

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.

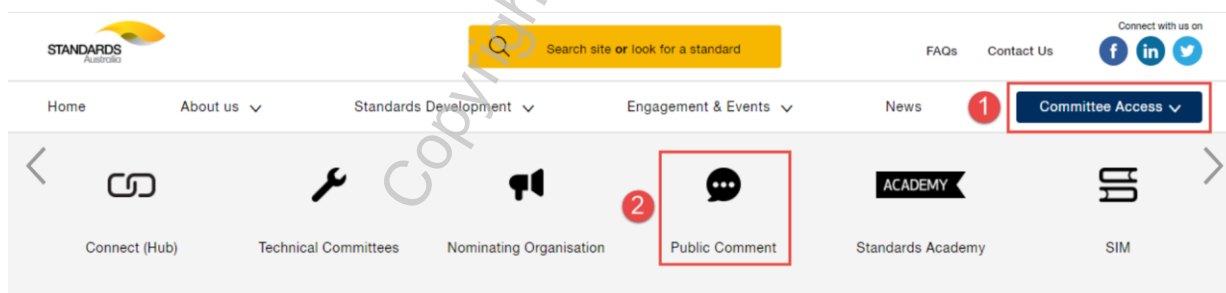
2 Finding a Draft for Comment

2.1 Locate a Public Comment Draft via Standards Australia website

1. Navigate to www.standards.org.au
2. Scroll down the page and select the 'Public Comment' button



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



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.



STANDARDS Australia CONNECT

Welcome test!
[My Profile](#) [Logout](#)

Dashboard Project Search Committee Search

About this page

Recently Viewed Projects

AS 5360 Test Commercial catering gas equipment Commenting Completed	AS/NZS 1604.1 Preservative-treated wood-based products, ... Commenting	AS 1684.2 Residential timber-framed construction, Par... Commenting	AS/NZS 1891.1 Personal Equipment for Work at Height, Par... Commenting Completed
---	--	---	--

Search for a project

Enter Project Title or Designation

Filter By Status Filter By Committee Filter By Phase [Clear all](#)

All Projects My Projects All Projects in Public Comment

Designation	Project Title	Project Status	Committee	Phase
AS 4198	Precast concrete access chambers for sewerage applications	Active	WS-006	Public Comment
AS 1742 1:2014 Amd 1	Manual of uniform traffic control devices, Part 1: General introduction...	Active	MS-012	Public Comment

STANDARDS Australia CONNECT

Welcome test!
[My Profile](#) [Logout](#)

Dashboard Project Search Committee Search

About this page

Precast concrete access chambers for sewerage applications

Project Approval Project Setup Drafting **Public Comment** Ballot Publication

MILESTONES

Commenting Start Date: 21/08/2020
 Commenting End Date: 23/10/2020
 Balloting Start Date: TBC
 Balloting End Date: TBC

PROJECT DETAILS

Designation: AS 4198
 Project Title: Precast concrete access chambers for sewerage applications
 Stakeholder Engagement Manager: [Emelia Addo-Appiah](#)
 Committee: [WS-006 Concrete Pipes](#)
 Type: TC
 Development Stage: Commenting

PUBLIC COMMENTS

0

Comment Period Status: OPEN

[View And Comment](#)

Other Drafts Open for Public Comments

On Monday, January 1, 0001 purchased a single use licence to store this document on a single computer. # may print and retain one copy only. #

Copyright Standards New Zealand

Single User PDF Terms & Conditions

You have material which is subject to strict conditions of use. Copyright in this material is owned by the New Zealand Standards Executive. Please read these terms and conditions carefully, as in addition to the usual range of civil remedies available to Standards New Zealand on behalf of the New Zealand Standards Executive for infringement of copyright, under New Zealand law every person who infringes copyright may be liable to a fine of up to \$10,000 for every infringing copy or imprisonment of up to 5 years, or a fine of up to \$150,000 or imprisonment not exceeding 5 years.

You have access to a single-user licence to read this non-revisable Adobe Acrobat PDF file and print out and retain ONE printed copy only.

We retain title and ownership of the copyright in this PDF file and the corresponding permitted printed copy at all times.

Under this license use of both the PDF file and the single permitted printed copy of this PDF file you may make are restricted to you. Under no circumstances are you permitted to save, sell, transfer, or copy this PDF file, the one permitted printed copy of this PDF file, or any part of either of them.

You undertake that you will not modify, adapt, translate, reverse engineer, decompile, disassemble or create derivative works based on any of the downloaded PDF file, nor will you merge it with any other software or document, even for internal use within your organization.

