



**U3A Network NSW Inc.**

**Annual Census for 2026**

**Explanatory Statement and Guide to completion of Census Form.**

Please read carefully and in conjunction with the Annual Census. Important notes contained in U3A ASSOCIATION DATA (p. 2) and in Copyright Agencies (p.2).

Attached to this Explanatory Statement and Guide is a worksheet. We ask that you fill out the worksheet as instructed, scan it and return it to [treasurer.nsw@u3anet.org.au](mailto:treasurer.nsw@u3anet.org.au) by not later than Friday October 31 at 4pm. From your worksheet an invoice will be created and emailed to you no later than Friday November 14, 2025. Payment must be received by Friday November 28, 2025.

If you need assistance with the form, in the first instance, please seek assistance (see Option 2 on page 8).

If any Census related matter cannot be resolved, please send an Email to [treasurer.nsw@u3anet.org.au](mailto:treasurer.nsw@u3anet.org.au) with a short description of your query/problem; please include a phone number and a suitable time for contact. To allow time for response, please submit questions no later than Friday 31 October 2025.

**Please note that the times and dates below are the earliest you can access the forms required.**

<b>NSW Network NSW Inc. Member Census for 2026</b>			
<b>DATE</b>		<b>TIME</b>	<b>TASK</b>
Tues 7 October	2025	4:00pm	Census bundle to be circulated
Fri 31 October	2025	4:00 PM	Census CLOSES
Fri 14 November	2025	4:00 PM	Final Census Invoices Issued
Fri 28 November	2025	10:00 AM	Closing Date for Invoice Payments

# U3A NETWORK NSW INC – ANNUAL CENSUS – 2026

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## MEMBERSHIP CATEGORIES

The U3A Network NSW Inc. Constitution (June 2024) specifies two categories of membership, they are:

*(Clause 3.1.3: There shall be two classes of Member)*

(a) **Full member**, which is open only to a U3A that is incorporated in and is physically located in mainland New South Wales or the Australian Capital Territory, and

(b) **Associate Member**, which is open to a U3A that is incorporated and/or is physically located outside New South Wales or the Australian Capital Territory.

## MEMBER ASSOCIATION INFORMATION

**Note: For Items 1 and 2:** This information will be found from your Incorporation Certificate and will be entered into the Network's Register of Members, a statutory obligation. This information may also be found by searching the Department of Fair Trading (DFT) website Link: <https://www.nsw.gov.au/business-and-economy/incorporated-associations/nsw-incorporated-associations-register> or its equivalent Interstate authority.

**The Network is subject to penalty if its record of Full Members does not reflect that held and maintained by the NSW Department of Fair Trading.**

## U3A ASSOCIATION DATA

1. **NAME OF U3A** as registered with the NSW Dept. of Fair Trading (DFT or similar State/ Territory Authority).

2. **U3A OFFICIAL EMAIL ADDRESS:** Provide a dedicated U3A Email Address, for notices from Network or your U3As preferred contact point. This address should 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.

3. **PHONE NUMBER:** Provide a phone number (Mobile number preferred) for SMS notification in the event we need to contact your U3A if your emails "bounce" or any other communication breaks down.

4. **PRIMARY CONTACT PERSON:** Supply details of your U3A's contact person for this process.

- a. Name / Role
- b. Email
- c. Phone Number

# MEMBERSHIP OF YOUR U3A

## 5. NUMBER OF MEMBERS

Record your number of members as of September 2025. This number will predict the anticipated Membership for 2026. Note that a number the service charges are based upon your number of Members. Membership numbers apply in calculating the cost of items 6, 8, 9,10 & 11.

