Australian Government
Department of Finance

Professional Contractor Services
Scope of services

In scope services

Service area	Service Categories and descriptors		
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
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

Corporate Services cont.	**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)
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

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 RMG 423 Procurement Publishing and Reporting Obligations
- independent advisors, witnesses and expert witnesses
- work performed under the Labour Hire Services Panel.