TimeBase LawOne Quick Start Guide

Advanced legislation search
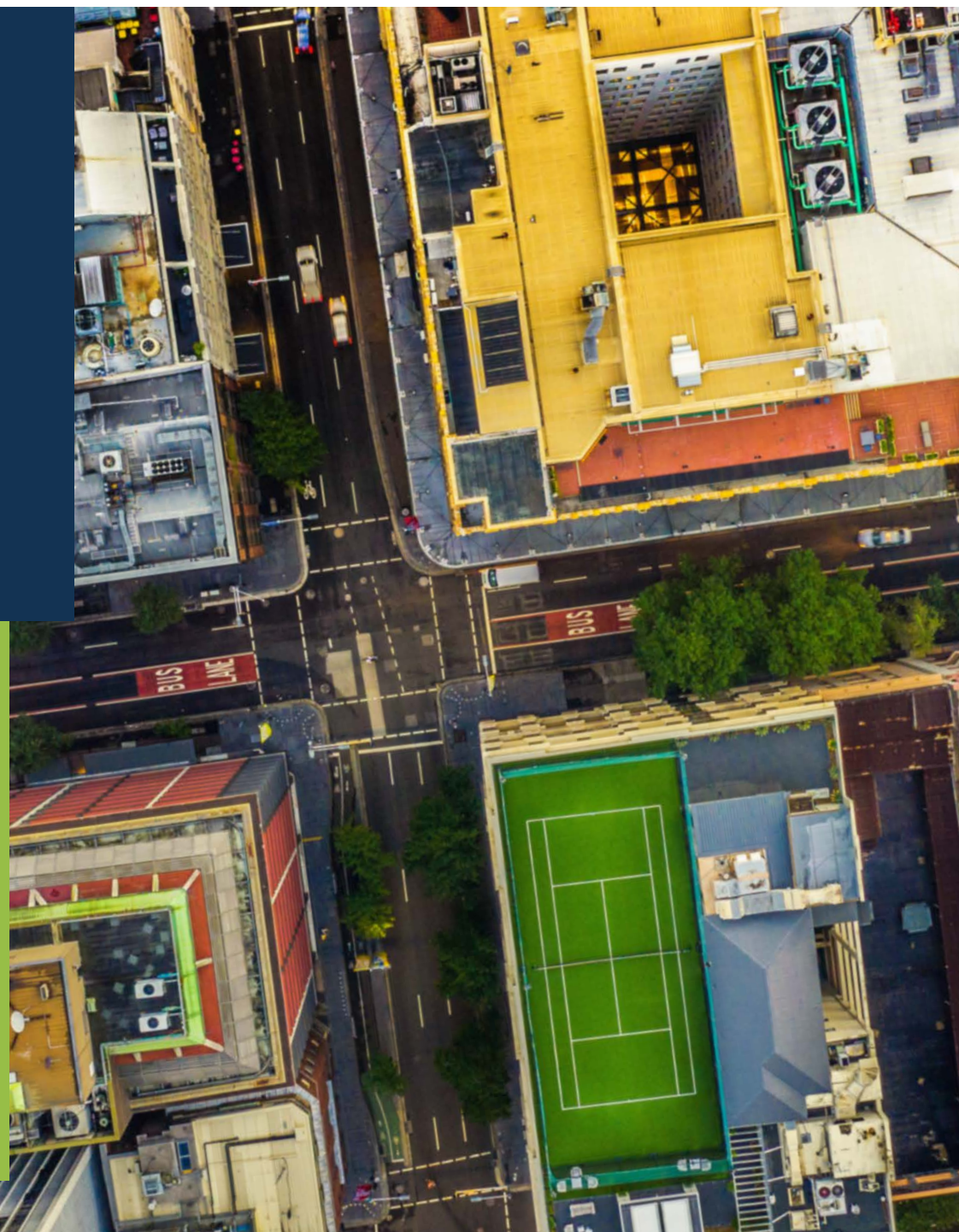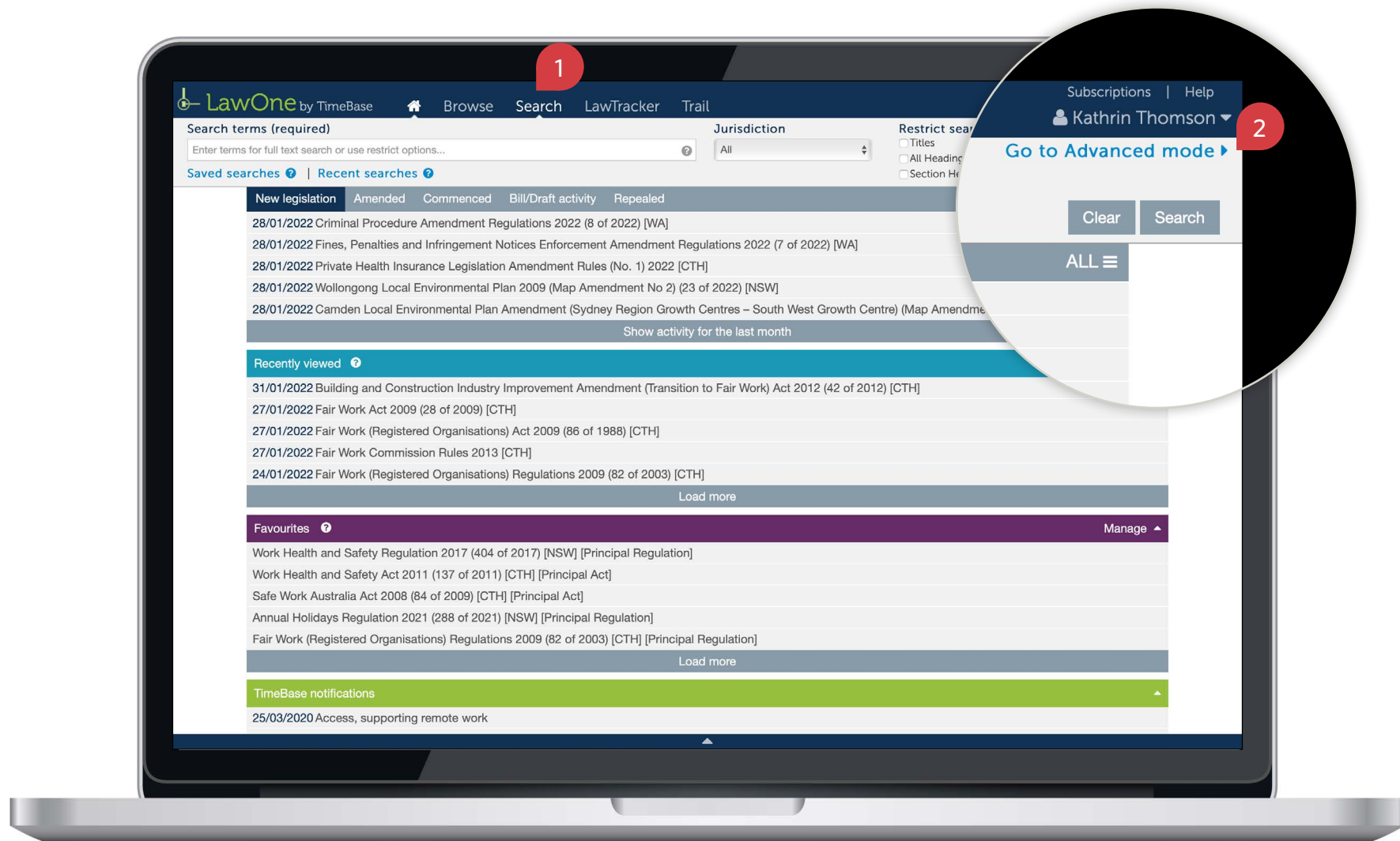
Show me how to…
Access advanced mode

