

# PUBLIC COMMENT PORTAL HELP GUIDE FOR MEMBERS OF PUBLIC

This Guide provides an overview of the Public Comment Portal.

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# 1 Introduction to Public Comment Portal

The Public Comment Portal is used by Standards Australia (SA) to obtain feedback from members of the public and other interested parties on draft standards prior to publishing. This ensures that published standards incorporate valuable input from a diversity of individuals and groups across Australia.

## 2 How to register an account

To access the Public Comment Portal, you will first need to register an account with My SA Profile. Refer to '[My SA Profile Help Guide](#)' for instructions on how to register an account.

## 3 How to access the Public Comment Portal

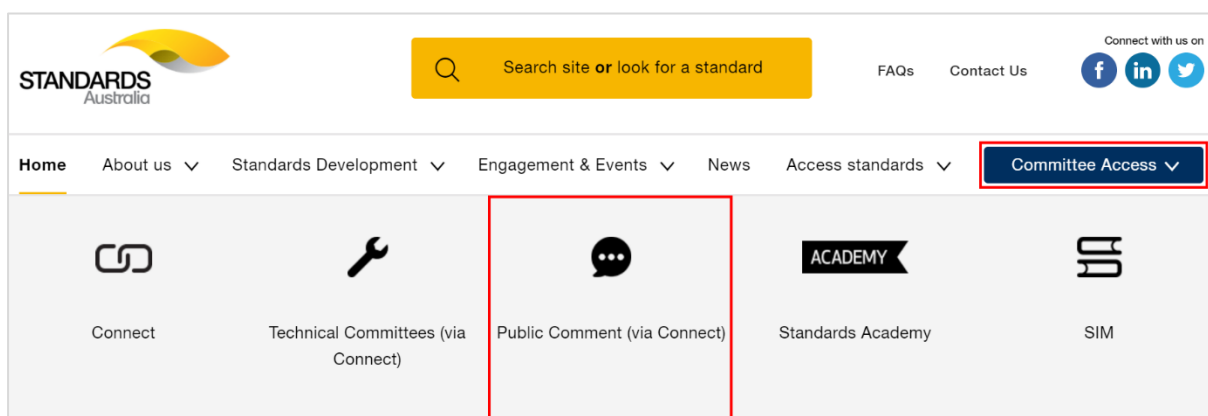
There are three ways to access the Public Comment Portal: via 'My SA Profile', through the Standards Australia website, or from within 'Connect'.

### 3.1 My SA Profile

In your browser, log in to My SA Profile via <https://mysa.standards.org.au/>. Refer to '[My SA Profile Help Guide](#)' for login and registration instructions.

### 3.2 Standards Australia website

1. In your browser, navigate to [www.standards.org.au](http://www.standards.org.au).
2. Click 'Committee Access'.
3. Click 'Public Comment' (via Connect).

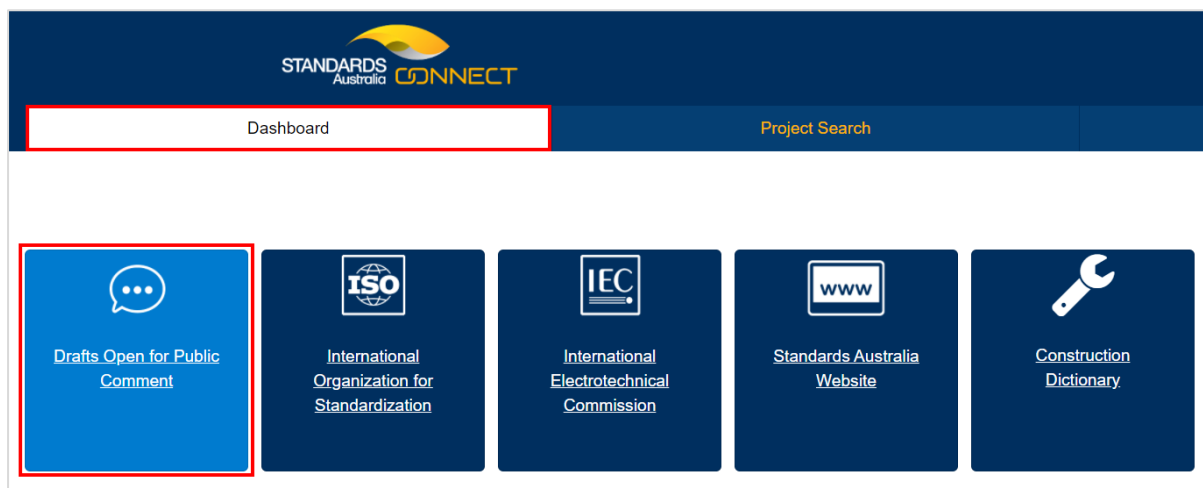


4. You will be directed to My SA Profile (<https://mysa.standards.org.au/>). Refer to '[My SA Profile Help Guide](#)' for instructions.

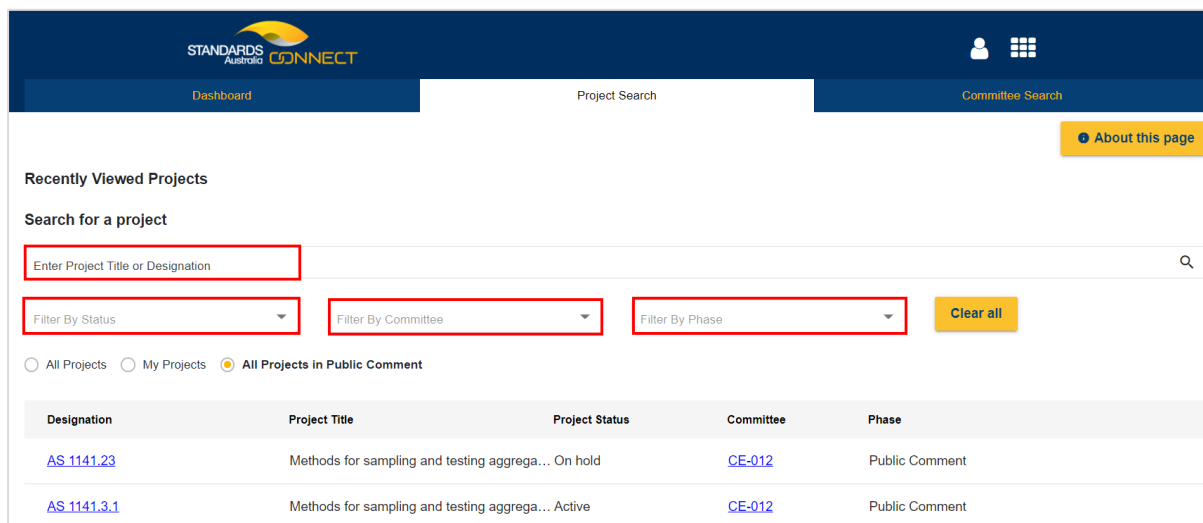
### 3.3 Connect

To access Connect, refer to the 'Connect Public Help Guide'.

1. From within Connect, on the Dashboard tab, click on the 'Drafts Open for Public Comment' tile.

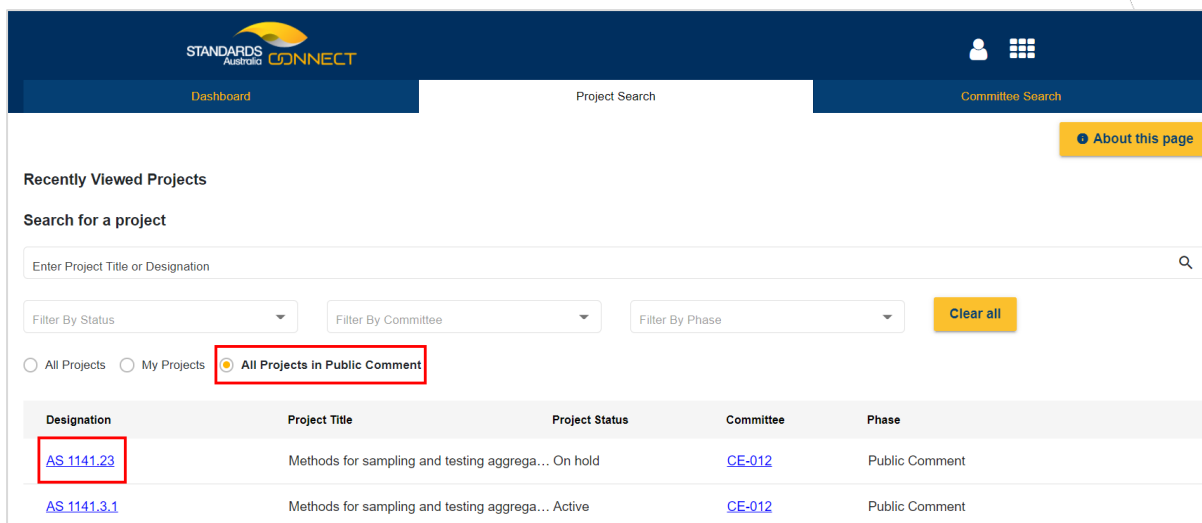


2. To find a project open for public comment, either:
  - Use the 'Search for a project' box or Filter dropdown menu;



Or

- Click on the 'Designation' for any project in public comment from the list provided.



STANDARDS Australia CONNECT

Dashboard Project Search Committee Search

About this page

Recently Viewed Projects

Search for a project

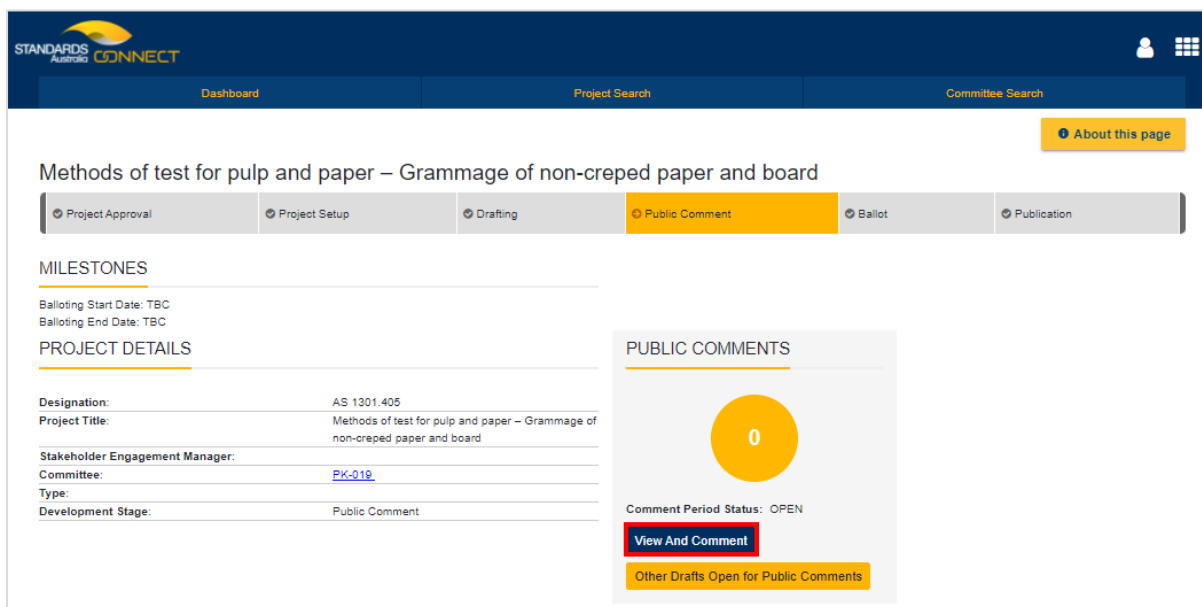
Enter Project Title or Designation

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 1141.23	Methods for sampling and testing aggrega... On hold		CE-012	Public Comment
AS 1141.3.1	Methods for sampling and testing aggrega... Active		CE-012	Public Comment

3. Click 'View and Comment' to go to the Public Comment Portal and submit your comments.



STANDARDS Australia CONNECT

Dashboard Project Search Committee Search

About this page

Methods of test for pulp and paper – Grammage of non-creped paper and board

Project Approval Project Setup Drafting Public Comment Ballot Publication

MILESTONES

Balloting Start Date: TBC  
Balloting End Date: TBC

PROJECT DETAILS

Designation: AS 1301.405  
Project Title: Methods of test for pulp and paper – Grammage of non-creped paper and board  
Stakeholder Engagement Manager:  
Committee: PK-019  
Type:  
Development Stage: Public Comment

PUBLIC COMMENTS

0

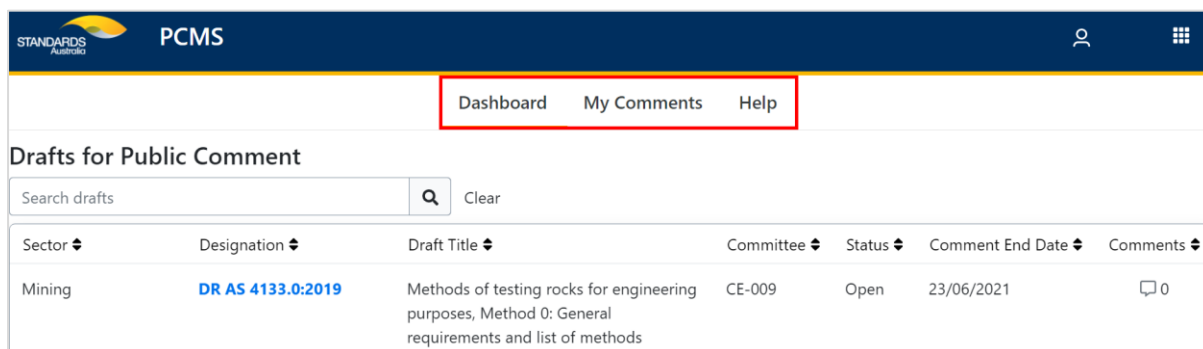
Comment Period Status: OPEN

View And Comment

Other Drafts Open for Public Comments

## 4 How to navigate the Public Comment Portal menu

There are three main menu tabs in the Public Comment Portal: 'Dashboard', 'My Comments' and 'Help'.



