



DWU 2019 Guide to Site-Level Roles and Responsibilities

This guide has been developed by DWU Support Services to give more clarity about DWU roles on site.

Members

- Raise issues (i.e. wage and time or pay slip issues) with managers or payroll in the first instance.
- Discuss operational and day-to-day issues with management in the first instance.
- Attend major meetings (AGMs, General Meetings) and voting meetings of the Union.
- May observe at some Delegate Committee meetings where appropriate.
- Support the work of Department Delegates and Site Delegates, for example; help recruit new and existing non-member workers to the DWU.
- Participate in the site's involvement in DWU campaigns at work and outside work.

Department Delegates

- Recruit new and existing non-member workers to the DWU.
- Assist on issues with department management in the second instance.
- Assist on wage and time or pay slip issues with managers and payroll in the second instance.
- Place local and national DWU materials (newsletters, announcements) on noticeboards where delegated by the Site Delegate.
- Attend disciplinary meetings with the Site Delegate (or DWU Regional Organiser where required).
- Assist with facilitating some department meetings and visits by the Organiser.
- Participate in CEA bargaining teams.
- Support the work of Site Delegates and the Organiser.

Site Delegates (*Deputy Delegate is to assist with, share, or carry out aspects of work listed here*).

- Make an annual Site Organising Plan in consultation with Departmental Delegates / Regional Organiser.
- Recruit new and existing non-member workers to the DWU. (Also DISS and Unimed where applicable).
- Assist Department Delegates with department issues that they are unable to resolve.
- Assist members and Department Delegates with payroll issues.
- Work with the Organiser on any site-specific written material, reports, newsletters.
- Place local and national DWU materials (newsletters, announcements) on noticeboards.
- Represent members at disciplinary meetings, investigations, and on individual issues.
- Book venues and arrange meetings, i.e AGM, general meetings, etc.
- Be a primary contact for the Organiser and advise the Organiser on site issues.
- Participate in CEA bargaining teams.
- Produce monthly delegates committee meeting agenda and may chair the meeting.
- Support the work of Departmental Delegates and Regional Organiser.

Regional Organisers

- Lead CEA negotiation bargaining teams on stand-alone sites (sites not part of national agreement).
- Recruitment on greenfield and newer sites, or where membership has lapsed on existing sites.
- Intervene to drive broader site-wide issues or response to major issues (change proposals, redundancy proposals, etc) when needed.
- Develop materials as needed for the site including any important updates.
- Develop written responses to the employer on policy matters etc.
- Advise delegates on matters and give strategic advice.
- Represent members at disciplinary meetings and on individual issues when required.
- Attend appropriate meetings including department meetings along with site or department delegates.
- Appropriately escalate important issues which are not able to be resolved at site-level.
- Add relevant items to the monthly committee meeting agendas and may chair the meeting.
- Support the work of Departmental Delegates and the Site Delegate.

Returning Officer (Site)

- Assist with advertising ratification meetings, election meetings, and soliciting votes.
- Ensure fair voting processes according to DWU Rules and report on vote outcomes.