



UNIVERSITY OF THE THIRD AGE

ABN: 42 764 828 242
REG. NO: A0031653Z



u3abairnsdale@gmail.com



[\(03\) 5152 3063](tel:(03)51523063)



www.u3abairnsdale.org.au



Cnrs Service and Rupert Sts
Bairnsdale, Victoria, 3875

PO Box 973
Bairnsdale, Victoria, 3875

INFORMATION FOR TUTORS

01



ACCESS TO BUILDINGS

U3A has renewed its license for the Bristol Building and has access to the facility for 48 weeks a year.

What does this mean to Tutors?

- a. You may choose to operate your classes to school term times or
- b. If you and your class wish you can choose to meet during the school holidays.

What do you need to do?

Inform the office if you wish to meet during school holiday periods.

02



REPAIRS

Health and Safety are a priority, and every effort is being made to address problems. Please leave a message on your roll or notify the Office who will record your concerns so it can be addressed.

03



EQUIPMENT

- a. Investigations are ongoing to replace the smaller TV Screen in room 17 with one that is larger and more easily viewed.
- b. Chairs for armchair aerobics are being collected on the 19th of July and should be available for use in the following week.
- c. Please let Lorraine Scott know if you need any specific items.

04



PLANNING FOR 2024

- a. Enrolments Current Members will be able to enrol in classes for 2024 in December 2023.
- b. Current members will no longer be required to complete enrolment forms but will be automatically enrolled when they pay their membership fee.
- c. Your Plans

If you continue to offer a program for 2024 you will be asked to confirm your intentions at the beginning of November and confirm your content description for the Website and printed booklet.

05



COMPACTUS

Do you have items stored in the compactus? A recent safety review of the facilities carried out by the owners declared that the compactus was a concern and should be removed. As there is access to other storage space in the building it would be appreciated if you could examine what is in there and what is needed by the end of term. Once this is known options will be discussed with you and an agreed storage location finalised.