

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

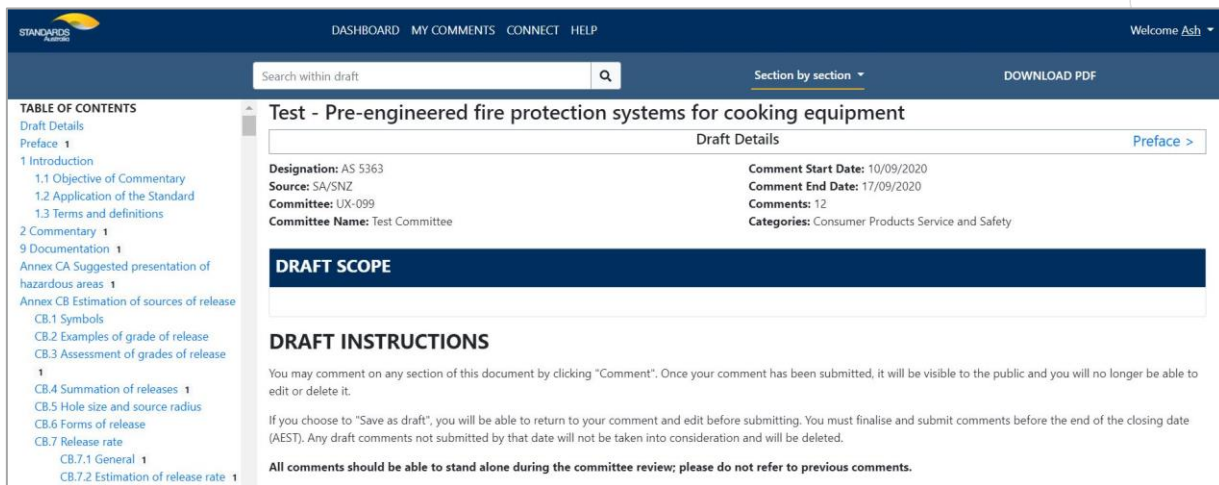
PUBLIC COMMENTS

0

Comment Period Status: OPEN

View And Comment

Other Drafts Open for Public Comments



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 the details, there are sections for 'DRAFT SCOPE' and 'DRAFT INSTRUCTIONS'. The instructions state that comments should be able to stand alone during committee review and should 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' section of the PCMS dashboard. It features a search bar and 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 indicates 'Rows per page: 15' and '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:

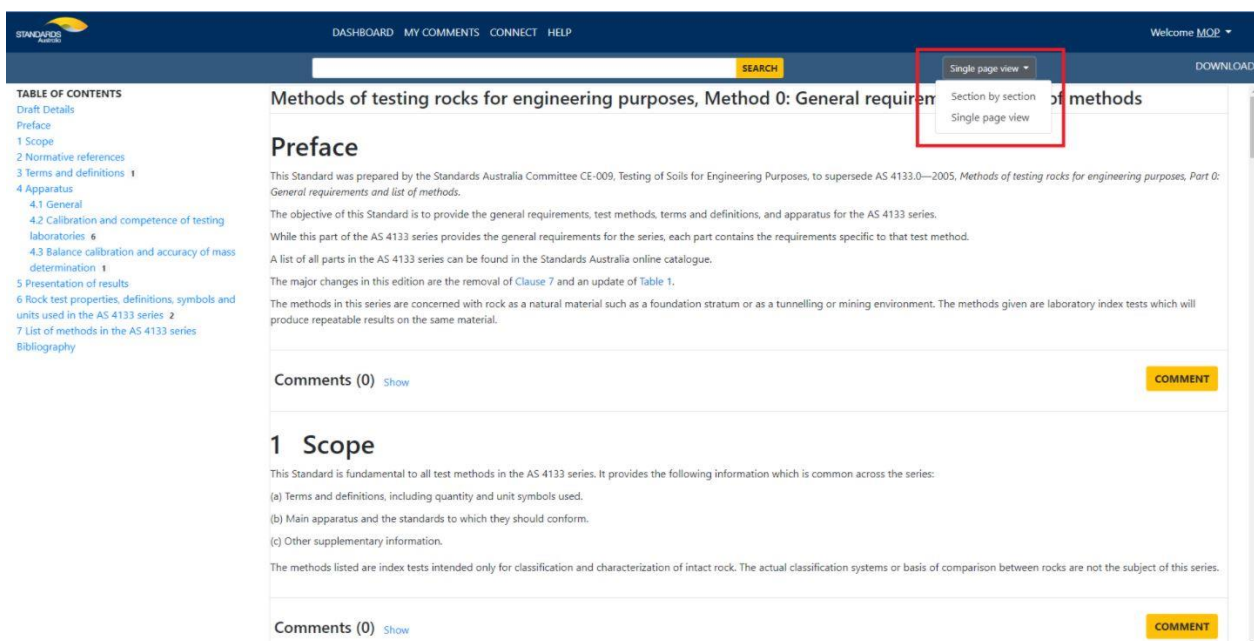
- SA Privacy Policy
- Conditions of use
- How to contact us

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 user interface for viewing a public comment draft. 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 page title is 'Methods of testing rocks for engineering purposes, Method 0: General requirements and list of methods'. A dropdown menu is highlighted with a red box, showing 'Single page view' and 'Section by section'. The main content area includes a 'TABLE OF CONTENTS' on the left, a 'Preface' section, and a '1 Scope' section. A 'COMMENT' button is visible at the bottom right of the content area.

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 'Draft Details' page for a standard draft. The page includes a search bar, a 'Section by section' dropdown menu, and a 'DOWNLOAD PDF' button. The draft title is 'Test - Pre-engineered fire protection systems for cooking equipment'. The 'Draft Details' section lists: 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: 14, and Categories: Consumer Products Service and Safety. Below this, there are sections for 'DRAFT SCOPE' and 'DRAFT INSTRUCTIONS'. The 'DRAFT INSTRUCTIONS' section states: '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.'

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' section for the draft. The draft title is 'Test - Pre-engineered fire protection systems for cooking equipment'. The current section is 'CB.1 Symbols'. The 'Comments (0) Hide' section is empty. A 'COMMENT' button is visible at the bottom right of the comments section. The page also shows a 'TABLE OF CONTENTS' on the left side, with 'CB.1 Symbols' selected.

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 |