

Reference guide

Act

Acts are numbered on an annual basis in the order of assent and are bound in annual volumes. Acts of the Parliament 1901–1973 are consolidated in bound volumes. Later consolidations have been in binder form. A reference to an Act, e.g. *Judiciary Act 1903*, refers to that Act as originally enacted and as amended from time to time (*see also Acts Citation Act 1976*). Reference to an Act other than a principal Act usually includes the Act number and the year of enactment.

AGPS

Australian Government Publishing Service.

ALJ

Australian Law Journal.

ALJR

Australian Law Journal Reports.

CJ

Journals of the House of Commons. References are to session and page, e.g. CJ (1857–58) 247–8.

CLR

Commonwealth Law Reports.

Commonwealth Record

A weekly compilation of Ministers' and Opposition Leaders' statements and speeches on Australian Government affairs made outside Parliament. Published by AGPS. (Publication ceased July 1987).

Constitution

Commonwealth of Australia Constitution Act (63 and 64 Victoria, Ch. 12), an Act of the United Kingdom Parliament assented to on 9 July 1900, and commencing to operate on 1 January 1901. The text of this Act and the Constitution, section 9 of the Act, is attached.

Gazette

Commonwealth of Australia Gazette and, from July 1973 until June 1977, *Australian Government Gazette*. References are to number/date/page (if any), e.g. Gazette S64 (4.3.88) 4.

HC

House of Commons Paper. References are to number/session/page, e.g. HC 34 (1967–68) 4.

H.C. Deb.

House of Commons Debates. References are to date and page, e.g. H.C. Deb. (31.10.80) 916.

House of Commons

The United Kingdom House of Commons unless otherwise indicated.

H of R

House of Representatives.

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H.R. Deb.

Parliamentary Debates (Hansard—House of Representatives). From 1901 until March 1953 House of Representatives and Senate debates were bound together as 'Parliamentary Debates' volumes I to CII and 103 to 221. Since September 1953 separate volumes have been published for each House from volume 1. References are to date and page, e.g. H.R. Deb. (20.4.79) 342. Page numbers are those of weekly and bound volumes; pagination of daily proof issues differs.

J

Journals of the Senate. References are to sessional volume/page, e.g. J 1974–75/628.

Law Officers' Opinions

Selected opinions on legal, constitutional and parliamentary matters of the Attorney-General and Solicitor-General of the Commonwealth. Reference is also made to Attorney-General's Department advice.

May

Erskine May's *Treatise on the Law, Privileges, Proceedings and Usage of Parliament*, first published in 1844, is commonly referred to as *May's Parliamentary Practice* and is the standard reference text on the procedure and practice of Parliament in the United Kingdom. Since the 9th edition it has been edited by officers of the House of Commons. Of particular relevance, by virtue of House of Representatives standing order 1, is the current edition. The edition current at December 1996 is the 21st edition published by Butterworths in 1989—all references to *May* are to this edition unless otherwise stated. Also of relevance, by virtue of s. 49 of the Constitution, are the 10th (1893) and 11th (1906) editions.

NP

House of Representatives Notice Paper. Bound in sessional volumes 1901–1977. Bound in annual volumes since 1978. References are to Notice Paper number/date/page, e.g. NP 31 (26.8.10) 163.

Odgers

J. R. Odgers, *Australian Senate Practice*. The 7th edition cited is the published 7th edition (AGPS, Canberra, 1995)—updated text circulated since 1995 has not been referred to. The 6th edition (Royal Australian Institute of Public Administration (ACT Division), Canberra, 1991), which contains more detail on some matters, is also cited.

PP

Parliamentary Paper. Parliamentary papers are those papers which have been presented to either House of the Parliament and which have been ordered to be printed. From 1901 until 1967 Parliamentary papers were numbered and bound according to sessions. References are to number/session/page (of paper, not volume), e.g. PP 32 (1964–66) 27. Since 1967 papers have been numbered consecutively for each year and bound and indexed in annual volumes, and are therefore referred to by year not session.

Prior to 1963 certain papers relating solely to either the House or Senate were designated H of R or S and (prior to 1961) were published only in the Votes and Proceedings or Journals volumes respectively, e.g. H of R 1 (1962–63) 43 and S 2 (1954–55) 24.

A sessional index to all papers presented in either House is included in the sessional volumes of the Votes and Proceedings. The First Consolidated Index to the Papers Presented to Parliament 1901–1949 is PP 100 (1954–55). PP 375 (1964–66) comprises a General Index to the papers presented to Parliament between 1950 and 1961.

Quick and Garran

J. Quick and R. R. Garran, *The Annotated Constitution of the Australian Commonwealth*, Angus and Robertson, Sydney, 1901. The classic contemporary reference text on the origins and meaning of the sections of the Constitution.

Regulations

Regulations are referred to by title/statutory rule number/year, e.g. War Precautions (Military Service Referendum) Regulations, SR 290 of 1917 (*and see* SR).

S. Deb.

Parliamentary Debates (Hansard)—Senate. References are to date and page, e.g. S. Deb. (11.5.89) 2385. Page numbers are of weekly and bound volumes; pagination of daily proof issues differs.

SNP

Senate Notice Paper. References are to Notice Paper number/date/page, e.g. SNP 153 (10.5.89) 5909.

Senate S.O.

Senate standing order.

S.O.

Standing order. The House of Representatives standing orders as last amended on 9 May 1996. The text of the standing orders, incorporating sessional orders in effect at the time of publication, follows Appendix 25.

SR

Statutory Rule. Statutory Rules are rules, regulations or by-laws made by the Governor-General under an Act of the Parliament and are published in annual volumes. Statutory Rules in force on 31 December 1956 are consolidated and pamphlet consolidations of subordinate legislation are also issued (*and see* Regulations).

The Parliamentarian

Journal of the Parliaments of the Commonwealth, published quarterly by the Headquarters Secretariat of the Commonwealth Parliamentary Association, London. It contains articles, book reviews and book lists on subjects of parliamentary and constitutional interest. Each issue also contains reports on the major proceedings in many of the sovereign Parliaments of the Commonwealth.

The Table

Journal of the Society of Clerks-at-the-Table in Commonwealth Parliaments. It is published annually, in London, and contains notes and articles on parliamentary procedure and practice throughout the Commonwealth.

VP

Votes and Proceedings of the House of Representatives from 1901 to present. Contained in bound volumes. Bound and indexed according to session. References are to sessional volume/page, e.g. VP 1987–89/240.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and the role of the accounting system in providing reliable financial information.

2. The second part of the document describes the various methods used to collect and analyze data, including the use of statistical techniques and the importance of sample size.

3. The third part of the document discusses the importance of maintaining accurate records of all transactions and the role of the accounting system in providing reliable financial information.

4. The fourth part of the document describes the various methods used to collect and analyze data, including the use of statistical techniques and the importance of sample size.

5. The fifth part of the document discusses the importance of maintaining accurate records of all transactions and the role of the accounting system in providing reliable financial information.

6. The sixth part of the document describes the various methods used to collect and analyze data, including the use of statistical techniques and the importance of sample size.

7. The seventh part of the document discusses the importance of maintaining accurate records of all transactions and the role of the accounting system in providing reliable financial information.