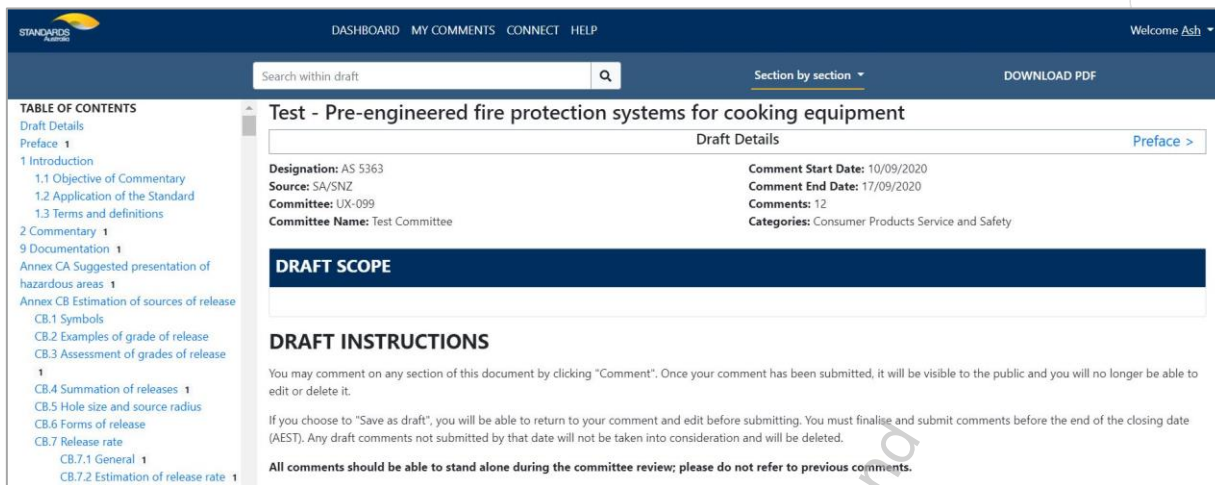
Under no circumstances may this PDF file be placed on a network of any sort without our express permission.

You are solely responsible for the selection of this PDF file and any advice or recommendation given by us about any aspect of this PDF file is intended for guidance only and is followed or acted upon entirely at your own risk.

We are not aware of any inherent risk of viruses in this PDF file at the time that it is accessed. We have exercised due diligence to ensure, so far as practicable, that this file does not contain such viruses.

No warranty of any form is given by us or by any party associated with us with regard to this PDF file, and you accept and acknowledge that we will not be liable in any way to you or any to other person in respect of any loss or damage however caused which may be suffered or incurred or which may arise directly or indirectly through any use of this PDF file.

Regardless of where you were when you received this PDF file you accept and acknowledge that to the fullest extent possible you submit to New Zealand law with regard to this licence and to your use of this PDF file.



The screenshot shows the 'Draft Details' page for a document titled 'Test - Pre-engineered fire protection systems for cooking equipment'. The page includes a 'TABLE OF CONTENTS' on the left, a search bar, and a 'Draft Details' section with the following information:

- Designation:** AS 5363
- Source:** SA/SNZ
- Committee:** UX-099
- Committee Name:** Test Committee
- Comment Start Date:** 10/09/2020
- Comment End Date:** 17/09/2020
- Comments:** 12
- Categories:** Consumer Products Service and Safety

Below this information are sections for 'DRAFT SCOPE' and 'DRAFT INSTRUCTIONS'. The instructions state: 'You may comment on any section of this document by clicking "Comment". Once your comment has been submitted, it will be visible to the public and you will no longer be able to edit or delete it. If you choose to "Save as draft", you will be able to return to your comment and edit before submitting. You must finalise and submit comments before the end of the closing date (AEST). Any draft comments not submitted by that date will not be taken into consideration and will be deleted. All comments should be able to stand alone during the committee review; please do not refer to previous comments.'

2.2 Locate a Public Comment Draft via Standards Connect

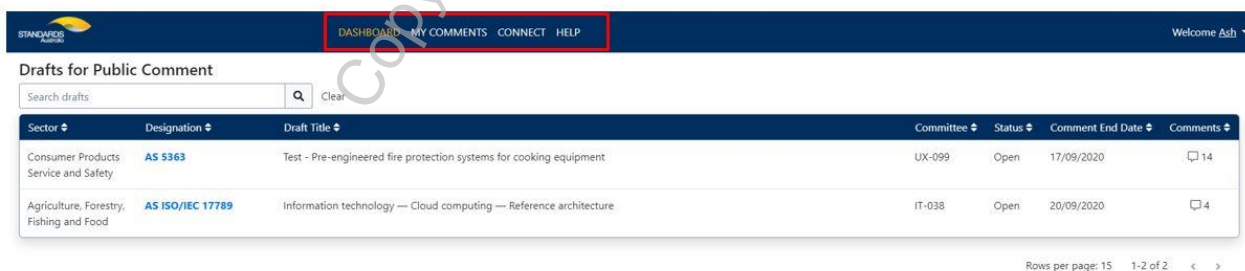
1. Navigate to <https://connect.standards.org.au/>.
2. Follow all steps from Step 4 onwards as explained in 1.1 above

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.