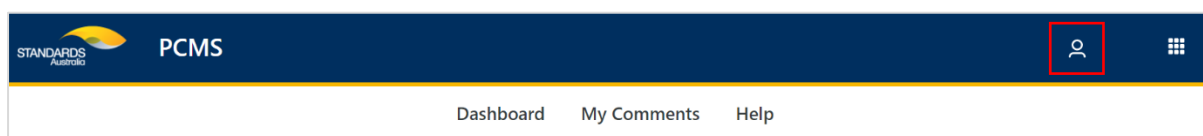
The screenshot shows the PCMS (Public Comment Management System) interface. At the top, there is a dark blue header with the Standards Australia logo and the text 'PCMS'. Below the header, there are three menu tabs: 'Dashboard', 'My Comments', and 'Help', which are highlighted with a red box. Below the tabs, there is a section titled 'Drafts for Public Comment' with a search bar and a 'Clear' button. Below this is a table of draft standards.

Sector	Designation	Draft Title	Committee	Status	Comment End Date	Comments
Mining	DR AS 4133.0:2019	Methods of testing rocks for engineering purposes, Method 0: General requirements and list of methods	CE-009	Open	23/06/2021	0

- **Dashboard:** shows all the draft standards that are currently open for public comment, sorted chronologically by comment period end-date (i.e., draft standards closing sooner appear at the top of the list).
- **My Comments:** shows all your submitted, saved, and previously resolved comments.
- **Help:** redirects you to Standards Academy where you can view training resources for the Public Comment Portal.

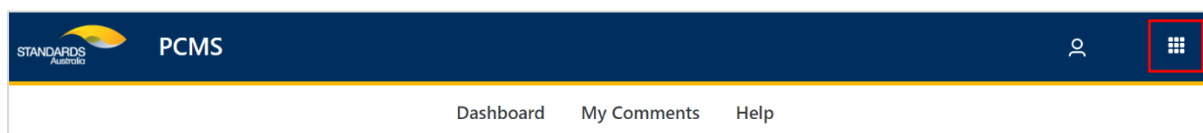
You also have access to: 'Profile' and 'App Launcher':

- **Profile:** allows you to view and update your personal details and account password in My SA Profile, as well as logout of the Public Comment Portal. To access Profile, click on the person icon on the right top corner of the page. Refer to '[My SA Profile Help Guide](#)' for more information.



This screenshot shows the PCMS interface with the 'Profile' icon (a person icon) highlighted with a red box in the top right corner of the header.

- **App Launcher:** allows navigation to other Standards Australia applications that you have access to, without having to sign in multiple times. To access the App Launcher, click on the 9-dotted icon on the top right corner of the page, and then select the appropriate application. Refer to '[My SA Profile Help Guide](#)' for more information.



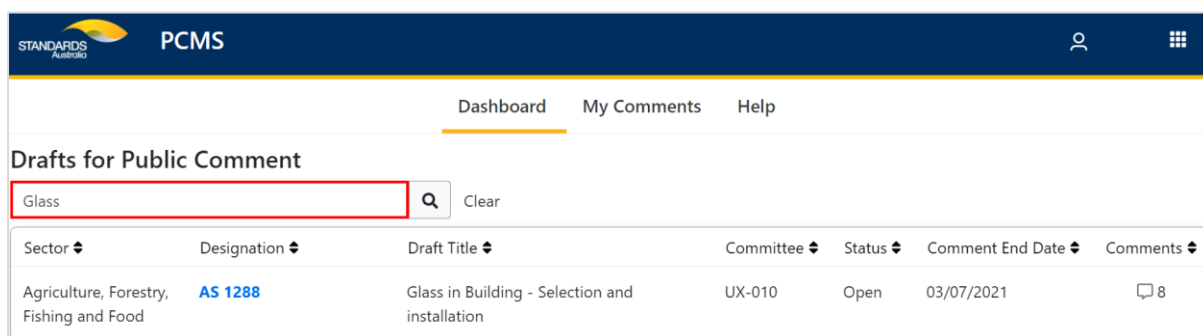
This screenshot shows the PCMS interface with the 'App Launcher' icon (a 9-dotted icon) highlighted with a red box in the top right corner of the header.

## 5 How find a draft standard

All draft standards currently open for public comment appear in the Public Comment Portal 'Dashboard', listed chronologically by comment period end-date (i.e., those closing sooner appear at the top of the list).

In 'Dashboard', either:

- Type a keyword into 'Search drafts' (e.g., 'glass') to display a list of all draft standards that match the search criteria.

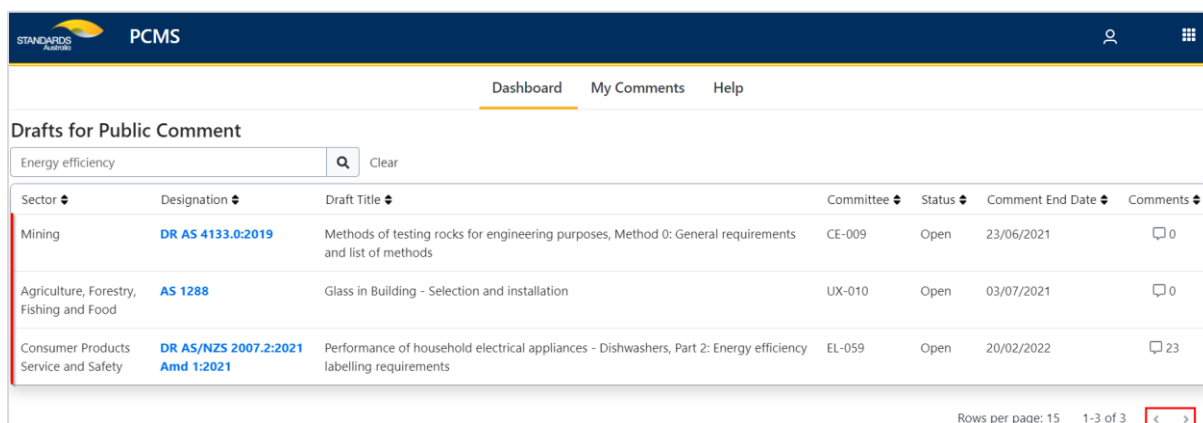


The screenshot shows the PCMS Dashboard with the 'Drafts for Public Comment' section. A search bar contains the keyword 'Glass'. Below the search bar, a table lists draft standards. The first row is highlighted with a red border.

Sector	Designation	Draft Title	Committee	Status	Comment End Date	Comments
Agriculture, Forestry, Fishing and Food	AS 1288	Glass in Building - Selection and installation	UX-010	Open	03/07/2021	8

Or

- Scan through the list of draft standards in the 'Dashboard'.  
By default, 15 are displayed per page. To view the next or previous 15 draft standards, click on the left/right arrow icons at the bottom of the 'Dashboard'.

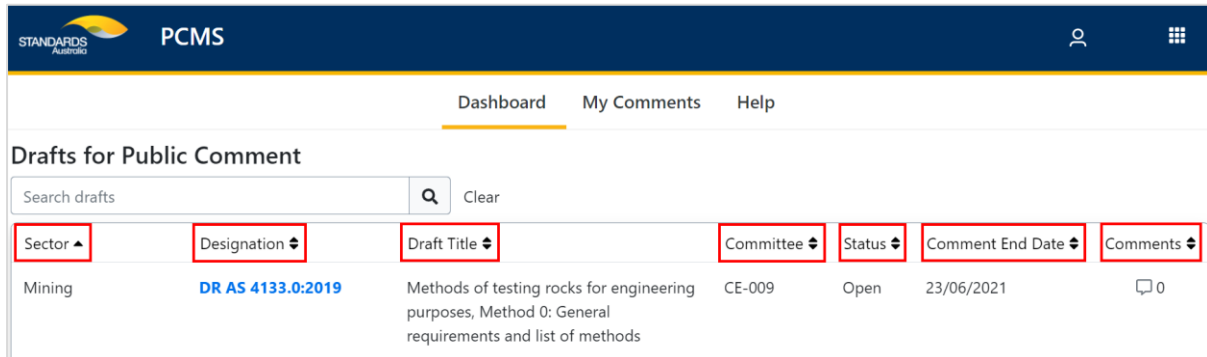


The screenshot shows the PCMS Dashboard with the 'Drafts for Public Comment' section. A search bar contains the keyword 'Energy efficiency'. Below the search bar, a table lists draft standards. The first row is highlighted with a red border. At the bottom of the table, there are pagination controls.

Sector	Designation	Draft Title	Committee	Status	Comment End Date	Comments
Mining	DR AS 4133.0:2019	Methods of testing rocks for engineering purposes, Method 0: General requirements and list of methods	CE-009	Open	23/06/2021	0
Agriculture, Forestry, Fishing and Food	AS 1288	Glass in Building - Selection and installation	UX-010	Open	03/07/2021	0
Consumer Products Service and Safety	DR AS/NZS 2007.2:2021 Amd 1:2021	Performance of household electrical appliances - Dishwashers, Part 2: Energy efficiency labelling requirements	EL-059	Open	20/02/2022	23

Rows per page: 15 1-3 of 3 < >

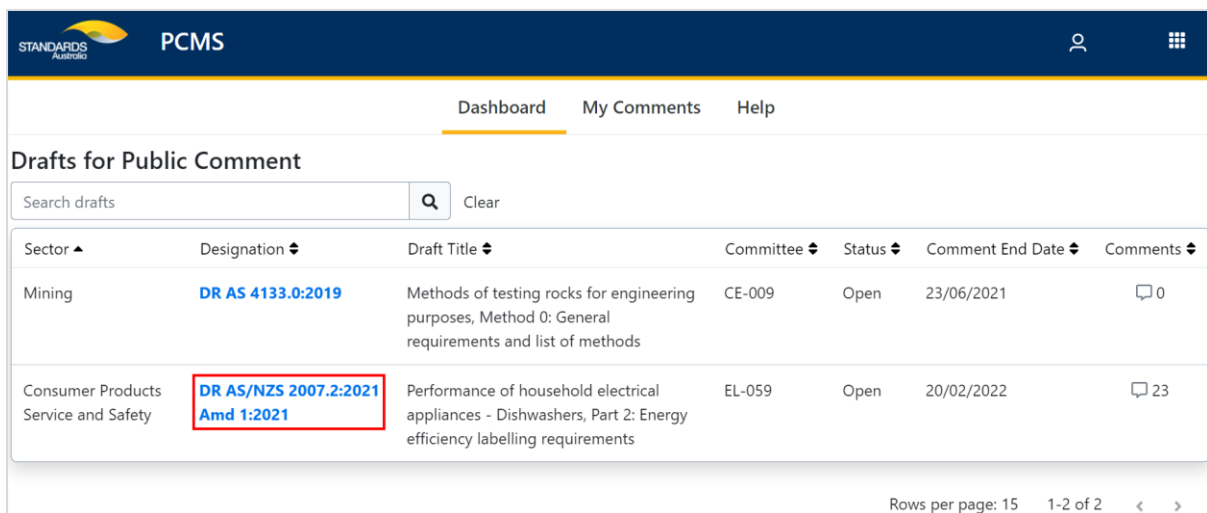
**Note:** Re-order the 'Dashboard' by sector, standard's designation, draft title, Committee ID, status, comment end date, or number of comments, by clicking on the 'column name'.



Sector	Designation	Draft Title	Committee	Status	Comment End Date	Comments
Mining	DR AS 4133.0:2019	Methods of testing rocks for engineering purposes, Method 0: General requirements and list of methods	CE-009	Open	23/06/2021	0

## 6 How to open a draft standard

To open a draft standard, click the relevant 'Designation'.

