resident personnel (optional)

Note to drafters: Attachment L contains a recommended structure that should be developed and amended to suit the needs of the proposed Contract. Further considerations include:

1. if RP will be located at multiple locations, using annexes for the facilities and ICT requirements for each location;
2. if RP will reside with Approved Subcontractors, amending clauses accordingly; and
3. the need to accommodate both on-going positions in the RP and temporary staff (eg, when performing regulatory audits or other activities).
4. Introduction
   1. The purpose of this Attachment L is to detail the roles of Resident Personnel (RP) and to define the resources required to be provided by the Contractor to enable the RP to efficiently undertake those roles.

Note to drafters: The introduction should be updated to reflect the objectives for using RP.

* 1. The parties acknowledge that the objectives of locating RP at Contractor premises are:
     1. to provide the Commonwealth with visibility of day-to-day Contract activities without the need for a greater number of formal meetings;
     2. to facilitate communication between the Contractor and the Commonwealth; and
     3. to expedite Contract administrative functions within the RP’s scope of responsibility.

1. Resident Personnel

Note to drafters: If the RP team is small a simple list rather than the following table may be suitable. If a table is to be used, delete the examples and insert the required details.

* 1. Table 1 lists the ongoing positions in the RP team.

Table 1: Resident Personnel

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| serial | Position Title | Grade / Rank | Start | Completion |
| Location 1 | | | | |
| 1. *1* | 1. *RP Team Leader* |  | 1. *ED + 20* |  |
| 1. *2* | 1. *Logistics Manager* |  | 1. *OD - 20* |  |
| 1. *3* | 1. *Maintenance Coordinator* |  |  |  |
| 1. *4* | 1. *Commercial Manager* |  | 1. *OD + 20* |  |
| 1. *5* | 1. *Contract Support* |  |  |  |
| Location 2 | | | | |
| 1. *6* | 1. *Technical Representative* |  |  |  |

1. Role of Resident Personnel

Note to drafters: If the RP team is small, details of the roles may be inserted here; alternatively, an annex for duty statements or terms of reference may be added. Consideration should be given to identifying Commonwealth activities that are required under the Contract (eg, Commonwealth action for data items in accordance with the CDRL, acting as the Commonwealth Representative’s delegate at specific meetings, etc) where this can be done succinctly. If specific roles are to be excluded (eg, processing of CCPs), these should also be identified here.

* 1. **[DRAFTER TO INSERT DETAILS OF RP TEAM AND MEMBER ROLES / TERMS OF REFERENCE]**.

1. Contractor-Provided Facilities for Resident Personnel

Note to drafters: Insert details and amend the following suggested clauses as required.

* 1. Unless otherwise agreed by the Commonwealth Representative, the work area provided by the Contractor for the RP shall:
     1. accommodate all members of the RP within a single area (ie, RP team members should not be physically isolated unless otherwise agreed);
     2. include a lockable office for the RP Team Leader; and
     3. include at least **[DRAFTER TO INSERT]** workstations (including desks and chairs) for temporary RP team members and visitors as may be required from time to time.
  2. The Contractor shall provide a workstation for each RP team member that includes:
     1. the Information and Communications Technology (ICT) required by clause 6; and
     2. **[DRAFTER TO INSERT]**.
  3. The Contractor shall provide the RP with a secure storage facility for classified matter up to and including **[DRAFTER TO INSERT]**.
  4. The Contractor shall provide the RP with access to a private meeting room facility, on an as-required basis, sufficient to accommodate at least **[DRAFTER TO INSERT]** persons.

Note to drafters: Consider also company cafeteria (if available), washroom facilities, etc.

1. Work Health and Safety

Note to drafters: The following clauses should be reviewed, amended, and expanded as necessary to address WHS requirements for the RP. Refer also to clause 11.4 of the COC and clause 12 of the SOW for standard Contract requirements for WHS and the code of practice referenced in clause 12.3.4 of the SOW.

* 1. The Contractor shall provide, and shall ensure that the Subcontractors provide the RP with:
     1. a safe working environment in accordance with clause 12.3.4 of the SOW;
     2. access to all safety-related training and briefings as may be reasonably required to ensure the health and safety of the RP when located at the Contractor’s or Subcontractor’s workplace(s) (as the case may be); and
     3. access to all WHS procedures, safety risk assessments and other WHS-related information applicable to the RP when located at the Contractor’s or Subcontractor’s workplace(s) (as the case may be).
  2. In the event of a Notifiable Incident involving RP, the Contractor shall:
     1. immediately notify the RP Team Leader or, if the RP Team Leader is not immediately contactable, the next available member of the RP team; and
     2. report the Notifiable Incident in accordance with clause 12.4 of the SOW.

1. Information and Communications Technology Requirements
   1. The Contractor shall provide the RP with access to the Data Management System (DMS) in accordance with clause 2.3 of the SOW.

Note to drafters: Add further requirements as applicable. Consideration may be given to telephones, access to the Defence Protected and/or Secret Network, a secure area, access to Contractor systems, printers, photocopiers, video-conferencing facilities, etc. Additional considerations may include which ICT resources may be shared versus exclusive use. Refer also to clause 11.10 of the COC, Defence Security.

* 1. **[DRAFTER TO INSERT]**.

1. annexes
2. **[DRAFTER TO INSERT]**