

# Transport Standards Portal User Guide – Standard Consultation Comments

Version: 2.0

June 2024

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# 1 Standard consultation

The stakeholder standard consultation is one of the stages in the standards development process before the standard is approved and published. The consultation stage provides an opportunity to comment on the technical content in the drafted standard before the standard is finalised for publishing. It also allows you to propose a solution to the change or feedback suggested.

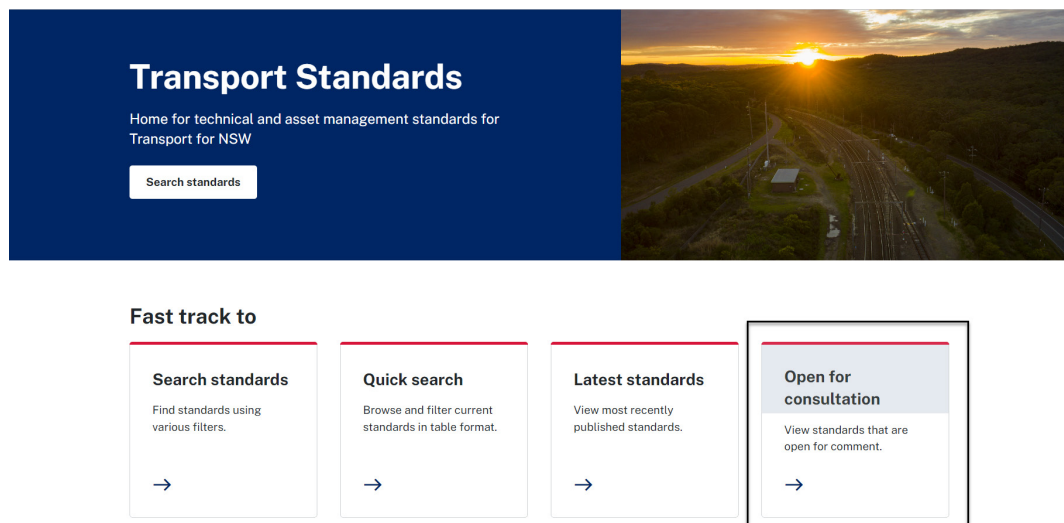
The standard is open for consultation for a stipulated period of time set by the standard developers. Comments can be provided only during this time.

If you have missed to provide your comments, email [Standards@transport.nsw.gov.au](mailto:Standards@transport.nsw.gov.au) for further information or contact the PMO (TfNSW staff only).

# 2 Standards open for consultation

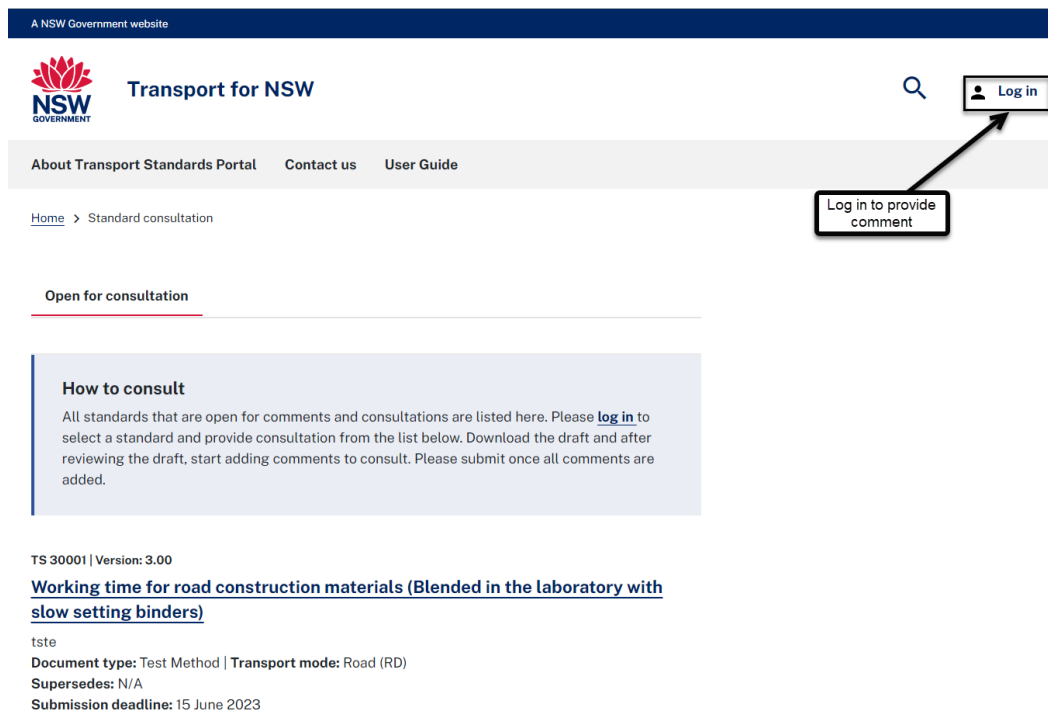
You can view the list of standards that are open for consultation, whether you are logged in or not to the Transport Standards Portal.