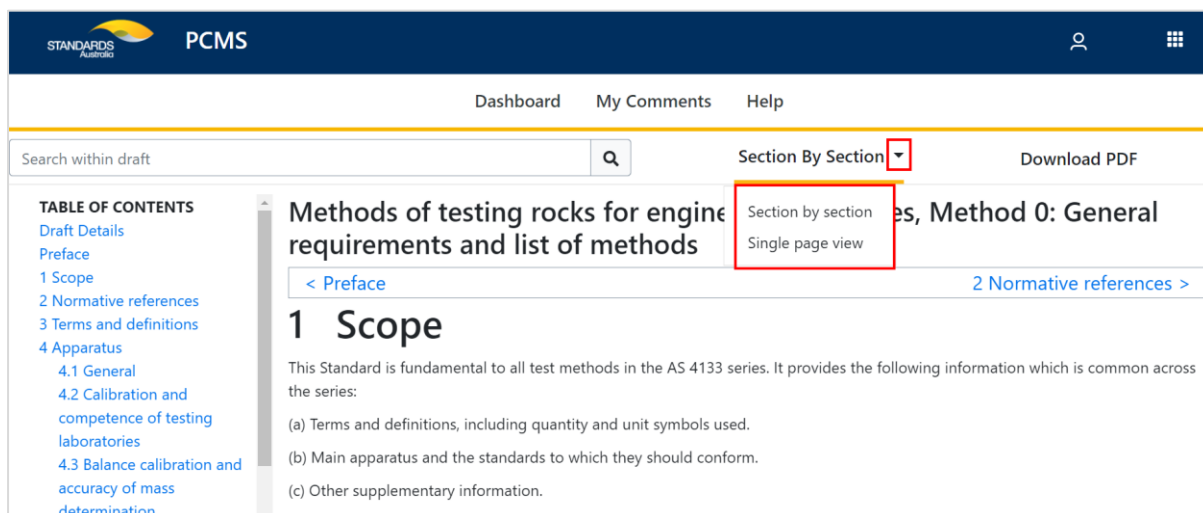


Sector	Designation	Draft Title	Committee	Status	Comment End Date	Comments
Mining	DR AS 4133.0:2019	Methods of testing rocks for engineering purposes, Method 0: General requirements and list of methods	CE-009	Open	23/06/2021	0
Consumer Products Service and Safety	DR AS/NZS 2007.2:2021 Amd 1:2021	Performance of household electrical appliances - Dishwashers, Part 2: Energy efficiency labelling requirements	EL-059	Open	20/02/2022	23

Rows per page: 15   1-2 of 2

## 7 How to browse in a draft standard

Once you have opened the draft standard, you can choose to browse through it 'section by section' or as a 'single page view' by clicking on the drop-down menu, as below.



STANDARDS Australia PCMS

Dashboard My Comments Help

Search within draft

Section By Section  Download PDF

Section by section  
Single page view

TABLE OF CONTENTS  
Draft Details  
Preface  
1 Scope  
2 Normative references  
3 Terms and definitions  
4 Apparatus  
4.1 General  
4.2 Calibration and competence of testing laboratories  
4.3 Balance calibration and accuracy of mass determination

Methods of testing rocks for engine requirements and list of methods

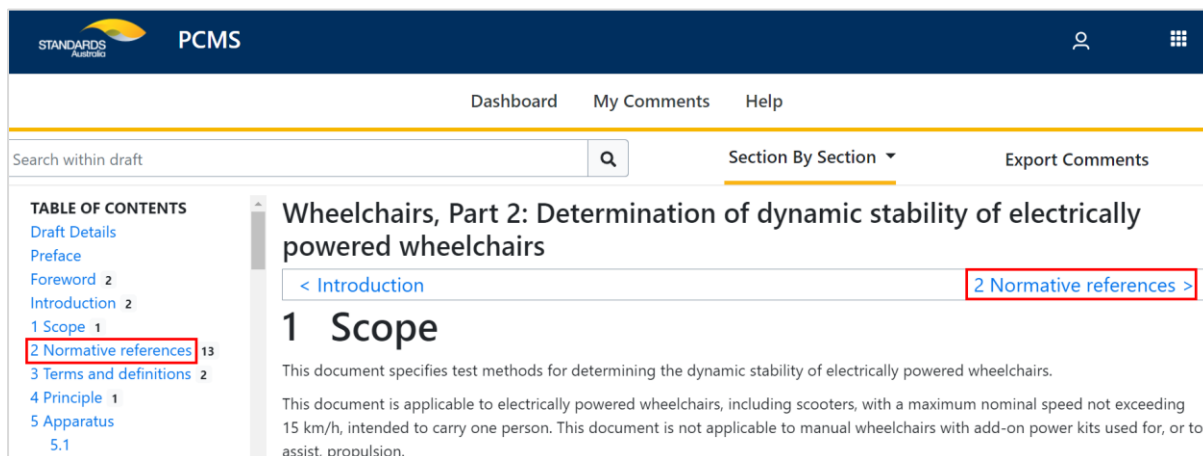
< Preface 2 Normative references >

### 1 Scope

This Standard is fundamental to all test methods in the AS 4133 series. It provides the following information which is common across the series:

- (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.

- **Section by section view:** This view allows you to browse the draft standard in sections or subsections separately (e.g., Scope) You can move from one section to the next by clicking on the relevant section or subsection within the 'Table of Contents' on the left-hand side of the screen, or by clicking on the section names above the current title.



STANDARDS Australia PCMS

Dashboard My Comments Help

Search within draft

Section By Section  Export Comments

TABLE OF CONTENTS  
Draft Details  
Preface  
Foreword 2  
Introduction 2  
1 Scope 1  
2 Normative references 13  
3 Terms and definitions 2  
4 Principle 1  
5 Apparatus 5.1

Wheelchairs, Part 2: Determination of dynamic stability of electrically powered wheelchairs

< Introduction 2 Normative references >

### 1 Scope

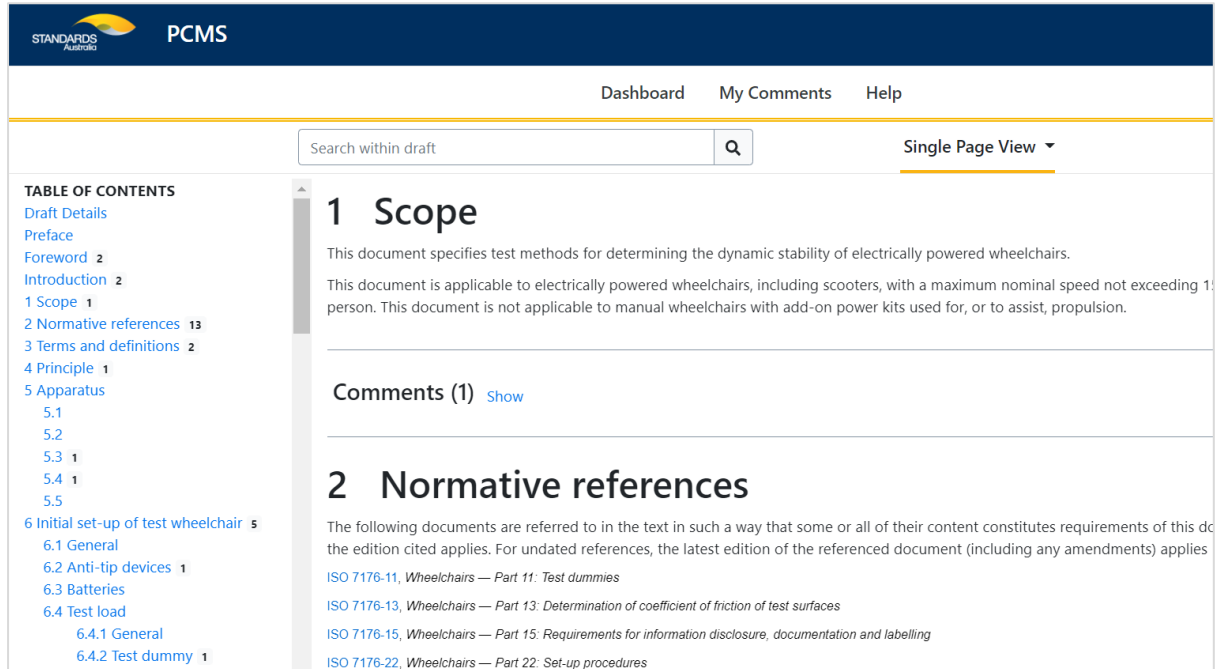
This document specifies test methods for determining the dynamic stability of electrically powered wheelchairs.

This document is applicable to electrically powered wheelchairs, including scooters, with a maximum nominal speed not exceeding 15 km/h, intended to carry one person. This document is not applicable to manual wheelchairs with add-on power kits used for, or to assist, propulsion.

**Note:** The section-by-section view is the default setting in the Public Comment Portal.



- **Single page view:** This view allows you to browse the draft standard as a single page; that is, with all sections and subsections (i.e., Preface, Scope, Normative references) on one page.



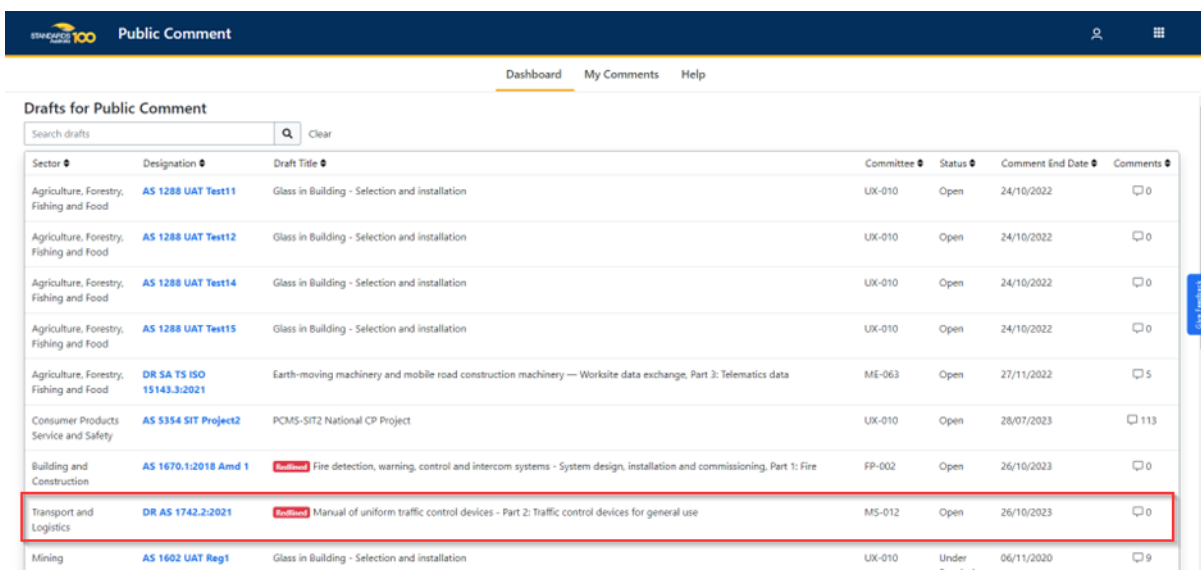
The screenshot shows the PCMS (Public Comment Management System) interface in 'Single Page View' mode. The top navigation bar includes 'Dashboard', 'My Comments', and 'Help'. A search bar is present with the text 'Search within draft'. The main content area is divided into two columns. The left column contains a 'TABLE OF CONTENTS' with links to 'Draft Details', 'Preface', 'Foreword', 'Introduction', '1 Scope', '2 Normative references', '3 Terms and definitions', '4 Principle', '5 Apparatus', '6 Initial set-up of test wheelchair', and its sub-sections. The right column displays the content of the selected section, '1 Scope', which includes a description of the document's purpose and applicability. Below the '1 Scope' section, there is a 'Comments (1)' section with a 'Show' link. The '2 Normative references' section is also visible, listing various ISO standards.

## 8 How to use the redline feature

The redline feature is applied to certain drafts when they are uploaded into the Public Comment Portal. The feature will enable you to see changes in the Public Comment version against the previously published version.

### 8.1 To view a redline version:

1. In 'Dashboard', select a draft with the 'Redlined' label ( **Redlined** ).



The screenshot shows the 'Public Comment' dashboard. The top navigation bar includes 'Dashboard', 'My Comments', and 'Help'. The main content area is titled 'Drafts for Public Comment' and features a search bar. Below the search bar is a table listing various drafts. The table has columns for 'Sector', 'Designation', 'Draft Title', 'Committee', 'Status', 'Comment End Date', and 'Comments'. One draft, 'DR AS 1742.2:2021', is highlighted with a red border and a red 'Redlined' label in the 'Draft Title' column. This draft is titled 'Manual of uniform traffic control devices - Part 2: Traffic control devices for general use' and is associated with the 'MS-012' committee. The 'Status' is 'Open' and the 'Comment End Date' is '26/10/2023'.



- In the Table of Contents, when browsing the Redlined draft, rather than the number of comments on an updated clause, you will see the following labels:
  - 'Amended' label ( **Amended** ) - this section has changed since the last version of the draft;
  - 'Deleted' label ( **Deleted** ) - this section has been deleted in the latest version of the draft; and/or
  - 'Added' label ( **Added** ) - this is a new section added in the latest version of the draft.

**Note:** If a section does not display one of these status labels, then no change has been made to that section between draft versions.

