



F02 CONFIGURED SUPPORTING DOCUMENT

Volunteer Role Allocation Sheet

A controlled, editable working derivative for M-T1-CP-01-SD-02.
Complete local facts, approvals and operational evidence before
use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Controlled field	Controlled value
Status	REVIEW — configured derivative; not approved for operational release
Supporting-document code	M-T1-CP-01-SD-02
Exact derivative title	Volunteer Role Allocation Sheet
Source initiative	M-T1-CP-01 - Community Open Day
Source initiative code	M-T1-CP-01
Source initiative title	Community Open Day
Initiative disposition	Canonical retained
Canonical parent	M-T1-CP-01 - Community Open Day
Canonical parent code and title	M-T1-CP-01 - Community Open Day
Named overlay or migration label	Canonical body
Redirect or tombstone route	None — retained canonical with stable source code
Production family	F02 — People, Roster and Safety
Family master	Playbook_F02_People_Roster_Safety_Master.md
Family master version	1.0, issued 1 August 2026
Index authority	Playbook Supporting Documents Master Index v1.1, issued 2 August 2026
Family / master version	F02 / 1.0
Recorded master SHA-256	e9c57df5391e7774a9c00b8ac8ca21906d0c5c2f1e87592601079309620a9b74
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	F02 Section 20 — M-T1-CP-01-SD-02 Volunteer Role Allocation Sheet overlay
Derivative version	0.1
Release status	REVIEW — initiative-configured working derivative; local approval required before operational release

Adaptation note: This derivative applies the F02 Community Open Day overlay. It places experienced welcome and departure hosts at the visitor journey, gives each current project display a fact-briefed host, separates refreshments from registration and sensitive records, names an accessibility contact and floor host, and requires an owned handover for every promised follow-up.

This is a planning and governance tool, not legal, medical, safeguarding, employment, food-safety or insurance advice. Confirm current requirements with the relevant state or territory regulator, venue, insurer, council, District safeguarding lead and competent advisers before assigning people.

1. Instructions

1. Complete the controlled fields and local review gate before recruiting or assigning volunteers.
2. Define work, authority, limits, competency, supervision, relief and handover before entering a person's name.
3. Give every critical role a primary and an accepted alternate; do not combine roles whose peak duties clash.
4. Keep telephone numbers, adjustments, emergency contacts, screening evidence and incident details in restricted records, not this working or public allocation sheet.
5. Brief each role holder, record acceptance, sign people on and off, and reconcile follow-up and records at close.
6. If a safety, safeguarding, privacy, food or welfare control cannot be met, redesign, pause or stop the affected activity.

2. Controlled event fields

Field	Entry
Event name	_____
Club or delivery unit	_____
Event date and public hours	_____

Field	Entry
Venue and controlled roster location	_____
Accountable sponsor	_____
Event lead / alternate	_____
People and roster lead	_____
Safety / first-aid lead	_____
Safeguarding lead	_____
Accessibility contact	_____
Registration/data custodian	_____
Refreshment lead, if applicable	_____
Related approved F01 event plan	_____
Related F05 registration route	_____
Version / prepared date / review date	_____

3. Local review and assignment gate

Review decision	Evidence or approved condition	Owner	Complete
Venue, organiser and emergency conditions confirmed	_____	_____	[]
Applicable WHS duties and task controls reviewed locally	_____	_____	[]
Insurance cover, exclusions and notification route confirmed	_____	_____	[]
Child-safe screening, conduct, supervision and reporting controls confirmed	_____	_____	[]
Food and refreshment requirements confirmed where applicable	_____	_____	[]
Privacy, photography, registration and records controls confirmed	_____	_____	[]
Accessible route, seating, communication and evacuation arrangements checked	_____	_____	[]
First aid, emergency contacts, security and incident route approved	_____	_____	[]

Gate decision: Approved / Approved with conditions / Redesign required / Do not proceed **Reviewer, date and evidence location:**

4. Required role architecture

Role	Community Open Day purpose	Required boundary or control
Event and shift lead	Maintain visible whole-event authority and coordinate changes	Must not override specialist safety or safeguarding decisions
Welcome hosts	Orient visitors, explain the event and offer an accessible first step	Do not begin with a membership pitch or collect private notes
Project-story hosts	Explain a limited number of current displays using verified facts	Hand off questions outside the approved brief; do not improvise claims
Registration and data custodian	Control approved forms, devices, privacy notice and secure transfer	Use the approved F05 route; no personal contact lists
Accessibility contact	Adjust route, seating, communication or participation privately	Ask what adjustment is needed, not for a diagnosis
Refreshment lead	Manage the approved refreshment process and people	Remain separate from registration and sensitive records
Floor host	Monitor queues, unattended visitors, clustering, restricted access and emerging needs	Escalate concerns; do not manage complex conflict alone
Follow-up owner	Accept interest-based promises and assign due dates before close	Do not treat all attendees as membership leads
Departure host	Close the visitor journey, check next step and thank the visitor	Use only the follow-up choice the visitor made

5. Master role allocation sheet

Duplicate rows as needed. “Ready” means the role card, competency or screening check, briefing, adjustment, relief and acceptance are all complete.