Switch from (default) basic mode to advanced mode
to access comprehensive search options.

Access advanced mode

From any page: **1** Click on **search** to open the search panel. **2** Click on **go to advanced mode** to switch from basic mode to advanced mode and access additional search options. →


LawOne by TimeBase   🏠 Browse Search LawTracker Trail

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Go to Advanced mode ▶

Search terms (required)

Enter terms for full text search or use restrict options...   ❓

Jurisdiction
All

Restrict sear
☐ Titles
☐ All Heading
☐ Section He

Clear   Search

ALL ☰

Saved searches ❓ | Recent searches ❓

| New legislation | Amended | Commenced | Bill/Draft activity | Repealed |

28/01/2022 Criminal Procedure Amendment Regulations 2022 (8 of 2022) [WA]

28/01/2022 Fines, Penalties and Infringement Notices Enforcement Amendment Regulations 2022 (7 of 2022) [WA]

28/01/2022 Private Health Insurance Legislation Amendment Rules (No. 1) 2022 [CTH]

28/01/2022 Wollongong Local Environmental Plan 2009 (Map Amendment No 2) (23 of 2022) [NSW]

28/01/2022 Camden Local Environmental Plan Amendment (Sydney Region Growth Centres – South West Growth Centre) (Map Amendme

Show activity for the last month

Recently viewed ❓

31/01/2022 Building and Construction Industry Improvement Amendment (Transition to Fair Work) Act 2012 (42 of 2012) [CTH]

27/01/2022 Fair Work Act 2009 (28 of 2009) [CTH]

27/01/2022 Fair Work (Registered Organisations) Act 2009 (86 of 1988) [CTH]

27/01/2022 Fair Work Commission Rules 2013 [CTH]

24/01/2022 Fair Work (Registered Organisations) Regulations 2009 (82 of 2003) [CTH]

Load more

Favourites ❓   Manage ▲

Work Health and Safety Regulation 2017 (404 of 2017) [NSW] [Principal Regulation]

Work Health and Safety Act 2011 (137 of 2011) [CTH] [Principal Act]

Safe Work Australia Act 2008 (84 of 2009) [CTH] [Principal Act]

Annual Holidays Regulation 2021 (288 of 2021) [NSW] [Principal Regulation]

Fair Work (Registered Organisations) Regulations 2009 (82 of 2003) [CTH] [Principal Regulation]

Load more

TimeBase notifications   ▲

25/03/2020 Access, supporting remote work

Access advanced mode
continued

In advanced mode, you can: ❶ Input **search terms** and choose a **search method.** ❷ Search within a legislative **title.** ❸ Search within **jurisdictions.** ❹ Search within **subjects.** ❺ Restrict your search to **titles, headings** and **principal.** ❻ Search within an **alert profile.** ❼ Specify the document **type.** ❽ Specify the **status** of the item. ❾ Load a **saved search** or **recent search.** ❗ For tips and information on how to improve your search, click on the **help icons.** ☐
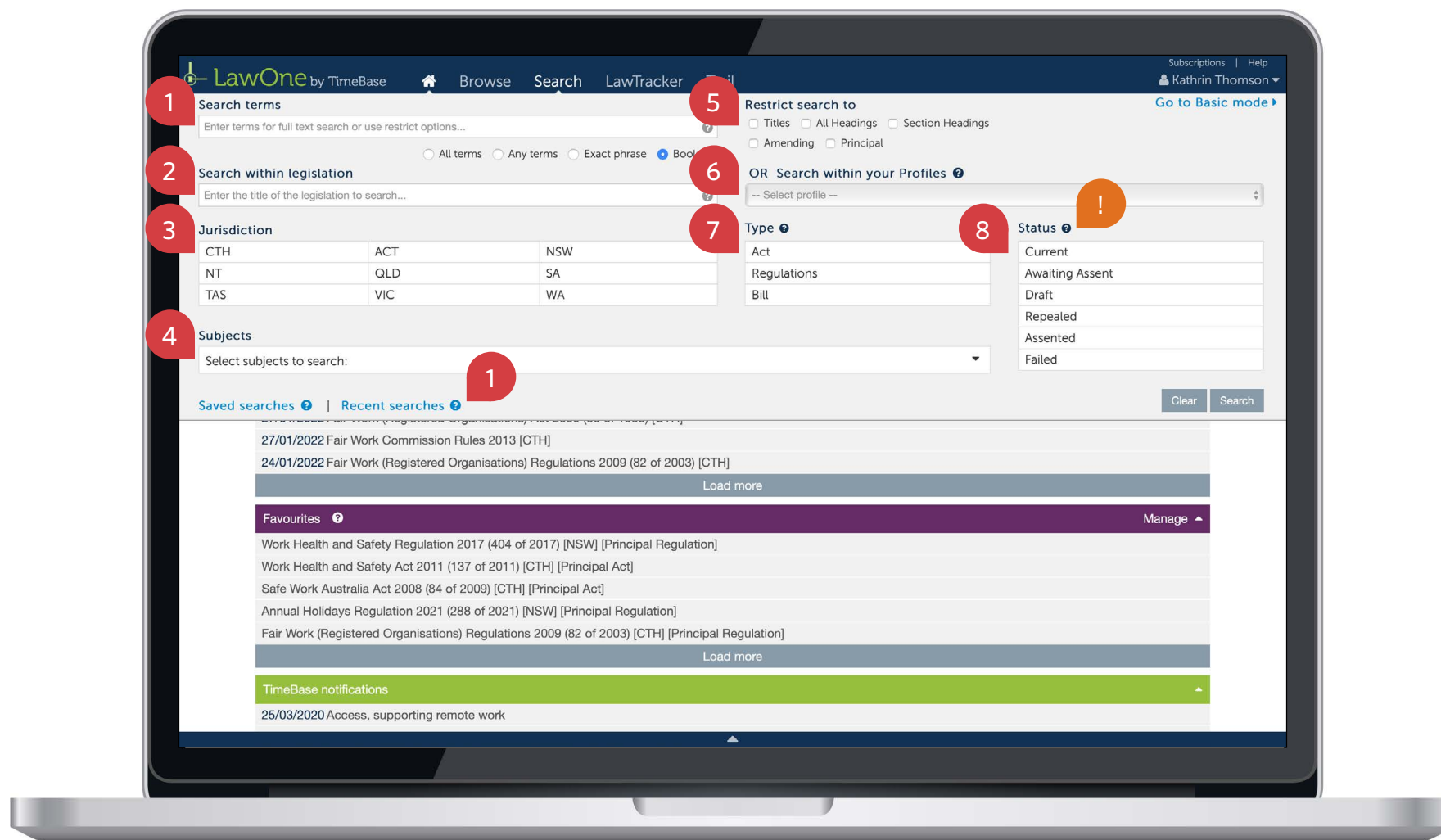
Show me how to...
Search within a legislative title