To view the list of standards that are open for consultation, click **Open for consultation** on the **Transport Standards Home** screen as shown in Figure 1.



**Figure 1 – Transport Standards Home screen**

The following screen appears:



**Figure 2 – Standard consultation – open for consultation – display only**

The **Standard consultation – open for consultation – display only** screen lists the standards that are open for consultation with the following details:

- Document designation and version number
- Document title
- Description
- Document type
- Transport mode
- Superseding information
- Date of submission deadline

This screen does not allow you to view the document or provide an option to comment on the standard, if you are not logged in.

Log in to Transport Standards Portal to view and comment on a standard.

For instructions on registering to Transport Standards Portal refer to *Internal user guide* for TfNSW users. For users external to TfNSW, refer to *External user guide* published on the Transport Standards Portal under **User Guide**.

When you are logged in, the following tabs appear as shown in Figure 3:

- Open for consultation – lists standards that are open for consultation and to comment.
- Pending submission – lists standards for which consultation comments have been added but not submitted yet and allows to resume providing comment.
- Consultation submitted – lists standards for which comments have been provided and submitted.

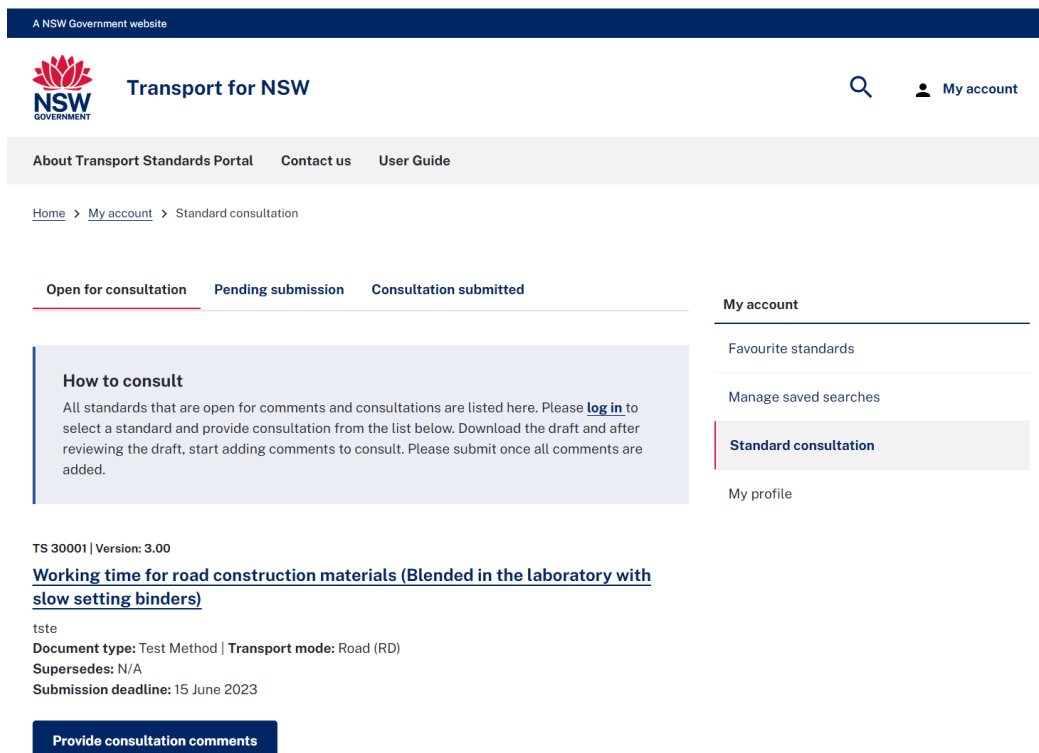
### 3 Provide consultation comments

The **Open for consultation** tab displays by default with a list of standards that are open to comment.

You can click the Standard title to view and comment on the contents as shown in Figure 3.

To comment on a standard:

1. Click **Provide consultation comments** after the Standard details.



A NSW Government website

NSW GOVERNMENT Transport for NSW

Search My account

About Transport Standards Portal Contact us User Guide

Home > My account > Standard consultation

Open for consultation Pending submission Consultation submitted

**How to consult**

All standards that are open for comments and consultations are listed here. Please [log in](#) to select a standard and provide consultation from the list below. Download the draft and after reviewing the draft, start adding comments to consult. Please submit once all comments are added.

