

## Public Commenting Guide / Member of the Public

### Finding a Draft for Comment

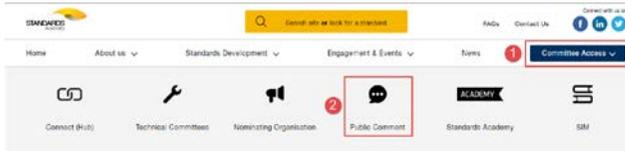
#### How to locate a Public Comment Draft

1. Go to [www.standards.org.au](http://www.standards.org.au)
2. Scroll down the page and select the 'Public Comment' button



Public Comment

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



3. Locate the Public Comment Draft that you wish to comment on
4. Select the 'Make a comment' button
5. 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.*
6. Select the 'Download Draft' button in the 'Draft Details' section
7. Tick the box to indicate you accept the terms then select 'Accept'  
The draft will now be downloaded.

### Submitting a Comment

#### How to submit online comments

Once you are logged in to the Standards Australia Public Commenting Portal and you have located the draft you wish to comment on:

1. Select the 'Make a comment' button
2. Select the 'Online Comment' button in the 'Make a Comment' section
3. Select the 'Section/Subsection'
4. Enter the 'Section Identifier' if required  
*Select the 'Example' button to show how a 'Section Identifier' should be entered*
5. Select the 'Comment Type'
6. Enter the Page Number
7. Enter your Comment
8. Enter your Proposed Change
9. Select the 'Browse' button to attach any supporting documents for this comment, if required
10. Select the:
  - a. 'Submit Comment(s)' button to submit your comment
  - b. 'Add another Comment' button to continue adding comments to this submission
  - c. 'Save Comment(s) as Draft' button to save this comment and submit at a later time
  - d. 'Return to Comment Overview' to cancel

#### How to upload multiple comments using the Commenting Template

##### Download the Commenting Template:

1. Log in to the Standards Australia Public Commenting Portal and locate the relevant draft
2. Select the 'Make a comment' button
3. Download the Commenting Template by selecting 'Download' in the 'Make a Comment' section
4. Save the Commenting Template to your local drive
5. Log out of the Standards Australia Public Commenting Portal

##### Upload the Commenting Template:

1. Enter your comments into the template
2. Log in to the Standards Australia Public Commenting Portal and locate the relevant draft
3. Select the 'Make a comment' button
4. Select the 'Upload' button in the 'Make a Comment' section
5. Select the 'Browse' button and locate the completed template
6. Address any errors and upload the template again, if required
7. Select the 'Browse' button to attach any supporting documents to a comment, if required
8. Select 'Submit Comment(s)'

##### How to access and edit your draft comments

1. Log in to the Standards Australia Public Commenting Portal and locate the draft you wish to comment on
2. Select the 'Make a comment' button
3. Scroll down to the 'My Comments' section
4. Select 'Edit' next to the draft comment you wish to edit
5. Select 'Delete' to delete the draft comment
6. Select 'Submit' to submit the draft comment as is

### Searching for Comments

#### How to search all submitted comments

1. Log in to the Standards Australia Public Commenting Portal and locate the relevant draft
2. Select the 'Make a comment' button
3. Scroll down and enter the search criteria in the 'Search' field  
*The results will then be filtered and displayed according to the search criteria.*
4. To restore all available comments, delete the search criteria and ensure the search field is empty

### Help

If you require assistance email the Standards Information Services (SIS) Team at: [mail@standards.org.au](mailto:mail@standards.org.au).