

# PUBLIC COMMENT GUIDE FOR MEMBERS OF PUBLIC

#### 1 Purpose

Guidelines for members of the public on accessing Public Comment (PC) Drafts and submitting comments via the Standards Australia (SA) Public Commenting Portal.

#### 2 Finding a Draft for Comment

2.1 Locate a Public Comment Draft via Standards Australia website

- 1. Navigate to <u>www.standards.org.au</u>
- 2. Scroll down the page and select the 'Public Comment' button.



Alternatively, near the top of the page select 'Committee Access' then 'Public Comment'

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C	Connect (Hub)	Technical Committees	Nominating Organisation	Public Comment	Standards Academy	SIM

- 3. Clicking on 'Public Comment' would prompt you for login details for Standards Connect.
- 4. Enter your registered email address and password.

NOTE: First time users will be prompted to register for a Standards Connect account before being able to submit comments on a draft standard.

- 5. Click on 'Drafts open for Public Comment' in the **Dashboard** tab Or Navigate to **Project Search** tab and select a project open for public commenting.
- 6. Click on the **View & Comment** button on the project details page. The draft will open in a new tab for commenting. This new tab is for Public Commenting Management System.

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	Dashboard		Project Search		Committee Search
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AS 5360		AS/NZS 1604.1	AS 1684.2		AS/NZS 1891.1
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Project Approval	Project Setup	Drafting	Public Comment	👁 Ballot	Publication
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Commenting Start Date: 21/08/2020 Commenting End Date: 23/10/2020 Balloting Start Date: TBC Balloting End Date: TBC					
PROJECT DETAILS			PUBLIC COMMENTS		
Designation	AS 4198				
Project Title:	Precast concrete applications	access chambers for sewerage			
Stakeholder Engagement Manager:	Emelia Addo-App	iah			
Committee:	WS-006 Concrete	e Pipes			
Type:	TC				
Development Stage:	Commenting		Comment Period Status: OPEN		
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TABLE OF CONTENTS	Test - Pre-engineered fire p	rotection systems	for cooking equipment		
Draft Details			Draft Datails	Desteres	-
Preface 1			Drait Details	Pretace >	
1 Introduction	Designation: AS 5363		Comment Start Date: 10/09/2020		
1.1 Objective of Commentary	Source: SA/SNZ		Comment End Date: 17/09/2020		
1.2 Application of the Standard	Committee: UX-099		Comments: 12		
1.3 lerms and definitions	Committee Name: Test Committee		Categories: Consumer Products Servi	ce and Safety	
2 Commentary 1					
9 Documentation 1	DRAFT COORT				
Annex CA Suggested presentation of	DRAFT SCOPE				
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CB.2 Examples of grade of release					
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CB 5 Hole size and source radius	edit of delete it.				
CB 6 Forms of release	If you choose to "Save as draft", you will be able t	to return to your comment and	edit before submitting. You must finalise and subm	it comments before the end of the closing date	
CB.7 Release rate	(AEST). Any draft comments not submitted by that	it date will not be taken into co	nsideration and will be deleted.		
CB.7.1 General 1					
CB.7.2 Estimation of release rate 1	All comments should be able to stand alone du	uring the committee review;	please do not refer to previous comments.		

# 2.2 Locate a Public Comment Draft via Standards Connect

1. Navigate to https://connect.standards.org.au/.

#### 2. Follow all steps from Step 4 onwards as explained in 1.1 above

# 3 Navigating Public Commenting Management System (PCMS)

#### 3.1 Tabs in PCMS

There following 4 tabs are available in PCMS:

- 1. **Dashboard** that shows all the SA projects that are open for public commenting. The list of projects appearing on the dashboard is sorted in chronological order of public comment end date by default. Drafts closing the soonest will appear at the top of the list.
- 2. **My Comments** tab will give you access to all your submitted, saved and resolved comments for all active projects.
- 3. **Connect** tab will take you back to the Connect application.
- 4. Help tab will give you access to the user guide for PCMS.