- Click on an 'Amended', 'Deleted' or 'Added' clause to view the redline updates.

## 8.2 To disable/enable a redline view:

In a 'Redlined' draft, toggle the 'Disable Redlining' and 'Enable Redlining' buttons.



## 8.3 To change the display of the redline updates:

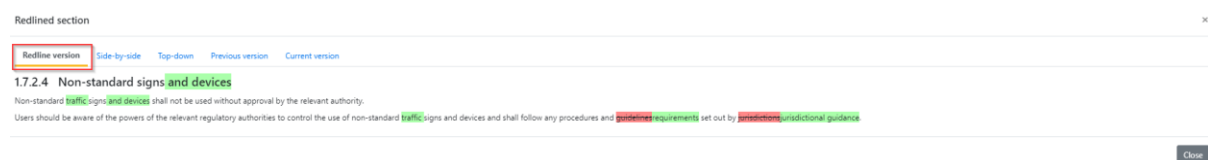
There are several viewing options for displaying the redline updates.

1. In a 'Redlined' draft, click the 'Advanced Redline View' button.



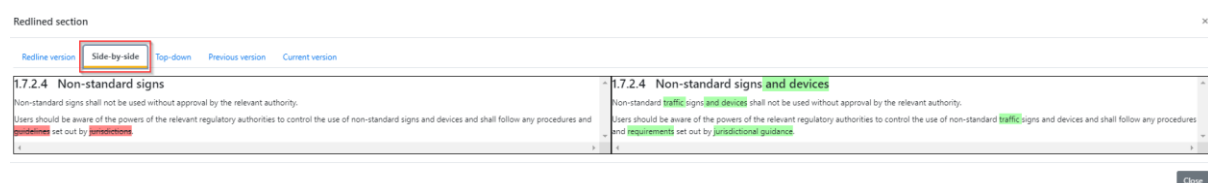
2. Choose a viewing option from the 'Redlined section' screen.

The 'Redline version' is the default option. The new and deleted text is displayed within the section.



3. Select 'Side-by-side' to change the viewing option.

The new and deleted text is displayed separately in two side-by-side versions of the section; one side displays the deleted text, and the other side displays the added text.

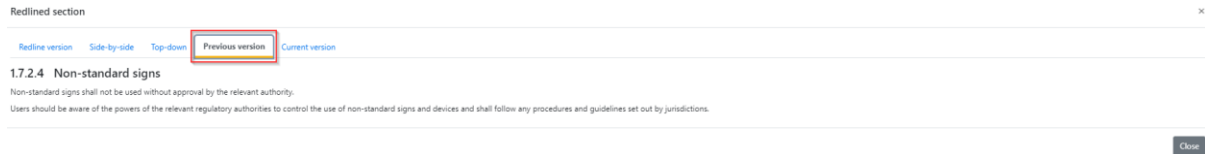


4. Select 'Top-down' to change the viewing option.

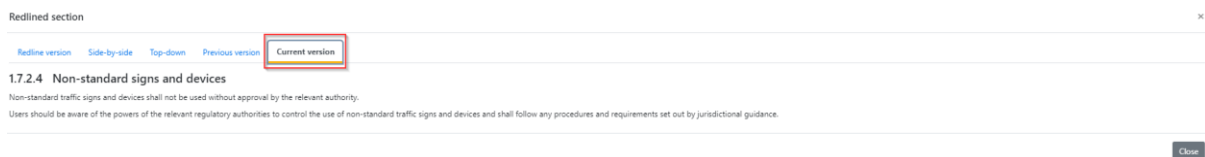
The new and deleted text is displayed separately in two versions of the section one above the other. In the example, the top version displays the deleted text, and the bottom version displays the added text.



5. Select 'Previous version' to change the viewing option.  
No changes are highlighted in this view.



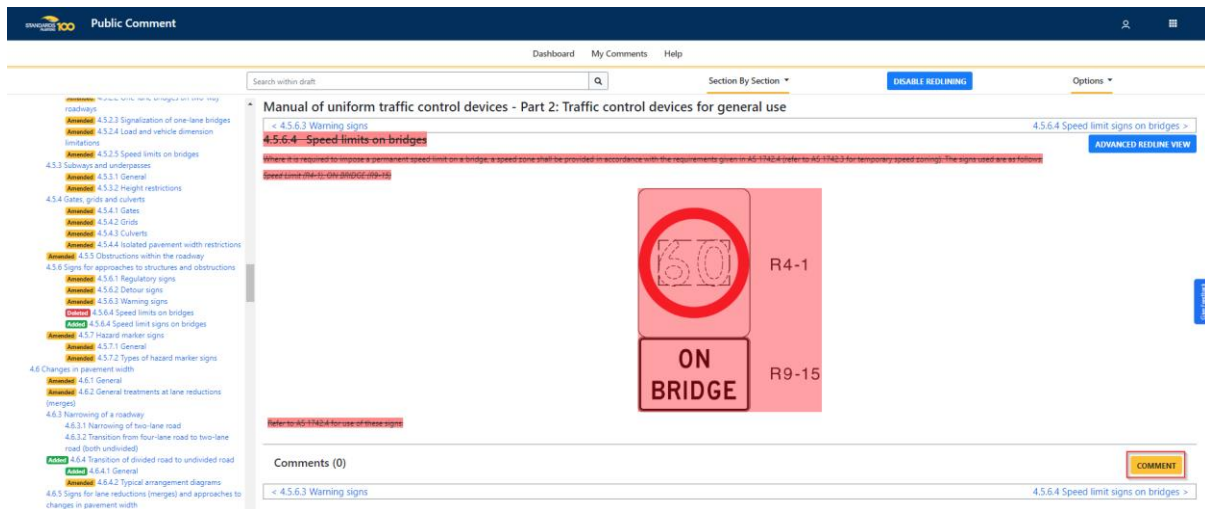
6. Select 'Current version' to change the viewing option.  
No changes are highlighted in this view.



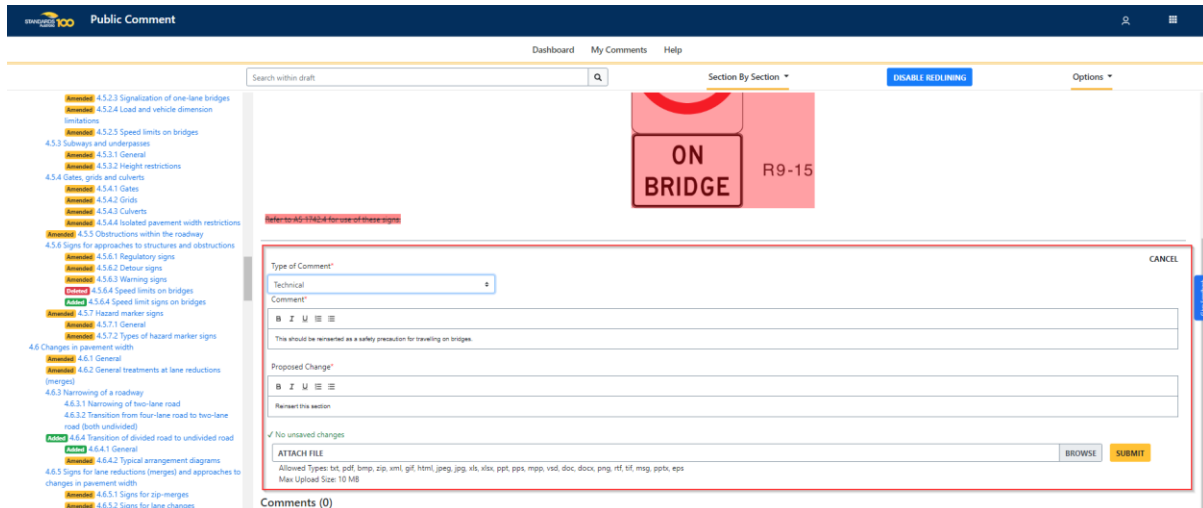
7. Click 'Close' to return to the Redline draft view.

## 8.4 To comment in a redline version:

1. Select a section from the Table of Contents.
2. Click the 'Comment' button.



3. Enter your comment by selecting a 'Type of Comment' and if applicable, enter a 'Proposed Change'.



4. Click 'Submit'.  
A pop up is displayed.

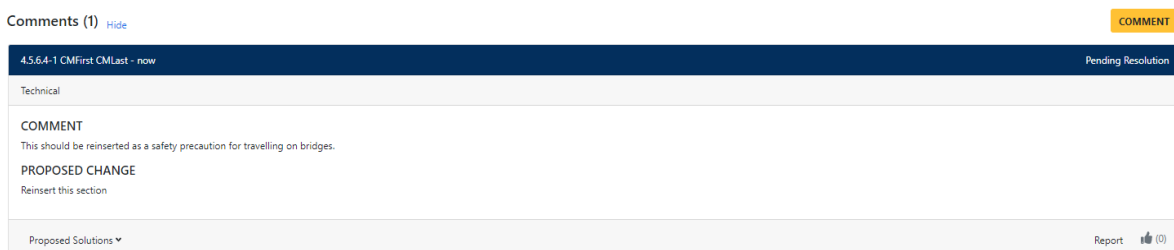
## Submit Comment

**Please note:** By clicking "Submit", your comment and surname will be published and visible to others, including committee members. It is your responsibility to determine whether your comment is suitable for publication before submitting. You cannot edit or delete your comment once submitted.

CANCEL

SUBMIT

5. Click 'Submit' to confirm your change.  
Your comment is added to the section.



**Note:** On certain Redlined drafts, comments may only be submitted on updated sections. In these drafts, sections that do contain the 'Amended', 'Deleted' or 'Added' labels will not include the ability to submit comments.

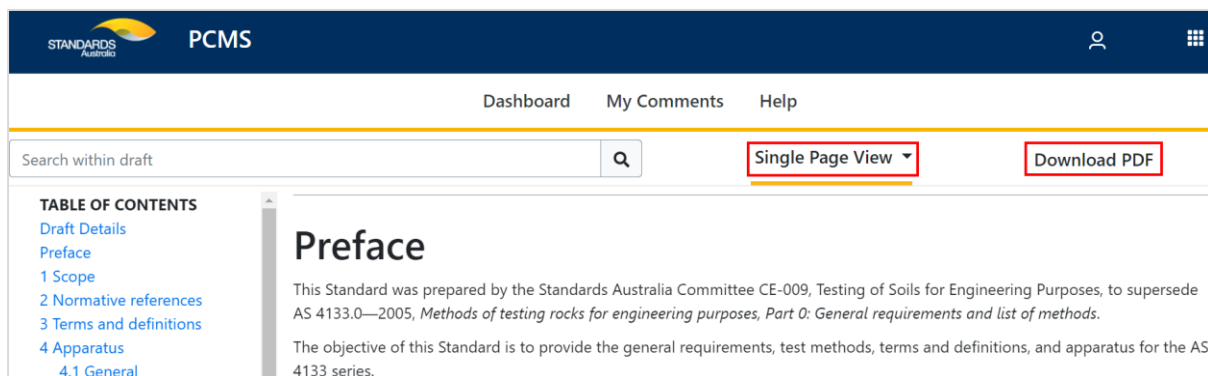


## 9 How to download a draft standard

You can download a watermarked PDF copy of a draft standard to read offline. To do this:

Within the draft standard:

1. Select 'Single Page View' from the drop-down menu.
2. Click 'Download PDF'. This will download a watermarked PDF copy of the draft standard to your local computer drive.



### Notes:

- (a) Downloading a PDF copy of the draft standard is for offline reading purposes only. Do not distribute the PDF to anyone else.
- (b) To make a comment on the draft standard, you will need to log in to the Public Comment Portal and make a comment. Comments cannot be saved to your downloaded PDF copy.
- (c) Only the proposed draft is available for download as a PDF and not a redline version.
- (d) The download function for adoptions (both identical and modified) will be disabled, as copyright restrictions do not allow the download of International Standards for the Public Comment portal.



## 10 How to create and submit a comment

To create and submit a comment, perform the following steps:

1. Click 'Comment' at the bottom of the relevant section or subsection.

**Note:** The Comment button is accessible in both 'section by section' and 'single page view'.

Dashboard My Comments Help

Search within draft

Section By Section

Performance of household electrical appliances - Dishwashers, Part 2: Energy efficiency labelling requirements

[< Draft Details](#) [Amendment details >](#)

### Summary

This amendment applies to the following elements:

- Clauses 1.4.1, 1.4.5, 1.4.101 (new), 1.4.102 (new), 5.5.1
- Figures 5.1, 5.2, 5.3, 5.4, B.1, B.2

Comments (15) [Hide](#)

2. Select the 'type of comment' from the drop-down menu: 'General', 'Editorial' or 'Technical'.

3. Enter a 'comment' in the text box provided.

**Note:** This is a mandatory field.

4. Enter a 'proposed change' in the text box provided.

**Note:** This is a mandatory field.

5. Upload and attach a document to support your comment, if applicable, by clicking on 'Browse'.  
The following file formats are accepted for upload: .pdf, .bmp, .zip, .xml, .gif, .html, .jpeg, .xls, .xlsx, .ppt, .pps, .mpp, .vsd, .doc, .docx, .png, .eps, .rtf, .tif, .txt, and .msg.

