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User Guide – People Panel: Professional Contractor Services (SON4241474)



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Introduction

1. About the Panel

The People Panel - Professional Contractor Services (SON4241474) (the Panel) is part of the People Panel arrangement. The People Panel was established to improve the quality, consistency and efficiency of Commonwealth procurement of:

- recruitment and search services
- labour hire services and
- professional contractor services.

The Panel offers specialist, contract-based personnel for short-term (up to 24 months) placements.

Each panel under the People Panel has its own standing offer notice (SON), head agreement and user guide.

For guidance material relating to:

People Panel – Recruitment and Search, go to the People Panel Phase 1 webpage

People Panel – Labour Hire Services, go to the People Panel Phase 2 webpage

2. Purpose of this user guide

This user guide explains how entities can access and use the Panel. It should be read together with the relevant Commonwealth frameworks and policies set out in the head agreement.

If there is any inconsistency between this user guide, the deed of participation and the head agreement, the head agreement prevails. Defined terms used in this user guide are set out in clause 1 of the head agreement.

Entities may also have their own internal policies or operational guidelines that apply to procurement. Officials are encouraged to check and comply with any additional entity-specific requirements.

3. Eligibility to use the Panel

The Panel is mandatory for non-corporate Commonwealth entities (NCEs).

The Panel is optional for:

- corporate Commonwealth entities (CCEs)
- Commonwealth companies (CCs) and
- Government Business Enterprises (GBEs).

These entities must be approved by the Department of Finance (Finance) to use the Panel through a Deed of Participation. Refer to section 8 of this guide for further information on opting in to the Panel.

The PGPA Act Flipchart and List is available on the Finance website. The flipchart identifies NCEs, CCEs and CCs.

4. Establishment of the Panel

The Panel has been established as a coordinated procurement, also known as a Whole of Australian Government (WoAG) arrangement.

The Panel includes, either in full or in part, service categories drawn from the following panels:

- SON3485107 – Department of Defence, Defence Support Services Panel
- SON3538332 – Australian Federal Police, Capability Support Services Panel
- SON3390679 – Department of Health, Disability and Ageing, Health Data Analytics Panel
- SON3389328 – Department of Defence, Negotiation Services Standing Offer Panel
- Other professional contractor service-related categories from current broader service panels

For more information on what is included in the Panel, as well as any scope exclusions, refer to sections 9 and 10 of this guide.

5. Benefits of the Panel

The Panel delivers a range of benefits, including:

- replacing multiple government panels with a single, streamlined arrangement
- a standardised rate structure for entities
- reduced time and effort to establish contracts
- improved quality, consistency and efficiency when purchasing labour hire through standard terms and conditions
- a standardised performance management framework
- centralised oversight of professional contractor services used by participating entities, supported by improved data capture
- cost savings and efficiencies through reduced administration and tendering effort for service providers and across government.

Finance administers the Panel on behalf of participating entities. This includes:

- managing head agreements between Finance and service providers on behalf of the Commonwealth
- monitoring the Panel to identify and implement efficiencies for the Commonwealth
- hosting and maintaining professional contractor services webpages on the Finance website, including guidance and tools for entities

- overseeing the performance management framework and addressing service provider performance issues
- providing internal reporting and strategic advice to support WOAG decision-making, planning and delivery
- reviewing and refreshing the Panel
- monitoring compliance with the flexibility framework.

6. Term of the Panel

The Panel commenced on 1 July 2026 and will run until 30 June 2030. Finance may extend the Panel for up to a further four years in total. Any extension may be taken in full or in part and may be applied across one or more periods.

Finance will determine how and when the Panel is refreshed during its term. This may include adding or removing service categories or service providers within one or more service categories.

7. Transitioning to the new Panel

Services available through the Panel are mandatory for NCEs, except where services are engaged under the flexibility framework (refer to section 11 of this guide).

NCEs and other participating entities must use the Panel for all new contracts and are expected to transition to the Panel by January 2027.

For existing contracts covering in-scope services, entities must consider transitioning to the Panel as part of a value for money assessment before exercising any option to extend.

Refer to the Transition Guide for more information.

8. How to opt-in to use the Panel

Entities such as CCEs, CCs and GBEs who wish to access the Panel must first notify the People Panel contract management team via email: peoplepanelcontract@finance.gov.au.

The contract management team will review your request and provide you with further information, including a deed of participation. The deed:

- sets out the conditions under which CCEs, CCs and GBEs may participate
- standardises the use of the Panel and helps maintain integrity and consistency for service providers.

