



U3A NETWORK NSW INC. (“Network”)

Annual Census for 2022

Explanatory Statement and Guide to completion of Census Form

Please read carefully and in conjunction with the Annual Census. (Important notes contained in Paragraphs 1-5 and Heading “Copyright Agencies”)

Again, this year’s census contains significant information about the Network’s services to help and provide a greater awareness and clarity for U3A’s. The Census follows the approval by the Members to reintroduce Membership fees in 2022 at 60 cents per member with a cap of \$600 per U3A association.

The Network, has in the last three years, adopted the use of an Online form. When accessing the Online option this document should be used as a reference to some to the terminology related to the information below. The item numbers are used to assist with your referencing this document on the Online Census. Where necessary links are provided to other documentary sources.

The Online Census will be OPEN from 4 pm Tuesday 28 December 2021 to 4 pm Friday 14 January 2022. See Item 17 below for the access URL and Password.

SPECIAL GENERAL MEETING / ANNUAL FEES / 2022 MEMBER CENSUS		
DATE	TIME	TASK
Tue 28 December 2021	2.00 pm	Census bundle Circulated
Tue 28 December 2021	4.00 pm	Census Opens Online
Fri 14 January 2022	4.00 pm	Census Closes
Wed 19 January 2022	10.00 am	Census Invoices issued
Thu 10 February 2022	4.00 pm	2022 Invoice Payments Due
Ver. 2 Census & Invoice dates adjusted		

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MEMBER ASSOCIATION INFORMATION

Note: For Nos. 1 to 3. This information will be found from your Incorporation Certificate and will be entered into the Networks Register of Members, a statutory obligation and requirement. The Network is subject to penalty if its record of Members does not reflect that held and maintained by the NSW Department of Fair Trading.

Your information ensures currency of record. This information may also be found by searching the Department of Fair Trading (DFT) website

Link: <http://associationspr.fairtrading.nsw.gov.au/default.aspx>

- 1) **Name of U3A** as registered Dept. of Fair Trading (DFT or similar State/ Territory Authority)
- 2) **Incorporation Number** Department of Fair Trading (DFT) (NSW) (or similar **State/ Territory Authority**)
- 3) **Physical Contact Address** This is the address as notified to DFT (State/Territory Authority). **In most instances it will be the street address of your Public Officer. The address may also be searched from DFT, refer to Note above. Please Do NOT use a Post Office Box address**
- 4) **U3A Official Email Official Address** Provide a dedicated U3A Email Address, for notices from Network or your U3As preferred contact point. If the latter, it should be that this address will remain constant regardless of changes in personnel holding office. And the address should be regularly monitored. This email address will be entered into the Register of Members, again a Statutory Register. The Network's Constitution provides that notices will be served by email. **All official notices** will be sent to this email address.
- 5) **Mobile Phone Number** Please provide a mobile phone number for SMS notification in the event that we need to contact your U3A if your emails "bounce" or other communication breakdown.
- 6) **Primary Contact Person** Please supply the Name / Role / Phone Number of your U3A's contact person for this process.
- 7) **Number of Members** Please record your number of members as of 31 December 2021. Membership fees will be charged this year, at 60 cents per member with a cap of \$600 per U3A association.
Please note: Membership numbers apply in calculating the cost of items 8, 9, 10, 11, 12 and 13.
- 8) **Membership fees as approved by the SGM** (23 Dec. 2021), 60 cents per person with the U3A capped at \$600.

COPYRIGHT AGENCIES Related Services

(Please read carefully this section for new disclosures)

For greater understanding of Copyright issues covered by items No. 9 to 12 please visit the Network's Website COPYRIGHT FOR U3A GROUPS <https://nsw.u3anet.org.au/copyright/> page where you may download our **General Guide to Copyright Law** Updated 25.08.2020.

The Guide prepared by Network is a detailed work that does require close attention. In addressing with the Agencies access to a less formal summary statement and a possible "hot line reference point" for U3As that may be read in conjunction with Network Guides, we are referred back to their individual websites and "Chat" facilities. We suggest. In addition to the above Network Guides that option to you.

Note: The Network has been made aware this year that the agencies are paying closer attention to U3As registering for use of a licence and whether it is the appropriate licence, to the extent of reviewing courses offered and their descriptions from the individual U3A websites with Licences held by that U3A. Comments from One Music that in many circumstances only one of the two licences were held, whereas both the APRA7AMCOS & PPCA may be required. Further indicated that an active review based on 2022 renewals would be carried out. Close attention should be paid to your nomination of your requirements based upon your planned program and ensuring your resulting selection of services matches your actual Copyright requirements.

9) One Music - APRA & AMCOS

- a. **Refer One Music Publication: Community Music Groups**
[Community Music Groups Brochure Sept 2021](#)
- b. **Refer OneMusic Website** <https://onemusic.com.au>
This site and Chat facility may not be active until 10 January. The return date for the Census has been delayed to accommodate for this situation.
- c. The fee for 2022 is \$276, after 10% discount, inclusive of GST. We have submitted a case that GST is not an appropriate charge, and we are still waiting for a reply. The Census Invoicing will reflect any reduction we achieve for the GST charge.
- d. Our request for the means for a more equitable rate over the spread of various membership sizes over the Network has been unsuccessful.

