



NILLUMBIK
UNIVERSITY OF THE THIRD AGE

**Tutor & Activity Leader
Handbook**

Contact details

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Website:

<http://www.nillumbiku3a.org.au/>

Legal

Nillumbik U3A Inc. Registered in Victoria as a "Not for Profit" Organisation Incorporated Association Reg. No. A0052322C The rules of Nillumbik U3A are published on our website and are the "Model Rules For an Incorporated Association" : Associations Incorporation Reform Regulations 2012

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Introduction

This Handbook

Welcome to all course tutors and activity leaders. The 'Tutor and Activity Leader Handbook' provides you with an overview of Nillumbik U3A, your role and responsibilities, our venues and contact details, guidelines for conducting your class and using office administration volunteers, using class assistants, using copyright materials, well-being and safety, incident reporting and more. We hope that you will find it a useful guide and welcome your feedback to continually improve it's usefulness. Throughout this Handbook we will refer to "Tutors" meaning anyone who leads a class or activity scheduled on our class timetables.

The Purposes of Nillumbik University of the Third Age (U3A).

- To provide low-cost classes and activities which encourage continuing social and intellectual interaction for mature-aged persons who are fully or partially retired.
- To operate as a community-based learning co-operative which encourages voluntary participation in all aspects involved in the promotion of healthy ageing in a friendly and enjoyable atmosphere.
- To be a non-profit community organisation in which there is no distinction in terms of its membership between those who teach and those who learn.
- To ensure that learning is pursued without and reference to educational entry levels, qualifications, assessment or awards.
- To liaise with other U3As and similar organisations both in Australia and overseas, and exchange ideas and resources.
- To assist, where appropriate, investigations into the process of ageing, the intellectual, cultural and aesthetic potentialities of older adults, as well as into the conditions and roles of the elderly in our community.

Our short history

Nillumbik U3A is a self-help, not-for-profit organisation which began in June 2008 when a public meeting was held to gauge interest in such an organisation. A steering committee was formed and in Term 4, 2008 four courses were held as an offshoot of Whittlesea U3A.

In November 2008 Nillumbik U3A was officially launched, and we started our own courses at Hurstbridge in February 2009. Following continued success and interest a new campus was launched at Eltham in July 2012. We have grown our membership steadily over the years increasing the number of venues we operate from as well as the variety and number of courses and activities we offer. Today Nillumbik U3A has a growing membership base of around 500 which includes a large body of tutors and activity leaders, administrative and office staff, course coordinators, and a management committee which meets monthly to discuss policy and financial issues, and review operations. Everyone involved is a volunteer which proves vital to our continuing success. We are funded through member subscriptions, and a small grant from the state government.

The U3A Network is an incorporated body that acts as an umbrella and liaison organisation for U3As in

Victoria (of which there are over 100). It assists new U3As to get established, runs training courses and negotiates with the State Government on funding.

Tutors and Activity Leaders

Without tutors and activity leaders there would be no U3A. U3A tutors in general have a passion for their subject and in the process of sharing their knowledge build lasting friendships. In 2017 we have around 50 active tutors and new tutors join throughout the year. Some tutors run year-long courses; others prefer a short course format running from 2 weeks to 10 weeks, or sometimes one-off presentations and workshops.

Tutor membership of U3A

For insurance purposes, all tutors are required to be current members of Nillumbik U3A and should renew their membership annually either online or through the office. Most tutors, as well as other volunteers, are financial members of the organisation and often attend classes given by another tutor, and participate in other activities on offer. However, if you do not wish to be a financial member, you can be a non-fee paying member, but you will not be entitled to attend courses or other member specific events. Note you still need to join or renew.

Tutor Roles

Teacher or Instructor.

This role is usually carried out by an experienced, knowledgeable person in a particular skill or content area, e.g. history, chi kung, astronomy or other science, painting, languages, technology skills. In addition to the specific knowledge or skill concerned, the course benefits from some level of adult teaching skill. No qualifications are required unless it is felt necessary in some physical activity type courses.

Discussion Group Leader.

This role requires substantial background knowledge and understanding of the subject area, but also skills in leading a discussion so that people feel challenged but comfortable in being actively involved. It needs the skill of judging where the discussion is going, how to guide it, how long to let it run, how to dampen down dominators and draw in reticent members. Examples of such courses are Book Club, Current Affairs, Literature, Art Appreciation, and Armchair Travel.