Access to the Panel will be granted once Finance has received an approved and executed deed of participation.

9. Panel scope of services

The Panel covers professional contractor services. A professional contractor:

1. is a natural person who is an expert with extensive knowledge and experience in the Service Area and Service Category to which the ordered services relate and is:
    a. the Service Provider (if the Service provider is a sole trader) or
    b. the employee of a Service Provider (or a natural person otherwise engaged directly or indirectly by a Service Provider)
2. is not an employee of the entity
3. will work under the supervision of the entity and at the premises of the entity or another location, as described and required under the terms of the head agreement and any contract made under the terms of the head agreement.

In scope services are set out in the Scope of Services document.

10. Out of scope services

The following services are not available under the Panel:

- Information and Communications Technology (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 WOAG 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 in RMG 423 Procurement publishing and reporting obligations
- independent advisors, witnesses and expert witnesses
- work performed under the Labour Hire Services Panel.

11. Flexibility framework

Under the flexibility framework, entities can spend at least $50,000 or up to 5 per cent of their total consultancy spend per financial year (whichever is greater) on services within scope of the Panel from service providers not on the Panel. This includes First Nations businesses.

Entities can spend an additional $50,000 or 5 per cent (whichever is greater) to engage First Nations businesses.

The Flexibility Framework:

- gives entities flexibility to meet specific business needs

- supports new market entrants, First Nations businesses, small and medium enterprises (SMEs), and specialist providers that are not on the Panel
- supports the Commonwealth Indigenous Procurement Policy. It helps First Nations businesses build capability and take part in government procurement.

The Flexibility Framework applies to NCEs that must use the Panel. It does not apply to the following entity types:

- CCEs
- CCs or
- GBEs.

Entities must track their yearly consultancy spend to stay within the allowance. Entities can base their calculation of off-panel expenditure on actual average annual expenditure over the previous three-year period, minus any off-panel expenditure over the same period.

Finance may seek confirmation of compliance at the end of each financial year.

Entities must manage their own off-panel procurements and comply with the Commonwealth Procurement Rules (CPRs).

Purchasing services from the Panel

12. Engaging services

Professional contractor services may be engaged where the work required is:

- specialised in nature, requiring:
  - the holding of any required qualifications and licences for that specialisation
  - relevant industry experience in the field of specialisation.
- not referable to an on-going Australian Public Service position
- not work that would be performed under the Labour Hire Services Panel
- for short-term work involving a one-off or irregular task, where the work is expected to take up to 24 months
- not work that is out-of-scope (refer to section 10 of this guide).

Entities seeking to engage professional contractor services should identify the following information for inclusion in the Request for Quotation (RFQ):

- a detailed statement of work and deliverables
- the professional contractor work level standard
- the service area, service category and service descriptor (refer to section 9 of this guide)
- any security clearances required
- the number of contractors required

- the number of working hours per day (if different to the standard 8 hour working day), the working days per week (this may be standard full-time hours or part time hours) and the number of weeks required
- invoicing terms (monthly or on a milestone basis)
- milestone/s and
- additional requirements

Entities can use the Scope of Services and Work Level Standards Matrix to identify the standards and categories required for the engagement.

Generally, the costs for engaging a professional contractor under the Panel comprise the following:

- The daily rate, inclusive of GST and any order discounts applied. This includes all employment costs incurred by the service provider in respect of the professional contractor.
- Any charges for additional requirements, such as additional insurance, that are additional to the obligations of the service provider under the head agreement.
- The coordinated procurement fee.

The coordinated procurement fee (CPF) represents an administration fee payable to Finance, separate to an order under the Panel. The CPF will cover the cost of administering the Panel, reviewing its effectiveness and refreshing the Panel as required. Refer to section 27 of this guide for information on the CPF.

13. Head agreement provisions

The head agreement is a deed of standing offer between Finance, representing the Commonwealth, and each service provider. It sets out how services can be procured from the service provider under the Panel.

To gain a detailed understanding of the services and structure of the Panel, entities should review:

- Schedule 2 – Professional Contractor Services
- Schedules 3, 4, 5 and 6 – Service categories
- Schedule 7 – Work Level Standards
- Schedule 8 – Fees.

> A sample head agreement can be found on the People Panel website and DS4P. The sample agreement does not include pricing or Service Provider data.

