

Introduction & Aims

The National Union of Students (NUS) is the peak organisation representing Australian tertiary students. The organisation represents the interests of the student body as a whole, and has greater influence at a national level than any of the affiliated member organisations. Accordingly, it is important to ensure that the actions of the NUS are in line with the interests and values of UMSU, and the University of Melbourne student body [should rephrase this sentence]. This document aims to:

- a) provide the NUS with a clear outline of the expectations of UMSU, and
- b) provide UMSU with clear and consistent guidelines for payment of affiliation fees to NUS

Structure

The Key Performance Indicators (KPIs) outlined in this document are divided into two categories; “exit” and “discretionary”. Each category shall have its own assessment criteria and associated consequences for failure to meet KPIs in that category.

Application

These KPIs apply in full from the election of the first NUS National Executive following approval by Students’ Council. The Exit KPIs apply immediately following the closure of the Students’ Council meeting where these KPIs are accepted.

These KPI’s will remain in force until changed or revoked by Students’ Council. Any change or revocation must immediately be communicated to the NUS; changes to Discretionary KPIs cannot be used in accreditation fee consideration until the next NUS National Executive takes office. The UMSU President must inform the NUS Executive at the commencement of their terms about these KPIs, however failure to do this will not invalidate the KPIs nor impact accreditation fee considerations.

Exit KPIs

Assessment

KPIs in this category shall be monitored throughout the year by the UMSU President and UMSU General Secretary, in conjunction with relevant parties when required (e.g. NUS delegates on KPIs relating to National Conference), and then assessed by Students’ Council. The UMSU President and General Secretary shall submit a written report to Student’s Council in January and June each year detailing whether each KPI has been fulfilled in a timely manner. Evidence of such must be given for each KPI (in the form of emails, delegate reports, etc).

Students’ Council is responsible for making the final decision on whether or not these KPIs have been met.

The timeliness of a KPI being met by itself shall not be basis for ceasing payment of accreditation fees. However, a systematic failure to meet the time requirements set shall be considered criteria for disaccreditation. This shall be made as a recommendation by the UMSU General Secretary and determined by Students’ Council. The General Secretary will place an agenda item on the next immediate Students’ Council meeting.

Outcomes

Systematic failure to comply with an Exit KPI shall require UMSU to cease payment of affiliation fees to the NUS until Students’ Council determines that the KPI has been met.

Exit Key Performance Indicators

1. That the NUS comply with the NUS constitution, rules and by-laws. This includes:
 - a. That the minutes of National Conference are supplied to UMSU via the UMSU president, as well as the updated NUS Policy Book and updated NUS constitution, within 3 months of the end of National Conference, in accordance to B43
 - b. That the agenda of meetings of National Executive is supplied to UMSU via the UMSU President at least one week before each meeting, in accordance to with B61
 - c. That the minutes of National Executive meetings and Office Bearer reports are supplied to UMSU via the UMSU president within 1 week of the meeting in accordance to B64
 - d. That the budget of NUS for the upcoming year is supplied to UMSU via the UMSU President upon its approval before 1 April in accordance with B89.4 This shall be done within one month of the budget being approved by National Executive.
 - e. That NUS conduct an independent annual audit of their finances, and that the full audited financial report shall be made available to the UMSU President as well as being presented to the annual general meeting, in accordance with C14.3. furthermore, that NUS should take reasonable steps to ensure that the accounts for the last financial year are audited at least 14 days before the annual meeting of National Conference in accordance with C32.3.
 - f. A procedural breach of the Constitution shall not constitute non-compliance with these KPIs.
2. That the NUS hold an annual National Conference, which includes the election of NUS Office Bearers
3. That UMSU delegates have full and proportional rights to vote in the election of NUS
4. Office Bearers, and on policy proposals presented to the NUS at the annual National Conference
5. That UMSU delegates have full rights to put forward policy proposals at the annual National Conference and have those policy proposals included in the policy book.