**My account**

Favourite standards

Manage saved searches

**Standard consultation**

My profile

TS 30001 | Version: 3.00

**Working time for road construction materials (Blended in the laboratory with slow setting binders)**

tste

Document type: Test Method | Transport mode: Road (RD)

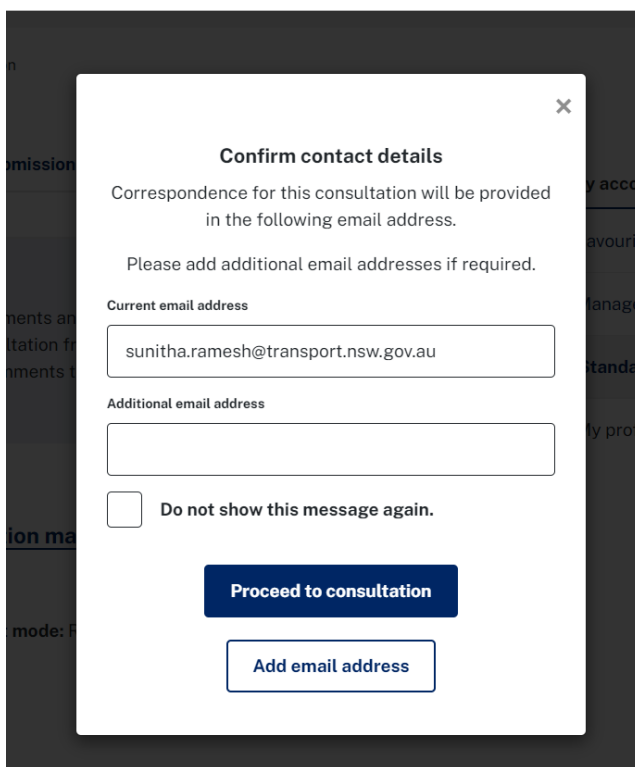
Supersedes: N/A

Submission deadline: 15 June 2023

**Provide consultation comments**

**Figure 3 – Standard consultation – provide consultation comments**

The **Confirm contact details** window appears with your registered email address as shown in Figure 4.

A modal form titled "Confirm contact details" with a close button (X) in the top right corner. The form contains the following text: "Correspondence for this consultation will be provided in the following email address." followed by "Please add additional email addresses if required." There are two input fields: "Current email address" containing "sunitha.ramesh@transport.nsw.gov.au" and "Additional email address" which is empty. Below the input fields is a checkbox labeled "Do not show this message again." At the bottom are two buttons: "Proceed to consultation" (dark blue) and "Add email address" (light blue).

**Figure 4 – Confirm contact details**


Any correspondence related to this consultation will be sent to this email address.

You can add additional email address, if you wish to, in the **Additional email address** field and click **Add email address**.

2. Click **Proceed to consultation** to continue with consultation.

The **Standard consultation – comments** screen appears as shown in Figure 5.

A NSW Government website



Transport for NSW

[Home](#) > [My account](#) > [Standard consultation](#) > Working time for road construction materials (Blended in the laboratory with slow setting binders)

**Working time for road construction materials (Blended in the laboratory with slow setting binders)**

**Designation number:** TS 30001

Please download the draft standard and enter your comments below.

[Download-PDF 746.69 KB](#)

**Comments**

Please add your comments below. You can submit consultation after you have added your comments.

**Submission deadline:** 15 June 2023 11:59 pm

[Add comment](#)
[Download comments template](#)
[Upload bulk comments](#)

**On this page**

[Download comments template](#)

[Comments](#)

**Figure 5 – Standard consultation – comments**

This screen allows you to download a copy of the standard, you want to comment.

You can either add individual comment online within the portal or add bulk comments using a template.

## 3.1 Add individual comment

To add individual comment:

1. Click **Add comment**.

The **Standard consultation – add comment 1** window displays as shown in Figure 6.

Please add your comments below. You can submit consultation after you have added your comments.

Submission deadline: 15 June 2023 11:59 pm

On this page

[Download comments template](#)

[Comments](#)

Comment 1

**Page number\***  
Please enter the page number from the PDF file

**Item number\***  
Please enter the section table, figure or drawing number

**Nature of comments\***

General

**Comments\***

Comments provided as consultation is written here, This cannot be changed.

**Proposed changes\***

Proposes changes are written here, This cannot be changed.

**Upload attachment**  
Files greater than 30MB size cannot be uploaded.

**Figure 6 – Standard consultation – add comment 1**

2. Enter the page number of the section or content in the document you want to provide a comment in the **Page number** field.
3. Enter the section number, table number, or figure number you want to comment on in the **Item number** field.
4. Select the nature of your comment from the **Nature of comments** drop-down field. The available values are **General**, **Technical** and **Editorial**.
5. Enter the description of your comment in the **Comments** field.
6. Enter the changes you want to propose to the content in the **Proposed changes** field.
7. Click **Save comment**.



### 3.1.1 Upload additional information as an attachment

You also have the option to provide additional information such as drawings, or diagrams, by attaching documents.