Facilitator.

This requires organisational and marketing skills and the ability to select sufficiently stimulating and informative speakers or destinations. For example, classes such as monthly guest speaker, theatre outings, concerts, and winery visits. It may involve the preparation of flyers and other promotional material for the course. The facilitator may be the front person to introduce the speaker and guide the group. For excursions it helps if the facilitator has been to the venue beforehand and has an understanding of first aid.

Activity Groups Organiser

This requires organisational and group management skills, but not necessarily any specific subject matter knowledge. For example, card games, bowls, gardening, cooking, line dancing, and walking or hiking.

External Course Coordinator.

This requires the coordinator to have organisational, management, marketing skills and perhaps the experience of doing the external course being offered. Examples of such classes include U3A Online, distance education courses, Great Courses DVDs, Open University, and other free programs.

Tutor Responsibilities

Tutors are the life-blood of the U3A and are our most important volunteers. Your responsibilities include:

be reliable, accountable and committed undertake the agreed program or course responsibly and ethically respect confidentiality request support from class members and the U3A when it is needed; value and support other volunteers be fully aware of safety in particular, evacuation and emergency procedures. know the relevant policies such as copyright, taking photos and grievance procedures

Conducting your class

You have the freedom to develop the content and format of your course in accordance with the approved course proposal. It is expected that classes will be conducted in accordance with adult learning principles, enabling respectful participation by all students and accommodating a variety of learning styles. In keeping with our basic philosophy you are however asked to refrain from any comments /actions that could be seen as promoting a personal business, ideology, or placing members in a vulnerable situation, e.g. financial, physical, psychological.

Class cancellations

It is important that you immediately inform the course coordinator if you have to cancel a class, giving as much notice as possible so that we can cancel the room and prevent us being billed, thus saving us money. Also, be sure that all students on your roll are informed. This is a role that you may enlist a class assistant to perform.

Maintaining records

During the term members, may enrol, withdraw and record apologies for non-attendance at a particular class or classes.

Marking the Roll

Before the start of term you will be sent a link to your class so you can download and print the class attendance form (Roll). If you have no print facility the Office will help you with this. We need to have all rolls marked either by you or by a class assistant and handed back to the office at the conclusion of the term. If your class continues you will have a new Roll link before the start of the next term. Description

and details of the Roll are detailed under “Feedback to & from Office Admin” .

Student enrolments and admitting new students

Most students enrol in year-long and term courses at the end of the previous year. Inevitably, some will drop out. Enrolments will continue in your course either directly by members online or through the office until it is full, and then maintained at full capacity from any waiting list. You will have the name and contact of members on the waiting list and if it is appropriate to admit a new student when a vacancy arises you can ask the first member on the waiting list. The waiting list members are listed in order of registration received for your class.

Room etiquette

Often another class/meeting will follow directly on from yours, potentially changing with new courses each term. Please be considerate and finish teaching five minutes before the end of your class time to enable packing up and a smooth transition for the next class/meeting. We endeavour to timetable a change over time of 15 minutes at venues where we have courses immediately following each other. Please be considerate and ensure that you vacate the room and the parking area quickly to avoid congestion.

Room Problems

If you have any complaints about your room, please contact the office in the first instance

Member Privacy

It is your responsibility to ensure the privacy and confidentiality of member information. This applies to both personal information shared within the class and contact information provided by the office. Remember to use BCC when you email your class. In some classes students want to share their phone contact details with other students. You as tutor, with the agreement of the class, may give out the information or students can share contact information with other students on an individual basis. Office volunteers have been instructed not to give out personal details but instead will pass messages on to tutors to respond to directly.

Backup Tutors/Leaders

In some instances such as holidays or illness you may need to be absent from your class for an extended period. Please discuss with the course coordinator and students the option of the course continuing with a back-up tutor/leader or a class monitor. Once approval is given, ensure that the office has all relevant contact details for your replacement.

Photocopying

The offices of our State MPs in Eltham and Diamond Creek will photocopy reasonable amounts of material for you. Or you can organise your own copies and seek reimbursement of the costs from class participants. To reduce photocopying, tutors may wish to email materials to class members.

Copyright

The Australian Copyright Act governs the making of photocopies or other reproductions of copyrighted material. The Act states that copied materials are to be used for research or study and no other purpose and that the amount copied is in accordance with the copying limits laid down in the Act. These fair use limits are:

A "reasonable portion" - 10% or one chapter of a published literary or dramatic work, One article from an issue of a periodical, More than one article from the same issue of a periodical provided they're not for different research or study.

