

# QUICK REFERENCE GUIDE -

# SEARCHING FOR LEGISLATION & PREMIUM RESEARCH

Lawlex Legislative Alerts and Premium Research provides you with a single point of entry for conducting legal research across all Australian jurisdictions and legislation.

## Logging In

To begin researching, go to My Lawlex at <http://my.lawlex.com.au>.

Enter your username and password on the right-hand side of the page and click Go. Your username is your email address. If you are unsure of your password it can be sent to you by clicking the link under "Forgotten password?"

Once you have signed in you do not need to sign out – you will be automatically logged in each time you access the site.

## Title Searching

A quick title search can be performed on any page of the site. This search option appears on the top right-hand corner of the page, where you can enter keywords and a jurisdiction.

A more comprehensive search can be conducted using the Search Legislation page, accessed via the Lawlex Legislative Alerts & Premium Research banner or the service panel.

The detailed searching option allows you to enter further information such as the document number, document type (Act, Regulation or Bill) and the year. You may also search for repealed or failed legislation.

**Tip:** The more data entered into the search engine, the more narrow your results will be, either making it more specific and relevant, or too narrow to return accurate results.

The search results are displayed by jurisdiction and then by the legislation hierarchy – Principal Act, Amending Act, Principal Regulation, Amending Regulation and Bill.

Each piece of legislation has a Core Document Homepage, which includes relevant information such as the source of the legislation (including a link to the official Government website to view the legislation online) and links to Explanatory Memoranda and Hansard 2nd reading speeches.

Additional features are located under the Premium Research section, which allows you to view the:

- commencement information – check when a piece of legislation came into force
- Regulations made under an Act – direct links to regulations made under that title
- governing Act for a Regulation – the Act under which the regulations are made
- amendments since last consolidation – check the amendments since the last electronic update on the Government website
- history of amendments to a title – a comprehensive table of amendments
- gazette reference notices under a specific title – track gazette notices made under various pieces of legislation
- progress of a bill – check the passage of a Bill through Parliament
- past alert summaries – read an archived list of the plain English summary of changes and developments to that title
- linked standards – (where applicable) view the title of the standards referred to in the legislation

The amount of information that appears on the Core Document Homepage is dependent on the activity in relation to the legislation that you have searched for.

## Full-Text Searching

A full-text search is conducted by selecting the Full-Text radio button while entering your search criteria.

Search Legislation | Browse Legislation

Enter Search Criteria [online help](#)

Search Type:  Title  Full-Text

Keywords:  Number:  Year From:  Year To:

Jurisdiction:  ALL  ACT  COM  NSW  NT  QLD  SA  TAS  VIC  WA

The results are ordered by jurisdiction and then by a statistical relevance ranking.

Search Results: of **privacy medical** in **COM** Sort By: **Relevance**

[78.2%] [Medical Indemnity Agreement \(Financial Assistance - Binding Commonwealth Obligations\) Act 2002 No.111](#) [Principal - Act ]  
 [ ] Text MEDICAL INDEMNITY AGREEMENT (FINANCIAL ASSISTANCE-BINDING COMMONWEALTH OBLIGATIONS) ACT Back to Top  
 ASSISTANCE?BINDING COMMONWEALTH OBLIGATIONS) ACT a) Australasian Medical Insurance Limited, or (b) an insolvency represent

[77.5%] [Therapeutic Goods Amendment \(Medical Devices\) Act 2002 No.24](#) [Amending - Act ]  
 Goods Amendment (Medical Devices) Act 2002 // Skip to Content Register Now | Help | Feedback | L relating to medical devices Thera

You will be able to use the displayed results to decide what you want to look at in more detail and we recommend that you use the “search” or “find” features in Adobe to locate specific terms within the legislation.

Full-text indexes are based on content not hosted by SAI Global. We therefore cannot provide deep links to the search terms in the document you retrieve, nor can we guarantee the currency and the accuracy of the full-text indexes.

## Search Operators

Search Operators are commands used to combine keywords to broaden or narrow a search. Our search engine retrieves the exact string of text that you enter into the keyword box.

Symbol	Function	Example
“ ”	Finds exact terms as quoted.	“criminal law”
AND	Finds terms that contain all terms and phrases. This is the default operator and is not required.	Criminal AND Law (or just criminal law)
&	Same as AND.	Criminal & Law
OR	Finds either term.	(criminal law) OR (crime act)
	Same as OR.	criminal   law
NOT	Excludes pages that contain a term or phrase.	Criminal NOT Law
( )	Used to group words in OR and NOT queries.	(criminal law)   (social justice) (family funds) NOT (police stations)
+	Denotes all search results must include this term and allows inclusion of words that search engines usually ignore.	Criminal law + Crime + for + Drugs

## Example:

Search Legislation | Browse Legislation

Enter Search Criteria

Search Type:  Title  Full-Text

Keywords:  Number:  Year From:

Jurisdiction:  ALL  ACT  COM  NSW  NT  QLD  SA  TAS  VIC  WA

## Browsing Legislation

If you are unsure of the keywords in the title or text of a piece of legislation, you can use the Browse Legislation search option, available on the Search Legislation page.

All Principal legislation is indexed into subject areas and can be viewed under the subject categories, or they can be viewed as an alphabetical list.

Search Legislation | Browse Legislation

Enter Search Criteria

Search Type:  Title  Full-Text

Keywords:

**Browse Legislation**

SAI Global Editors categorise all new principal legislation as they receive it into subject areas. This includes Bills, Acts, Regulations, Plans and By-laws that do not simply amend another statute, but that create new law.

You will receive Lawlex Legislative Alerts for new principal legislation in the subject areas you select.

For example, if you had selected the "Torts" subject of interest and you were informed of the introduction of and assent to the Defamation Act 2005, you would receive an alert.

**1. Select a Jurisdiction**

ALL  ACT  COM  NSW

[Alphabetical Index](#)

[Banking and Finance](#)

[Business, Trades and Professions](#)

[Commercial and Corporate Law](#)

## Commencement Tables

You can view the commencement information for all Acts and Regulations for a specific year via the Commencement Information page, which can be accessed via the Lawlex Legislative Alerts & Premium Research banner or from the service panel.

Simply enter the jurisdiction, document type and year to view a full list of legislation for that period, ordered by Act and number.

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## Bill Tracking

You can track the progress of a Bill through Parliament via the Bill Tracking page, which can be accessed via the Lawlex Legislative Alerts & Premium Research banner or from the service panel.

Search by the jurisdiction and the year to view a full alphabetical list of Bills for the period, and important dates regarding the introduction and assent of a Bill.

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You can also link through to the Core Document Homepage for further information on the Bill, including the Alert Summary.

## Assistance

If at any time you require assistance, feel free to contact our Helpdesk on 1300 555 595 or email [helpdesk.asiapac@saiglobal.com](mailto:helpdesk.asiapac@saiglobal.com).

To book a training session or discuss your training requirements, send an email to [mylawlextraining@saiglobal.com](mailto:mylawlextraining@saiglobal.com).