



Professional Contractor Services

Scope of services

In scope services

Category 1 – Financial Audit Services

General Financial Services

- Costings/Cost estimation
- Accounting services
- Financial and economic analysis
- Financial assessments
- Budgets
- Taxation

Audit Services

- Financial audits
- Performance audits
- Internal audits
- System audits
- Security audits

Specialised Services

- Valuation services
- Actuarial services

Category 2 – Corporate Services

Organisational planning and development

- Business strategy and improvement
- Change management
- Business performance reviews
- Business continuity
- Business case preparation
- Risk management

Human resources

- Capability and performance
- Workforce management
- Workforce intelligence
- Workforce planning
- Workforce culture
- Workplace health and safety
- Conduct and accountability

Corporate governance

- Governance structures and performance
- Compliance and fraud
- Operational risk

Community and stakeholder engagement

- Facilitation, strategy, and delivery of community and stakeholder engagement
- Document and report preparation

Communications*

- Communication services including communication approaches and/or speechwriting, media management support
 - Management and event management
- * excludes campaign advertising, government advertising services and services covered under the Government Communications Campaign Panel

Quality management

- Policies and practices
- Theory and principles
- System development (excluding ICT systems)
- System certification services (excluding ICT systems)

Category 3 – Commercial Services

Program and projects

- Develop and design
- Management
- Evaluation
- Scheduling
- Process mapping
- Compliance and fraud
- Integrity reviews
- Risk management and assessment
- Document and report preparation

Procurement and Acquisitions

- Research and planning
- Document preparation
- Evaluation of offers
- Planning and conducting negotiations
- Preparing reports
- Lead negotiations
- Risk management and assessment
- Testing and evaluation (non-ICT services)
- Probity review and information (non-legal)**

** excludes legal probity services and probity services and probity advice, certification and audit delivery as consultancy services

Contract Management

- Planning
- Lifecycle management
- Dispute, resolution and mediation
- Risk management and assessment

Research***

- User experience
- Survey design and review
- Stakeholder engagement
- Compliance with relevant standards and guidance
- Focus group testing and modelling
- Quality assurance and peer reviews
- Privacy advice and assurance (non-legal)

***excludes research for campaign advertising or government advising services

Data analytics and management

- Data collection
- Data analysis and review
- Data governance, policies and procedures

Category 4 – Other Services

Authoring and writing

- Doctrine Publication Authoring Support
- General Authoring and Writing Services (including document translation services)
- Technical – Publication Authoring
- NON-RECRUITMENT Scribing Services (for recruitment scribing services please see People Panel 1 – Recruitment and Search Services)
- Editing Services

Dental, medical and allied health

- Research
- Policy and practices
- Theory and principles
- Document and report preparation

Scientific Services

- Research
- Policy and practices
- Theory and Principles
- Document and report preparation

Security services

- Strategic security support
 - Research
 - Policy and practices
 - Theory and principles
 - Document and report preparation
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Out of scope services

The following services are not available under the Panel:

- ICT service roles (roles commonly listed in the ICT and Digital Solutions Job Family (see [APS Job Family Framework](#))
- resource and construction roles (including industrial, agricultural, infrastructure, mining, forestry, fisheries, maritime, meatworkers, manufacturing, textiles, building)
- military engineering roles
- statutory appointments
- non-statutory appointments (for example to an audit community or consultative committees)
- learning and development service roles
- services provided under other Whole of Australian Government Coordinated Procurement Arrangements such as legal services and property service roles, and services provided under the Management Advisory Services Panel
- provision of consultancy services as defined in the Australian Government's guide on Procurement Publishing and Reporting Obligations (RMG423) available at <https://www.finance.gov.au/publications/resource-management-guides/procurement-publishing-and-reporting-obligations-rmg.423> and
- independent advisors, witnesses and expert witnesses
- work performed under the Labour Hire Services Panel.