



Public Commenting Guide / Member of the Public

Finding a Draft for Comment

How to access a comment period:

1. Log in to the StandardsHub:
<https://hub.standards.org.au/hub/public/>
2. Select **"Public Access"**
3. Enter your user name (email address) and unique password
4. Under **"Drafts Open for Public Comment"** find the draft you wish to comment on
5. Select the **"Submit a Comment"** button

How to navigate to and access a draft for public comment:

1. Log in to the StandardsHub and navigate to the draft you wish to comment on
2. Select the **"Download Draft"** button
3. Select **"OK"**
4. Follow the prompts to access the draft

Submitting a Comment

How to submit online comments:

1. Log in to the StandardsHub 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. Log in to the StandardsHub 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. Log out of the StandardsHub

Upload the Commenting Template:

1. Enter your comments into the template
2. Log in to the StandardsHub 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. Select **"Submit Comment(s)"**

How to access and edit your draft comments

1. Log in to the StandardsHub and navigate to the draft you wish to comment on
2. Navigate to **"Comments"**
3. Select **"Edit"** next to the draft comment you wish to edit
4. Select **"Delete"** to delete the draft comment
5. 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.
2. To restore all available comments, delete the search criteria and ensure the search field is empty

Help

How to access help

1. Navigate to the StandardsHub:
<https://hub.standards.org.au/hub/public/>
2. Click on the yellow **"HELP"** button