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Rows per page: 15 1-2 of 2 < >

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To access your profile page or to log out of the system click on the top right-hand corner icon with your username. The footer will give you access to:

- SA Privacy Policy
- Conditions of use
- How to contact us

#### 3.2 Browsing a Public Comment Draft

The draft can be accessed in the following two views:

- Section by Section: In the section by section view the table of contents is on the left-hand side of the screen. In this view you can browse one section or sub-section at a time. You can move between sections by scrolling through the table of contents and clicking on any section or sub-section title. You can move to the previous or the next section by clicking on the section names appearing above the current section title.
- **Single Page**: You can view the draft as a single page by choosing that view from the dropdown menu on top. In this view the draft will appear as a single page which you can scroll through and read

You can switch between these 2 views using the same drop-down menu

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		SEARCH	Single page view *	DOWNLOAD
TABLE OF CONTENTS         Draft Details         Preface         1 Scope         2 Normative references         3 Terms and definitions 1         4 Apparatus         4.1 General         4.2 Calibration and competence of testing laboratories 6         4.3 Balance calibration and accuracy of mass determination 1         5 Presentation of results         6 Rock test proprise, definitions, symbols and units used in the AS 4133 series 2         7 List of methods in the AS 4133 series         Bibliography	Methods of testing rocks for engineering Preface This Standard was prepared by the Standards Australia Committee CE-009, <i>General requirements and list of methods.</i> The objective of this Standard is to provide the general requirements, test While this part of the AS 4133 series provides the general requirements for A list of all parts in the AS 4133 series can be found in the Standards Austr The major changes in this edition are the removal of Clause 7 and an upda The methods in this series are concerned with nock as a natural material su produce repeatable results on the same material.	Testing of Soils for Engineering Purposes, to supersede AS 4133.4 Testing of Soils for Engineering Purposes, to supersede AS 4133 se nethods, terms and definitions, and apparatus for the AS 4133 se the series, each part contains the requirements specific to that te difa online catalogue. Le of Table 1. ch as a foundation stratum or as a tunnelling or mining environm	Single page view Section by section Single page view 0—2005, Methods of testing rocks for tries, est method.	ethods engineering purposes, Part 0: ny Index tests which will
	Comments (0) show 1 Scope This Standard is fundamental to all test methods in the AS 4133 series. It p (a) Terms and definitions, including quantity and unit symbols used. (b) Main apparatus and the standards to which they should conform. (c) Other supplementary information. The methods listed are index tests intended only for classification and char Comments (0) show	ovides the following information which is common across the ser acterization of intact rock. The actual classification systems or bas	ries: sis of comparison between rocks are r	COMMENT not the subject of this series.

3.3 Downloading a Public Comment Draft

You can download a watermarked copy of the draft in pdf format for offline reading.

- Click on the **Download PDF** button on the top right-hand side of the screen.
- Accept the terms of the Document License Agreement in the License Agreement pop-up.
- Click on 'Accept' at bottom right. The PDF will be downloaded to your local drive in Downloads folder.



\*Note: Users cannot download the draft for international standards. They can only be read online.

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	Search within draft	٩	Section by section *	DOWNLOAD PDF	
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Preface 1			Draft Details		Preface >
1 Introduction 1.1 Objective of Commentary 1 1.2 Application of the Standard 1.3 Terms and definitions 2 Commentation 1 2 Commentation 1 Annex CA Suggested presentation of hazardous areas 1 Annex CB Estimation of sources of release CB.1 Symbols	Designation: A5 5363 Source: SA/SNZ Committee: UX:039 Committee Name: Test Committee DRAFT SCOPE		Comment Start Date: 10/09/2020 Comment End Date: 17/09/2020 Comments: 14 Categories: Consumer Products Service	e and Safety	
CB.2 Examples of grade of release CB.3 Assessment of grades of release CB.4 Summation of release 1 CB.5 Hole size and source radius CB.6 Forms of release 1	DRAFT INSTRUCTIONS You may comment on any section of this docume if you choose to "Save as draft", you will be able comments not submitted by that date will not be	ent by clicking "Comment". Once your comm to return to your comment and edit before s taken into consideration and will be deleted	ient has been submitted, it will be visible to the pub ubmitting. You must finalise and submit comments f	ilic and you will no longer be able to edit or o before the end of the closing date (AEST). Ar	delete it. ny draft

