph to be changed to include an indent, and the first tab put in to be removed.

30 To turn this option off, click on Tools > Autocorrect options > Autoformat As You Type tab, then uncheck the option to “Set left- and first- indent with tabs and backspaces”.

## ***Training and support***

31 OPC is happy to provide training and technical support on the content of this Word Note. To organise training or request technical support, call the OPC IT staff on 123.

Andrew Newbery  
IT Director

---

**Document History**

---

<b>Release number</b>	<b>Release date</b>	<b>Document number</b>
1.0	24 March 2005	s05pu403.v01.doc
2.0	05 May 2005	s05pu403.v02.doc
3.0	22 February 2006	s05pu403.v03.doc
4.0	02 August 2006	s05pu403.v04.doc
5.0	06 December 2006	s05pu403.v05.doc
6.0	14 June 2007	s05pu403.v06.doc
6.1 - renumbered only	27 July 2016	s05pu403.v09.docx
6.2	July 2018	s05pu403.v11.docx

---

Note: Before the renumbering of the current series of Word Notes, this Word Note was known as Word Note (No.50), also called Word Note 50.

### Example 1—Customs Tariff description table in Schedule 3

32 In this example table borders have been applied so it's possible to see the layout of the table. Table borders should not be applied to goods description tables in Customs Tariff Proposals.

33 In this example:

- (a) the “>” symbol represents a TAB character
- (b) the “↵” symbol represents a Soft Return (SHIFT+ENTER)

{Tabletext,tt}¶		
0406 {Tabletext,tt}	CHEESE AND CURD:{CTA CAPS}	{Tabletext,tt}
0406.90 {Tabletext,tt}	-Other cheese:{CTA -}	{Tabletext,tt}
0406.90.10 {Tabletext,tt}	---Cheese, of the following types:¶{CTA ---} >(a) >made wholly from goats' milk, other than fetta or kasseri;¶{CTA 3(a)} >(b) >surface-ripened soft, having:¶{CTA 3(a)} >(i) >a fat content in the dry matter of not less than 50% by weight; and¶{CTA 3(a)(i)} >(ii) >a moisture content of not less than 65% by weight of the non-fatty matter{CTA 3(a)(i)}	Free {Tabletext,tt}
{Tabletext,tt}	From 1·January 1997 {CTA Right}	\$1.330/kg,↵ DC:\$1.330/kg, less 5%↵ CAN: Free {Tabletext,tt}
{Tabletext,tt}	From 1·January 1999 {CTA Right}	\$2.330/kg,↵ DC:\$2.330/kg, less 6%↵ CAN: Free {Tabletext,tt}
	From 1·January 2000 {CTA Right}	Free

{Tabletext,tt}¶

## **Example 2—Notes to Chapters**

*Note: In this example the “>” symbol represents a TAB character*

### **Chapter 39—Plastics and articles thereof**{ActHead 3,d}

#### **Notes.**{ActHead 5,s}

- >1.-> Throughout this Schedule “plastics” means those materials of 3901 to 3914.00.00 which are or have been capable, either at the moment of polymerisation or at some subsequent stage, of being formed under external influence (usually heat and pressure, if necessary with a solvent or plasticiser) by moulding, casting, extruding, rolling or other process into shapes which are retained on the removal of the external influence.{subsection,ss}
- Throughout this Schedule any reference to “plastics” also includes vulcanised fibre. “Plastics”, however, does not apply to materials regarded as textile materials of Section XI.{subsection,ss}
- >2.-> This Chapter does not cover:{subsection,ss}
- >(a)> Waxes of 2712 or 3404;{paragraph,a}
  - >(b)> Separate chemically defined organic compounds (Chapter 29).{paragraph,a}

### Example 3—Other tables

Note: In this example the “↵” symbol represents a Soft Return (SHIFT+ENTER)

<b>Table of related Customs Subheadings and Excise Items</b> {tabletext,tt}	
<b>Column 1</b> ↵ <b>Customs Subheading</b> {tabletext,tt}	<b>Column 2</b> ↵ <b>Excise Item</b> {tabletext,tt}
2203.00.31 {tabletext,tt}	1(D) {tabletext,tt}
2203.00.39 {tabletext,tt}	2(H) {tabletext,tt}
2203.00.61 {tabletext,tt}	1(C)(1)(a) {tabletext,tt}
2203.00.62 {tabletext,tt}	1(C)(1)(b) {tabletext,tt}
2203.00.69 {tabletext,tt}	1(C)(1)(c) {tabletext,tt}
2203.00.71 {tabletext,tt}	1(C)(2)(a) {tabletext,tt}
2203.00.72 {tabletext,tt}	1(C)(2)(b) {tabletext,tt}
2203.00.79 {tabletext,tt}	1(C)(2)(c) {tabletext,tt}
2204.10.23 {tabletext,tt}	1(D) {tabletext,tt}