A single head agreement has been developed to apply to all service providers. The only differences between agreements are:

- service provider's contact details
- the service categories they have been approved to provide

- the service provider's fees.

The Schedule 10 order template should be used as it ensures consistent application of the terms and conditions of the head agreement to individual procurements.

If the order template is not used, there is a higher risk of a service provider breaching the head agreement. Breaches must be reported to Finance at peoplepanelcontract@finance.gov.au and can lead to the suspension of the service provider.

14. Panel rates

The head agreement sets maximum rates and order discounts offered by service providers. Entities can seek lower rates through the RFQ process.

Service providers must clearly state the payable (discounted) daily rate.

Any additional charges outside the daily rate must be clearly identified. These should only be included where the head agreement allows and the entity has documented them as Additional Requirements.

15. Order discounts

Service provider order discounts were confirmed in the panel tender process.

Not all service providers offer discounts. A zero per cent discount can still represent value for money where the daily rate is competitive and/or where the supplier's offer reduces delivery risk or the number of days required.

An order discount can be applied by a service provider to an RFQ based on the:

- Order term or
- Order value.

If a service provider head agreement includes an order discount, this must be applied to an RFQ.

Further information on order discounts is available in the Order Discounts Guide.

16. Accessing Panel rates

Service Provider rates are available via a secure Finance GovTeams community. Access to the community is generally limited to Central Procurement Teams and where a clear business need for access is demonstrated. Contact your Central Procurement Team in the first instance to access rates.

To request access to the secure pricing channel, contact the People Panel contract management team on (02) 6215 3080 or at peoplepanelcontract@finance.gov.au.

Service provider approved service categories, without pricing, are identified in the Seller Matrix.

17. Use of Dynamic Sourcing for Panels (DS4P)

DS4P is a central AusTender function that allows government buyers to easily and consistently source goods and services from established panels.

Through DS4P, entities can:

- access panel arrangements they are approved to use
- issue requests to the market (called RFx – for example, a Request for Quote (RFQ) or Request for Information (RFI))
- download and use panel-approved RFQ and Order for Services templates
- invite approved panel service providers in the relevant service categories to respond
- receive and manage service provider responses in a consistent way.

Access to DS4P is generally managed by an entity's Central Procurement Team.

In DS4P, 'RFx' is a general term for request documentation, such as a RFQ or a request for information (RFI).

Through DS4P, entities can access:

- the Panel and RFx functionality
- key documents including RFQ templates.

Entities are strongly encouraged to use only the Panel-specific templates available in DS4P. These templates provide a consistent structure for RFQs and orders, supporting more efficient engagement with service providers.

All RFQs under the Panel should be submitted through DS4P.

If an entity is unable to access DS4P, it should first contact its Central Procurement Team, or alternatively the People Panel contract management team for assistance.

Further information on completing the RFx process in DS4P is available at AusTender.

18. Use of Artificial Intelligence (AI) by service providers

The RFQ and order form templates include clauses on the use of AI by service providers. These clauses ensure entities clearly state whether AI systems may be used in delivering the services.

When planning a procurement, entities should consider that restricting the use of AI may increase delivery time and costs.

Where AI use is permitted, service providers must outline in their response how they propose to use AI systems in delivering the services.

19. Requirement to issue RFQs to Australian SMEs

When procuring from the Panel, for procurements with an estimated value:

- under $125,000 (including GST), entities must only approach SMEs, unless an exemption under paragraph 5.5 of the CPRs applies.
- of $125,000 (including GST) and above, entities must include at least one SME in the request for quotation (RFQ), in line with Government policy.

If no SME is available within the relevant service sub-category, or an SME advises it does not have the capacity or capability to deliver the required services, entities must clearly document the reasons as part of the procurement process.

Entities are encouraged to undertake market research to identify suitable Australian SME providers.

This requirement supports increased SME participation in Australian Government procurement, helping to build capability and maximise opportunities for Australian and SME businesses.

The People Panel webpage includes a service provider search tool, allowing entities to filter by SME, Australian business or First Nations providers. Entities can also use the Supplier Portal to identify suitable providers.

Entities are responsible for ensuring these requirements are met. Finance will conduct compliance checks to monitor adherence.

20. Issuing an RFQ

In line with clause 9.14 of the CPRs, entities should, where possible, approach multiple service providers within the relevant service category to maximise competition.

The number of quotes sought should be proportionate to the scale, scope and risk of the procurement (refer to paragraph 4.4(e) of the CPRs).