## 6. MEMBERSHIP FEES: (APPROVED BY THE 2025 AGM)

***\$1.00 per member with the U3A cost capped at \$1000.***

## 7. COPYRIGHT AGENCIES - RELATED SERVICES

**Please read this section carefully for new disclosures**

For greater understanding of Copyright issues covered by items No. 7 to 10 please visit the Network's Website COPYRIGHT FOR U3A GROUPS [https://u3anet.org.au/wp-content/uploads/2020/09/Copyright\\_Licences\\_25Aug2020.pdf](https://u3anet.org.au/wp-content/uploads/2020/09/Copyright_Licences_25Aug2020.pdf) page where you may download our General Guide to Copyright Law Updated 25.08.2020.

Note: The Network is aware that the agencies are paying closer attention to U3As registering for use of an appropriate licence. They may review courses offered and their descriptions from the individual U3A websites with Licences held by that U3A.

Close attention should be paid to the nomination of your requirements based on your planned program to ensure your resulting selection of activities matches your actual Copyright licencing requirements.

## 8. ONE MUSIC - APRA & AMCOS

- Refer OneMusic Publication: Community Music Groups [https://u3anet.org.au/wp-content/uploads/2023/09/Community-Music-Groups\\_Aug.2023.pdf](https://u3anet.org.au/wp-content/uploads/2023/09/Community-Music-Groups_Aug.2023.pdf) This service will cost **25 cents per U3A Member for 2026.**  
*2,000 + members of a U3A for \$510.00*
- OneMusic - PPCA  
This does not apply to U3A Members of the Network and is therefore subject to no cost.

## 9. COPYRIGHT LICENCE

U3A Network NSW is registered under this Licence.

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

Cost for 2026: **30 cents per U3A Member for 2026**

## 10. 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/>

Cost for 2026: **28cents** per U3A Member.

## 11. INSURANCE PUBLIC LIABILITY.

Networks General Commentary may be found at <https://u3anet.org.au/insurances/>

This is a group policy is underwritten by CUGA with a policy excess of \$500, the lowest excess offered.

The premium per person is determined on the **total members of U3As participating in the group policy**. Based on anticipated total membership numbers for 2026, it is calculated that the cost for 2026 will be **35 cents** per U3A Member. Should the membership take-up numbers for this service be lower than your collective estimate, this cost may increase per member.

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.

All authorised U3A activities are acceptable, but high-risk programs such as Cycling, Bush Walking, Canoeing, Sailing, Strenuous exercises etc, must be specifically authorised. As individual U3As do not deal with the insurer, except for this Insurance, which is organised by the U3A Network NSW, mention of activities needing specific authorisation may be made directly to the Network Secretary, at least 14 days before the event, for referral and possible inclusion. [secretary.nsw@u3anet.org.au](mailto:secretary.nsw@u3anet.org.au)

Refer to: <https://nsw.u3anet.org.au/insurances/> Topic: INSURANCE - PL - Explanations & Exemptions.

## 12. THE NETWORK'S WEB-HOSTING

The Network has since 2020 used the services of Webhive to professionally supervise web hosting. The Network relies on volunteers to support our services and since none have been forthcoming the Network is no longer able to offer web hosting services.

Webhive is willing to continue this service at the same cost (\$120 per year). In the absence of volunteers, individual website support will be offered at a discounted rate. Webhive offers 1-hour-per-year support agreements for a discounted rate of \$69 per hour (an hour is adequate for most clients), or 2 hours per year for \$139. The support agreement covers technical help, advice, training, website editing and layout.

For U3A's that do not wish to take out annual service agreements, Webhive will charge a discounted rate of \$79 per hour for support. Most enquiries take no more than 15

minutes to resolve (ie \$20). See <https://webhive.com.au/u3a-net-websites/> for more information. Email is [info@webhive.com.au](mailto:info@webhive.com.au) or phone 02 6289 6611.

## ADDITIONAL INSURANCE - Related Services

Note: Network has negotiated the following additional Insurance Covers. They are:

- Insurance-Protection/Association Liability
- Insurance – Voluntary Workers Personal Accident
- Insurance- Theft and Property

We have included information about these products in the last five years and in 2026, the Network lists them as an advisory service. The **Network** supports and encourages awareness of these products.