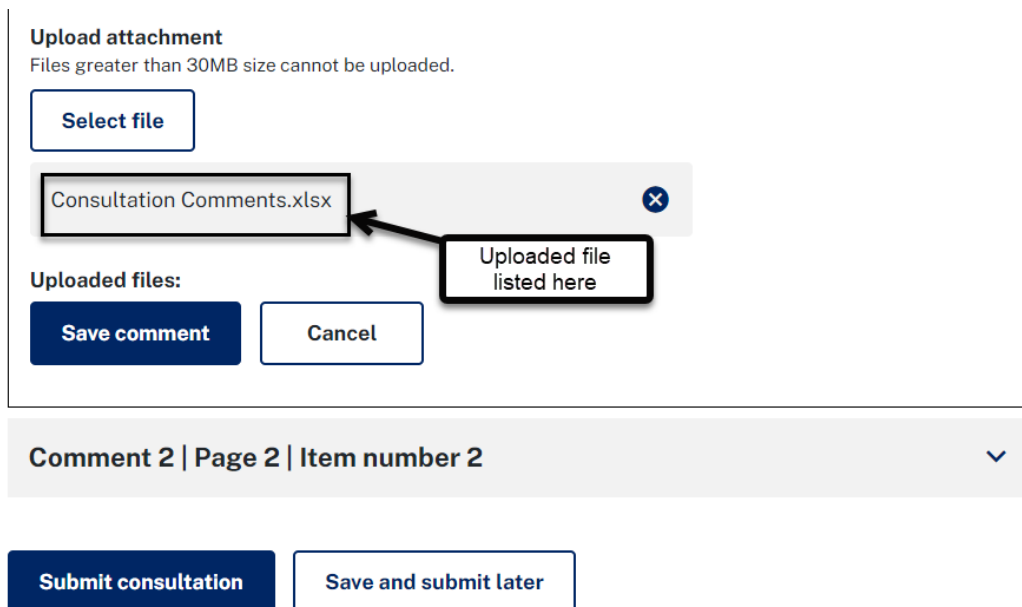
To upload a document:

1. Click **Select file** under **Upload attachment**.
2. The **Open** window appears. Select the file you want to attach.

Note: Files greater than 30 MB cannot be uploaded. If the file size is more than 30 MB, split the files and upload them.

When the file is uploaded, the screen displays the list of uploaded files as shown in Figure 7.

Click **Cancel** if you choose to cancel the file upload.



**Upload attachment**  
Files greater than 30MB size cannot be uploaded.

**Select file**

Consultation Comments.xlsx

Uploaded files:

**Save comment** **Cancel**

Uploaded file listed here

Comment 2 | Page 2 | Item number 2

**Submit consultation** **Save and submit later**

**Figure 7 – Standard consultation – uploaded file**

3. Click **Save comment**.

You comment is saved and the following screen appears:

## Working time for road construction materials (Blended in the laboratory with slow setting binders)

Designation number: TS 30001

Please download the draft standard and enter your comments below.

[Download-PDF 746.69 KB](#)

**Comments**

Please add your comments below. You can submit consultation after you have added your comments.

Submission deadline: 15 June 2023 11:59 pm

[Add comment](#)
[Download comments template](#)
[Upload bulk comments](#)

[Expand all](#)
[Collapse all](#)

Comment 1   Page 1   Item number 1	▼
Comment 2   Page 2   Item number 2	▼

[Submit consultation](#)
[Save and submit later](#)

On this page

[Download comments template](#)

[Comments](#)

Click here to expand the comment window and view comment details

**Figure 8 – Standard consultation – added comments**

The **Standard consultation – added comments** screen displays the list of comments you added and contains the **Expand all** and **Collapse all** links.

Click **Expand all** to expand and view all details of each comment.

Click **Collapse all** to compress the view.

You can click the down-arrow as shown in Figure 8 to expand and view the comment details. You can edit your comments at any time before the close of consultation period, however before submitting your comments.

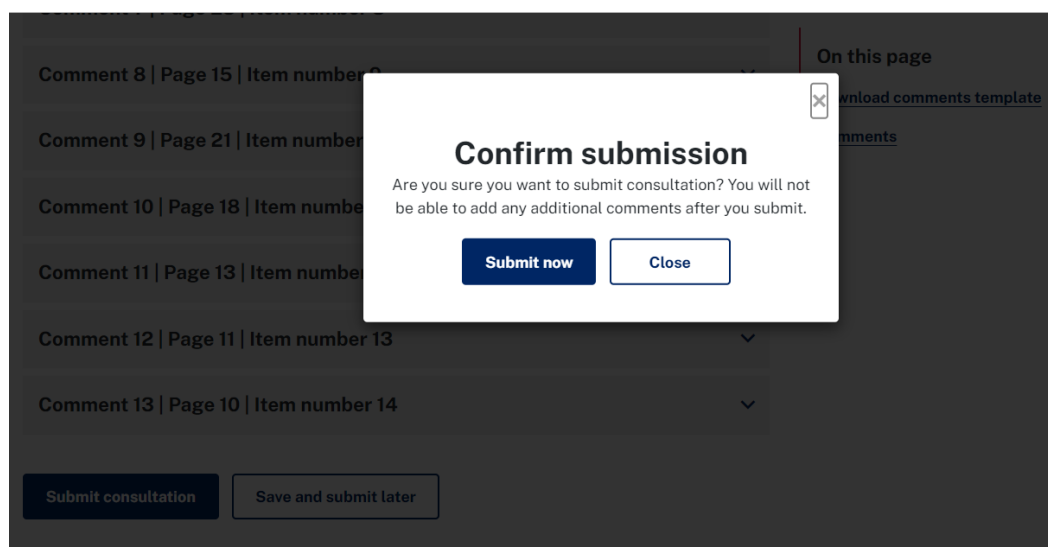
You can choose to do either of the following after filling in your comments:

- **Submit consultation** – submit your consultation comments. When your consultation comments are submitted, you will not be able to add or edit your comments further.
- **Save and submit later** – save your comments and submit them later before the close of consultation date.

### 3.1.2 Submit consultation

After adding your comments, click **Submit consultation** to submit your comments.

Figure 9 displays with the **Confirm submission** dialog box.



**Figure 9 – Standard consultation – Confirm submission**

Click **Submit now** to submit your comments.

Your comments are submitted, and the screen displays with the submission confirmation message. See Figure 18.

Click **Close** to cancel your submission and continue with providing comments.

See Section 5 for more information on **Consultation submitted** tab.

### 3.1.3 Save and submit later

After adding your comment, to save and submit your comment at a later date click **Save and submit later**. The screen moves to **Pending submission** tab as shown in Figure 17.

See Section 4 for instructions to submit saved comments.

## 3.2 Add bulk comments

You can add your comments using the comment template instead of adding individual comment and upload the template to Transport Standards Portal.

To submit bulk comments, download the comments template, fill in the comments and upload the comments to the Transport Standards Portal.

### 3.2.1 Download comments template

To download the comments template:

1. Click **Download comments template** as shown in Figure 10.

About Transport Standards Portal   Contact us   User Guide

Home > My account > Standard consultation > Working time for road construction materials (Blended in the laboratory with slow setting binders)

## Working time for road construction materials (Blended in the laboratory with slow setting binders)

**Designation number:** TS 30001

Please download the draft standard and enter your comments below.

[Download-PDF 746.69 KB](#)

[Click here to download comments template](#)

**Comments**

Please add your comments below. You can submit consultation after you have added your comments.

**Submission deadline:** 15 June 2023 11:59 pm

[Add comment](#)   [Download comments template](#)   [Upload bulk comments](#)

**On this page**

- [Download comments template](#)
- [Comments](#)

**Figure 10 – Standard consultation – download comments template**

The Excel template opens with the file name as 'Bulk-Consultation-Template'.

2. Click **Download file** as shown in Figure 11.

We've opened your file for quick and easy viewing right in Microsoft Edge. Choose Download file if you want to use it later.

[Download file](#)

[Click here to download and save the template](#)

Excel bulk-consultation-template - Saved

Search (Alt + Q)

File Home Insert Draw Page Layout Formulas Data Review View Help Table Design Viewing Edit a copy Comments

Page number Item number Comments Nature of comments Proposed Changes

16 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

Active Consultation Comments

Workbook Statistics

Give Feedback to Microsoft

100%

**Figure 11 – Standard consultation – download file**

3. Save the file to your preferred location.

Note: Ensure you do not change the file name as it would lead to upload failure when the file is uploaded back to the Portal.

4. Fill in the comments.

The columns in the comments template table are same as the fields on the Standards consultation screen shown in Figure 6.

Note: Do not alter or modify the column names in the template as it would lead to upload failure when the file is uploaded back to the Portal.

- Follow steps 2 to 6 in Section 3.1 to fill in the comments.

Note: When filling in the comments template, do not use special characters such as &, “, ’ and so on in the ‘**Comments**’ and ‘**Proposed changes**’ columns. This will lead to upload failure when the file is uploaded back to the Portal.

