

# Event Traffic Marshal Pre-Assessment material

# Our values, our diversity



Customers  
first



Unleash  
potential



Be  
courageous



Ideas into  
action



Empower  
people





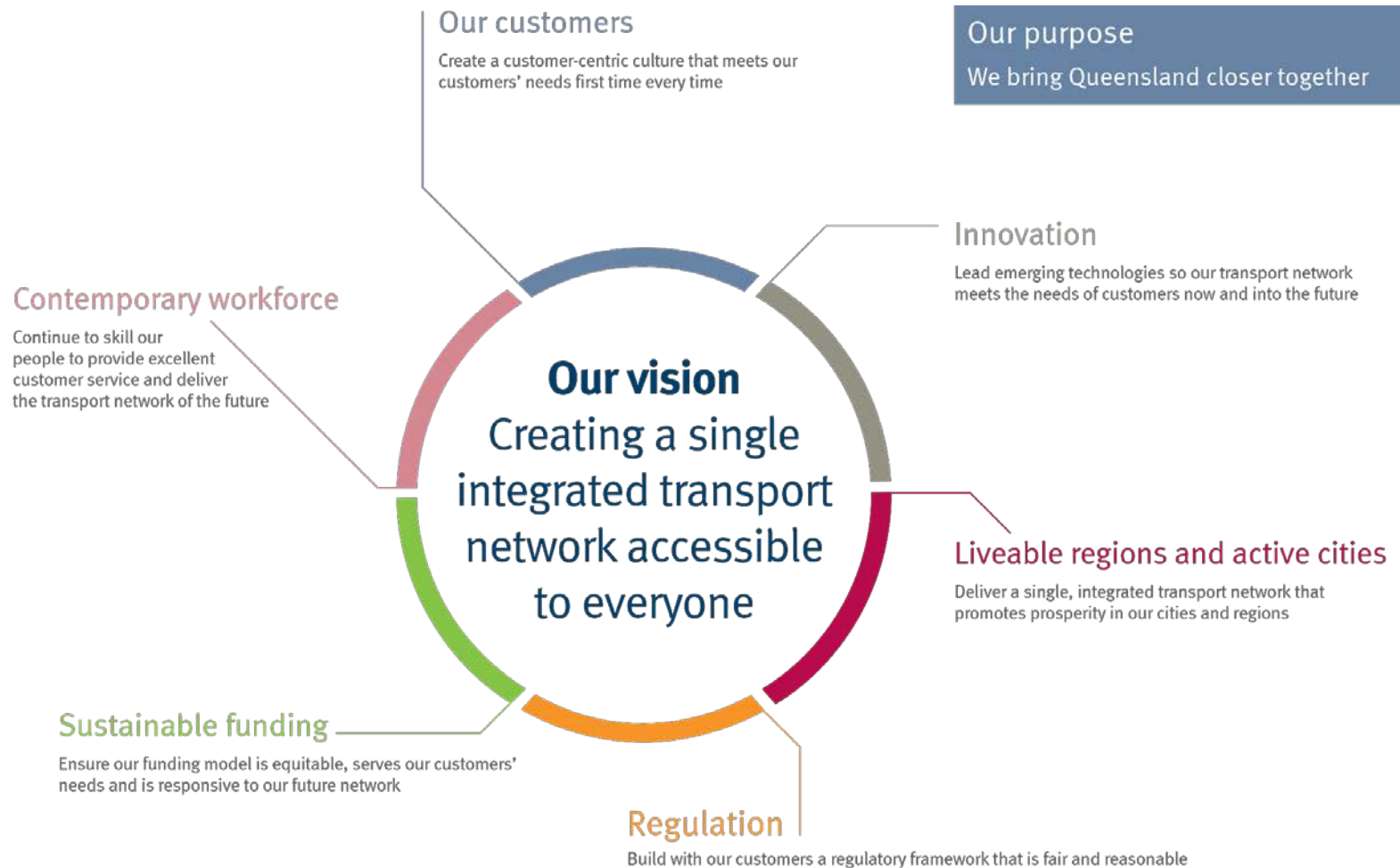
# Queensland Government's objectives for the community

## Advance Queensland

**ADVANCE  
QUEENSLAND**



# Our strategic plan



# About us

Creating a single integrated transport network accessible to everyone

We manage:



**33,343km**  
state-controlled roads



**3,029**  
bridges



**20**  
ports

There were:



**3.5m**  
drivers licensed



**5m**  
vehicles registered



**3,260**  
taxis licensed



**256,151**  
recreational vessel  
registrations



**997,289**  
boat licenses

We serve:



**3.63m**  
customers served  
face-to-face at  
**59**  
Customer Service Centres



Our customers conducted  
**6.68m**  
online services

Services provided:



**180m**  
in SEQ

**12.1m**  
outside SEQ

trips taken annually on bus,  
rail, ferry and light rail



**2.5m**  
go cards  
in use



**Over 490,000**  
passengers travel on the  
south-east Queensland  
network on average  
each day

Statistics sourced from the Department of Transport  
and Main Roads Annual Report 2015-16

# Pre-Assessment

# Introduction

- The Event Traffic Marshal (ETM) scheme enables volunteers to undertake basic traffic control tasks associated with permitted Special Events held in Queensland.
- The online assessment is a pre-requisite to perform Event Traffic Marshal duties.
- Please read this information carefully. To complete the online assessment you will need to correctly answer a series of questions. Upon successful completion you will be issued with a Statement of Completion. This must be printed and given to your Event Organiser.
- The Statement of Completion does not authorise you to act as an Event Traffic Marshal. You will be subject to a pre-event check by the Event Organiser who will engage you as an Event Traffic Marshal for the event. The Event Organiser will need to be satisfied that you can competently perform the role.

# Requirements

- You must have completed the online assessment in the 3 month period before the event commences, or you have been engaged as an Event Traffic Marshal for a special event in the last 12 months.
- To be engaged as an Event Traffic Marshal you must demonstrate to an Event Organiser that you meet the following mandatory requirements at the time of the event:
  - be 18 years of age or older
  - be able to communicate clearly with road users and event staff
  - wear devices to aid with hearing and vision impairments (if required)
  - are able to stand continuously and conduct duties for a period of two hours while operating a STOP/SLOW bat
  - are not fatigued, under the influence of substances, or have any medical condition or taking medication that may adversely affect your concentration.



# Clothing

## Vest

The Event Organiser must provide you with an approved orange fluorescent safety vest. You are required to wear the vest at all times while conducting assigned Event Traffic Marshal duties.



# Clothing

## Other

In addition to the vest supplied by the event organiser, it is expected the ETM wears clothing that is suitable for the task and conditions, such as:

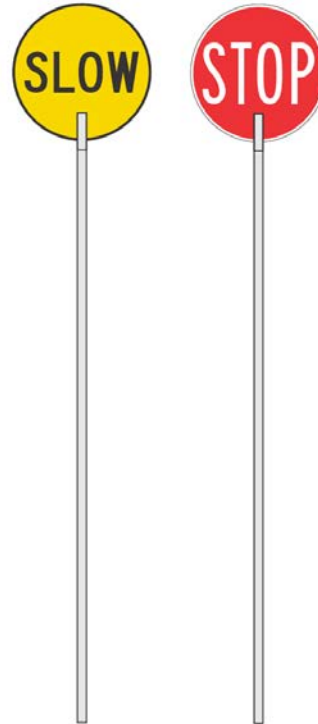
- enclosed shoes
- long sleeve shirt and pants
- sun protection during daylight hours (hat, sunglasses, sunscreen etc.)



# Equipment

The Event Organiser will provide you with:

- a STOP/SLOW bat
- a Traffic Controller Ahead/PREPARE TO STOP sign
- a UHF radio (if needed)



# Process

The Event Organiser has been given a Special Event Permit authorising them to run the event. The Traffic Guidance Scheme for the event specifies the low risk locations that are suitable for Event Traffic Marshals.

The Event Organiser will conduct a pre-event check to ensure that you meet the requirements for engagement.

The Event Organiser will provide you a copy of the Traffic Guidance Scheme and a Notice of engagement that you and the Event Organiser will need to sign.

The Event Organiser will give you a pre-event briefing covering all arrangements for the event.

# Operating Procedure

Being authorised as an Event Traffic Marshal provides you with the legal authority to stop traffic on a public road.

The operating procedure for controlling traffic is set out in the Event Traffic Marshal – Special Event Approved Procedure (ETM Approved Procedure).

You will need to be familiar with this document.

It is also recommend that you familiarise yourself with the various fact sheets on the ETM web page.

# Operating Procedure

However, regardless of the Event Organiser's instructions or the location shown on the Traffic Guidance Scheme, you must:

- Ensure that you are safe at all times
- Only control one lane of traffic in one direction at any time
- Notify the Event Organiser immediately if you feel unsafe or the location requires control of more than one lane of traffic.

# Operating Procedure

## Sign

You may only control traffic if a Traffic Controller Ahead/PREPARE TO STOP sign is installed. An example of this sign is shown to the right.