Refer to the Appendix for the terms of our license which covers copying of printed materials and the playing (but not making copies) of music CDs, DVDs, tapes and videos etc. for educational purposes in classes.

Well Being and safety issues

Member Identification

Members are provided with Member ID cards, plastic pockets and lanyards and are required to wear these whilst attending classes and other U3A events. We request your support in implementing this policy which has been introduced for health and safety reasons, and to assist in member identification. Please set the right example by wearing your own ID card and discussing the importance of this procedure with your class.

Medical emergency, injury or accident

In the event of any injury or accident occurring on or about premises which are used for our classes, whether or not the person is a member of Nillumbik U3A, please notify the Office and also complete an Incident Report Form [Appendix] so that details are recorded. For serious incidents requiring medical attention or where a person is unconscious, in severe pain or has unstoppable bleeding 000 should be called.

Insurance

Nillumbik U3A has public liability insurance that protects tutors against claims that might be made against them for negligence. The policy only applies to activities that have been approved by the Committee of Nillumbik U3A. As a consequence if you are contemplating any activity that falls outside the approved Curriculum it is essential that you advise the Course Co-ordinator so that Committee approval is obtained. Any questions you have relating to insurance matters should be directed to the Hon. Secretary.

Grievance and dispute procedures

If you have difficulties with students in your class, we encourage you to resolve issues informally, however feel free to refer the issue to the course coordinator to discuss the matter in confidence. Examples of class issues leading to a dispute may include: disruptive behaviour, aggressive behaviour,

harassment. (Refer to the Code of Conduct - Appendix)

Course coordination

The role of the Nillumbik U3A course coordinator is to:

- talk to prospective tutors about all aspects of tutoring within the U3A;
- approve and assist tutors where necessary to develop course proposals;
- schedule classes - both short, term/yearlong - for the start of each year;
- schedule short courses offered in subsequent terms;
- organise tutor meetings and workshops;
- report to the Committee of Management on a monthly basis.

Course planning and promotion

The U3A Year

Nillumbik U3A operates on a year with 4 terms each of which starts one week after the Victorian Department of Education school terms. We do not operate on public holidays or outside of the term dates published on our website. However, some classes may continue in term breaks, with Committee approval, particularly those that operate once a month and some that involve an activity not requiring a hired venue.

Planning

When you start, you will be asked to complete a "Tutor/Class Leader Application Form" [see Appendix] outlining the subject of your course and the way you propose to run the classes, preferred days and times, session length (usually 1.5 hours), and indications (if needed) of the level of previous knowledge required, as well as other administrative information which informs timetabling, equipment and room bookings. These forms are also available in the office and can be downloaded from our website. The Application Form can be submitted to the Course Coordinator throughout the year for short courses starting in term 2, term 3 or term 4. The Course Coordinator will contact you to discuss your proposal.

Promoting your course

Monthly Bulletins We publish a monthly Bulletin which is a good method of informing the U3A members of your course. A paragraph or two which includes the course summary and perhaps a short outline of your experience in the topic will be useful. Deadlines for inclusion in the Bulletin are the 28th day of each Month. Website The website will carry the synopsis of the class once it has been timetabled so that members can select to join.

Notice Boards There are notice boards at several locations inside and outside of Venues. These can be used to place a flyer promoting a class or activity. The Office may be able to assist with printing the flyer.

Word of Mouth Undoubtedly the most effective way of promotion. If you have vacancies in the class encourage the participants to bring a friend.

Financial resources

From time to time the U3A may be provided with a small amount funding from the State Government or other sources. These funds are to be spent on items directly related to course improvement. We have secured audio visual equipment, white boards, educational materials and course specific equipment. All materials purchased for class use remain the property of the U3A. If students need text books that will be written in during the course then these should be purchased by the students as they cannot be reasonably re-used by a later class. Note that the funds are not used to procure consumables or class supplies which are expected to be charged to the class attendees. You may make a request for equipment and course materials at any time. Send your requests for financial assistance to the Hon. Secretary with a description of the item(s) to be funded and the cost. A request for proposed expenditure greater than \$200 will need to be presented to the committee of management for consideration.