Conduct an advanced search within a specific legislative title using the search panel in advanced mode.

Search within a legislative title
continued

In advanced mode: **1** Enter your **search terms** into the search terms field. **2A** Choose a (default) **boolean** search method using search operators OR **2B** Select another search method (**all terms, any terms** or **exact phrase**). **!** To access a list of popular search operators, click on the **help icon** in the search field and a popup will appear. →
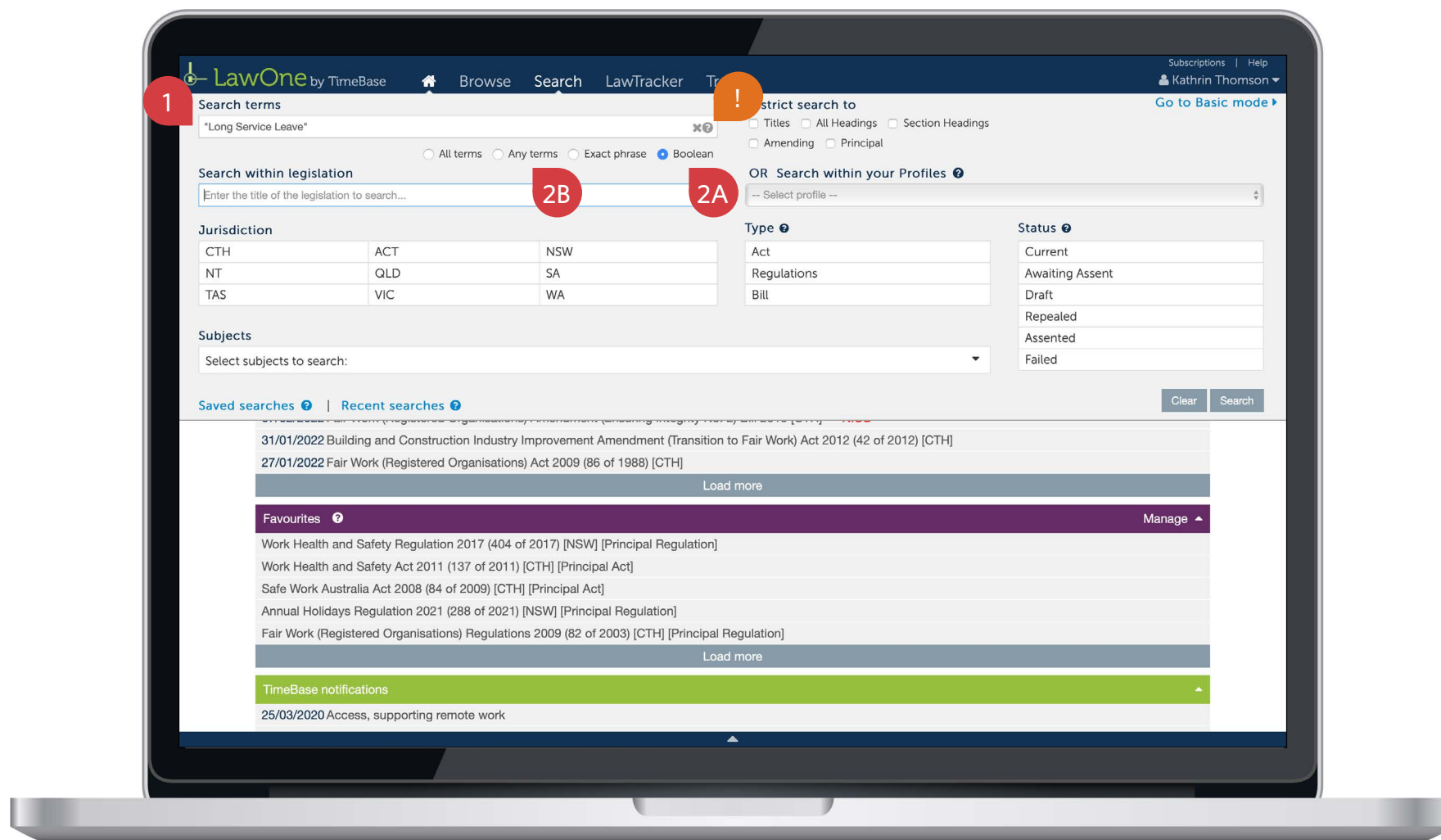
Search within a legislative title
continued

