



Public Commenting guide / Member of the Public

Finding a Draft for Comment

How to log into Standards Hub and access the comment period:

1. Navigate to Standards Hub:
<https://hub.standards.org.au/hub/public/>
2. Select "Public Access"
3. Find the Draft you wish to comment on and select the corresponding "Submit a Comment" button
4. Enter your user name (email address) and unique password

How to navigate to and access the draft for public comment

1. Login to Standards Hub and navigate to the draft you wish to comment on
2. Select the "Download Draft" button
3. Select "OK" to open SAI Global's InfoStore
4. Follow the prompts on SAI Global's website to access the draft

Submitting a Comment

How to submit online comments:

1. Login to Standards Hub and navigate to the draft you wish to comment on
2. Select the "Online Comment" button
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. Login to Standards Hub and navigate to the draft you wish to comment on
2. Download the Commenting Template by selecting "Download"
3. Save the Commenting Template to your local drive
4. Logout of Standards Hub

Upload the Commenting Template:

1. Enter your comments into the template
2. Login to Standards Hub and navigate to the draft you wish to comment on
3. Select the "Upload" button
4. Select the "Browse" button and locate the completed template
5. Address any errors and upload the template again, if required
6. Select the "Browse" button to attach any supporting documents to a comment, if required
7. Press "Submit Comment(s)"

How to access your draft comments

1. Login to Standards Hub and navigate to the draft you wish to comment on
2. Navigate to "My Comments"
 - a. Select "Edit" next to the draft comment you wish to edit
 - b. Select "Delete" to delete the draft comment
 - c. Select "Submit" to submit the draft comment as is

Searching for Comments

How to search all submitted comments

1. Enter the search criteria in the search field
The results will then be filtered and displayed according to the search criteria.
To restore all available comments, delete the search criteria and ensure the search field is empty

Help

How to access help

1. Navigate to Standards Hub
2. Click on the "HELP" icon