Sharing the Workload – Class Assistants

Although the ultimate responsibility for the successful conduct of classes resides with the tutor, much of the work and many of the functions of a tutor can and should be shared with other class members. Many class members want to be involved so encourage their assistance.

The shared responsibilities can range from joint leadership of the class or providing a backup if you are absent to making class arrangements. These activities could include:

- Prepare venue, open, close, turn on/off lights, air conditioning
- Technical help with Audio/Visual equipment.
- Mark attendance record
- Photocopying
- Report class news to Bulletin
- Contact for absences,
- Money collected etc.

Appointing class assistants is often one of the first steps at the first meeting of the class. Sharing the functions of the tutor can lead to a reduced and fairer workload for tutors and class member ownership is enhanced.

The U3A Office

The Office is located at the Old Eltham Courthouse and is staffed on Monday and Thursday from 10am to Noon during term. It is planned to open three days a week during 2017, commencement date of third day will be advised.

Role of Office Administration

- Register membership applications & Subscription payments
- Promote classes by email, phone & verbally in office
- Enrol members into classes
- Direct new members to available places in classes
- Communicate information from: phone calls, voice messages, emails, enquires in person or by post to tutors as necessary
- Create & maintain information for class lists from: individual members, tutors, online enrolments,

roll overs, adding new members (inform tutors by email of new members joining the class during term) & remove discontinuing members

- Put potential members in touch with tutors i.e. language tutors, bridge or art, for placement into appropriate classes
- Provide admin services & assistance to tutors i.e. photocopying facilities,
- hard Copies of class list etc.
- Create paperwork for tutors at registration day & provide a promotions box at events.
- Send reminder email of link to class list before each term commences

Contacting Office Administration

Emails from tutors are dealt with as promptly as possible.

Email – u3a.nillumbik@gmail.com phone - 0468.300 764 -voice mail only Office Volunteers as rostered office hours 10am - 12noon during term Monday - Val Harrop, Laraine Hussey, Angie Sobh &/or Rosemary Aitken Thursday - Maree Papworth, Ray Crowe, Vera Dorman &/or Rosemary Aitken

Information required from tutors

1. Change in tutor Contact details
2. Change in attendance of course
 - Someone attending who is not on list
 - Someone on list but not attending
3. Names missing from class list
4. Names that should not be on class list
5. Cancellation of class - tutor (or class assistant) to let office & members know.

Assistance to tutors

If you have problems contacting enrolled members If you have a problem accessing & printing class list Any difficulties at venues i.e. space, equipment, air conditioning heating etc. we will refer to appropriate person.

Enquiries re joining courses

Please DO NOT accept any member or prospective member into your class if they are not on the Class List. It is OK for someone to 'try out' your class, but please refer them to the office for enrolment. In some cases there are wait list member who must get a place first.

Feedback to & from Office Admin

CLASS ROLL has multiple purposes –

1. To provide a list of people covered under Nillumbik U3A Insurance for each class.
2. Provide contact details (telephone)
3. To record attendance numbers at each session.
4. To show subscription status (paid up status)
5. To show people wait listed

Suggested manner for marking the roll:

| | |
|---|----------------------------------|
| ✓ | Present |
| - | Absent without an apology |
| A | Absent with an apology |
| H | On holiday |

You or the class assistants should contact the member after three unexplained absences in case there is a problem. Absence without advising the office or the tutor can result in loss of class position.

Please return roll to Admin Office at end of term or at the end of shorter series of sessions. Nillumbik U3A depends on accurate attendance figures for funding.

VENUE SPECIFIC INSTRUCTIONS These are available from the Office along with the Disabled Access information.

Appendices

Tutor/Class Leader Application Form

Nillumbik U3A

Tutor/ Class Leader Application Form.

This form should be handed to the Committee of Management for consideration and approval well in advance of the start of a Term. Only authorized activities may be run.

Name.

Telephone.

Mobile

Email

Address

Postcode

Previous Employment

Proposed Course/Class/Activity

Title

Brief Description of Course/Class/Activity

Maximum Group Size.

Minimum

Preferred Days/Times.

Length of Each session

Hrs

Equipment needed from U3A

Frequency of Class Please Tick.

Once only (Lecture, workshop)

Weekly.

Fortnightly.

Monthly.

Term 1

Term 2

Term 3

Term 4

Items needed to be supplied by Class members.

NB. Class notes can be photocopied by Nillumbik U3A if required.

