



Information for Schools

Open: Monday to Saturday 10.00am to 4.00pm, other times by appointment

Telephone: 02 6583 1108

Email: portmuseum@gmail.com

School Tours:

Visits to our museum can be tailored to all levels of learning, from early childhood, primary and high school to tertiary level. **Please note guided tours are currently suspended, however self-guided tours are available.**

To assist we offer a free web-based audio guide <https://www.izi.travel/en/cd6f-port-macquarie-museum/en>, accessible on all devices. We also provide free onsite Wi-Fi.

Bookings:

Please complete our online booking form: <https://portmuseum.org.au/group-booking.html>

All tour bookings will be confirmed in writing.

Costs:

\$3.00 per student, up to 18 years of age, including GST

Teachers, carers, accompanying parents and coach drivers receive complimentary entry.

Payment:

Your school will be sent an invoice from the Port Macquarie Historical Society following your visit or you are welcome to make payment on the day. EFTPOS facilities are available.

Risk Assessment:

A current risk assessment is attached.

Insurance:

Our current Public Liability Insurance certificate is attached.

Planning Your Visit

Bookings for school visits are essential.

Transport

The coach drop off and pick up point is located 120m west of the museum along Clarence Street, outside the Glasshouse.

Lunch area

Groups are welcome to have lunch in our adjacent garden area. Some undercover areas are also available if necessary. Port Macquarie's Town Green is nearby and suitable for large groups with shaded areas.

Bag storage

School bags can be left in our undercover areas. No lockable storage is available.

Photography

Photography is welcome throughout our museum.

Need more information?

Our Tours Coordinator is more than happy to provide further information or answer any questions you may have. If you would like to visit the Museum prior to your booking or to discuss your needs please contact us.

Tours Coordinator: Lil Andrews

Telephone: 02 6583 1108

Email: portmuseum@gmail.com

Other Resources/Services

Australian War Memorial Box Program

We are an agent for the Australian War Memorial Box Program, for further details refer

<https://www.awm.gov.au/learn/memorial-boxes>

Boxes are free to borrow, however freight charges may apply.

Online History Resources

Many of our collection items and their stories are accessible through our online catalogue:

<https://ehive.com/collections/3977/port-macquarie-museum>.

The catalogue is searchable by theme, topic, place, person, date, etc.

Online exhibitions - Our Rivers Our History <http://www.oroh.com.au/> and

Tourists Paradise <https://touristsparadise.com.au/>

Online walking tour – Port Macquarie historic sites and walking tour guide

<https://izi.travel/en/9c7d-port-macquarie-heritage-walk/en>

You will find further information about our museum and current exhibitions on our website

<https://portmuseum.org.au/>

**PORT MACQUARIE MUSEUM
Risk Management Plan**

Hazard/Risk Identification (Type/cause)	Priority (Severity & Likelihood)	Elimination or Control Measures (What, Who & When)		
Risk of COVID-19 transmission to volunteer guides	Moderate to Low	Cease offering guided tours. Offer self-guided tours only. Museum Tour Co-ordinator will greet School Excursion Co-ordinator and provide recommended museum tour pathways/routes.	Museum Tour Co-ordinator	Ongoing during COVID-19 pandemic
Implement COVID-19 Safety Plan in compliance with Government guidelines	High	COVID-19 Safety Plan including increased cleaning measures, physically distancing measures, etc. introduced from June 2020	Museum Management	Ongoing during COVID-19 pandemic
Overcrowding and not being able to physically distance	High	Close museum to the public during school excursions, if necessary, depending on numbers.	Museum Tour Co-ordinator	Prior to arrival time
Trips or falls when alighting from or boarding buses or other vehicles.	Moderate	Persons alighting from vehicles should be supervised by teachers and instructed to exercise due caution	School Excursion Co-ordinator	On arrival/departure
Trips or falls when walking around Museum	Low to Moderate	Excursion Co-ordinator to make all visitors aware of trip hazards	School Excursion Co-ordinator	At all times during excursion
Portable steps in Costume Gallery for viewing costumes in chest of drawers	Moderate	Make sure children are aware of the necessity to stand on steps correctly	School Excursion Co-ordinator	Viewing costumes in chest of drawers
Some mannequins in museum are free standing and should not be handled in case of toppling over.	Moderate	Be sure that children do not pull or touch mannequins	School Excursion Co-ordinator	Throughout Museum
Machinery in South Courtyard could be a trip hazard if climbed over	Moderate	Make children aware they are not to climb over machinery	School Excursion Co-ordinator	South Courtyard
Stepping down from South Gallery Deck to adjacent to Sugar Mill. Chute on Sugar Mill.	Moderate	Make children aware of step down	School Excursion Co-ordinator	South Deck/Courtyard

Risk Assessment prepared by: Clive Smith, PMHS President Date: 10 August 2022

Please Note: All children are expected to be supervised by teachers and/ or carers at all times.

PORT MACQUARIE MUSEUM
Public Liability Insurance Certificate



24 May 2022

Pearl Gates
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TO WHOM IT MAY CONCERN

Certificate of Currency
Public & Products Liability

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this Certificate by email or for any loss, damage or expense thereby occasioned to any recipient.

INSURED

Port Macquarie Historical Society Inc, an Individual Affiliated Society of the Royal Australian Historical Society

BUSINESS DESCRIPTION

Principally, holding meetings; research, writing and publication of NSW and/or Australian history; site visits and walks; historical functions and activities; fundraising including Bunnings BBQ's; market stallholders; live entertainment; management and opening of a museums and/or research centres; holding seminars, conferences, educational workshops, exhibitions, lectures, working bees and museum open days; organise cemetery visits; amusement rides/animals; festivals, parades and fetes; weddings, photos and film shoots; special events; archaeology digs; organise and conduct local, regional and/or overseas historical tours; operate rail trikes; track machines for public rides and motorised rail trolley; historical re-enactments and events (carrying unloaded weapons); acts of guard of honour for official ceremonies; historical, theatrical and educational displays; historical dance and handicrafts demonstrations and workshops; selling clothing and accoutrements; forklift use; outings; vintage aircraft display inspection; property owners and occupiers; and all other occupations incidental thereto.

PERIOD OF INSURANCE

From: 30 April 2022 at 4:00 pm Local Standard Time

To: 30 April 2023 at 4:00 pm Local Standard Time

Any subsequent period for which the Insured has requested and the Insurer has accepted renewal.

INTEREST INSURED

Legal liability to third parties for personal injury and/or property damage happening during the Period of Insurance, arising out of the business and/or the products as a result of an occurrence. All charges, expenses, legal and other costs incurred as the result of an occurrence

LIMITS OF LIABILITY

\$30,000,000 any one Occurrence or series of Occurrences arising from one originating cause and in the aggregate during the Period of Insurance.

TERRITORIAL LIMITS

Anywhere in the world except with respect to the United States of America, Canada and their respective territories and protectorates or any other territory coming within the jurisdiction of the courts of these countries where this Policy will only apply in respect of the Insured's Product exported into and/or travelling executives and salespersons within such countries. Indemnity is subject to the terms and conditions of the Policy, including any applicable Sub-Limits of Liability and Deductibles.

INSURER

CGU Insurance

PROPORTION

100%

POLICY NUMBER

10M0887660

Yours faithfully

Pearl Gates

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Senior Account Executive