# 4 Commenting on a Public Comment Draft

# 4.1 Commenting on a Public Comment Draft

- Click on the Comment button provided below the section to comment on. The button will be available for each section or sub-section in both the section by section view and the single page view.
- Select the type of the comment from the drop-down menu General, Editorial or Technical.
- Enter your comment and proposed solution in the text boxes provided. These are mandatory fields.
- You will also have an option to upload and attach a document to support your comment by clicking on the Browse button which will open the file finder and you can choose a file from your file system.
- Click on the Submit button to submit the comment on the section. Once submitted, your comment will appear just below the section text for everyone to view and cannot be edited and deleted.

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Preface 1	< Annex CB Estimation of sources	of release		CB.2 Examples of grade of release >
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Annex CB Estimation of sources of release CB.1 Symbols CB.2 Examples of grade of release	< Annex CB Estimation of sources	of release		CB.2 Examples of grade of release >

#### 4.2 Saving a Comment

• You can save your comment instead of submitting it by clicking the Save As Draft button. If you choose to save your comment, it will be accessible under the My Comments tab.

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- 5 Endorsing and Reporting a Comment
  - You can endorse a comment by clicking on the Like icon available next to each comment. This way you can show your agreement with a comment without the need to make a duplicate comment.
  - If you find a comment offensive or a copyright infringement, you can report the comment by clicking on the Report button available next to each comment. You will be required to provide a reason for your report. A notification will go to the SA staff to review your report and act on it.

\*Note: The reporting feature is not to show your disagreement with a comment. In case you have a different view to the comment, please make your own comment with supporting reasons by clicking on the Comment button provided below each section. Our Committee Members will review each comment

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inex CA suggested presentation of hazardous areas. I	As such other forms of documentation that capture the	e required information, assessment methodology and hazardous area as	ssessment are also acceptable.	occurrence on the provide a service for only these works can be orien	
CR 1 Symbols	to all second the optimized an exception of the second second second second second second second second second		when the evolution in the second state from doubt		
CB.2 Examples of grade of release	in all cases the relevant parameters considered for the c	classification or nazardous areas should be documented in accordance	with the principles in Clause 9 of the standard.		
CB3 Assessment of grades of release 1					
CB-4 Summation of releases 1	and a second second				
CB.5 Hole size and source radius	Comments (1) Hide			COMMENT	
CB.6 Forms of release 1					
CB./ Release rate	Annex CA-1 Ash - 3 days ago				
CB.7.2 Estimation of release rate 1					
CB.7.2.1 General	Editorial				
C8.7.3 Release rate from evaporative pools 1					
CB.8 Release from openings in buildings 1	COMMENT				
nex CC Ventilation guidance	Test				
CC.1 Symbols					
CC2 General	PROPOSED CHANGE				
CL.3 Assessment of ventilation and dilution and its influence	Test				
CC 4 Examples of ventilation arrangements and assessments					
CC.4.1 Introduction					
CC.4.2 let release in a large building 1	Proposed Solutions			Report 🛍 (0)	
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CC.4.4 Jet release in a small artificially ventilated building					
CC.4.5 Release with low velocity	< 9 Documentation			Annex CB Estimation of sources of release	

# 6 Resolution of Comments and Notifications

- After the comment period ends all the comments will be reviewed by the committee and resolved accordingly.
- Once all comments have been carefully reviewed and resolved you will receive an email on your registered email address notifying you of the outcome of your comment. You will be informed if your comment was accepted, accepted with some modifications, not accepted or marked for future consideration.
- 7 Document History

Following are the details of the history of this document:



Date	Release Details	Change Source
21/09/2020	v 1.0 New Guide for Public Commenting on Public Commenting Management System by Members of Public	Process Improvement Analyst