Code of Conduct

Introduction

The U3A movement in Victoria is dedicated to providing a competent and ethical service to Third Age members of the community and undertakes to provide its members with a trustworthy, fair, honest environment based upon equal opportunity to participate in U3A programs and activities.

Purpose

The purpose of this policy is to document Nillumbik U3A's Code of Conduct for members and the processes that will be followed where a breach of the Code of Conduct is reported.

Policy

Nillumbik U3A commits itself to operating in accordance with this Code of Conduct for the benefit and protection of the organisation and of members' personal rights.

Every member of Nillumbik U3A has the right to:

- feel safe and respected
- a supportive and positive learning environment
- participate in learning, social and recreational opportunities
- receive services fully compliant with U3A norms
- make a complaint and receive prompt and fair resolution thereof
- have access to guidelines, policies and procedures adopted by Nillumbik U3A.

Every member of Nillumbik U3A has the responsibility to:

- respect the beliefs, needs and background of others
- act and speak respectfully
- understand and follow the organisation's guidelines, policies and procedures
- carry out all activities in an appropriate manner
- work cooperatively for the benefit of all members
- maintain positive relationships
- care for the property and possessions of the organisation and members
- help create an inclusive environment
- report actual or potentially unsafe situations or conduct
- wear a name badge to assist in the governance of the organisation

The principles set out in this Code of Conduct are intended to apply to any U3A-related context including classes, activities, auspiced social functions, meetings, conferences and holiday trips.

The principles set out in this Code of Conduct apply equally to all members and volunteers/employees.

A breach of this Code of Conduct will result in disciplinary action.

Procedures

Where a person believes they have been subject to treatment or conduct that is in breach of this Code of Conduct he/she may lodge a complaint with U3A Nillumbik U3A's Secretary. The Secretary will inform the President immediately.

Any complaint of a breach of this Code of Conduct will be handled in accordance with Nillumbik U3A's Grievance Procedure detailed in the Rules of Association.

Any queries about this Code of Conduct should be referred to Nillumbik U3A's Secretary.

Responsibilities

Nillumbik U3A's Committee of Management is responsible for:

- developing, adopting, implementing, publishing and reviewing this Code of Conduct
- investigating and resolving any complaint made about a breach of this Code of Conduct.

Nillumbik U3A's Secretary is responsible for

- receiving and responding to enquiries about this Code of Conduct
- receiving complaints about an alleged breach of this Code of Conduct and for bringing the matter before the Committee of Management promptly.

Authorisation

Version Number: 1.0

Endorsed by Nillumbik U3A Committee of Management

Date: 19 February 2017

References U3A Network Victoria Policy Guideline 03 – Code of Conduct V.1

Incident Report Form



U3A INCIDENT / ACCIDENT REPORT

REPORT NO: _____

NAME: _____

ADDRESS _____

_____ TEL: _____

DATE OF INCIDENT: _____

PLACE . _____ TIME: _____

TUTOR: _____ TEL: _____

OTHER WITNESS: _____ TEL: _____

DETAILS OF
INCIDENT: _____

ACTION
TAKEN. _____

SIGNATURES

PERSON AFFECTED: _____

TUTOR: _____

WITNESS: _____

** Please make two photocopies of this form when it has been completed. Give a Copy to person who was involved, a copy should be placed in the INCIDENT / ACCIDENT file for future reference and the U3A Secretary should be given the ORIGINAL REPORT as soon as possible.

Our Venues 2017

Hurstbridge venues

Bridges Restaurant, 1075 Heidelberg-Kinglake Road, Hurstbridge 263 B7

Hurstbridge Bowling Club, 35 Graysharps Road, Hurstbridge 185 J8

Hurstbridge Community Hub, 50 Graysharps Road, Hurstbridge 185 J9

Wattle Glen venue

Wattle Glen Tennis Club, 35 Kangaroo Ground Road, Wattle Glen (next to Fire Station)

Eltham venues

Old Eltham Courthouse, cnr Brougham Street & Main Road, Eltham 21 J7

healthAbility (Nillumbik Health), 917 Main Road, Eltham 21 J5

St Vincent Care, Gate 1, 43 Diamond Street, Eltham 21 J4

Eltham Living & Learning Centre, 739 Main Road, Eltham 21 J7

Yarra Plenty Regional Library, Panther Place, Eltham 21 J5

Eltham High School, 30-60 Withers Way, Eltham 21 H8

Eltham Bowling Club, 20-50 Susan Street, Eltham 21 H6

Greensborough venue

Diamond Valley Sports & Fitness Centre, 44 Civic Drive, Greensborough 11 A10

Diamond Creek venue

Living & Learning Diamond Creek, 119 Cowin St, Diamond Creek

Disabled Access At Venues

Allwood Neighbourhood House, Hurstbridge. Disabled parking not marked. Access good if parked inside gate. Ramp to front door. Heavy front door, assistance required. Disabled toilet.