# Operating Procedure

Prior to conducting traffic control duties, you must ensure that:

- You can see approaching vehicles and have enough time to stop them
- There is a safe section of footpath that you can move quickly to, if required.
- You are facing approaching traffic and are outside of its travel path
- You are not hidden from approaching traffic by things such as vegetation or parked cars
- You are not obstructing any official traffic signs

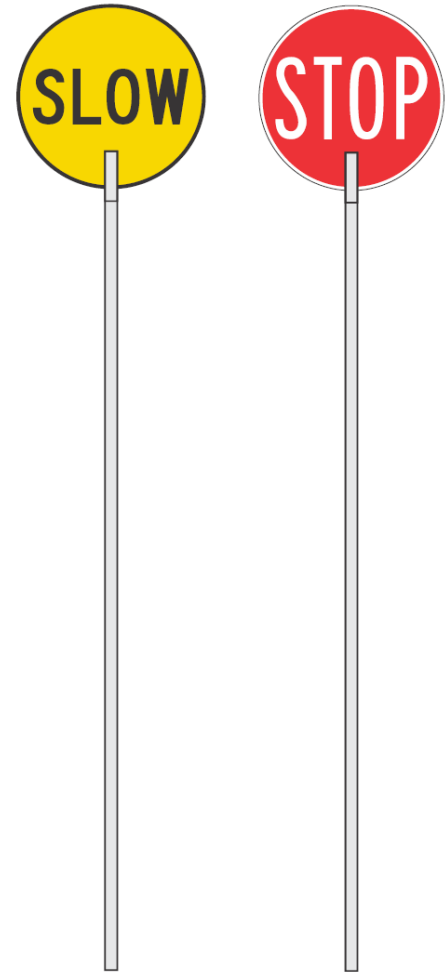


# Operating Procedure

You **MUST** always give definite and clear signals to approaching road users when undertaking traffic control activities.

You **MUST** use a STOP/SLOW bat when controlling traffic.

You must **NOT** attempt to control traffic without a STOP/SLOW bat.



# Operating Instructions

The signal to STOP traffic is shown to the right.

To change from **SLOW** to **STOP** you must:

- Face oncoming traffic while remaining outside the travel path (e.g. on the road shoulder, closed lane/s or footpath)
- Turn the bat to the STOP sign and raise your free hand into the stop signal position with your palm towards the traffic



# Operating Instructions

To **HOLD** vehicles you shall:

- Continue facing the stationary vehicles and where possible allow 2-3 vehicles to stop before stepping in front of the first vehicle.
- Be positioned approximately 10 metres in front of the location where vehicles will be stopped.
- Ensure that the bat's STOP sign continues to face the stationary traffic at all times.

# Operating Instructions

The signal to direct traffic TO GO is shown to the right.

To change from **STOP** to **SLOW** you must:

- Wait until it is safe for vehicles to proceed
- Move to the side of the road (on shoulder, closed lane/s or footpath) and clear of all traffic
- Re-check that it is safe to proceed
- Turn and stand in a sideways position so as all traffic can be visually monitored, then turn the bat to the SLOW sign
- With your free hand give the TO GO signal (shown by the green arrow in the picture)



# Operating Instructions

If traffic is travelling too fast, you should continue to show the SLOW side of the bat, and facing the traffic, move your free arm up and down but not above shoulder level.

The signal to SLOW traffic is shown to the right.



# Incidents and Emergencies

If a crash occurs while undertaking Event Traffic Marshal duties you should:

- Call 000 if there are any medical emergencies or life threatening situations
- Maintain effective traffic control (if safe to do so, otherwise move to a position that is clear of danger)
- Notify the Event Organiser or their Representative as soon as it is safe to do so.

# Behavioural Obligations

As an Event Traffic Marshal, you are required to behave professionally. Professional behaviour includes:

- Not perform marshalling duties while fatigued or adversely affected by any substance including medication
- Maintain a “zero percent” blood/alcohol level
- Wear any prescribed corrective lenses and/or hearing aids
- Be polite and courteous at all times

# Duty of Care

Being authorised as an Event Traffic Marshal means that you have a duty of care. Some examples of this are:

- Conduct your duties in the assigned location
- Be aware of road safety when conducting your duties
- Avoid any outside distractions for the period of duty (such as texting a mobile phone or performing other activities).
- Not abandon your position if it will impact on the safety of event participants or public (unless it is not safe for you to remain there)



# Breaks

- You shall not undertake traffic control duties for longer than two (2) hours before breaking for a period of rest of at least 15 minutes.
- The Event Organiser must ensure you receive a 15 minute break and must organise a replacement for you during that period.
- You shall remain at your traffic control station until directed by the Event Organiser or the representative to leave or until relieved by another Event Traffic Marshal or an accredited Traffic Controller.
- An ETM shall not undertake traffic control duties for more than two consecutive 2-hour periods per day.

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# Thank you and stay connected

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