10) One Music – PPCA

- a. **Refer One Music Publication: Community Music Groups**
[Community Music Groups Brochure Sept 2021](#)
- b. **Refer OneMusic Website** <https://onemusic.com.au>
This site and Chat facility may not be active until 10 January. The return date for the Census has been delayed to accommodate for this situation.
- c. The fee for 2022 is \$133 after 10% discount, inclusive of GST. We have submitted a case that GST is not an appropriate charge, and we are still waiting for a reply. The Census Invoicing will reflect any reduction we achieve for the GST charge.

11) Copyright Licence

U3A Network NSW is registered under this Licence.

<https://www.copyright.com.au/licences-permission/educational-licences/>

35 cents per person (35 cents in 2021)

12) Screenrights Licence

Screenrights enables educational institutions to copy programs, make them available online, email them and store them on digital management systems such as Moodle and Blackboard.

<https://www.screenrights.org/screen-audiences/screenrights-licences/>

25 cents per person (25 cents in 2021)

INSURANCE Related Services

13) Insurance Public Liability.

Networks General Commentary may be found at https://nsw.u3anet.org.au/insurance_services/

This is a group policy-underwriter CGU with a policy excess of \$500, the lowest excess offered. Previously this excess was \$1000.

The premium per person is determined on the total members of U3As participating in the group policy. Based on anticipated total membership numbers for 2022, (2021 members and an applied reduction factor to account for any further effect from COVID-19) on memberships it is calculated that this cost for **2022 will be 29 cents per person**. Should the membership numbers be reduced further from our estimate this cost will increase per member. It will be noted that the Network has already achieved a significant reduction from the 2020 cost (50 cents per person).

The cost to Network of the cover is fixed and as such spread over the total membership of the Member U3A's participating in the scheme.

WEB HOSTING Services

The Network has agreed that the provision of Web Hosting services to all U3As is a core Network service. As such the Network significantly underwrites Web Hosting. As a result Webhosting by Network, professionally supervised, represents a significant cost saving over commercially based services. Please note that Items 14 a. and 14 b. require Membership of the Network. For new website enquiries, in the first instance, please contact U3A NSW Web-Admin u3answ.website@gmail.com.

14) Website options

- a. **Independent** Site hosting fee will increase from \$70 to \$100.
- b. **Multisite** users will increase from \$70 to \$120 reflecting the additional direct disbursement costs, in overheads related to licensing for security and function, of the provision of Multisite service.
- c. **Interstate Non-Member** hosting \$120 to \$150

ADDITIONAL INSURANCE Related Services

Note: Network have negotiated the following additional insurance Covers, they are:

- **Insurance - Protector/Association Liability**, and
- **Insurance Voluntary Workers Personal Accident**

These were included in the 2021 Census for the first time. Network supports and encourages U3A awareness of these products.

Both these covers have an annual renewal date 28 February, New proponents will pay a pro-rata premium for the year ending 28 February, 2023.

15) Insurance - Protector/Association Liability

(Combined Professional Indemnity and Management Liability) ("PI")

For information on this cover please click this link to [download the Protector/Association Liability Brochure](#).

Policy excess Nil, but \$2,000 in cases of employee fraud or Superannuation Trustees liability which is unlikely to apply to most U3As.

Indicative premium. Aon advises:

Standard Premium	\$568.00 (incl all Govt. charges based on NSW)
U3A Network Discounted Premium*	\$458.00 (incl all Govt. charges based on NSW)
Savings	\$100.00

****Groups with a higher turnover may have a higher premium, however will still have a U3A discount applied****

Policies for individual U3A's should be negotiated directly with our Insurance Broker AON

We are continuing to negotiate a Group Network Policy for this cover. To aid with our negotiations we are asking U3As with existing policies to nominate their intention to renew.

For U3As wishing to take up this cover please click this link to [download the proposal form](#) and, complete and then forward to AON at this email address:

Sevag Jambazian sevag.jambazian@aon.com, who may also be contacted on 1800 123 266

16) Insurance Voluntary Workers Personal Accident ("VW")

For information on this cover, please click this link to download the [Voluntary Workers Personal Accident Brochure](#).

Policy excess \$25 for medical expense claims Nil all other claims.

Negotiations are continuing with our brokers to establish a group policy.

Indicative premium. Aon advises

Standard Premium	\$320.00 (incl all Govt. charges based on NSW)
U3A Network Discounted Premium**	\$170.00 (incl all Govt. charges based on NSW)
Savings	\$150.00

****Indicative cost based on 30 volunteers at any one time throughout the year. If higher number is required, standard charges apply****

For U3As wishing to take up this cover please click this link to [download the proposal form](#) and, complete and then forward to AON at this email address:

Sevag Jambazian sevag.jambazian@aon.com, who may also be contacted on 1800 123 266

To aid our negotiations we are asking U3As with existing policies to nominate that and their intention to renew.