**Note:** 10 MB is the maximum file upload size. If you wish to upload a file larger than 10MB, the file must be zipped first.



6. Click 'Submit' to submit your comment for the relevant section or subsection.  
Once submitted, your comment will appear below the section or subsection text, and will be displayed to everyone, including other members of the public, Standards Australia staff and relevant parties. The submitted comment will also appear under 'Submitted' in the 'My Comments' tab in the main Public Comment Portal menu.



The screenshot shows a web form for submitting a comment. At the top right is a 'CANCEL' link. The first section is 'Type of Comment\*' with a dropdown menu showing 'Please select one'. Below this is a 'Comment\*' text area with a rich text editor toolbar (B, I, U, list, link icons). The second section is 'Proposed Change\*' with another rich text editor toolbar. A green status message '✓ No unsaved changes' is displayed. At the bottom, there is an 'ATTACH FILE' section with a list of allowed file types (txt, pdf, bmp, zip, xml, gif, html, jpeg, jpg, xls, xlsx, ppt, pps, mpp, vsd, doc, docx, png, rtf, tif, msg, pptx, eps) and a 'Max Upload Size: 10 MB' note. To the right of the file list are two buttons: 'BROWSE' and 'SUBMIT'.

#### Notes:

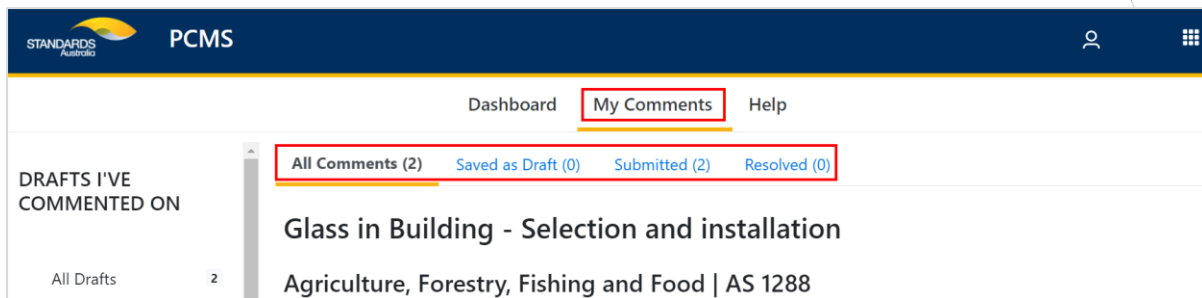
- (a) Once submitted, your comment cannot be edited or deleted by anyone.
- (b) The 'Submit' button will become unavailable at midnight AEST on the comment end-date.  
No one will be able to comment on the draft standard after this date.
- (c) 'Auto-save comments' is active so any comments are automatically saved.

## 11 How to view your comment history

The 'My Comments' tab is where you can view all your saved, submitted and resolved comments.

### 11.1 To view your comment history:

1. Click 'My Comments'.
2. Click to open:
  - **All Comments:** all your saved, submitted, and resolved comments.
  - **Saved as Draft:** all your saved, but not yet submitted, comments.
  - **Submitted:** all comments you have previously submitted to Standards Australia.
  - **Resolved:** comments that have been reviewed and resolved by Standards Australia.



STANDARDS Australia PCMS

Dashboard **My Comments** Help

**All Comments (2)** Saved as Draft (0) Submitted (2) Resolved (0)

**DRAFTS I'VE COMMENTED ON**

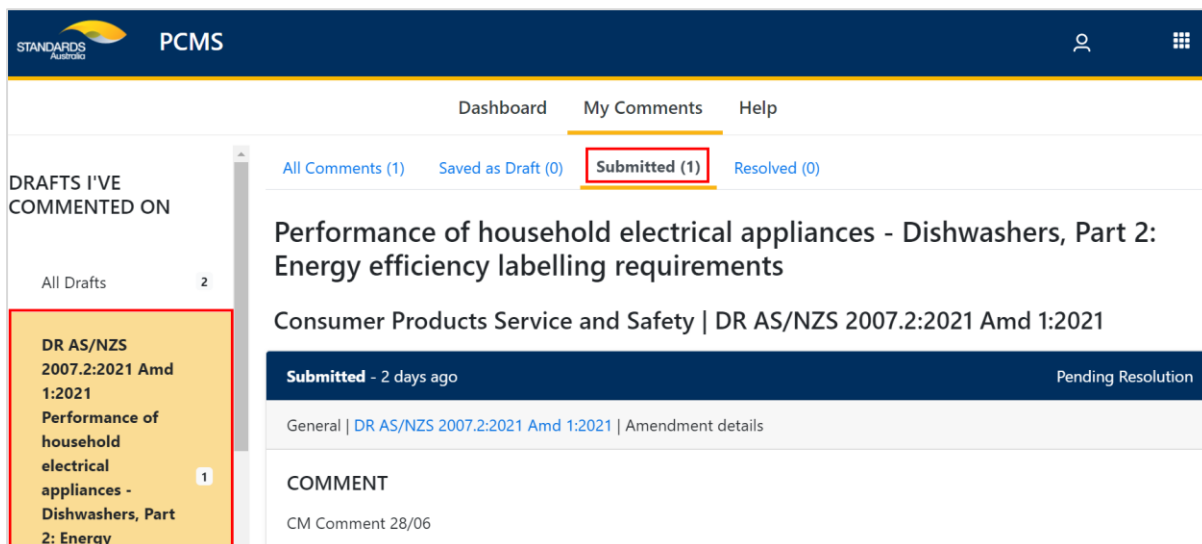
All Drafts 2

**Glass in Building - Selection and installation**

Agriculture, Forestry, Fishing and Food | AS 1288

## 11.2 To view your comment history for a specific draft standard:

1. Click the draft standard under 'Drafts I've Commented On' on the left-hand side of the page.
2. Click on 'All Comments', 'Saved as Draft', 'Submitted', or 'Resolved' as relevant.



STANDARDS Australia PCMS

Dashboard **My Comments** Help

All Comments (1) Saved as Draft (0) **Submitted (1)** Resolved (0)

**DRAFTS I'VE COMMENTED ON**

All Drafts 2

**DR AS/NZS 2007.2:2021 Amd 1:2021**  
**Performance of household electrical appliances - Dishwashers, Part 2: Energy** 1

**Performance of household electrical appliances - Dishwashers, Part 2: Energy efficiency labelling requirements**

Consumer Products Service and Safety | DR AS/NZS 2007.2:2021 Amd 1:2021

**Submitted - 2 days ago** Pending Resolution

General | DR AS/NZS 2007.2:2021 Amd 1:2021 | Amendment details

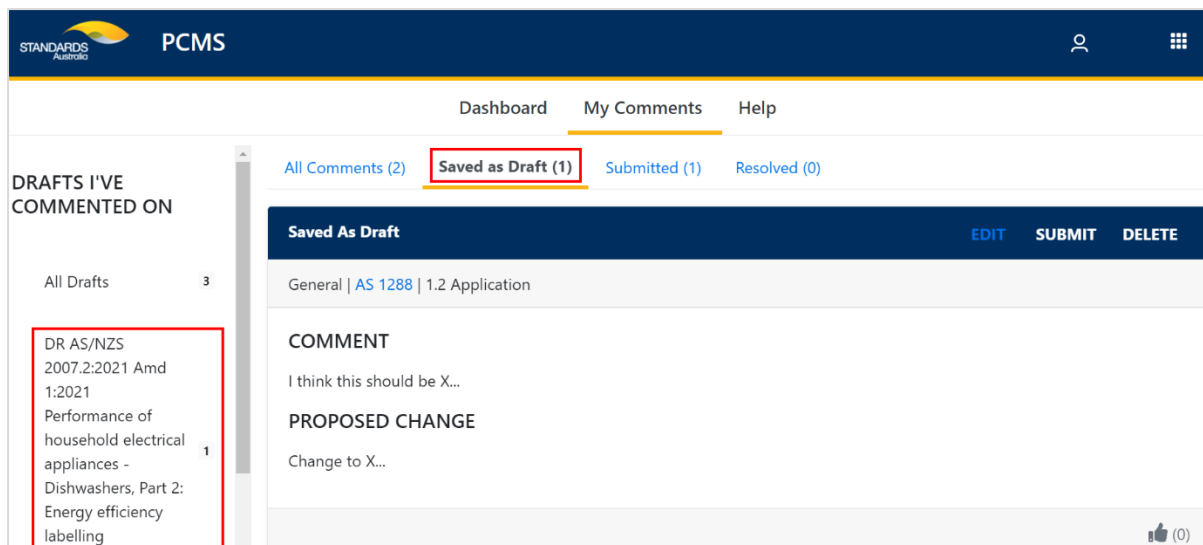
**COMMENT**

CM Comment 28/06

## 12 How to edit, submit and delete a 'saved' comment

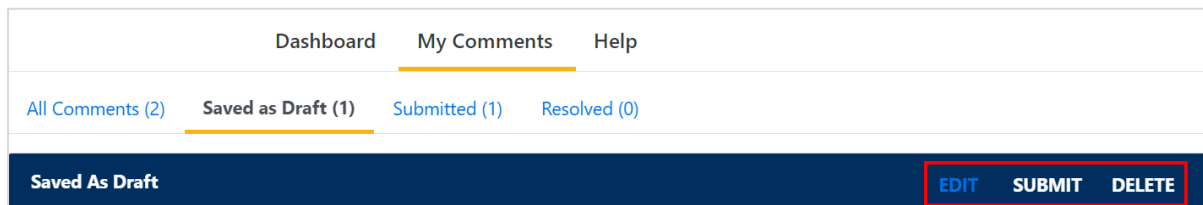
1. Click 'My Comments'.
2. Select the relevant draft standard from 'Drafts I've Commented On', on the left-hand side of the page.

3. Click 'Saved as Draft' to display your saved (but not yet submitted) comment/s for that draft.



The screenshot shows the PCMS interface. The top navigation bar includes 'Dashboard', 'My Comments', and 'Help'. Under 'My Comments', there are tabs for 'All Comments (2)', 'Saved as Draft (1)', 'Submitted (1)', and 'Resolved (0)'. The 'Saved as Draft (1)' tab is selected. On the left, under 'DRAFTS I'VE COMMENTED ON', there is a list of drafts. One draft is highlighted with a red box: 'DR AS/NZS 2007.2:2021 Amd 1:2021 Performance of household electrical appliances - Dishwashers, Part 2: Energy efficiency labelling'. The main content area shows the details of the selected draft, including the title 'General | AS 1288 | 1.2 Application', a 'COMMENT' section with the text 'I think this should be X...', and a 'PROPOSED CHANGE' section with the text 'Change to X...'. At the bottom right, there are buttons for 'EDIT', 'SUBMIT', and 'DELETE'.

4. You can edit, submit, or delete your saved comment/s by clicking on the relevant option in the header, as below. Be careful, deleting a saved comment will delete the comment permanently from the Public Comment Portal and will no longer be accessible by you or anyone else.



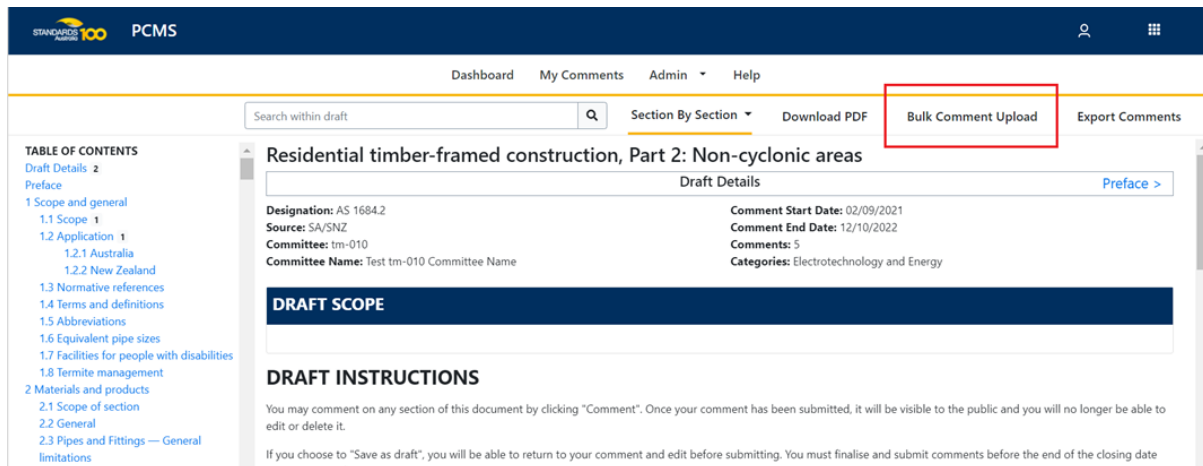
This screenshot is a close-up of the 'Saved As Draft' header in the PCMS interface. It shows the 'EDIT', 'SUBMIT', and 'DELETE' buttons, which are highlighted with a red box.