To find a legislative title: ❶ For best results, start by typing the **jurisdiction**, followed by the **act number** and/or **year,** then **title** into the legislation search field using search operators. A dynamic **lookup list** will appear. ❷ Select the relevant **title** from the list. ❗ To access a list of popular search operators, click on the **help icon** in the search terms field and a popup will appear. →
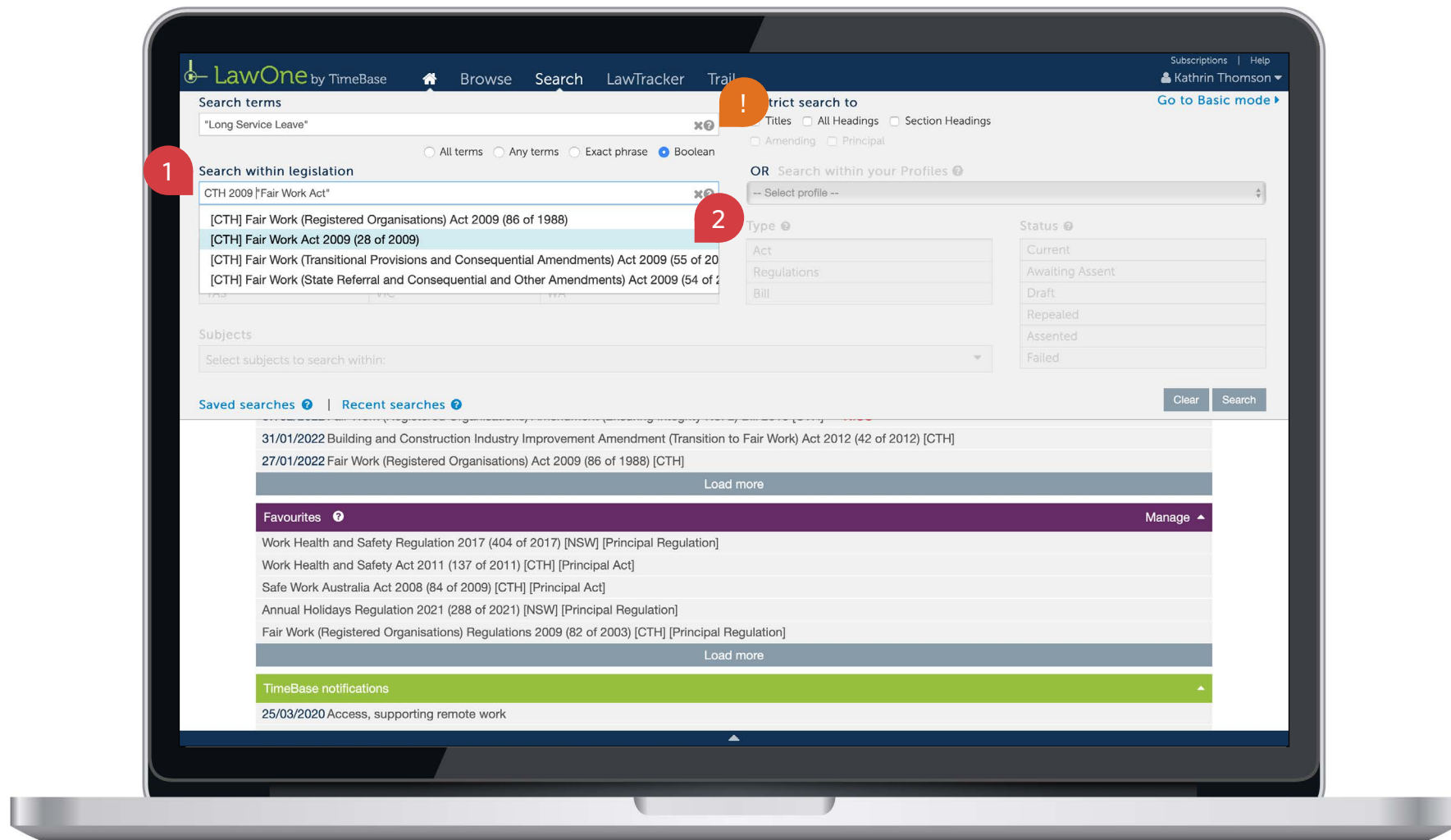
Search within a legislative title
continued