Entities can use the search tools available on the People Panel website, the Supplier Portal and in DS4P to identify suitable service providers by service category before issuing an RFQ.

Entities should also consult their Central Procurement Team, as there may be entity-specific requirements relating to approach to market or access to DS4P.

It is important to document the rationale for the chosen approach to market, including:

- the number of service providers invited to quote
- how value for money will be assessed.

Competition is a key element of the Commonwealth procurement framework.

When requesting quotations, entities should allow reasonable timeframes for service providers to prepare and submit their responses.

21. Issuing an order for services

Entities should use the Schedule 10 Order template when procuring through the Panel. The Word template is available in DS4P. This ensures the terms and conditions of the overarching arrangement apply to each individual procurement.

When an entity issues an order, a separate contract is formed between the entity and the service provider. This contract is based on the rates set out in the head agreement, unless a lower rate has been negotiated and specified in the order. Service provider rates and approved service categories are available via Finance's secure GovTeams Community. Approved service categories are also set out in the Seller Matrix.

Entities must ensure they only engage service providers that are approved for the relevant service category. If a service provider accepts an order for a service category they are not approved for, this is a breach of the head agreement and must be reported to Finance.

Before issuing final documents, entities should consult their Central Procurement Team to confirm:

- compliance with internal processes
- that all required approvals have been obtained.

Service providers must not subcontract any part of the services without the entity's prior written approval (which may be subject to conditions). Any subcontractors identified in the order are taken to be approved by the entity for the purposes of the contract.

22. Value for money

Finance has assessed each service provider for value for money before including them on the Panel. This assessment considered:

- the provider's capacity and capability to deliver services
- their relevant experience
- a comparison of fees against other tenderers
- risk
- compliance with Commonwealth legislation and policy
- the provider's contribution to the Australian economy.

Entities must still assess and achieve value for money when requesting and evaluating quotes.

Service providers must not charge more than the Panel rates set out in Schedule 3 of the head agreement. These rates are available from the secure Finance GovTeams community. If a provider proposes a higher rate, the entity must reject the rate and notify Finance.

Where a service provider includes additional charges beyond the agreed fees, they must provide a clear explanation. Entities must assess whether these charges are reasonable and justified as part of the evaluation process. Any additional requirements must be managed in accordance with section 25 (entity additional requirements).

Entities must also ensure contracts are actively and consistently managed in line with their terms. Effective contract management helps ensure:

- service provider performance meets expectations
- stakeholders are informed
- requirements are delivered
- value for money is maintained.

23. AusTender reporting

All NCEs and prescribed CCEs must comply with the Resource Management Guide 423 Procurement Publishing and Reporting Obligations. This guide sets out the publishing and reporting obligations under the Commonwealth procurement framework and other government policies.

Entities must report all contracts entered into under the Panel on AusTender where the contract value meets or exceeds the relevant CPR reporting threshold. Reporting must occur within 42 calendar days of entering into the contract.

When reporting, contract details must:

- reflect the procurement method used to establish the standing offer
- include the relevant standing offer notice (SON) ID.

When reporting an order under the Panel on AusTender, entities must:

- link the order to the relevant SON (SON4241474) so the contract is correctly recorded under the WoAG People Panel arrangement
- use the correct UNSPSC code (80111600 – temporary personnel services) to ensure accurate categorisation
- select “open tender” as the procurement method, regardless of how many service providers were approached (as the Panel was established through an open approach to market)

24. Contractor Reporting, Integrity Information Solution (CRIIS)

CRIIS for the panel is expected to be launched from quarter 2 of 2026-27.

Service Providers must report work order information in CRIIS to meet their head agreement reporting obligations.

Entities are responsible for:

- including all relevant information in work orders
- reviewing work orders submitted by service providers in CRIIS

- approving or rejecting work orders, including providing a reason if work orders are rejected
- ensuring CRIIS records align with signed orders for services.

25. Entity additional requirements

The RFQ and Order templates allow entities to include additional, contract-specific requirements where needed. This may include conditions relating to:

- medical checks and vaccinations
- overtime arrangements
- flexible work arrangements
- entity-specific service levels
- software platforms used to interact with the entity.

Any additional requirements must be consistent with the head agreement and must not reduce or weaken the service provider's existing obligations.

The additional requirements section of the RFQ and Order templates also allows entities to set a higher, contract-specific liability cap, where appropriate.