Of particular note during discussions with AON on this policy is the question of volunteer activity to the task of stacking tables and chairs away at the end of an activity. The following commentary was made.

"Question 2.1.1. U3As rely on members attending the course to set the class space, chairs, tables etc. At the start and end of the session members stack up

their own tables and chairs or help others. If an injury results, is it a claim against the PL cover.

Answer: *"...volunteer is different than a member for example if after a workshop the members decide to pack up the chairs even no one asked them and they were to injure themselves they will not be classified as volunteers and this could potentially go down under public liability for the educator being negligent i.e. not giving instructions or telling them not to pack up. A volunteer is someone appointed directly by the organisation."*

This example and the principle expressed in the reply may assist U3As in determining their insurance needs.

17) Submission of the Annual Census

OPTION 1 Completion Online: This is the Network's preferred option, and we urge all U3As to utilise this method as we are able retrieve and use data in our systems without rekeying, a saving in time and volunteer effort. OPEN from 4 pm Tuesday 28 December 2021 to 4 pm Friday 14 January 2022

Please go to Link: https://nsw.u3anet.org.au/annual_census/ Password: **2022survey**

OR

OPTION 2 Manually: Please post, but make every endeavour to use the online process first, to

The Treasurer, U3A Network NSW Inc,
c/- Villa 59, Mt Eymard,
502 Moss Vale Rd.,
Bowral NSW 2576

Return Date: Please complete and Post to ensure arrival by 14 February 2022

Geoffrey James
Treasurer
28 December 2021

REGIONAL REPRESENTATIVES

**For further assistance with the Census please contact your
Regional Representative in the first instance.**

Central & Far West	Lindsay Cox	0429 916 618	williamcox1@live.com.au
Central Coast/Hunter	Jean Lewis	0406 078 574	jean3lewis@outlook.com
Far North Coast	Joy Smith	0474 644 704	joysmith121@gmail.com
Metropolitan Sydney	Denis Simond - Acting	0407 776 778	u3answ.pres@gmail.com
Mid North Coast	Denis Simond - Acting	0407 776 778	u3answ.pres@gmail.com
Monaro-South Coast	Jim Nichterlein	0431 704 263 or (02) 6282 1372	james.nichterlein@gmail.com
Murrumbidgee / Murray	Greg Brown	0429 444 207 or (02) 6953 2349	gregbrown@iinet.net.au
New England / North West	John Sharkey	0426 653 343 or (02) 6765 8982	jdsharkey@bigpond.com
South Coast	Denis Simond	0407 776 778	u3answ.pres@gmail.com
Interstate	Jim Nichterlein	0431 704 263 or (02) 6282 1372	james.nichterlein@gmail.com

2022 CENSUS WORKSHEET

Dear U3A Committee,

This document is intended for use as a Worksheet for preparation for use of our **Online CENSUS form** OR if submitted by Post as your request for Network Services for Calendar year 2022. Ref. **2022 Annual Census Reference Document**.

The information informs the Network Treasurer your requirements for insurance, licensing, membership and website hosting. The Network's annual invoice will be based on the numbers you supply.

We therefore ask you to complete the CENSUS form Online OR return it to the Network Treasurer as an Email attachment or by Australia Post by 14 January 2022.

Details for 2022 year

1) Name of U3A				
2) Incorporation Number				
3) Physical Contact Address				
4) U3A Official Email Address				
5) Mobile Phone Number				
6) Primary Contact Person	Name			
	Role			
	Phone Number			
7) Number of Members	at 31.12.2021			
8) Membership Fees	60 cents per person	Yes	No	\$
COPYRIGHT AGENCIES Related Services				
9) One Music - APRA & AMCOS	Fee: \$276	Yes	No	\$
10) One Music - PPCA	Fee: \$133	Yes	No	\$
11) Copyright Licence	35 cents per person	Yes	No	\$
12) Screenrights Licence	25 cents per person	Yes	No	\$
INSURANCE Related Service				
13) Insurance Public Liability	29 cents per person	Yes	No	\$
WEB HOSTING Services				
14) a. Independent Site (ongoing)	\$100	Yes	No	\$
14) b. Multisite (ongoing)	\$120	Yes	No	\$
14) c. Interstate Non-Member	\$150	Yes	No	\$
Where Yes or No, circle your choice.			TOTAL	\$
ADDITIONAL INSURANCE Related Services				
15) Protector/Association Liability	Yes – New Policy	Yes - Renewing	Not Renewing 2022	Not planned 2022
16) Voluntary Workers Personal Accident	Yes – New Policy	Yes - Renewing	Not Renewing 2022	Not planned 2022

Note: The data in the "Green" cells in the Tables above may be directly entered into our online Member U3A Annual Data Census page. U3A Network NSW recommends that a copy of this form be retained as a record of your data return.

If this document is to be used as your U3A's Census Return, please scan and attach it to an Email to the Network Treasurer at treasurer@u3anet.org.au OR if Australia Post is to be used, the recipient address is shown at Item 17 in 2022 Annual Census Reference Document. Please post allowing for delivery by 14 January 2022.