To complete the search: ❶ Restrict your search terms to the **title** of the legislation (default), **all headings** (including subheadings) or **section headings** within the document. ❷ Click the **search** button to load the search results page. ⚠ When searching within a title of legislation, some of the other search options will be **obsolete.** ⚠ Your search configurations will be **saved** for the duration of your session. ☐
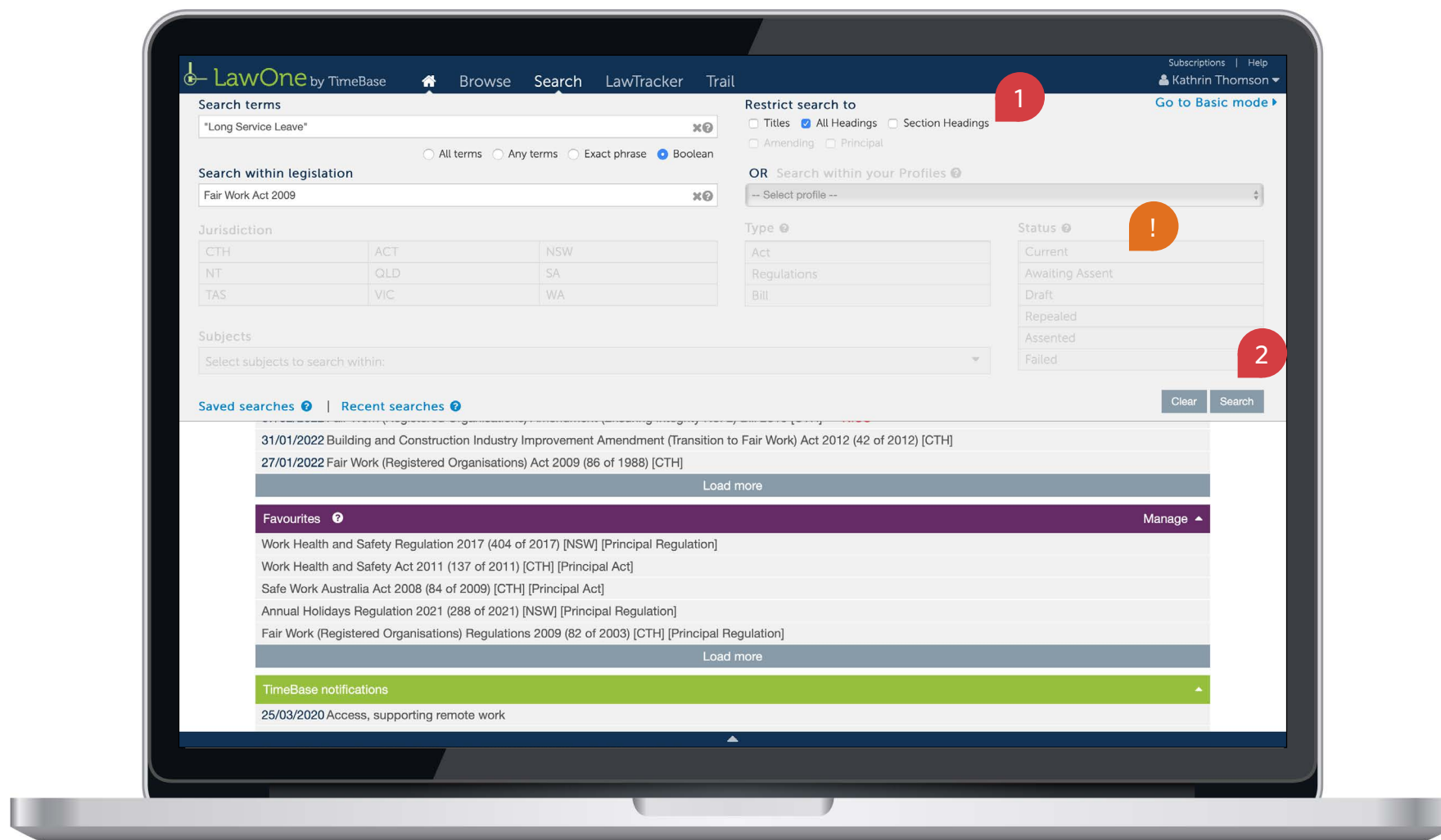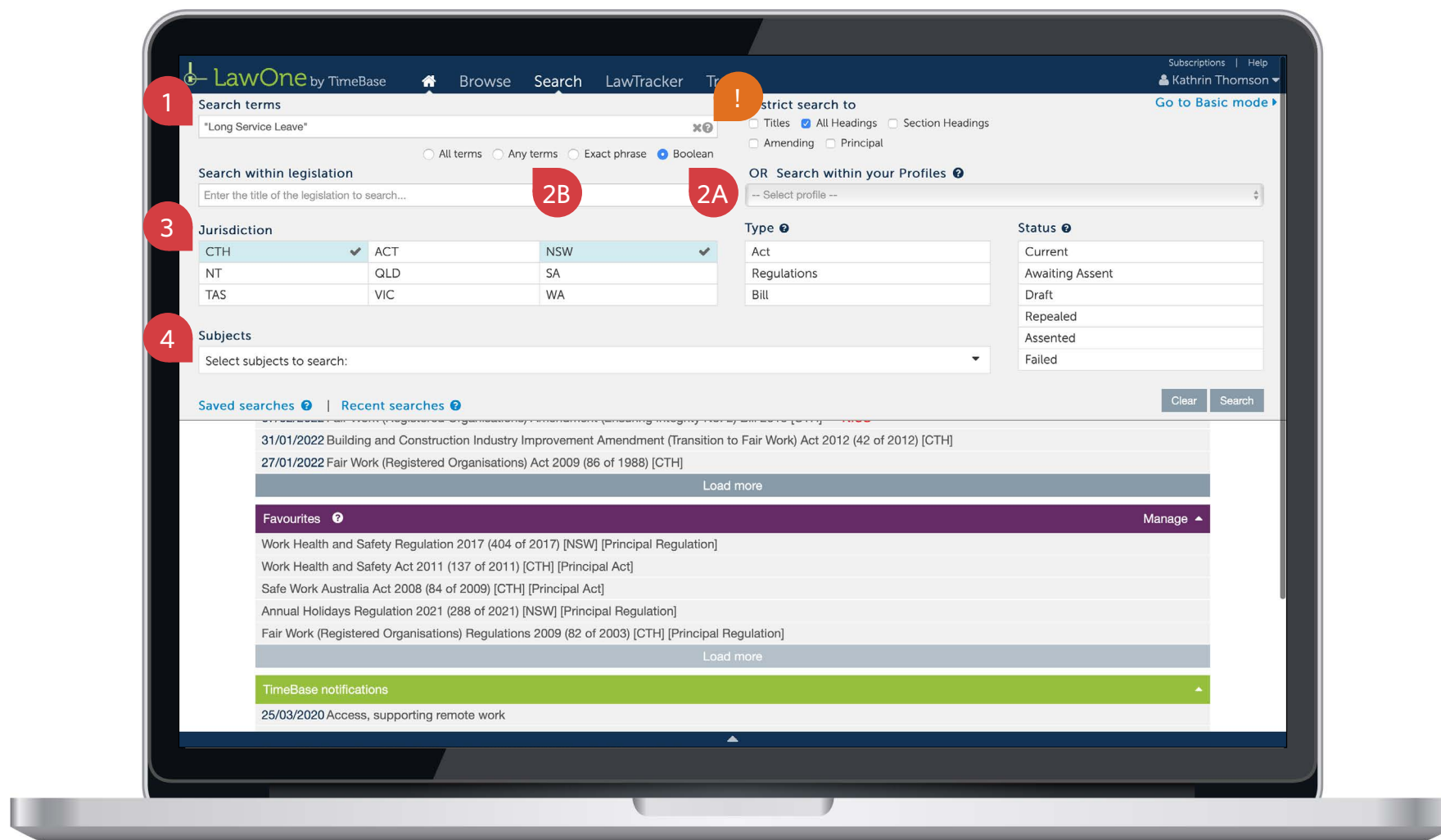
Show me how to...
Search without a legislative title