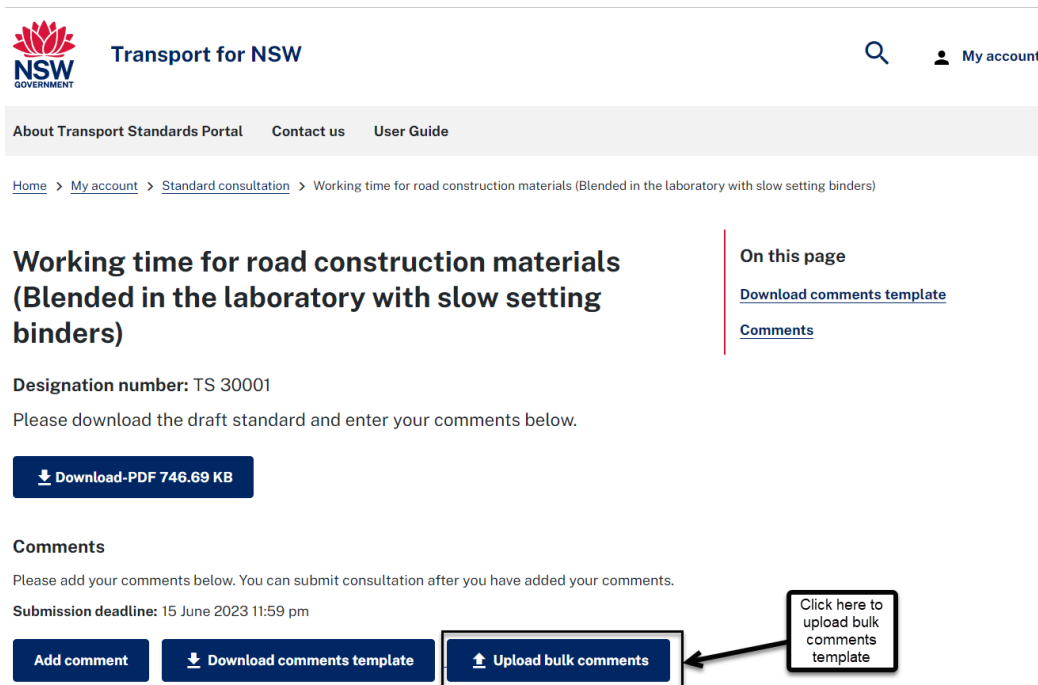
However, if you would still want to include those special characters, you may do so online, after the upload is complete and when the comments appear on the screen as shown in Figure 14.

### 3.2.2 Upload bulk comments template

When you have filled in all the comments, save your file and upload it to Transport Standards portal in Standard consultation.

To upload bulk comments template:

- Click **Upload bulk comments** as shown in Figure 12.



The screenshot shows the Transport for NSW Standards Portal interface. At the top, there is a header with the NSW Government logo and 'Transport for NSW'. Below this is a navigation bar with links: 'About Transport Standards Portal', 'Contact us', and 'User Guide'. The main content area displays the title 'Working time for road construction materials (Blended in the laboratory with slow setting binders)' and the designation number 'TS 30001'. A 'Download comments template' button is visible. Below this, there is a 'Comments' section with a submission deadline of '15 June 2023 11:59 pm'. At the bottom of the comments section, there are three buttons: 'Add comment', 'Download comments template', and 'Upload bulk comments'. The 'Upload bulk comments' button is highlighted with a red box and a callout box that says 'Click here to upload bulk comments template'.

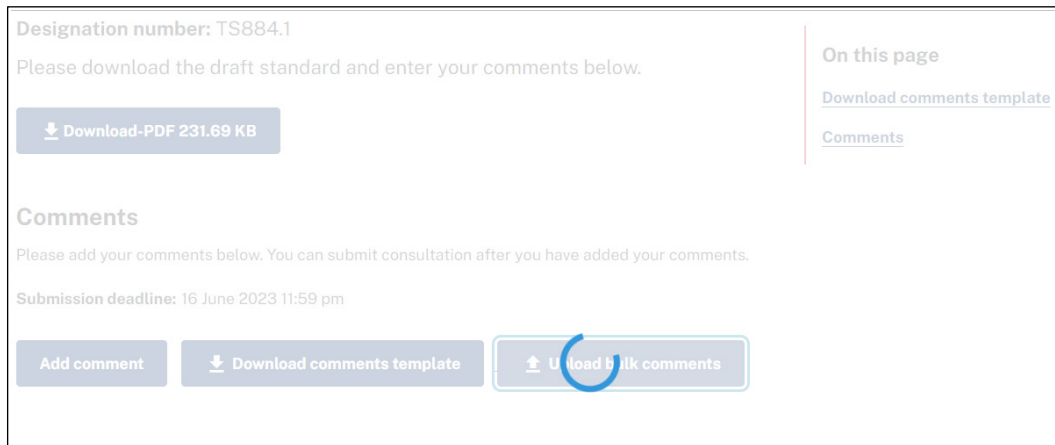
Figure 12 – Standard consultation – upload bulk comments

2. In the **Open** window, select the saved bulk comments file.

Note: Do not change the file name as this will lead to upload failure when the file is uploaded back to the Portal.

3. Click **Open**.

The **Standard consultation** page displays with the upload progressing (blue spinning wheel) as shown in Figure 13.



Designation number: TS884.1

Please download the draft standard and enter your comments below.

[Download-PDF 231.69 KB](#)

**Comments**

Please add your comments below. You can submit consultation after you have added your comments.