Once you have submitted a saved comment, your comment will be added to the relevant section or subsection of the draft standard. It will also be moved to 'Submitted' under the 'My Comments' tab.

## 13 How to upload comments in bulk

### 13.1 To download the commenting template spreadsheet:

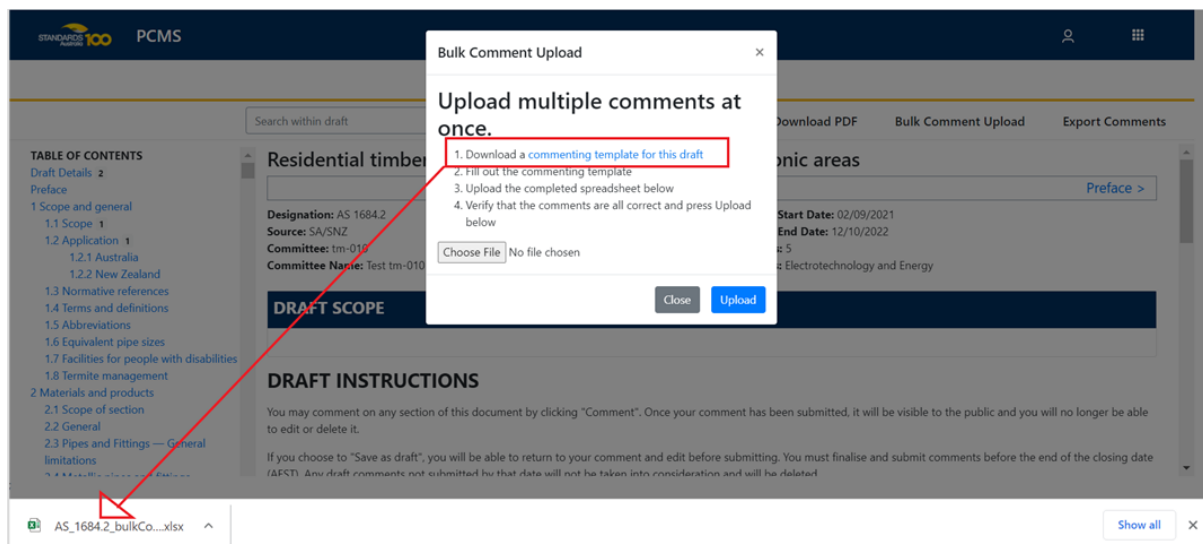
1. Click on 'Bulk Comment Upload'.  
A pop up is displayed.



2. From the 'Bulk Comment Upload' pop up, select '1. Download a commenting template for this draft'.

An Excel spreadsheet will download.

**Note:** This commenting template spreadsheet is specifically tailored to the Standard upon which you are commenting.





### 3. Click the Excel template spreadsheet to open.

A screenshot of an Excel spreadsheet titled "AS\_1648.2\_bulkComments (12).xlsx". The spreadsheet has four columns: A (Draft Identifier: Section), B (Type of Comment), C (Residential timber-framed construction, Part 2: Non-cyclonic areas Comment), and D (Proposed Change). The rows are numbered 1 to 19. The spreadsheet is in Protected View mode, and the "comments" tab is selected at the bottom.

**Note:** There is an 'Instructions' tab in the Excel template spreadsheet. This provides guidance on how to correctly fill out the form.

A screenshot of an Excel spreadsheet titled "AS\_NZS\_EC\_60331.1\_bulkComments (1) - Protected View". The spreadsheet is in Protected View mode, and the "Instructions" tab is selected at the bottom. The spreadsheet contains instructions for using the template, including details about columns A, B, C, and D, and how to enter and save comments. The rows are numbered 1 to 43.

## 13.2 To enter and save comments:

1. If required, click 'Enable Editing'.

2. Select from the drop-down lists and type in the comment details.

**Notes:**

- (a) One complete row corresponds to one comment on the Public Comment draft.
- (b) The 'Section' and 'Type of Comment' cells in the template contain pre-populated drop down lists.

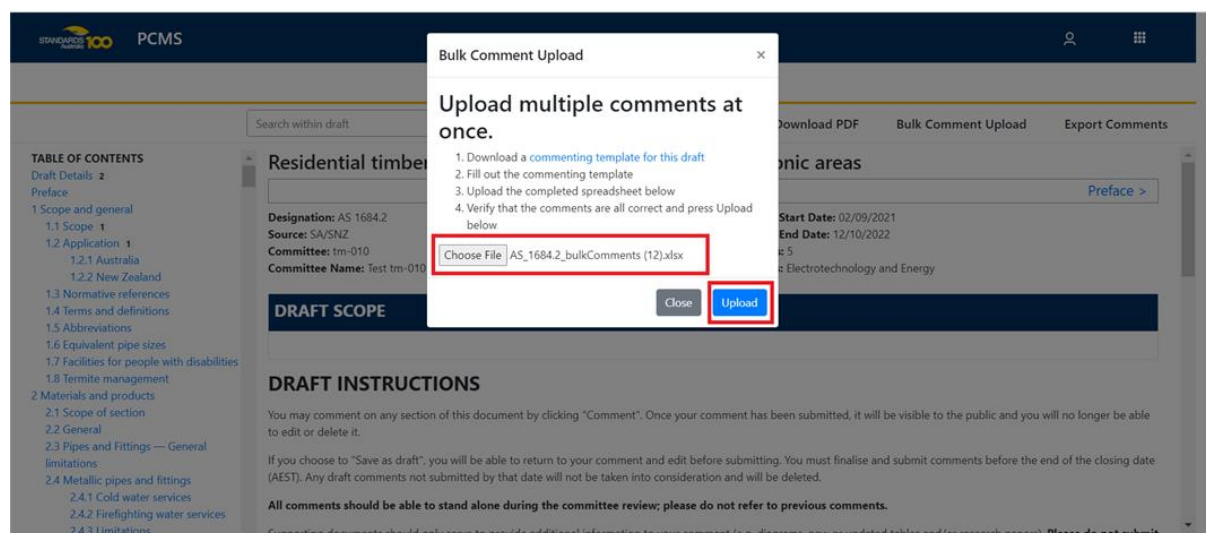
Select a value from the list.

- (c) The 'Comment' and 'Proposed Change' cells are free text.

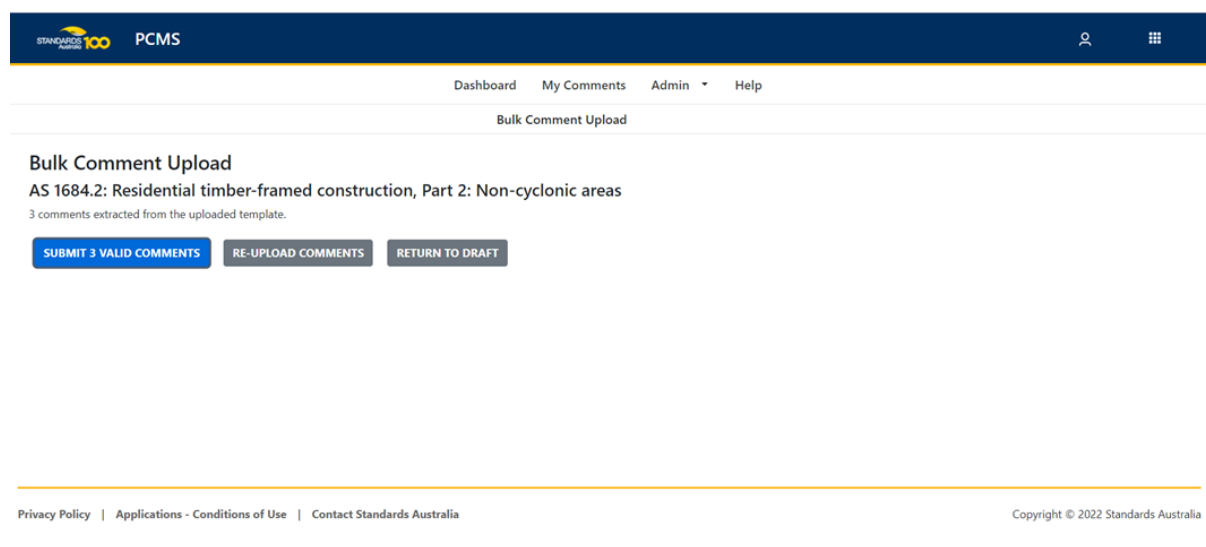
3. Save the Excel commenting template onto your computer.

### 13.3 To upload the commenting template spreadsheet:

1. From the 'Bulk Comment Upload' pop up, click 'Choose file'.
2. Navigate to and select the saved Excel commenting template on your computer.
3. Click 'Upload'.



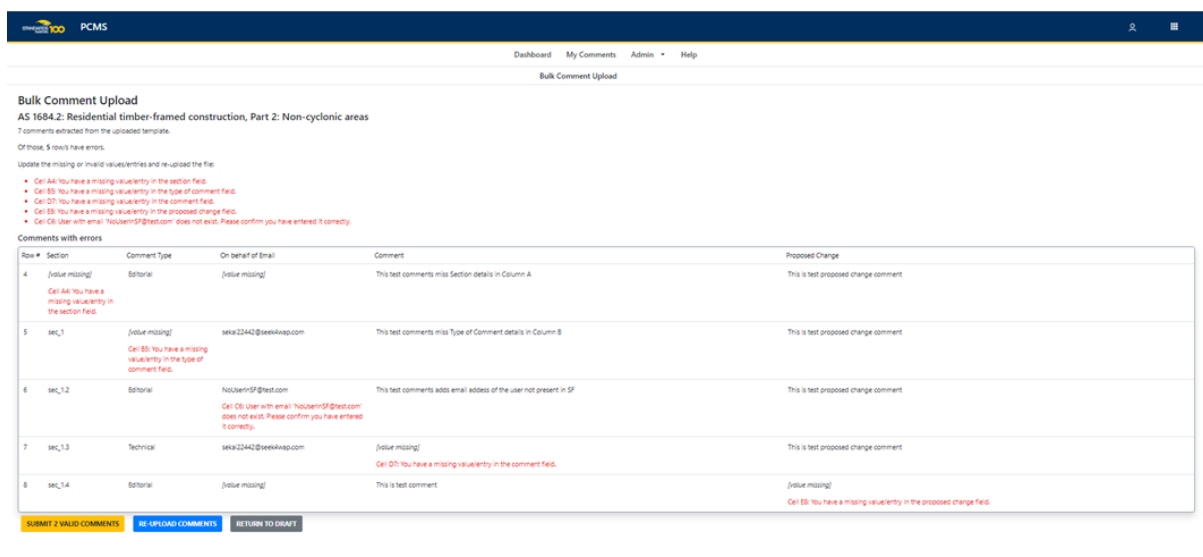
4. On the 'Bulk Comment Upload' screen, select 'Submit # Valid Comments' to complete the upload.



## 13.4 To re-upload the commenting template spreadsheet:

Where you have uploaded your comments and errors have been found or you want to amend a comment, follow these steps:

1. On the 'Bulk Comment Upload' screen, you can choose to 'Submit # valid comments' or 'Re-upload Comments'.
2. If errors are found, they are listed in red. These will need to be fixed and the commenting template re-uploaded.



**Bulk Comment Upload**  
AS 1684.2: Residential timber-framed construction, Part 2: Non-cyclonic areas  
7 comments extracted from the uploaded template.  
Of those, 5 row(s) have errors.  
Update the missing or invalid values/entities and re-upload the file:

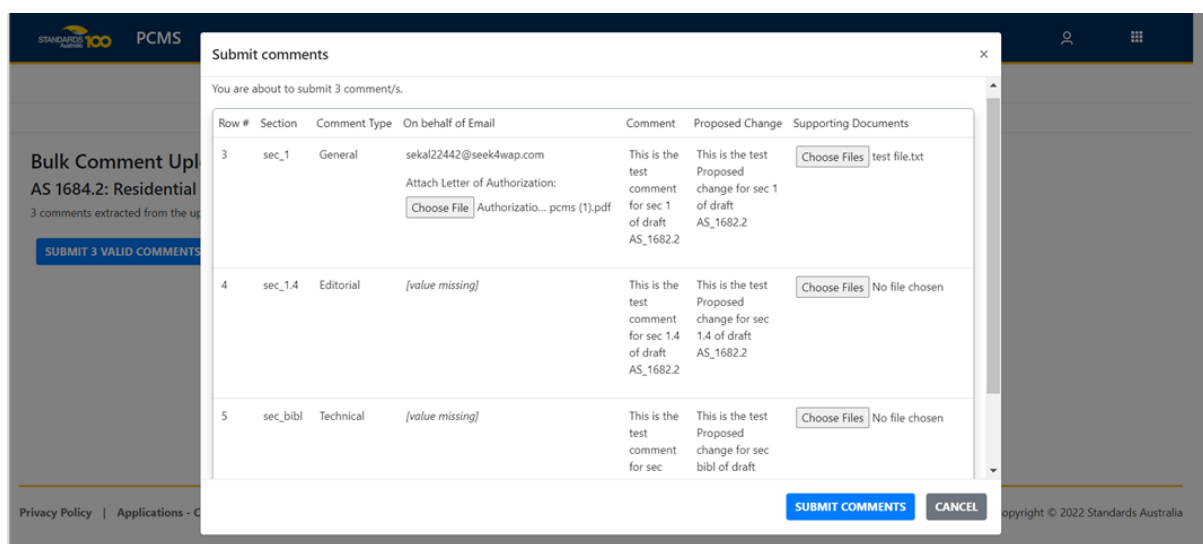
- Cell A4: You have a missing value/entity in the section field.
- Cell B5: You have a missing value/entity in the type of comment field.
- Cell D7: You have a missing value/entity in the comment field.
- Cell E8: You have a missing value/entity in the proposed change field.
- Cell C6: User with email: 'NackernSF@test.com' does not exist. Please confirm you have entered it correctly.