26. Insurance requirements

Under the head agreement, service providers must hold the following insurance before an order begins and for the duration of the order:

- Public liability insurance of at least AUD 10 million per occurrence, unless a different amount is specified in the order. An order may also set an aggregate limit.
- Professional indemnity insurance of at least AUD 2 million per occurrence and AUD 10 million in aggregate, unless a different amount is specified in the order.
- Workers' compensation insurance, as required by law.

Finance will periodically monitor insurance compliance as part of its contract management activities.

Entities may specify additional insurance requirements where necessary. The RFQ and Order templates allow these requirements to be included.

If additional insurance is required beyond the minimum levels set out in the head agreement, the service provider may include the associated costs in their RFQ response.

Invoicing and acquittal

27. Coordinated procurement fee

The Panel is funded through a coordinated procurement fee (CPF). The CPF is charged to participating entities on a quarterly basis. The fee:

- supports Finance's administration of the Panel
- funds panel governance, monitoring, review and refresh activities
- contributes to whole-of-government efficiencies in the procurement of professional contractor services.

The CPF is calculated as 1.5 per cent of actual entity expenditure. Actual entity expenditure refers to the total value of all invoices for panel services issued by a service provider and paid by an entity within a single reporting period.

28. eInvoicing

eInvoicing through the Peppol network is preferred with payment terms of 5 calendar days. The ATO has published records of which Commonwealth entities are able to support eInvoicing.

Entities should refer to the Supplier Pay On-Time or Pay Interest Policy (RMG 417), on the Finance website.

Performance management framework

29. Service levels

Service levels and minimum performance requirements are set out in Table 1 of Schedule 12 of the head agreement. These requirements apply from 1 July 2026 (the Panel commencement date). Service levels are monitored and managed by Finance, with entity feedback used to determine outcomes for Service Level 3.

Entities may also apply contract-specific service levels. Suggested service levels are included in the RFQ and Order templates. Entities may tailor service levels or apply their own as required.

Entities are responsible for monitoring and assessing service provider performance against any service levels included in their contracts.

Any concerns with service provider performance should be raised with the People Panel contract management team at peoplepanelcontract@finance.gov.au.

30. Performance measures

Service providers are required to deliver high-quality services through their personnel and any subcontractors. They must comply with all obligations set out in the head agreement, as well as any additional requirements specified in individual orders.

Under the head agreement, service providers acknowledge that:

- their performance will be assessed against the performance measures outlined in clauses 2.2, 2.3 and 2.4 of Schedule 12
- entities can report to Finance on the service provider's performance.

Performance area	Measures
Quality	The following quality performance measures apply to the head agreement: • capability and availability of personnel • documentation provided to a high standard • services provided met the entity's needs and requirements of the order.
Communication	The following communication performance measures apply to the head agreement: • proactive and effective communication with the entity • responsiveness • entity reference numbers included in all correspondence.
Contract performance	The following contract performance measures apply to the head agreement: • understanding of the entity's needs • effective management of timelines • effective budget management • service provision managed diligently • reasonable assistance provided in respect of any inquiry concerning the service provider's performance of ordered services.

31. Responsibilities of the service provider

Service providers will work to meet or exceed all performance measures and service levels throughout the term of the head agreement. They must also ensure that all personnel and subcontractors are aware of, and understand, these performance requirements.

Service providers have agreed to comply with all reporting obligations set out in Schedule 13 of the head agreement.

32. Responsibilities of the entity

Entities using the Panel are responsible for:

- understanding the head agreement and how it applies to their procurement
- identifying and managing any actual or potential conflicts of interest
- understanding the performance measures that apply to service providers
- keeping service provider information confidential (including pricing and any details in Schedule 8 or an order)
- not contributing to any service provider performance issues
- working with the service provider to resolve issues before escalating them
- reporting any unresolved performance issues to Finance
- reporting any suspected breaches by a service provider to Finance.

33. Process for determining a service level failure

If a service provider's performance is not satisfactory and the issue cannot be resolved between the parties, it may be considered a service level failure. In these cases, the issue must be reported to Finance.

Once a potential service level failure has been reported, Finance will work with the service provider to address the issue.

34. Service provider suspension

Finance may review how the Panel is operating at any time during the head agreement period. If a service provider does not comply with the head agreement, Finance may suspend or remove them from the Panel.