Submission deadline: 16 June 2023 11:59 pm

[Add comment](#) [Download comments template](#) [Upload bulk comments](#)

**On this page**

[Download comments template](#)

[Comments](#)

**Figure 13 – Standard consultation – bulk upload comments in-progress**

When the file is uploaded, the **Standard consultation** page displays with all the comments added in the bulk comments template as shown in Figure 14.

## Working time for road construction materials (Blended in the laboratory with slow setting binders)

**Designation number:** TS 30001

Please download the draft standard and enter your comments below.

[Download-PDF 746.69 KB](#)

**Comments**

Please add your comments below. You can submit consultation after you have added your comments.

**Submission deadline:** 15 June 2023 11:59 pm

[Add comment](#)
[Download comments template](#)
[Upload bulk comments](#)

[Expand all](#)
[Collapse all](#)

Comment 1   Page 1   Item number 1	▼
Comment 2   Page 2   Item number 2	▼
Comment 3   Page 1   Item number 01	▼
Comment 4   Page 2   Item number 02	▼
Comment 5   Page 3   Item number 03	▼
Comment 6   Page 4   Item number 04	▼
Comment 7   Page 5   Item number 05	▼

**On this page**

[Download comments template](#)

[Comments](#)

**Figure 14 – Standard consultation – uploaded bulk comments**

Each comment added in the bulk comments template appears as individual comment in this screen.

You can click the down arrow in each of the comment and view your comment details. You may also edit your comment online and attach document or documents for additional information at this stage.

When you have completed adding your consultation comments, you can save and submit your comments now or submit later.

See Section 3.1.1 for instructions on uploading attachments for additional information.


See Section 3.1.2 for instructions on submitting consultation and Section 3.1.3 for instructions on saving and submitting consultation later.

### 3.2.3 Bulk upload comment status

As soon as the bulk comments are uploaded, you will receive an email notification about the status of the bulk upload from svc\_aspt\_Admin.

The email contains the list of comments that were successfully uploaded and list of comments that failed to upload in a tabular format as shown in Figure 15 and Figure 16, respectively.

TS 30001 : Working time for road construction materials (Blended in the laboratory with slow setting binders) - Bulk Upload Comments Status

 svc\_aspt\_Admin  
To

[Reply](#) [Reply All](#) [Forward](#) [Print](#) [More](#)

Thu 15/06/2023 5:31 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Hi

Here are the list of comments successfully uploaded.

Page number	Item number	Comments	Nature of comments	Proposed Changes
1	01	Test 1	General	Change 1
2	02	Test 2	Technical	Change 2
3	03	Test 3	Technical	Change 3
4	04	Test 4	Editorial	Change 4
5	05	Test 5	General	Change 5
6	06	Test 6	General	Change 6
7	07	Test 7	General	Change 7
8	08	Test 8	Technical	Change 8
9	09	Test 9	General	Change 9
10	10	Test 10	Technical	Change 10
11	11	Test 11	Editorial	Change 11

**Figure 15 – Standard consultation – bulk comments successful upload**

Here are the list of comments that failed to upload because of missing information.

Page number	Item number	Comments	Nature of comments	Proposed Changes
	0	fs		pip
	01			kjl
	7	gedgd	General	buiib

**Figure 16 – Standard consultation – bulk comments – failed upload**

Note: After the bulk comments are uploaded, check your email inbox and look for the status of bulk comments upload notification before submitting your consultation comments.

Comments that have incomplete information will not be uploaded.

You can complete the missing information in your saved bulk upload comments template file and upload the file again.

Note: Ensure your comments do not include special characters such as &, “, ’ and so on. This may lead to failure of file upload.

### 3.2.4 Edit bulk consultation comments

You can edit bulk consultation comments by either editing them online or updating your saved bulk consultation comments file and uploading the file again.

Note: You cannot edit your saved comments partially online on the Transport Standards Portal and partially using the saved bulk consultation comments file.



Whenever the bulk consultation comments file is uploaded after editing your comments, the contents in the uploaded file override the edited and saved comments on the Transport Standards Portal.

In order to preserve the changes in the Transport Standards Portal, always edit your comments in your saved file and upload the file back to the Transport Standards Portal or edit all changes only online.

See Section 3.2.2 to upload bulk comments template.

To edit comments online:

1. Click the down-arrow in each comment as shown in Figure 8. The comment details expand.
2. Edit your comments as required.
3. Click **Save comment**.


To edit comments using your saved bulk consultation comments file:



1. Open your saved file.
2. Edit your comments as required.
3. Follow the steps in Section 3.2.2 to upload the file.

## 4 Pending submission

Figure 17 displays the **Pending submission** tab that lists the standards for which consultation submission is pending. This screen also displays the status of consultation, whether Open or Closed.

A NSW Government website


Transport for NSW


 My account

About Transport Standards Portal
Contact us
User Guide

Home > My account > Standard consultation

Open for consultation
Pending submission
Consultation submitted

### Review pending submissions

Review unfinished consultations and access saved progress on standards. You can add more comments and submit consultations or save for submission at a later date. Any unsubmitted consultation which has passed its submission deadline will be Closed and listed here for a limited time.

