PUBLIC COMMENT GUIDE FOR MEMBERS OF PUBLIC

1 Purpose

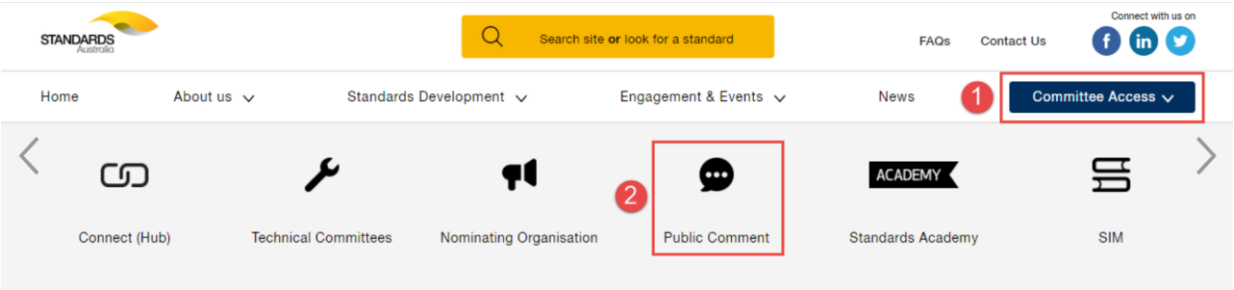
Guidelines for members of the public on accessing Public Comment (PC) Drafts and submitting comments via the Standards Australia (SA) Public Commenting Portal.

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.

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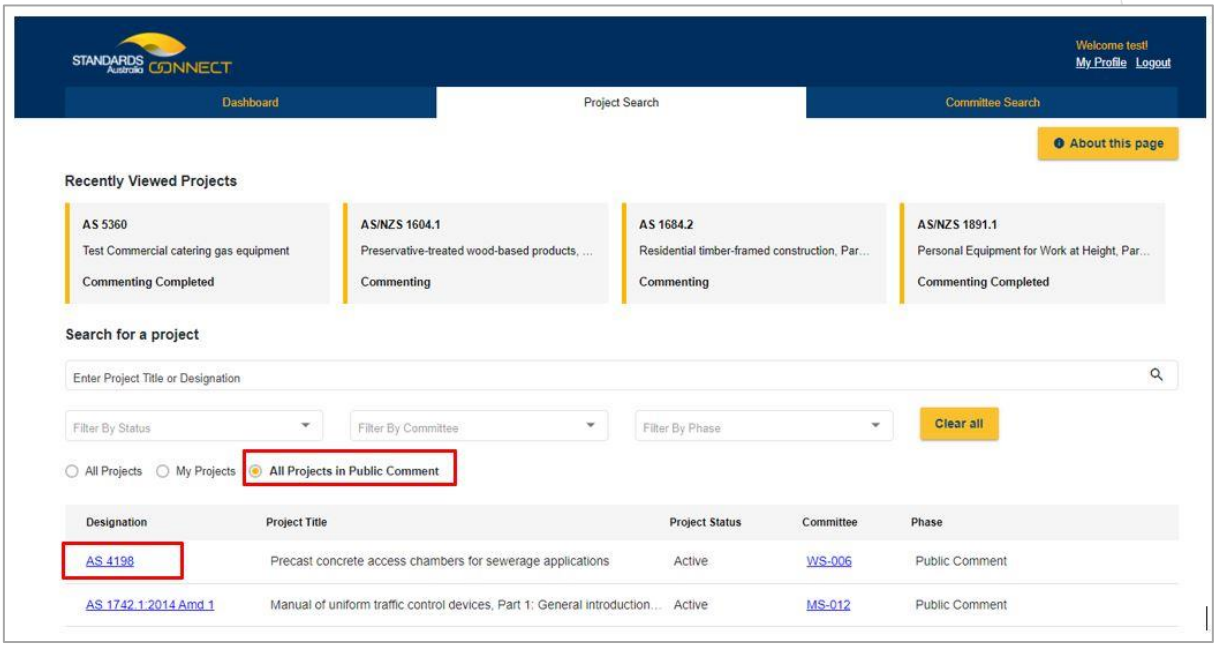