These three products will require your U3A's direct liaison with the supplier.

### 13. INSURANCE – PROTECTOR / ASSOCIATION LIABILITY

(Combined Professional Indemnity and Management Liability)

For information on this cover please click on the link:

[https://u3anet.org.au/wp-content/uploads/2022/01/Protector\\_Association\\_Liability\\_ALIS.pdf](https://u3anet.org.au/wp-content/uploads/2022/01/Protector_Association_Liability_ALIS.pdf)

to download the Protector / Association Liability brochure.

Policy Excess is Nil but is \$2000 in cases of employee fraud or Superannuation Trustees liability. This is unlikely to apply for most U3As.

#### Indicative Premium\* (AON Advises)

<b>Standard Premium</b>	\$614.66 (inc NSW Govt charges)	Please note: These prices are for 2025. For 2026 prices contact Aon.
<b>U3A Discounted Premium</b>	\$532.16 (inc NSW Govt charges)	
Savings	\$82.50	

\*Please contact Aon for conditions as premiums above are based on a turnover of \$30,000 or less and sum insured of \$1,000,000 and \$2,000,000 in aggregate. Policies for Member U3As should be negotiated directly with our Insurance Broker, AON.

To aid Network with future negotiations, we ask U3As using this insurance to nominate their intention to renew.

**Your AON contact is Sevag Jambazian Phone: 1800 123 266**

## 14. INSURANCE - VOLUNTARY WORKERS PERSONAL ACCIDENT (“VW”)

For information on this cover, please click this link [https://u3anet.org.au/wp-content/uploads/2022/01/Voluntary\\_Workers\\_Accident\\_VWPA.pdf](https://u3anet.org.au/wp-content/uploads/2022/01/Voluntary_Workers_Accident_VWPA.pdf) to download the Voluntary Workers Personal Accident Brochure.

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

### Indicative Premium\* (AON advises)

<b>Standard Premium</b>	\$397.73 (inc Govt charges)	Please note: These prices are for 2025. For 2026 prices contact Aon. Govt charges are based on NSW
<b>U3A Premium</b>	\$213.90 (inc Govt charges)	
Savings	\$183.83	

\*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 link [https://u3anet.org.au/wp-content/uploads/2022/01/NFP\\_Insurance\\_Proposal\\_Form\\_ALIS.pdf](https://u3anet.org.au/wp-content/uploads/2022/01/NFP_Insurance_Proposal_Form_ALIS.pdf) to download and complete and then forward to AON at this email address: [sevag.jambazian@aon.com](mailto:sevag.jambazian@aon.com) or phone **1800 123 266**

Of particular note during discussions on the PL policy with AON, is the question of volunteer activity when stacking tables and chairs away at the end of an activity.

**Question.** “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.** “A volunteer is different to a member. For example if after a workshop the members decide to pack up the chairs even though no one asked them, and they were to injure themselves they will not be classified as volunteers. This could potentially go down under public liability due to 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 question and the principle expressed in the response may assist U3As in determining their insurance needs.*

## 15. INSURANCE - THEFT AND PROPERTY

Some U3As have more assets than others and may decide to take insurance to cover the replacement costs of items if stolen or damaged.

### Indicative Premium\* (AON advises)

<b>Standard Premium</b>	\$1092.97 (inc NSW Govt charges	Please note: These prices are for 2025. For 2026 prices contact Aon. Govt charges area based on NSW.
<b>U3A Premium</b>	\$1015.97 (inc NSW Govt charges	
Savings	\$82.50	

\*Indicative premium based on \$30,000 insured.

**Your AON contact is Sevag Jambazian Phone: 1800 123 266**

To aid our future negotiations, we require U3As with existing policies to nominate whether they intend to renew.

