



Professional Contractor Services

Scope of services

In scope services

Service area	Service Categories and descriptors		
Financial Audit Services	General Financial Services <ul style="list-style-type: none">• Costings/Cost estimation• Accounting services• Financial and economic analysis• Financial assessments• Budgets• Taxation	Audit Services <ul style="list-style-type: none">• Financial audits• Performance audits• Internal audits• System audits• Security audits	Specialised Services <ul style="list-style-type: none">• Valuation services• Actuarial services
Corporate Services	Organisational planning and development <ul style="list-style-type: none">• Business strategy and improvement• Change management• Business performance reviews• Business continuity• Business case preparation• Risk management	Human resources <ul style="list-style-type: none">• Capability and performance• Workforce management• Workforce intelligence• Workforce planning• Workforce culture• Workplace health and safety• Conduct and accountability	Corporate governance <ul style="list-style-type: none">• Governance structures and performance• Compliance and fraud• Operational risk

Corporate Services cont.	Community and stakeholder engagement <ul style="list-style-type: none"> Facilitation, strategy, and delivery of community and stakeholder engagement Document and report preparation 	Communications* <ul style="list-style-type: none"> Communication services including communication approaches and/or speechwriting, media management support Management and event management <p>* excludes campaign advertising, government advertising services and services covered under the Government Communications Campaign Panel</p>	Quality management <ul style="list-style-type: none"> Policies and practices Theory and principles System development (excluding ICT systems) System certification services (excluding ICT systems)
Commercial Services	Program and projects <ul style="list-style-type: none"> Develop and design Management Evaluation Scheduling Process mapping Compliance and fraud Integrity reviews Risk management and assessment Document and report preparation 	Procurement and Acquisitions <ul style="list-style-type: none"> 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)** <p>** excludes legal probity services and probity services and probity advice, certification and audit delivery as consultancy services</p>	Contract Management <ul style="list-style-type: none"> Planning Lifecycle management Dispute, resolution and mediation Risk management and assessment

Commercial Services cont.**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 advertising services

Data analytics and management

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

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

Security services

- Strategic security support
- Research
- Policy and practices
- Theory and principles
- Document and report preparation

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

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>
- independent advisors, witnesses and expert witnesses
- work performed under the Labour Hire Services Panel.