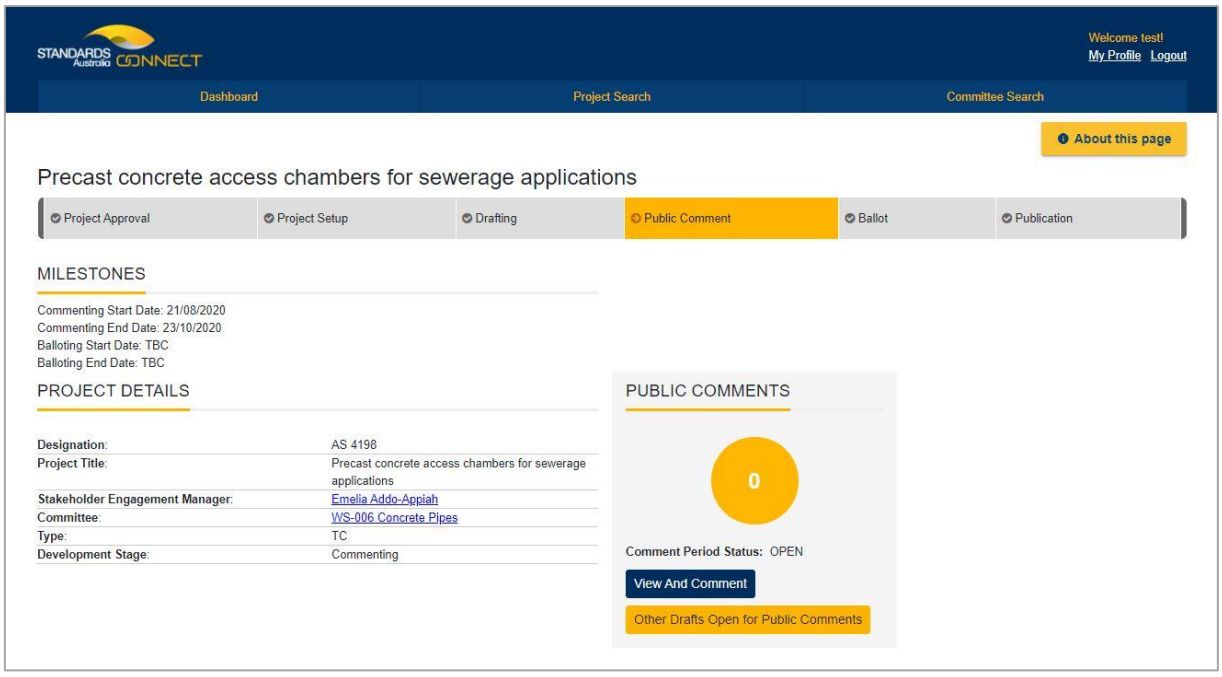

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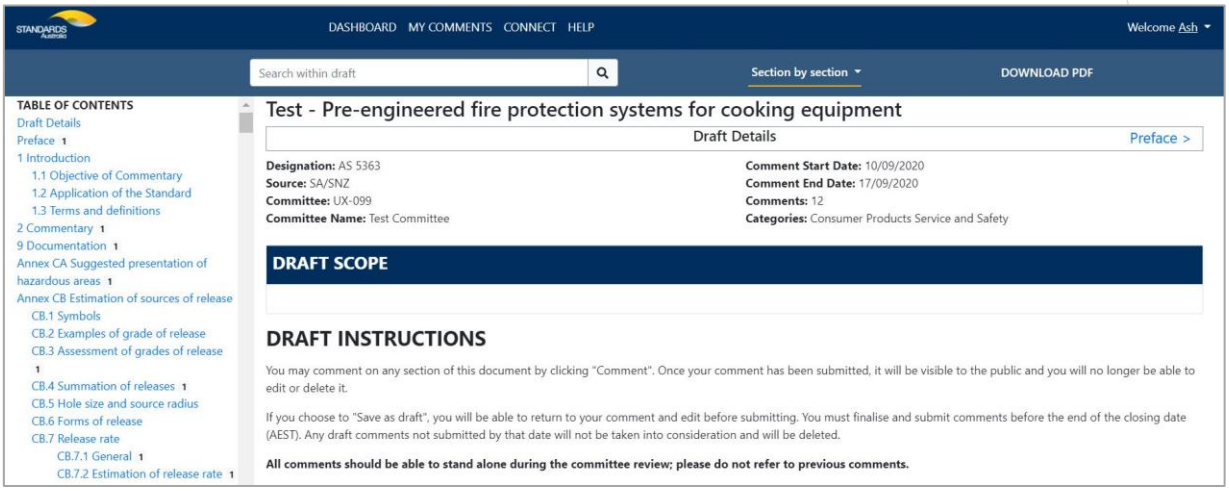


2.2 Locate a Public Comment Draft via Standards Connect

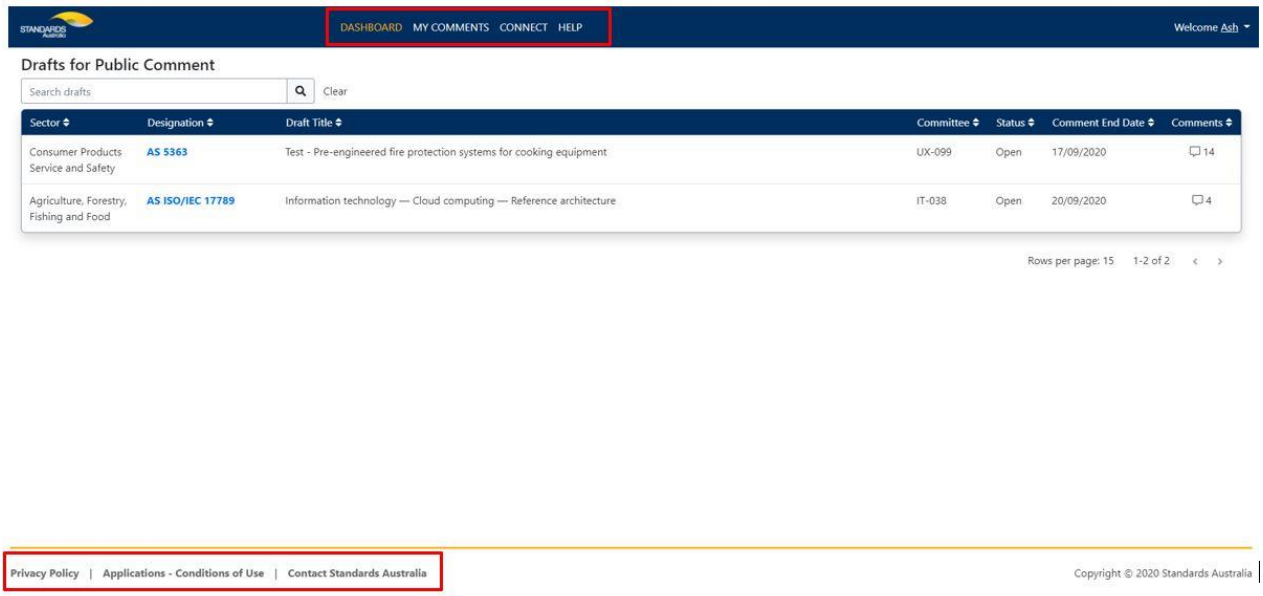
1. Navigate to https://connect.standards.org.au/.
2. Follow all steps from Step 4 onwards as explained in 1.1 above

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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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:

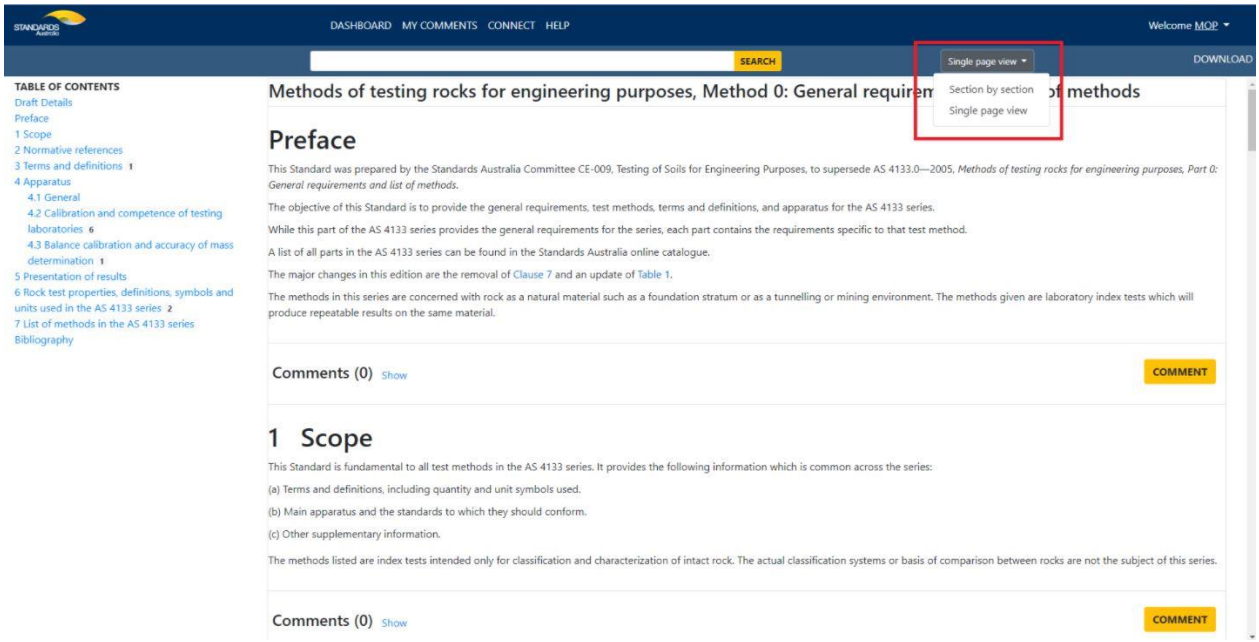
- SA Privacy Policy
- Conditions of use
- How to contact us

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



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.

