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Policy & Process for Traffic Escort Services (TES) Agreements

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Refer to the Main Roads website for the current version.

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1 PURPOSE

The Main Roads Delegation of Authority Manual provides for Heavy Vehicle Services (HVS) to issue Traffic Escort Services (TES) Agreements, as per the following extract:

14.8 Traffic Escort Services Agreement

	Recommend	Review	Approve
Set or amend standard Terms and Conditions	MHVRNA	MLIS	DHVS
Issue of Agreement			HVPM
Variation of Agreement	MHVRNA	MLIS	DHVS

The purpose of this document is to ensure the correct process is followed when issuing TES Agreements.

2 TERMS USED IN THIS POLICY

Term	Definition
DHVS	Director Heavy Vehicle Services
HVPM	Heavy Vehicle Permits Manager
LIS	Legal and Insurance Services
MVHRNA	Manager Heavy Vehicle Road Network Access
TES Head Agreement	An agreement between Main Roads and the Client for the provision of general traffic escort services.
TES Standby Agreement	An agreement between Main Roads and the Client where the Client has exclusive rights to specified traffic escort services, subject to paying the full fees for the services upfront.

3 POLICY

- 3.1 The Terms & Conditions of a TES Agreement must be approved and set by DHVS, in consultation with LIS.
- 3.2 The HVPM can issue TES Agreements with approved Terms & Conditions, in accordance with the following processes.
- 3.3 Issuing a TES Agreement in a manner that is not consistent with the processes in this document, must be approved by DHVS.

4 SETTING OR AMENDING TERMS & CONDITIONS

- 4.1 Terms & Conditions are developed in consultation with LIS (and State Solicitors as required).

- 4.2 Once finalised, the MHVRNA will recommend the Terms & Conditions to DHVS for approval.
- 4.3 Once approved by DHVS, these are the standard Terms & Conditions that form the template TES Agreements.
- 4.4 From time to time, it may be necessary to amend the Terms & Conditions. Amendments will be drafted in consultation with LIS (and State Solicitors as required).
- 4.5 Once amendments have been drafted, the MHVRNA will recommend the amendments to DHVS for approval.
- 4.6 Subject to DHVS approval, the amended Terms & Conditions will be incorporated into the relevant TES Agreements.
- 4.7 Where the Terms & Conditions have been amended, existing TES Agreements affected by the amended Terms & Conditions will be cancelled, with 45 days' notice provided to the Client.
- 4.8 The Client will be required to sign a new TES Agreement to continue receiving traffic escort services.

5 ISSUING A TES HEAD AGREEMENT

A TES Head Agreement can be signed and issued by the HVPM with the standard Terms & Conditions.

6 ISSUING A TES STANDBY AGREEMENT

- 6.1 A TES Standby Agreement must be issued for a minimum period of 6 months.
- 6.2 The HVPM can sign and issue a TES Standby Agreement with a value equal to or less than \$1M, subject to endorsement from the MHVRNA and DHVS.
- 6.3 Prior to issuing a TES Standby Agreement with a value exceeding \$1M, the HVPM must prepare a Ministerial Briefing Note to obtain Ministerial approval in accordance with Section 18D of the *Main Roads Act 1930*. The briefing note must include any optional extension terms.
- 6.4 Once Ministerial approval has been obtained, the HVPM can sign and issue the TES Standby Agreement with a value exceeding \$1M.

7 EXTENSIONS TO TES STANDBY AGREEMENTS

- 7.1 A TES Standby Agreement not requiring Ministerial approval will not include an option for extension. The Client will be required to sign a new agreement for additional traffic escort services.

- 7.2 A TES Standby Agreement requiring Ministerial approval may include a provision to extend the agreement for up to two further terms, provided the option was included in the Ministerial approval.
- 7.3 Where the provision is included in the TES Standby Agreement, the HVPM may extend the agreement for a further term, subject to endorsement from MHVRNA and DHVS.

8 VARIATION TO AN AGREEMENT

- 8.1 HVS will not accept a variation to a TES Head Agreement.
- 8.2 HVS may consider a variation to a TES Standby Agreement, subject to consultation with LIS (and State Solicitors as required). Consultation with LIS is not required if the variation only relates to the period of the agreement or the quantity of services to be provided.
- 8.3 A variation to a TES Standby Agreement must be endorsed by MHVRNA and DHVS.