

Regulation 6 - Swinburne Student Union Student Representative Handover Policy

PART 1 – GENERAL PRINCIPLES

1. Following the Swinburne Student Union Inc. (SSU) Council elections each year, the current year's representatives should prepare a new handover document for the next year's representative, or update the existing handover documents.
2. This document aims to outline the process through which handover should be completed, provide a timeline for handover and outline relevant information to include in handover documents.
3. Current individual representatives should base their handover on information specific to their position, general information relevant to all representatives will be covered by the induction

PART 2 – HANDOVER DOCUMENTS

4. Handover documents should include information relevant and specific to the position for which it concerns, this information includes but is not limited to:
 - i. Contact information for Swinburne staff, external organisations and others, and any relevant correspondence relevant to that position
 - ii. Advice on a contra-budget, examples of, and preferably the current year's contra-budget if applicable
 - iii. Ongoing or planned projects or initiatives undertaken by the representative or in collaboration with that representative
 - iv. Survey results (or a link to) relevant to that representative
 - v. Campaigns being carried out by or in collaboration with that representative
 - vi. An explanation of part or all of the positions description if deemed necessary by the representative
 - vii. Meetings attended by the representative and relevant position in any committees
 - viii. Social media accounts/pages/groups relevant to that position including passwords
 - ix. Any general advice or recommendations deemed relevant to the representative position by the current representative (how to use the role to achieve outcomes at a University level)
5. Handover documents should not include information relevant to all representatives such as that information which is covered in induction, this information includes but is not limited to:
 - i. The Constitution in general, standing orders or other SSU policy and/or regulation documents
 - ii. General organisational contact information and structures such as that which would be covered in induction
 - iii. Remuneration and payment policy
 - iv. Directors Duties and Legal Duties
 - v. Staff-Representative relationships except as relevant to that position
 - vi. General practical representative tasks: room booking, OH+S etc.
6. Reports should remain objective and not include subjective commentary on the Union's or positions operations
7. *A sample handover document is provided for reference for an example of this policy*

PART 3 – PROCESS

8. Handover documents should be updated and/or completed by the end of the first full week after the end of Semester 2 by all Council and Education Board representatives
9. Handover documents are to be saved to the SSU Dropbox folder upon completion under: Staff and Reps>Handover & Induction>20XX-20YY>Position Handovers, this folder should be created at a reasonable time by the General Secretary, Executive Officer or Finance Manager
10. When Representatives update handover documents, they will create a new document and save it in the relevant years Dropbox folder, they will not edit original existing handover documents on Dropbox which will remain for record
11. Current representatives should present their handover documents to the elected representative for the next year by the last week of November
12. In the case that the elected representative for the next year is the same individual as the current representative, that individual will still update the handover document for their role and save it to the relevant folder on Dropbox
13. In the case of a 58A position which is not being continued for the following year, the current representative will still update the handover document for their role and save it to the relevant folder on Dropbox
14. In the case of a new position being created – either a 58A position, or a new position being created constitutionally – the General Secretary should do their best to create a brief handover document, or work with or delegate handover to the Education or Welfare officer, or delegate the handover to another current representative, within reason
15. General representatives are exempt from the full extent of section 4, and are not required to complete a formal handover document in accordance with this policy, but should write a basic document and save it in drop box as per this policy on any current projects, student issues, initiatives and possible future initiatives they would like to see implemented
16. Should a representative not complete the handover process in accordance with the 'SSU Student Representative Handover Policy,' their honoraria for the month of December will be a maximum of half the honoraria claimed by that representative, except in exceptional circumstances as deemed by Council, such as those which would be considered similarly serious to those which warrant special considerations

PART 4 – SUGGESTED PRACTICE

17. Handover documents should be updated over the course of the term of each representative
18. It is recommended that representatives use this policy document, the sample handover template and previous handover documents of their position in writing their handover document
19. Current representatives should also aim to meet with the relevant elected representative at some time before induction to run them through the document and answer any questions they may have
20. Current representatives should remain available to elected representatives to answer questions about handover via email until the elected representative's appointment
21. Should any meetings be held in the last few months of the year after the election relevant to the representative position or for the purpose of setting up initiatives

relevant to that representative position, then the current representative should consider involving the future elected representative in those meetings

22. Handovers for SISA, SUPA, PAVE, campus and all autonomous committees and collectives are not compulsory but should be managed by the president (representative) of the committee if deemed necessary