## SUBMISSION OF THE ANNUAL CENSUS.

Fill out the attached worksheet. Scan it to either an image or pdf format and email it to [treasurer.nsw@u3anet.org.au](mailto:treasurer.nsw@u3anet.org.au) by Friday October 31, 2025. If you need assistance please seek 'buddy assistance' from someone in your community OR from a Committee Member/Regional Representative.

### **Your action is required by Friday 14 November 2025.**

Laurene Mulcahy  
President  
U3A Network NSW Inc.

Pauline Ward  
Treasurer  
U3A Network NSW Inc.

## REGIONAL REPRESENTATIVES

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

Region	Name	Phone	Email
Central & Far West	Jeanette Clarey	0487 181 754	jenclarey75@gmail.com
Central Coast/Hunter	Jean Lewis	0406 078 574	rru3a_cc-hunter@u3anet.org.au
Far North Coast	Roger Curran	0413 060 010	rru3a_farnthcoast@u3anet.org.au
Metro. Sydney	David Davis	0419 983 878	rru3a_metropolitan@u3anet.org.au
Mid North Coast	Jeannie Wright	0418205971	jenkwright@outlook.com
Monaro/Southern Highlands	Alex Gosman	0414 258 745	rru3a_monaro-sh@u3anet.org.au
Riverina	Denis Simond	0407 776 778	rru3a_riverina@u3anet.org.au
New England/North-West	Doug Barber	0439 769 003	rru3a_newengland-nw@u3anet.org.au
South Coast	Laurene Mulcahy	0449 904 476	rru3a_southcoast@u3anet.org.au
Interstate	Denis Simond	0407 776 778	rru3a_interstate@gmail.com

# ANNUAL CENSUS 2026 – WORKSHEET

Dear U3A Committee,

This document is for your Membership affiliation and your request for Network Services for the Calendar year 2026. Please scan it and return it to [treasurer.nsw@u3anet.org.au](mailto:treasurer.nsw@u3anet.org.au) by not later than Friday October 31 at 4pm

Further, a copy of the filled Worksheet will be a useful document for your records. The information informs the Network Treasurer of your requirements for insurance, licensing, membership and website hosting.

The Network's annual invoice will be based upon the data you provide; i.e. your U3A's choices.

## U3A Details for 2026 year

1) Name of U3A				
2) U3A Official Email Address				
3) Mobile Phone Number				
4) Primary Contact Person for this CENSUS	Name			
	Email			
	Phone Number			
5) Number of Members at 30.09.2025				
6) Membership Fees \$1.00 cents per person, capped at \$1,000	Yes	No	\$	
<b>COPYRIGHT AGENCIES Related Services</b>		<b>(circle choices)</b>		
7) One Music - APRA & AMCOS 25 cents per member, capped at 2000 mems	Yes	No	\$	
8) Copyright Licence 0.30c per person	Yes	No	\$	
9) Screenrights Licence 0.28c per person	Yes	No	\$	
<b>INSURANCE Related Services</b>		<b>(circle choices)</b>		
10) Insurance Public Liability 0.35c per person	Yes	No	\$	
Web hosting with Webhive \$120 pa + service fee (see 'Web Support' in the Explanatory Notes) Contact <a href="mailto:info@webhive.com.au">info@webhive.com.au</a>	Yes	No	\$120	
<b>ADDITIONAL INSURANCE Related Services</b>		<b>(tick choices)</b>		
12) Protector/Association Liability	Yes – utilising for 2026		Not using in 2026	
13) Voluntary Workers Personal Accident	Yes – utilising for 2026		Not using in 2026	
14) Property or Theft Insurance	Yes – utilising for 2026		Not using in 2026	

Note:

1.. Your action in referring to your U3A's Invoice for this year (2025) is a useful 'historic' reference as the Census for 2026 is prepared.

Should any glitch occur, and assistance is required, please send an Email to [president.nsw@u3anet.org.au](mailto:president.nsw@u3anet.org.au) (please advise U3A Name, Contact Person and Phone Number).