If a service provider is suspended due to a service level failure, they will not be available for selection through DS4P or the People Panel website. Entities must not issue an RFQ or place an order with a service provider that has been suspended (until the suspension is lifted) or removed from the Panel, as this would breach the head agreement.

Compliance with procurement policies and legislation

35. Security

Service providers must comply with any applicable security requirements set out in the Protective Security Policy Framework (PSPF). This includes those relevant to Commonwealth contracted service providers, where required by an entity in an order.

Entities can also include additional security requirements in an RFQ and order. For example, they may require personnel working on a task to hold, or obtain, a national security clearance. Clause 24 of the head agreement outlines security requirements that a service provider must meet.

36. Confidential information not to be disclosed

Entities and service providers must not disclose each other's confidential information to third parties without prior written consent.

Entities must ensure that any confidential information is handled in line with the confidentiality requirements set out in clause 22 of the head agreement.

Entities should also maintain confidentiality when working with service provider personnel.

37. Indigenous Procurement Policy

The mandatory set-aside requirement under the Indigenous Procurement Policy (IPP) generally does not apply to WoAG panel arrangements. However, entities are encouraged to

support the intent of the IPP by procuring from First Nations businesses. Contracts awarded to First Nations businesses through the People Panel count towards entities' IPP portfolio targets.

For procurements valued at $7.5 million or more (GST inclusive), that are delivered wholly in Australia and fall within specified industry sectors, the IPP's mandatory requirements may apply. In these cases, entities must request an Indigenous Procurement Plan as part of the quotation process (refer to Table 1 of the IPP).

Entities can identify First Nations businesses on the Panel using the search tool on the People Panel website or the Supplier Portal. These providers are also flagged in the service provider matrix available on the website.

Under the Flexibility Framework, entities may:

- purchase up to 5 per cent of their total annual professional contractor services expenditure from providers not on the Panel (for example, First Nations businesses)
- spend an additional 5 per cent on directly engaging First Nations businesses.

When an entity procures using the Flexibility Framework, the procurement is no longer through a WoAG arrangement, and the IPP requirements apply.

38. Australian Industry Participation Framework

For orders valued at $20 million or more, the Australian Industry Participation (AIP) National Framework may apply.

More information is available on the AIP website. Entities can also discuss these requirements with the Department of Industry, Science and Resources:

- Phone – 02 6213 6404
- Email – aip@industry.gov.au.

39. Shadow Economy Policy

The Shadow Economy Policy applies to all procurements under this Panel valued over $4 million (GST inclusive).

As part of the tender process, all service providers have provided a valid Statement of Tax Record (STR). Service providers must maintain a valid and satisfactory STR throughout the head agreement period and provide a copy to Finance or an entity if requested.

For each order where the Shadow Economy Policy applies, entities must obtain and keep a current STR on file.

40. Supplier Code of Conduct

The Commonwealth Supplier Code of Conduct (the Code) came into effect on 1 July 2024.

The Code sets out the minimum standards of behaviour expected of service providers and their subcontractors when delivering services to the Commonwealth. This includes acting ethically and with integrity and accountability.

Under the CPRs, entities must include the Code in all Commonwealth contracts. An Accountable Authority can decide not to include the Code (in full or in part), but must document the reasons for this decision.

To support implementation, standard clauses and request documentation have been developed and are available through the Commonwealth Contracting Suite and ClauseBank.

Further information and guidance on the Code is on the Finance website.

41. National Anti-Corruption Commission requirements

The National Anti-Corruption Commission is an independent Australian Government body responsible for detecting, investigating and reporting on serious or systemic corruption in the public sector.

Service providers must comply with the National Anti-Corruption Commission Act 2022 (Cth), as required under both the Act and the head agreement.

42. Country of Tax Residency Disclosure

For all procurements valued at $200,000 or more, service providers must declare their country of tax residency, including the country of tax residency of their ultimate parent entity, in line with government policy.

Tax residency refers to the country where a business is considered to reside for tax purposes. This determines how its income is taxed.

To support entities, Finance maintains service providers' tax residency information centrally for the People Panel. This information is available under 'Panel Documents' in DS4P.

For more information on tax residency, visit the Australian Taxation Office website.

43. Other relevant legislation, policies and guidance

Entities should work with their internal procurement advisers to ensure they meet any other relevant legislation, policies and guidance that may apply to procurements.

44. Useful links

Commonwealth Procurement Rules

AusTender

DS4P

People Panel

Contact us

Email peoplepanelcontract@finance.gov.au

Phone (02) 6215 3080