Conduct an advanced search without a legislative title using the search panel in advanced mode.

Search without a legislative title

In advanced mode: ❶ Enter your **search terms** into the search terms field. ❷ᴬ Choose a (default) **boolean** search method using search operators OR ❷ᴮ Select another search method (**all terms, any terms** or **exact phrase**). ❸ Select one or more **jurisdictions** to search within (optional). ❹ Click on **select subjects to search** to expand the subject options (optional). ❗ To view a list of popular search operators, click on the **help icon** in the search field and a popup will appear. →

Search without a legislative title
continued

To select one or more subjects to search within (optional): ❶ Scroll to and **toggle** the relevant main **subject area** to view all subjects within. ❷ Click to **select** the **subject/s** you want to search. ❸ Click on the **arrow** to collapse the subject panel. →

Search without a legislative title
continued

To complete the search: ❶ Restrict your search to legislative **titles, all headings** (including subheadings) or **section headings** within a document. ❷ Select an available **alert profile** to search within (optional). ❸ Select a **document type** (optional). ❹ Select a **status** (optional). ❺ Click the **search button** to load the search results page. ❗ Your search configurations will be **saved** for the duration of your session. ☐
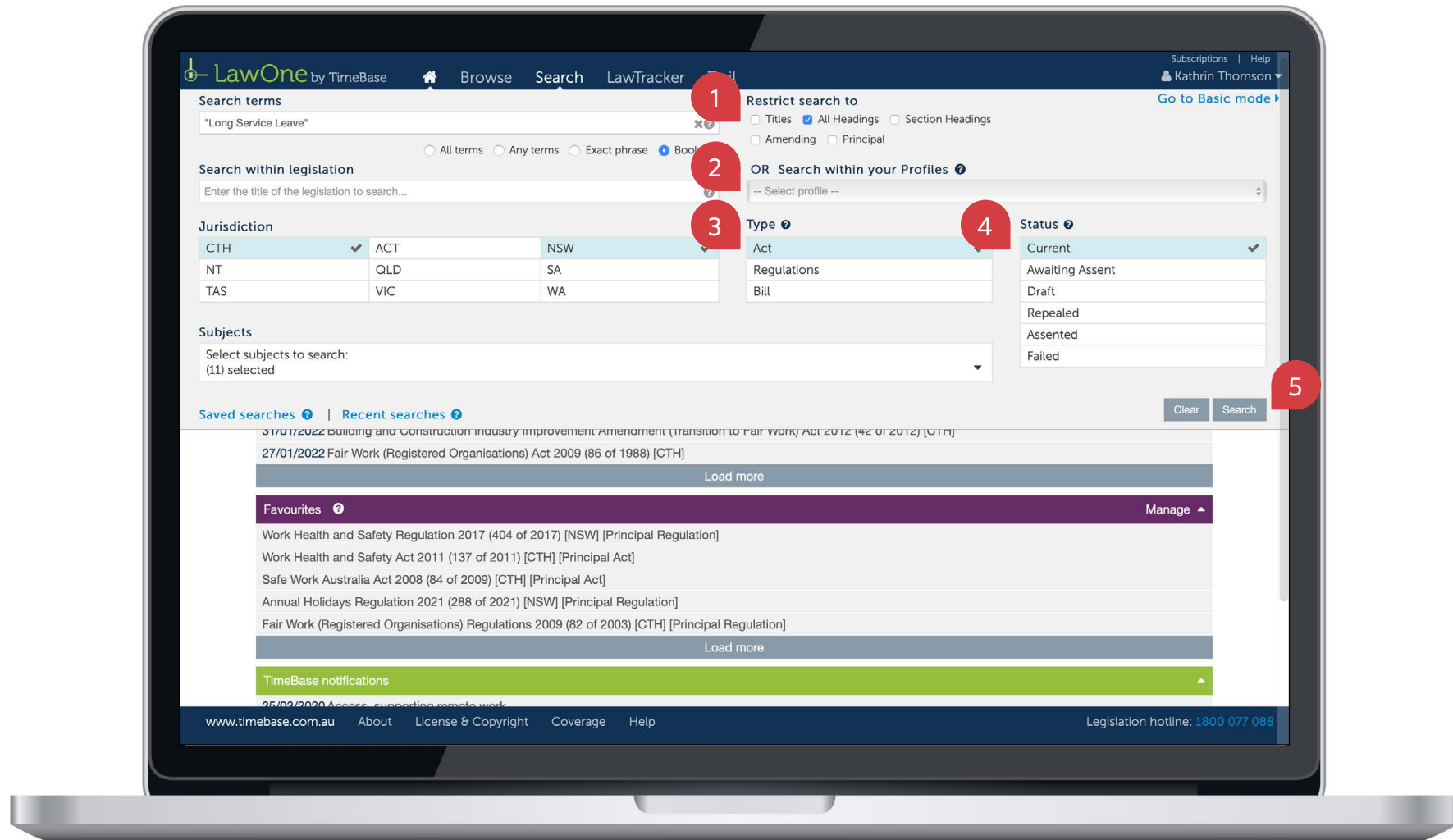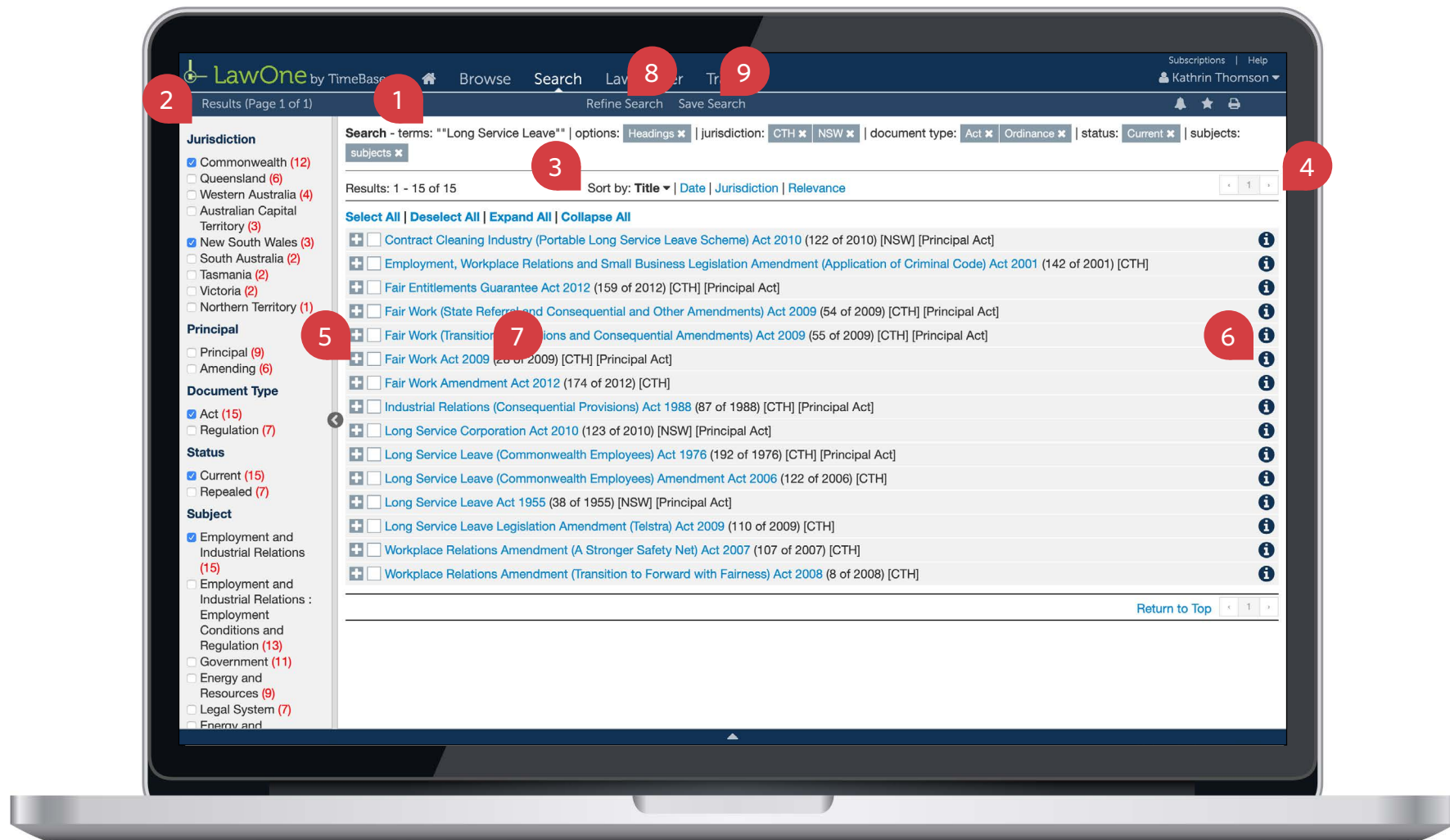
Show me how to…
Review and refine search results

Review, modify and narrow your search results to find the legislative content you need.