Bridges, Hurstbridge.

Disabled parking, easy access & disabled toilet. May need assistance with front door.

Living & Learning Centre Eltham, Pavilion or Sunroom.

Marked disabled parking, good access to rooms, disabled toilet.

Eltham Bowling Club. Marked disabled parking, good access to greens & club house, disabled toilet.

Eltham High School - Art room. Park in Ely Street, (map available from office), no marked disabled parking but easy access along path. Ramp to building. Disabled toilet.

Eltham Library,

Marked disabled parking, ramps, disabled toilets.

Hurstbridge Bowling Club. Marked disabled parking opposite. Ramp to front door, assistance required with door. Disabled toilet could be made available (the club would need notification).

The Hub. Hurstbridge Community Centre. All disabled access available.

health Ability, Main Rd. Eltham. All disabled access available.

Metzner Hall, St Vincent's Care Services. Parking & access good. Safety rails in toilets.

Old Eltham Courthouse. No marked disabled parking. Access ramps & disabled toilet.

Wattle Glen Tennis Club, No marked disabled parking

Useful contacts

Committee

Hon. Secretary: Vera Dorman veradormanU3A@gmail.com

President Karen Coulston 0417 529 181

VP / Bulletin Editor Guy Palmer 9444 1400

Course Coordinator Stuart Winstanley 0414 319 597

Treasurer

Venues

Allwood Neighbourhood House 9718 2717

Bridges Restaurant 9718 0099

Hurstbridge Bowling Club 9718 2159

Hurstbridge Community Hub 9719 8400

Wattle Glen Tennis Club

Old Eltham Courthouse (office hours) 0468 300 764

healthAbility 9430 9100

St Vincent's Care Eltham 9431 0100

Eltham Living & Learning Centre 9433 3744

Yarra Plenty Regional Library Eltham 9439 9266

Eltham High School 9430 5111

Eltham Bowling Club 9439 4404

Diamond Valley Sports & Fitness Centre 9435 8444

Diamond Creek Living & Learning 9433 3766

Technical Support for U3A equipment (laptop, projector, audio)

Rob Rankin 0417 509 311

Gerard Wood 0408 979 464

Copyright Statutory Education License and Information Sheet

Copyright Statutory Education Licence ~ Non-Commercial ~

LICENCE NO. SE 5197 The License allows Member U3As to copy third party copyright materials, within certain limits, without asking copyright owners' permission each time. This covers hard-copy (photocopying) and electronic use (electronic copying and communications). Copies should be marked with the title of the work, name of the author and publisher (where known). The copies must only be for the use of students and staff (including unpaid tutors) and only be for educational purposes. The copies may be made at your own premises or at another location. You do not have to own the book from which you made the copies. There is no limit to the number of copies you may make. Emailed copies must state that: this material has been copied and communicated to you on behalf of (Name of U3A) pursuant to Part VB of Copyright Act 1968 and any further reproduction is not permitted.

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- For use by students and staff – works already in electronic format
- 10% of number of words (literary and dramatic works)
- All - if not published or published on its own
- All - if not available within a reasonable period of time (30days)*
- Periodicals – one article or more if the same subject matter
- Musical works – 10% or all if not published or not available
- Artistic works – All Copying rights – hard-copy (photocopy)
- For educational purposes and not supplied for profit
- Books – literary, dramatic or musical work – 10% of pages or one chapter of that edition. Includes short stories and poems
- Periodicals – newspapers, magazines and journals – whole article or more if relating to same issue
- Anthologies–books of readings and collections of works–whole or work but not more than 15 pages
 - Artistic works – whole or part of those that accompany literary or dramatic works or those not separately published
- Works not separately published - whole or part can be copied
- Unavailable works – whole or part if work not obtainable within reasonable time *
- Artistic works – maps, drawings, illustrations and pictures
- Dramatic works – plays and scripts
- Musical works – sheet music

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