

Overview

Public consultation document

Starting this module

Public consultation is a critical part of the approval process.

In this submodule, you will compile the public consultation document for your proposed scheme.

Understanding the public consultation document

Before we can approve a proposed scheme, professional standards legislation requires that the scheme go out to public consultation. To do this we need a summary that will explain the nature and significance of a scheme and invite comments and submissions on it. We must then consider all comments and submissions we receive from this consultation.

To aid this process, we ask you to prepare a public consultation document. This document informs consumers about your scheme and will help you to:

- explain the scheme and its benefits
- get feedback from consumers
- decide how you might communicate the proposed scheme to your members and consumers of their services.

The document also helps to generate responses to our call for feedback from:

- your association members
- stakeholders
- government agencies
- other associations operating a scheme
- the public.

After we receive your public consultation document, we:

- publish a notice (not the consultation document) in a daily newspaper inviting interested parties to access the consultation document, the draft scheme instrument and statutory notice
- make these documents available on our website
- ask you to publish these documents on your website and inform your members directly.

This is in line with professional standards legislation, such as sections 8 and 9 in the Professional Standards Act 1994 (NSW).

Completing the document

Enter the required information into the Public consultation document [template](#).