Comments with errors

Row #	Section	Comment Type	On behalf of Email	Comment	Proposed Change
4	[value missing]	Editorial	[value missing]	This test comments miss Section details in Column A.	This is test proposed change comment
5	sec_1	[value missing]	sekal22442@seek4wap.com	This test comments miss Type of Comment details in Column B.	This is test proposed change comment
6	sec_1.2	Editorial	NackernSF@test.com	This test comments add email address of the user not present in SF.	This is test proposed change comment
7	sec_1.3	Technical	sekal22442@seek4wap.com	[value missing]	This is test proposed change comment
8	sec_1.4	Editorial	[value missing]	This is test comment	[value missing]

**SUBMIT 2 VALID COMMENTS** **RE-UPLOAD COMMENTS** **RETURN TO DRAFT**

3. You can, however, submit any valid comments before fixing the invalid comments.
4. Click 'Submit # Valid Comments'.



**Submit comments**

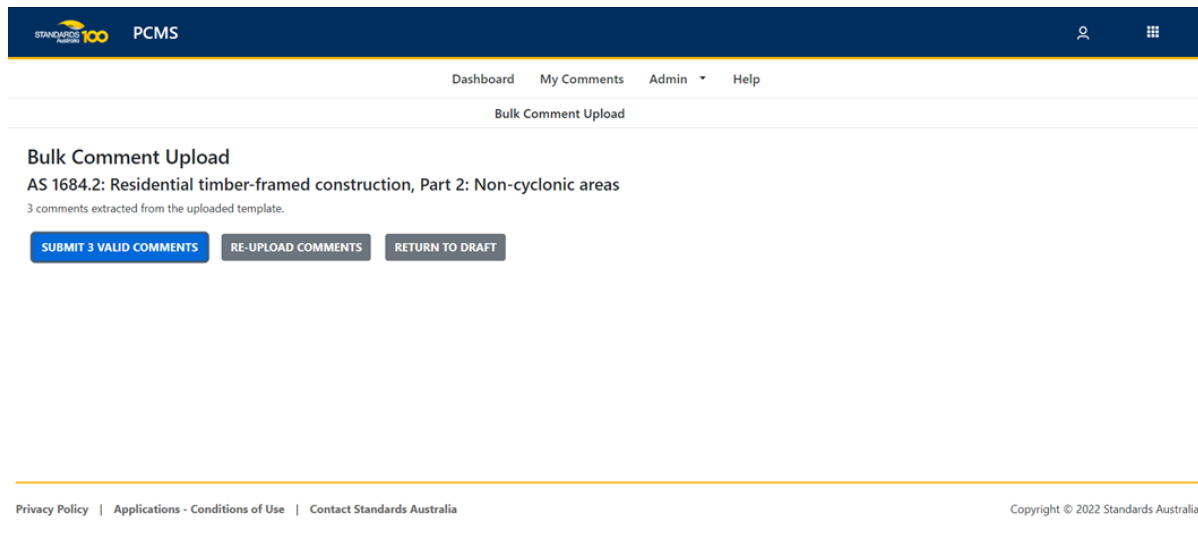
You are about to submit 3 comment/s.

Row #	Section	Comment Type	On behalf of Email	Comment	Proposed Change	Supporting Documents
3	sec_1	General	sekal22442@seek4wap.com	This is the test comment for sec 1 of draft AS_1682.2	This is the test Proposed change for sec 1 of draft AS_1682.2	<input type="button" value="Choose Files"/> test file.txt
4	sec_1.4	Editorial	[value missing]	This is the test comment for sec 1.4 of draft AS_1682.2	This is the test Proposed change for sec 1.4 of draft AS_1682.2	<input type="button" value="Choose Files"/> No file chosen
5	sec_1.4.1	Technical	[value missing]	This is the test comment for sec 1.4.1 of draft AS_1682.2	This is the test Proposed change for sec 1.4.1 of draft AS_1682.2	<input type="button" value="Choose Files"/> No file chosen

**SUBMIT COMMENTS** **CANCEL**

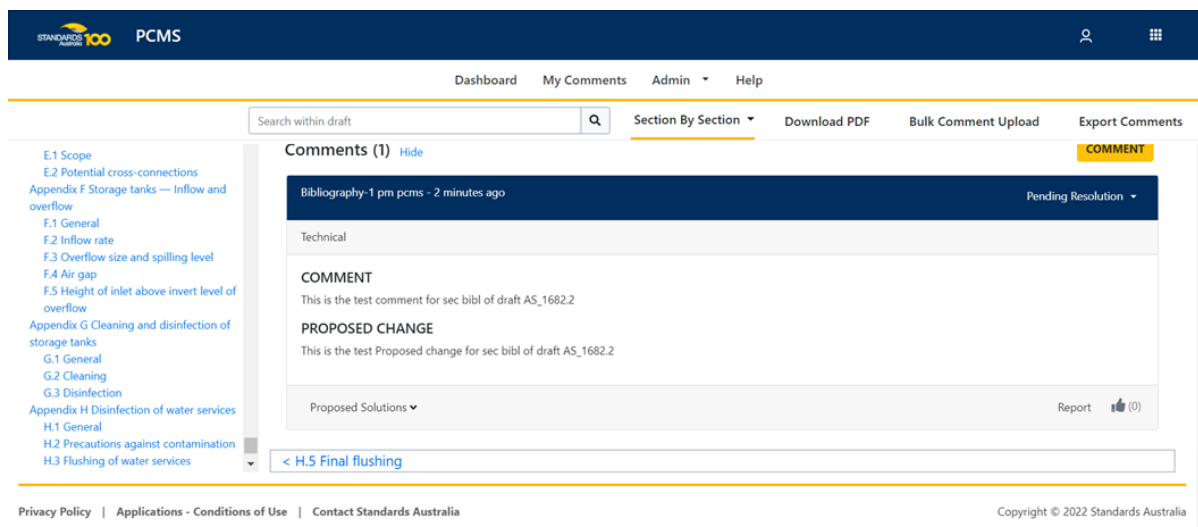
5. The 'Submit Comments' screen will prompt you to submit the valid comments, but will ignore the invalid comments.
6. To fix the invalid comments and re-upload the template, open the saved Excel commenting template on your computer.

7. Re-select from the drop-down lists or re-enter the comment text and save to your computer.
8. On the 'Bulk Comment Upload' screen, select 'Re-upload Comments' to complete the upload.



The screenshot shows the 'Bulk Comment Upload' interface. At the top, there's a navigation bar with 'Dashboard', 'My Comments', 'Admin', and 'Help'. Below this, the page title is 'Bulk Comment Upload'. The main content area shows 'AS 1684.2: Residential timber-framed construction, Part 2: Non-cyclonic areas' and '3 comments extracted from the uploaded template.' There are three buttons: 'SUBMIT 3 VALID COMMENTS' (highlighted in blue), 'RE-UPLOAD COMMENTS', and 'RETURN TO DRAFT'. At the bottom, there's a footer with 'Privacy Policy | Applications - Conditions of Use | Contact Standards Australia' and 'Copyright © 2022 Standards Australia'.

9. The comments are successfully uploaded.



The screenshot shows the 'Comments' section in the PCMS system. The navigation bar is the same as the previous screenshot. Below it, there's a search bar and a 'Section By Section' dropdown. The main content area shows a list of comments. The first comment is titled 'Bibliography-1 pm pcms - 2 minutes ago' and is in the 'Pending Resolution' state. It has a 'COMMENT' button. The comment text is 'This is the test comment for sec bibl of draft AS\_1682.2'. Below the comment, there's a 'PROPOSED CHANGE' section with the text 'This is the test Proposed change for sec bibl of draft AS\_1682.2'. At the bottom, there's a 'Proposed Solutions' dropdown and a 'Report' button with a thumbs up icon and '(0)'.

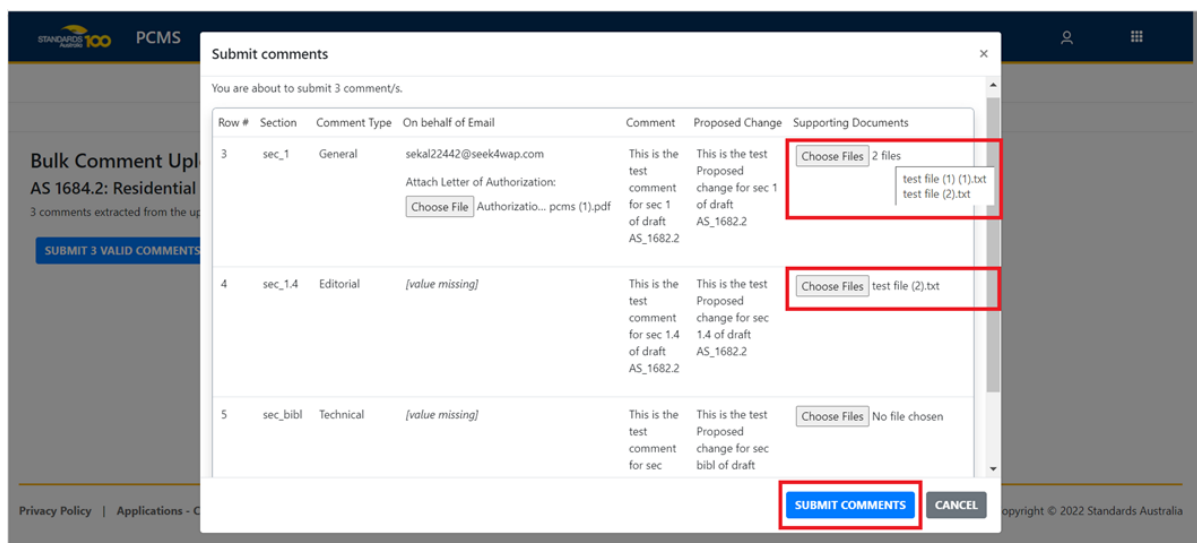
## 13.5 To add supporting documents:

It is not mandatory to add supporting documentation to your comments, however, if you wish to, follow these steps:

1. On the 'Bulk Comment Upload' screen, select 'Submit # Valid Comments'.
2. The 'Submit Comments' screen will prompt you to submit the valid comments, and will allow you to 'Choose Files' under 'Supporting Documents'.



3. You can attach multiple supporting documents by selecting more than one file to upload.



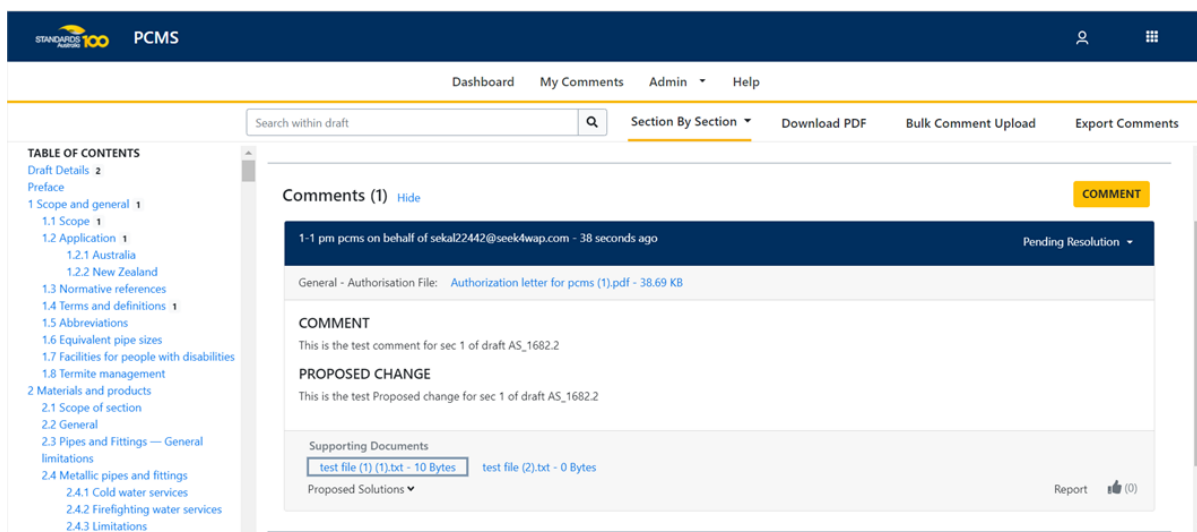
**Submit comments**

You are about to submit 3 comment/s.

