

Event Traffic Marshals

Information for event organisers

Background

This fact sheet provides Event Organisers with information about engaging volunteers as Event Traffic Marshals (ETMs) to undertake basic traffic control duties at Special Events in low risk road environments.

Event organiser responsibilities ...

- Must have all relevant Council, Queensland Police Service, and Department of Transport and Main Roads permits/approvals to conduct the Special Event, including having a Traffic Guidance Scheme (TGS) for the event
- Must consider the risks and issues associated with using volunteers for traffic control duties, and have appropriate insurance cover to conduct the Special Event.
- have been issued with a signed Notice of Engagement as an ETM and sign-on to the Event Organiser's register
- will have, at the event, all equipment needed for ETMs to perform their roles.

Event Organisers and ETMs have a duty of care, and must be road safety aware at all times.

It is expected that Event Organisers:

- are fully conversant with the Event Traffic Marshal – Special Event Approved Procedure
- engage a Traffic Management Designer to develop the event Traffic Management Plan, and associated TGS taking into account suitable low risk ETM locations
- notify ETM candidates of the need to complete an online competency assessment and other prerequisites to be an ETM for the event
- complete the online ETM competency assessment themselves
- develop an incident response strategy and record keeping system for the event
- conduct a pre-event checking process to ensure all ETMs:
 - o have confirmed their identity and their proof of competency
 - o are properly inducted and fully understand their role
 - o have a copy of the TGS, and know who to contact for support during the event

As Event Organiser you must be aware that Event Traffic Marshals ...

- ✓ may only undertake basic STOP/SLOW traffic control duties during a Special Event, if ETM locations are specified on TGS for the event
- ✓ must satisfy all pre-requisites described in the Event Traffic Marshal – Special Event Approved Procedure (ETM Approved procedure), and control traffic in accordance with that approved procedure
- ✓ must be volunteers and be properly engaged by the Event Organiser after the appropriate competency and suitability checks are undertaken
- ✓ are to be well briefed before the event and supported by the Event Organiser while undertaking duties at the event
- ✗ are not able to control traffic in high risk or complex road environments
- ✗ do not have authority to control traffic after the permitted Special Event has ended.

Equipment

Event Organisers must ensure that ETMs have all equipment required to perform their role.

Orange fluorescent safety vest (mandatory)

ETMs shall wear the safety vest while controlling traffic. The vest must be compliant with the Australian standards AS1906.4, AS4602 and requirements outlined in the ETM Approved Procedure.

STOP/SLOW bat (mandatory)

Required when controlling traffic.

Sign (mandatory)

ETMs shall not perform traffic control duties unless a 'Traffic Controller Ahead/PREPARE TO STOP' sign is installed.

Hand held radios (if required)

The Event Organiser should consider the benefits of providing hand held two way radios to each ETM, depending on the location of the traffic control duties and event communication arrangements.

Other

An ETM should be suitably attired for the task and conditions. The ETM is expected to wear enclosed shoes and have suitable sun protective clothing.



Additional resources

This fact sheet is a summary only and is based on information contained in the ETM Approved Procedure. Event Organisers are encouraged to familiarise themselves with the following resources/links:

- [Traffic Management at special events](#)
- [Event Traffic Marshal Scheme webpage](#) and associated fact sheets
- [Work health and safety at public events](#) and in the natural environment
- [Guiding principles for event organisers](#) interacting with the Queensland Government and local government authorities, to enable them to successfully plan and manage an event
- [Traffic Controller Accreditation Scheme](#)
- [Traffic management training](#)
- QLDTraffic Hotline (13 19 40) and Road Worker Safety Hotline (1800 501 509)

Find out more

For more in-depth information about traffic control signage, devices and standards contact trafficengineering.support@tmr.qld.gov.au