Role / zone	Purpose and required tasks	Explicit limits	Competency, screening or briefing	Primary / volunteer ID	Alternate or n
Event lead	Whole-event coordination and site handback	No specialist override	F01 plan, decision triggers, emergency route	_____	_____
Welcome host / arrival	Orient, identify access needs, direct visitor	No pressure or unnecessary data capture	Visitor promise, access route, escalation	_____	_____
Project-story host / display _____	Explain approved current project and next step	No unsupported facts or private notes	Verified story brief and follow-up route	_____	_____
Registration/data custodian	Run approved registration and secure records	No personal device/list unless approved	F05, privacy notice, secure custody	_____	_____
Accessibility contact	Arrange dignified operational adjustments	No diagnostic inquiry	Site access, communication options, evacuation	_____	_____
Refreshment lead	Deliver approved refreshments safely	No registration or sensitive-record duty	Local food/venue instruction	_____	_____
Floor host	Monitor flow, coverage and emerging concerns	Escalate, do not investigate	Site plan, conduct, safeguarding, stop route	_____	_____
Follow-up owner	Receive and allocate promised next steps	Choice-specific contact only	F05 follow-up and retention controls	_____	_____
Pack-down/site handback	Assets, waste, data and venue acceptance	Do not release team before critical close	Asset plan and venue handback	_____	_____
Other: _____	_____	_____	_____	_____	_____

6. Coverage and visitor-journey check

Critical point	Opening	Peak	Break relief	Closing	Alternate accepted
Event/shift authority	_____	_____	_____	_____	[]
Welcome and departure	_____	_____	_____	_____	[]
Every active project display	_____	_____	_____	_____	[]
Registration/data custody	_____	_____	_____	_____	[]
Accessibility support	_____	_____	_____	_____	[]
Safety/first aid and safeguarding	_____	_____	_____	_____	[]
Refreshments, if used	_____	_____	_____	_____	[]
Follow-up ownership	_____	_____	_____	_____	[]
Pack-down/site handback	_____	_____	_____	_____	[]

- [] Experienced, approachable hosts are at both arrival and departure.
- [] Project-host breaks are staggered so no live display is abandoned.
- [] A quiet conversation area is observable and consistent with safeguarding controls.
- [] Public messages, QR codes and forms have an owner who will test them before opening and during the event.
- [] Members know how to hand visitors to the correct project or follow-up owner.
- [] The public duty list contains only preferred name, role, location and duty time.

7. Briefing and acceptance record

Volunteer ID	Role	Purpose/boundaries	Site/emergency	Access/inclusion	Safeguarding/conduct	Data/photography	Task-specific n
_____	_____	[]	[]	[]	[]	[]	_____
_____	_____	[]	[]	[]	[]	[]	_____
_____	_____	[]	[]	[]	[]	[]	_____

8. Sign-on, change, handover and sign-off

Volunteer ID	Arrival	Role/zone confirmed	Fit-for-task check	Change or break	Handover to / accepted	Equipment/data returned	Concern reference only	Finish / shift-lead sign-off
			☐			☐	None /	
			☐			☐	None /	

9. Follow-up handover

Record no sensitive narrative here. Use the approved restricted route where required.

Interest or promised next step	Visitor reference	Consent/choice recorded in F05	Owner	Due date	Handover accepted	Completion reference
		☐			☐	
		☐			☐	

10. Close-out and REVIEW approval

- ☐ Every assigned person is accounted for and signed off.
- ☐ Breaks, role changes, no-shows and coverage exceptions are recorded.
- ☐ Data, forms, devices, keys, cash and assets have accepted custody.
- ☐ Safety, safeguarding, food, privacy and welfare matters are transferred by restricted reference.
- ☐ Follow-up promises have an owner, due date and consent-aware record.
- ☐ Public copies and working exports are removed or stored under the approved retention route.
- ☐ Lessons have an owner and date.

Approval role	Name	Decision	Date	Evidence location
People and roster lead		Ready for local operational approval / Return for revision		
Safety/safeguarding reviewer		Controls accepted / Conditions recorded		
Accountable sponsor		Approved / Not approved		

Until these approvals are complete, this derivative remains **REVIEW**.