Row #	Section	Comment Type	On behalf of Email	Comment	Proposed Change	Supporting Documents
3	sec_1	General	sekal22442@seek4wap.com	This is the test comment for sec 1 of draft AS_1682.2	This is the test Proposed change for sec 1 of draft AS_1682.2	<a href="#">Choose Files</a> 2 files test file (1) (1).txt test file (2).txt
4	sec_1.4	Editorial	[value missing]	This is the test comment for sec 1.4 of draft AS_1682.2	This is the test Proposed change for sec 1.4 of draft AS_1682.2	<a href="#">Choose Files</a> test file (2).txt
5	sec_bibl	Technical	[value missing]	This is the test comment for sec	This is the test Proposed change for sec bibl of draft	<a href="#">Choose Files</a> No file chosen

[SUBMIT COMMENTS](#) [CANCEL](#)

4. Click 'Submit Comments' to complete the upload.



**PCMS**

Dashboard My Comments Admin Help

Search within draft

Section By Section Download PDF Bulk Comment Upload Export Comments

**Comments (1)** [Hide](#)

1-1 pm pcms on behalf of sekal22442@seek4wap.com - 38 seconds ago Pending Resolution

General - Authorisation File: [Authorization letter for pcms \(1\).pdf](#) - 38.69 KB

**COMMENT**

This is the test comment for sec 1 of draft AS\_1682.2

**PROPOSED CHANGE**

This is the test Proposed change for sec 1 of draft AS\_1682.2

Supporting Documents

[test file \(1\) \(1\).txt](#) - 10 Bytes [test file \(2\).txt](#) - 0 Bytes

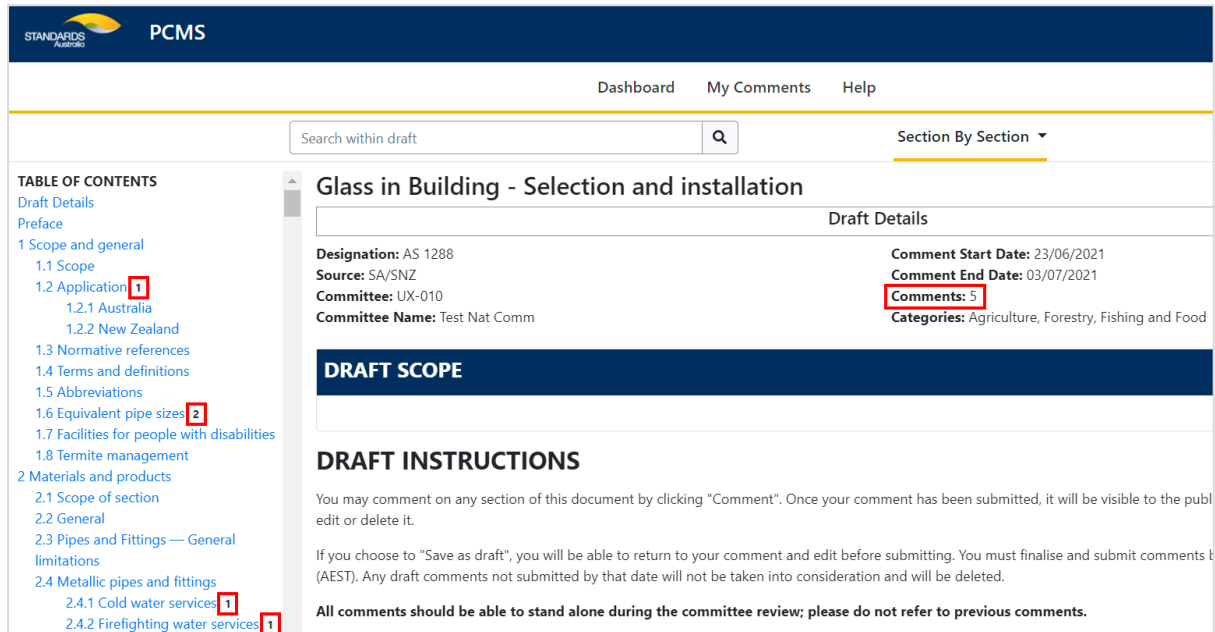
Proposed Solutions

Report (0)

## 14 Comment transparency

When you submit a comment, your comment will be displayed to everyone, including other members of the public, Committee Members, and Standards Australia staff and relevant parties.

Users can view the number of comments received to-date on a draft standard by looking at the 'Table of Contents' on the left-hand side of the screen. For example, in the below screenshot, there are 5 comments listed for this draft standard.



STANDARDS Australia PCMS

Dashboard My Comments Help

Search within draft

Section By Section

**TABLE OF CONTENTS**  
Draft Details  
Preface  
1 Scope and general  
1.1 Scope  
1.2 Application **1**  
1.2.1 Australia  
1.2.2 New Zealand  
1.3 Normative references  
1.4 Terms and definitions  
1.5 Abbreviations  
1.6 Equivalent pipe sizes **2**  
1.7 Facilities for people with disabilities  
1.8 Termite management  
2 Materials and products  
2.1 Scope of section  
2.2 General  
2.3 Pipes and Fittings — General limitations  
2.4 Metallic pipes and fittings  
2.4.1 Cold water services **1**  
2.4.2 Firefighting water services **1**

**Glass in Building - Selection and installation**

**Draft Details**

Designation: AS 1288  
Source: SA/SNZ  
Committee: UX-010  
Committee Name: Test Nat Comm

Comment Start Date: 23/06/2021  
Comment End Date: 03/07/2021  
**Comments: 5**  
Categories: Agriculture, Forestry, Fishing and Food

**DRAFT SCOPE**

**DRAFT INSTRUCTIONS**

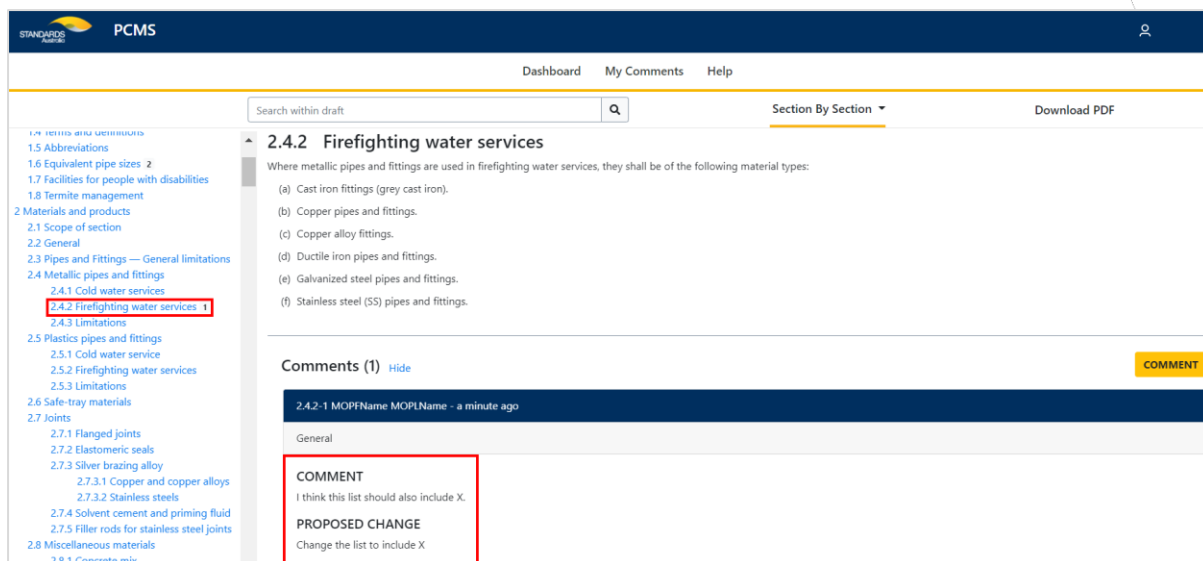
You may comment on any section of this document by clicking "Comment". Once your comment has been submitted, it will be visible to the public or delete it.

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 by (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.**

To view a comment, click on the relevant section in the 'Table of Contents'. If a section does not include a number, it means that currently no comments have been made on that section.

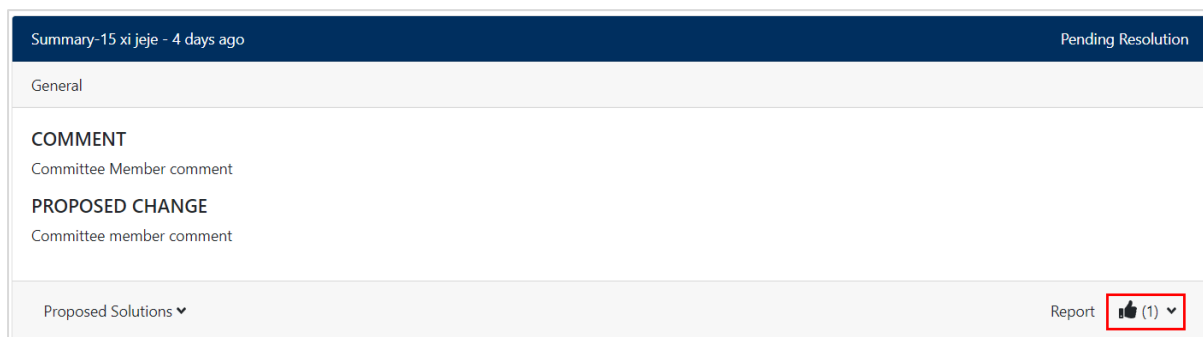
Comments will appear immediately below the section or subsection text on the draft standard, ordered by date and time of submission, with the most recent comment appearing first. Comments submitted by Standards Australia will always appear first.



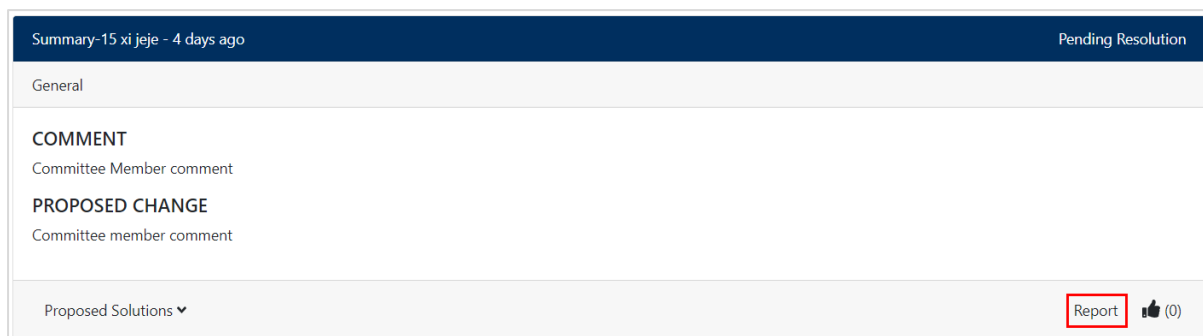
By default, five comments will appear per page. To view all comments, click 'Show More'.

## 15 How to endorse or report a comment

You can endorse a comment by clicking on the 'Like' (👍) icon next to the comment. This shows your agreement with a comment without the need to duplicate the comment.



If you find that a comment is offensive or a copyright infringement, you can report the comment by clicking on 'Report' next to the comment.





You will be required to provide a reason for your report. A notification will then go to Standards Australia for review and action.

### Report Comment

A user must not submit, post or upload any content or material that infringes the rights of a third party (including intellectual property, confidentiality or privacy rights), is inappropriate, defamatory or offensive, or is contrary to any applicable laws, standards, or any codes or agreement you have with Standards Australia.

**If you believe this comment violates this, please report it here.**

Please enter a reason here.

CANCEL REPORT COMMENT

**Note:** Reporting on a comment should not be used to show your disagreement with a comment. If you have a different viewpoint to a comment, please make your own comment, with supporting reasons, by clicking 'Comment' below the section or subsection in the draft standard.

## 16 Resolution of comments

After the public comment period has concluded for a draft standard, all submitted, endorsed, and reported comments – including your own and anyone else who commented - will be carefully reviewed by the relevant Committee. Please be patient, this may take some time.

Comments will then be marked as 'accepted', 'accepted with modifications', 'rejected', or 'for future consideration'. Your comment will then be marked as 'resolved' in the Public Comment Portal, and you will be notified by email of your comment outcome.

You will also receive an email notification if you reported a comment, or if your comment was reported by someone else.



## DOCUMENT HISTORY

Date	Author	Amendment details
21/09/2020	Process Improvement Analyst	v 0.1 New Guide for Public Commenting on Public Commenting Management System
29/07/2021	Policy Writer	v 0.2 Updates to Public Commenting Management System Guide
21/04/2022	Policy Manager	v0.3 Updated with Bulk Comment Upload section
25/11/2022	Policy Manager	v1.0 Updated version number and added Redline section. Change of title to Public Comment Portal.
26/06/2023	Policy Manager	V1.0.1 Updated links
16/10/2023	Policy Writer	V1.0.2 Fixed links to <a href="#">GU 210 My SA Profile Help Guide</a>