



DWU Monthly Delegates Committee Meeting Agenda

1. Establish a meeting chair and a note taker; record apologies and attendance
2. Establish current/ongoing issues to be reported/discussed
3. Current/ongoing issues
 - Site Delegate-led report-back and discussion.
 - Includes follow up on previous month's Action Points.
4. Monthly Density & Temp Level report, and Active Choice forms follow-up
5. Department/Shift Delegate reports (approx. three minutes each)
6. Health and Safety
 - Check on Delegate/Member participation. Bring attention to any urgent H&S matter that needs DWU assistance for escalation.
7. Any Other Business
 - Call for fast discussion on any important missed items that can't be held over until next month.
8. New Action Points
 - Action Points from the meeting to be summarised by the note-taker or meeting chair. Action Points should be sent out to committee members and completed before next month's meeting.
9. Special Topic
 - Encouraged where possible. At the beginning or end of the meeting. Ideas include; A discussion on a 'Did you Know?' Newsletter, or an article from *DairyWorker*, or a CEA clause; Or hosting a relevant guest speaker from the community, or from a DWU Representative Committee.