Review and refine search results

On the search results page, you can: ❶ View/modify your **search summary.** ❷ View/modify the **jurisdiction, principal, document type, status, subject and responsible department** selections in the **sidebar** (with hits in red). ❸ **Sort** your results. ❹ **View more** results. ❺ Toggle a title to view a **summary of search hits.** ❻ Click on a **key info icon** to view core info and quick links. ❼ Click on a **title** to access its full text or details. ❽ **Refine** your search. ❾ **Save** your search. →

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Results (Page 1 of 1)   Refine Search   Save Search   🔔 ⭐ 🖨

Search - terms: ""Long Service Leave"" | options: [Headings ✖] | jurisdiction: [CTH ✖] [NSW ✖] | document type: [Act ✖] [Ordinance ✖] | status: [Current ✖] | subjects: [subjects ✖]

Results: 1 - 15 of 15   Sort by: **Title** ▾ | Date | Jurisdiction | Relevance   ‹ 1 ›

Select All | Deselect All | Expand All | Collapse All

⊞ ☐ Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010 (122 of 2010) [NSW] [Principal Act]	ⓘ
⊞ ☐ Employment, Workplace Relations and Small Business Legislation Amendment (Application of Criminal Code) Act 2001 (142 of 2001) [CTH]	ⓘ
⊞ ☐ Fair Entitlements Guarantee Act 2012 (159 of 2012) [CTH] [Principal Act]	ⓘ
⊞ ☐ Fair Work (State Referral and Consequential and Other Amendments) Act 2009 (54 of 2009) [CTH] [Principal Act]	ⓘ
⊞ ☐ Fair Work (Transition... ...ions and Consequential Amendments) Act 2009 (55 of 2009) [CTH] [Principal Act]	ⓘ
⊞ ☐ Fair Work Act 2009 (28 of 2009) [CTH] [Principal Act]	ⓘ
⊞ ☐ Fair Work Amendment Act 2012 (174 of 2012) [CTH]	ⓘ
⊞ ☐ Industrial Relations (Consequential Provisions) Act 1988 (87 of 1988) [CTH] [Principal Act]	ⓘ
⊞ ☐ Long Service Corporation Act 2010 (123 of 2010) [NSW] [Principal Act]	ⓘ
⊞ ☐ Long Service Leave (Commonwealth Employees) Act 1976 (192 of 1976) [CTH] [Principal Act]	ⓘ
⊞ ☐ Long Service Leave (Commonwealth Employees) Amendment Act 2006 (122 of 2006) [CTH]	ⓘ
⊞ ☐ Long Service Leave Act 1955 (38 of 1955) [NSW] [Principal Act]	ⓘ
⊞ ☐ Long Service Leave Legislation Amendment (Telstra) Act 2009 (110 of 2009) [CTH]	ⓘ
⊞ ☐ Workplace Relations Amendment (A Stronger Safety Net) Act 2007 (107 of 2007) [CTH]	ⓘ
⊞ ☐ Workplace Relations Amendment (Transition to Forward with Fairness) Act 2008 (8 of 2008) [CTH]	ⓘ

Return to Top   ‹ 1 ›

Sidebar:

Jurisdiction
- ☑ Commonwealth (12)
- ☐ Queensland (6)
- ☐ Western Australia (4)
- ☐ Australian Capital Territory (3)
- ☑ New South Wales (3)
- ☐ South Australia (2)
- ☐ Tasmania (2)
- ☐ Victoria (2)
- ☐ Northern Territory (1)

Principal
- ☐ Principal (9)
- ☐ Amending (6)

Document Type
- ☑ Act (15)
- ☐ Regulation (7)

Status
- ☑ Current (15)
- ☐ Repealed (7)

Subject
- ☑ Employment and Industrial Relations (15)
- ☐ Employment and Industrial Relations : Employment Conditions and Regulation (13)
- ☐ Government (11)
- ☐ Energy and Resources (9)
- ☐ Legal System (7)
- ☐ Energy and...

Review and refine search results
continued

Using the key info panel, you can quickly access (where applicable): ❶ The **full text**. ❷ The **original source**. ❸ **Currency** and **assent** information. ❹ **Quick links** to bills, downloads, tables, responsible government departments, related instruments (including cases and subordinate legislation) and relevant subjects. ❗ A link to **view all details** can be clicked to load all key info on a new page. ☐
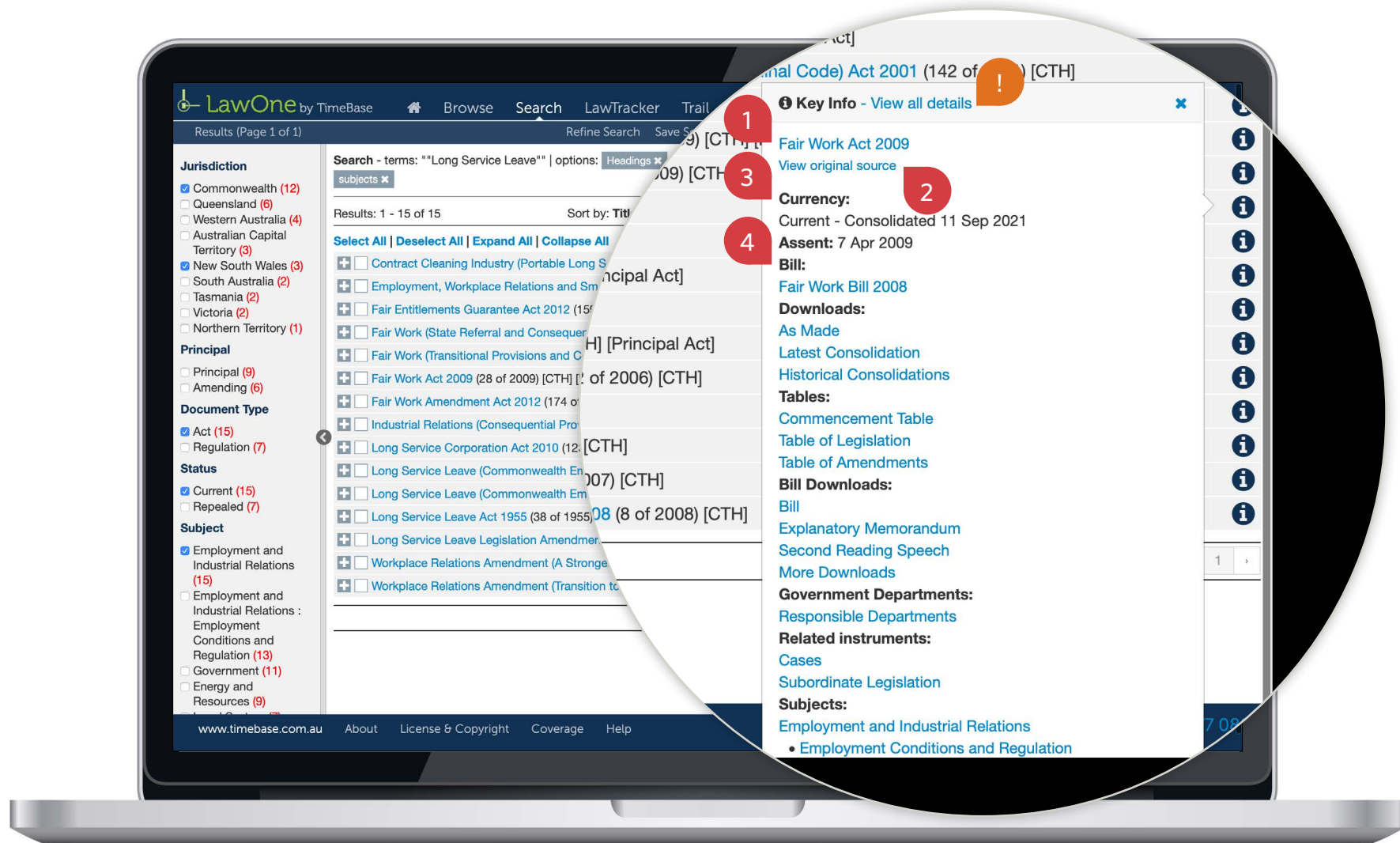
Review and refine search results
continued