Discretionary KPIs

Assessment

KPIs in this category shall be assessed using a grading system. Grades shall range from A to E, where:

- A means complete compliance with the criterion
- B means substantial compliance with the criterion
- C means partial compliance with the criterion
- D means developing compliance with the criterion
- E means no compliance or limited movements towards compliance with the criterion

Each KPI shall be assessed by the relevant office bearer(s), who shall provide a written report to Students' Council detailing the reasons behind the grade awarded. Evidence must be provided to justify the grade (in the form of emails, delegate reports, etc). Where multiple people are named next to a KPI, each person shall provide an individual written report on that particular KPI. The General Secretary shall then combine these written reports into a single grade for that KPI by averaging the individual grades.

The General Secretary shall present a report to Students' Council detailing the grades awarded to each discretionary KPI as well as an overall average grade for NUS' performance, to be reached by

averaging all the grades. That report shall contain a summary of the reasons behind the grades awarded, and evidence to support the grade given to each discretionary KPI. It shall also contain an overall average grade for NUS' performance, reached by averaging the grades of each individual KPI.

Outcome

At the beginning of their term, Students' Council shall set a maximum and minimum accreditation amount. The maximum amount shall be if NUS gets an overall A rating, and the minimum if the NUS gets an overall C rating. This shall be done on the assumption that NUS will at least obtain a C rating, or in other words, do an 'average' job.

Based on this grade, Students' Council is responsible for determining whether to raise or lower the accreditation fee set at the beginning of its term. If NUS obtains between a A and C rating, Students' Council must determine an amount between the maximum and minimum accreditation figures set at the beginning of the year. If NUS receives a D or E rating, this shall be seen as indicative that the NUS is failing to do its job, and Students' Council must determine whether to reconsider the minimum affiliation fee set.

This process shall occur before the UMSU mid-year budget review, to ensure that changes in funding are adequately managed.

Key Performance Indicators

Number	Key Performance Indicator	Relevant UMSU Officer(s)
1	That the National General Secretary maintains an up to date General Secretary NUS website. This includes: <ul style="list-style-type: none"> ensuring the agendas, minutes and Office Bearer reports are uploaded within 1 week of National Executive meetings, ensuring the most current copy of the NUS Constitution is made available having up to date contact details for National Office Bearers and the correct names of current National OBS, members of National Exec and State Presidents, and Maintaining relevant and current information on NUS activities and campaigns on the NUS website. 	General Secretary
2	That written plans for any campaigns an NUS Office Bearer decides to run be made available to UMSU via the UMSU President and/or equivalent UMSU department. These plans shall include: <ul style="list-style-type: none"> Short term and long term goals Campaign timeline What direct benefits the campaign will have for students Budget required 	President Education Academic and Public Officers Welfare Officers Women's Officers Queer Officers Indigenous Officers POC Officers Disabilities Officers UMSU International President and Secretary
3	That NUS shall endeavour to run NUS National Conference at as low a cost to delegates and the NUS	General Secretary NUS delegates

	as possible. The cost of NUS National Conference shall not increase at a rate greater than the inflation rate.	
4	That NUS shall aim to run NUS National Conference in a way that is safe, accessible and organised as possible. In order to do this, NUS should provide a survey to delegates on the safety of the conference, and provides a response to the survey data.	NUS delegates
5	That NUS complies with B18.3 of its constitution: that in Business Committee must give members of Conference at least 1 hour's notice of the broad agenda and session times, and changes to the agenda and session times by the quickest practicable means at the time	NUS Delegates
6	That NUS Office Bearers make substantial progress towards achievements of its stated policy goals. This should be measured by how many of the policies passed at National Conference the previous year have been fulfilled.	President General Secretary
7	That the NUS National Office Bearers provide ongoing updates on their actions and campaigns in a reasonable and consistent manner to the equivalent UMSU Office Bearers. This should be done via documentable forms – e.g. email updates, via established Facebook groups, etc.	Education Academic and Public Officers Welfare Officers Women's Officers Queer Officers Indigenous Officers POC Officers Disabilities Officers UMSU International President and Secretary
8	That the NUS General Secretary/President sends the UMSU President the monthly NUS newsletter.	President