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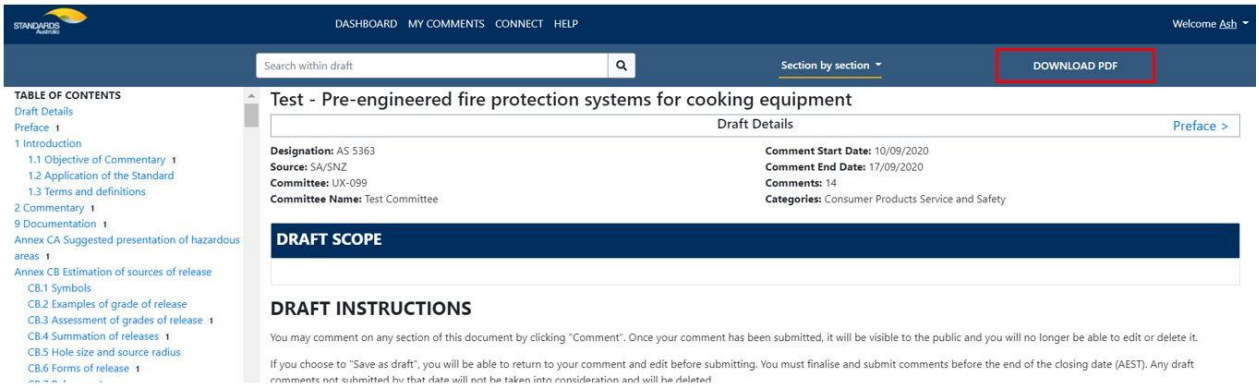
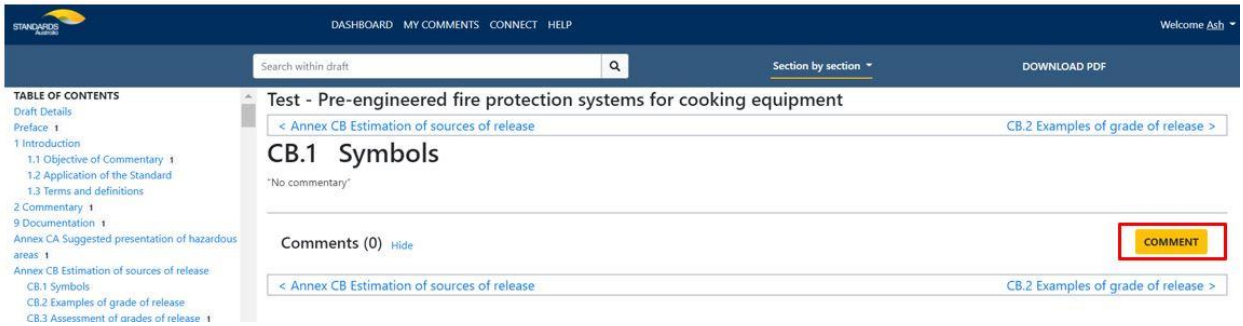
*Note: Users cannot download the draft for international standards. They can only be read online.



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.



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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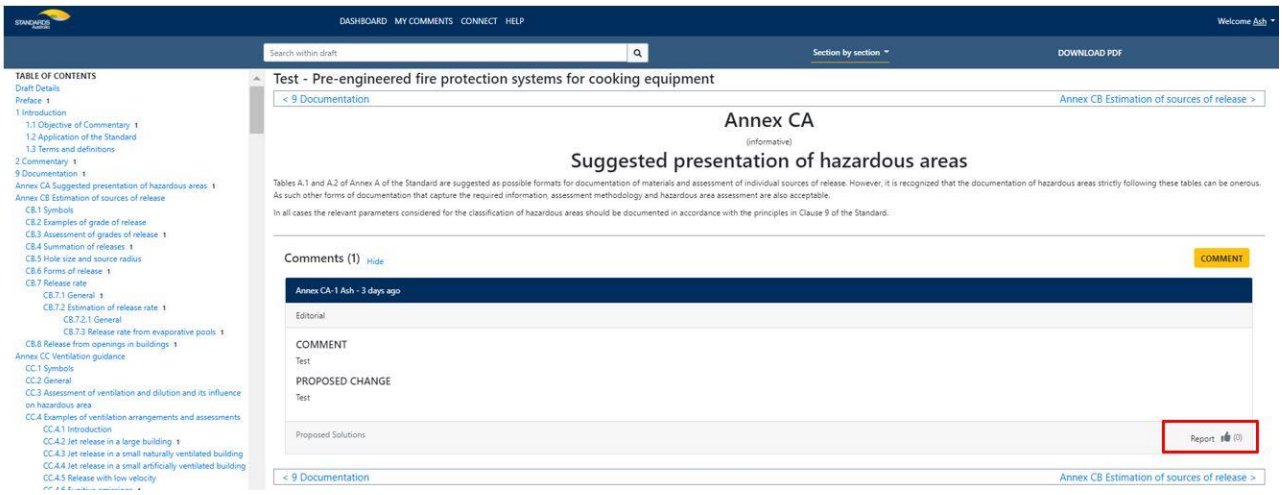
5 Endorsing and Reporting a Comment

- 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



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:

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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

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