To view a summary of hits for a legislative title: ❶ Locate and **toggle** the relevant **title** to open the search summary. ❷ Legislative excerpts or headings containing **search hits** (in red) are listed below. ❗ You can click on a **section title** to navigate straight to that section in the full text legislation. ☐

Review and refine search results
continued

In the full text legislation, you can: **1** View **where search hits occur** in the contents and document (in red). **2** **Navigate** through each hit. **3** Click **search within** to reopen the search panel and modify your search. **4** Return to your search **results** (with any search modifications applied). **5** **Navigate** each page. **6** View **key info** and quick links. **6** View **cases** referencing the legislation. **!** Your search configurations will be **saved** for the duration of your session. □
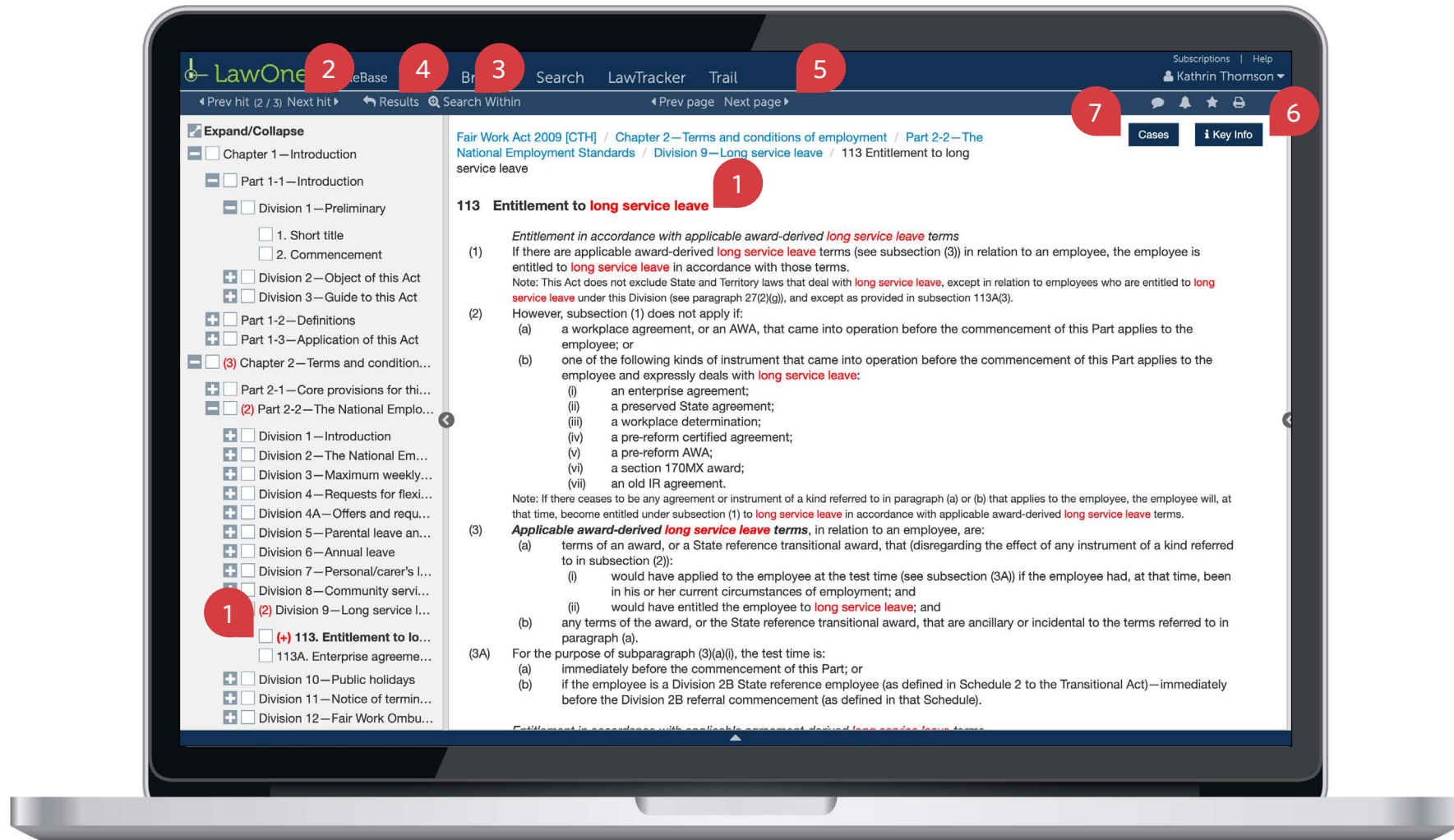
Popular search operators

Find	Operator (not case sensitive)	Example	Explanation
This term	Use the term of interest	writ	Finds sections containing the term *writ*.
This exact phrase	"…"	"assessable income"	Finds sections containing the exact phrase *assessable income*.
Any of these terms	OR, or, |, ||	misleading OR deceptive	Finds sections containing ANY of the terms *misleading*, or *deceptive*, or *both*.
All these terms	AND, and, &, space between words	employee AND entitlements	Finds sections containing BOTH terms *employee* and *entitlements*.
Not excludes unwanted terms	NOT, not, !	custody NOT child	Finds sections containing the term *custody* that DO NOT include the term *child*.
Match a single character	?	licen?e	Finds sections containing the terms *licence* and *license*.
Match multiple characters	*	neglig*	Finds sections containing variations of the term that starts with *neglig* such as *negligent*, *negligence*, *negligently*, *negligible*.
Terms within n characters	/n	breach /20 contract	Finds sections containing the term *breach* within 20 characters of the term *contract*.

Key points to remember

▶ Click **advanced mode** in the search panel to access more search options.

▶ Use **search operators** (such as double quotation marks for an exact phrase).

▶ Your search configurations will be **saved** in the search panel for the duration of your session (including when you refine your search).

▶ Use the **key info icon** to access core information and quick links.

▶ Look for **help icons** to access useful tips and instructions.

▶ Look for **search hits** in red.

Need further help or technical support?

> Talk to a TimeBase team member on 1800 077 088 (Mon–Fri, 8am–4:30pm)

> Email your questions to service@timebase.com.au

> Access the full range of quick start guides at timebase.com.au

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