The screenshot shows the 'Drafts for Public Comment' dashboard. At the top, the navigation tabs 'DASHBOARD', 'MY COMMENTS', 'CONNECT', and 'HELP' are visible, with 'DASHBOARD' highlighted. Below the navigation is a search bar for drafts. The main content is a table with the following data:

Sector	Designation	Draft Title	Committee	Status	Comment End Date	Comments
Consumer Products Service and Safety	AS 5363	Test - Pre-engineered fire protection systems for cooking equipment	UX-099	Open	17/09/2020	14
Agriculture, Forestry, Fishing and Food	AS ISO/IEC 17789	Information technology — Cloud computing — Reference architecture	IT-038	Open	20/09/2020	4

At the bottom right of the table, it says 'Rows per page: 15 1-2 of 2'.

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:

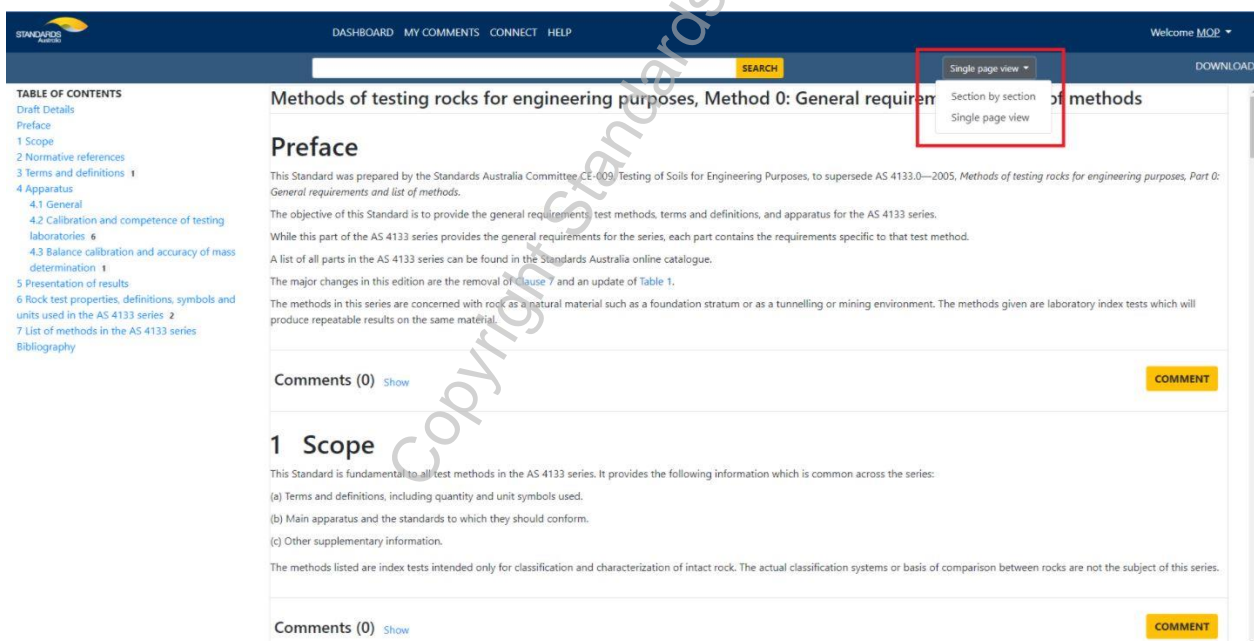
- SA Privacy Policy
- Conditions of use
- How to contact us

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 drop-down 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



The screenshot shows the Standards Australia website interface. At the top, there is a navigation bar with 'DASHBOARD', 'MY COMMENTS', 'CONNECT', and 'HELP'. A search bar is located in the center, and a 'Welcome MDP' message is on the right. Below the navigation bar, the main content area displays the title 'Methods of testing rocks for engineering purposes, Method 0: General requirements and list of methods'. On the left side, there is a 'TABLE OF CONTENTS' with links for 'Draft Details', 'Preface', '1 Scope', '2 Normative references', '3 Terms and definitions', '4 Apparatus', '5 Presentation of results', '6 Rock test properties, definitions, symbols and units used in the AS 4133 series', '7 List of methods in the AS 4133 series', and 'Bibliography'. The main content area shows the 'Preface' and '1 Scope' sections. A red box highlights a dropdown menu in the top right corner with options 'Single page view' and 'Section by section'. Below the content, there are 'Comments (0) Show' and 'COMMENT' buttons.

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.

The screenshot shows the Standards Australia website interface. At the top, there is a navigation bar with 'DASHBOARD', 'MY COMMENTS', 'CONNECT', and 'HELP'. A search bar is present with the text 'Search within draft'. A 'DOWNLOAD PDF' button is highlighted with a red box. The main content area displays the title 'Test - Pre-engineered fire protection systems for cooking equipment' and 'Draft Details' including Designation: AS 5363, Source: SA/SNZ, Committee: UX-099, and Committee Name: Test Committee. Below this, there are sections for 'DRAFT SCOPE' and 'DRAFT INSTRUCTIONS'.

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.

The screenshot shows the 'Comments (0) Hide' section of the draft document. A 'COMMENT' button is highlighted with a red box. The page also shows navigation links for 'Annex CB Estimation of sources of release' and '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.



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

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

Copyright Standards New Zealand

On Monday, January 1, 0001 purchased a single use licence to store this document on a single computer. may print and retain one copy only. #