#### My account

- Favourite standards
- Manage saved searches
- Standard consultation**
- My profile

TS 30001 | Version: 3.00

**Working time for road construction materials (Blended in the laboratory with slow setting binders)**

tste

**Document type:** Test Method | **Transport mode:** Road (RD)

**Supersedes:** N/A

**Submission deadline:** 15 June 2023

Open

Resume consultation

**Figure 17 – Standard consultation – Pending submission**

If the status displays **Open**, you can continue with consultation comment.

If the status displays **Closed**, you cannot continue with providing comments and your previously saved comments (saved for later submission) will be lost.


Click **Resume consultation** to return to **Standard consultation – added comments** screen (see Figure 8) and continue with providing comments.

When you have added all the comments, click **Submit consultation**.

Refer to Section 3.1.2 for next steps.

## 5 Consultation submitted

Figure 18 displays the message that the consultation has been submitted along with the status of consultation. It also displays the list of comments.


**Consultation submitted**  
 Status: Closed

On this page

[Download draft](#)

[Comments](#)

## Test Document for Bulk Comments and Attachments

Designation number: IB 00001

[Download-PDF 359.98 KB](#)

### Comments

Your submitted comments are listed below.

[Expand all](#) [Collapse all](#)

Comment 1   Page 8   Item number 2	▼
Comment 2   Page 13   Item number 5.2	▼
Comment 3   Page 18   Item number 6.7.5	▼
Comment 4   Page 20   Item number	▼
Comment 5   Page   Item number	▼

**Figure 18 – Standard consultation – Consultation submitted**

In the **Consultation submitted** tab, you can download and view the standard and the list of comments provided for the standard; however, you cannot edit or add any further comments after submission.

Note: At any time before the closing date of consultation period, that is, if the consultation status is 'Open' and you may want to edit or add more comments after submitting, click **Contact Us** on the header of the screen and submit a request to TfNSW.

## 6 Consultation review status

The **Consultation submitted** tab also displays a list of other standards that were published for consultation along with the status – Open or Closed and a list of comments that you have submitted for each standard.

See Figure 19.

Open for consultation
Pending submission
Consultation submitted

### Check status on submitted consultations

Review unfinished consultations and access saved progress on standards. You can add more comments and submit consultations or save for submission at a later date.

[Contact us](#) if you need a submitted consultation reopened for further comment.

### My account

- Favourite standards
- Manage saved searches
- Standard consultation**
- My profile

IB 00001 | Version: 1.0

**[Test Document for Bulk Comments and Attachments](#)**

Document for testing bulk comments and attaching documents.

**Document type:** Standard | **Transport mode:** Heavy Rail (HR), Light Rail (LR), Metro (MT), Road (RD)

**Supersedes:** N/A

**Submission deadline:** 25 May 2023

Closed

Review status

SR0706 | Version: 1.1

**[SR New Document for Bulk Comments](#)**

Test document for bulk comments

**Document type:** Specification | **Transport mode:** Heavy Rail (HR), Light Rail (LR), Metro (MT)

**Supersedes:** N/A

**Submission deadline:** 7 June 2023

Closed

Review status

SR 50002 | Version: 2.01

**[Second test document for bulk comments upload](#)**

Test document

**Document type:** Procedure | **Transport mode:** Heavy Rail (HR)

**Supersedes:** N/A

**Submission deadline:** 29 May 2023

Closed


Review status



**Figure 19 – Standard consultation – review status**

Click **Review status** of a standard to view the consultation status of a standard for which you have submitted consultation comments.

The following screen displays with the consultation submitted message along with the consultation status of a standard:


A NSW Government website


Transport for NSW


 My account

[About Transport Standards Portal](#)
[Contact us](#)
[User Guide](#)


[Home](#) > [My account](#) > [Standard consultation](#) > ASPT 316


**Consultation submitted**  
Status: Closed

**On this page**  
[Download draft](#)  
[Comments](#)

## ASPT 316

Designation number: TS 4554.11


Download-PDF 84.13 KB

### Comments

Your submitted comments are listed below.

[Expand all](#)
[Collapse all](#)

Comment 1   Page 1   Item number 1	▼
Comment 2   Page 8   Item number 2	▼
Comment 3   Page 13   Item number 5.2	▼
Comment 4   Page 23   Item number 4	▼
Comment 5   Page 10   Item number 6	▼
Comment 6   Page 13   Item number 2	▼

**Figure 20 – Standard consultation –submitted comments**

You can down and view the standard and also click the down-arrow to view the comment.

The comments are locked and cannot be edited at this stage.

You may submit a request to TfNSW via **Contact us** to re-open the consultation and add further comments, however only if the consultation is still open and not passed the date of submission deadline.