



Information for Schools

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

Telephone: 02 6583 1108

Email: portmuseum@gmail.com

Visits:

All school visits are self-guided. To assist we offer a free web-based audio guide <https://www.izi.travel/en/cd6f-port-macquarie-museum/en>, accessible on all devices and free onsite Wi-Fi.

Teachers Toolkit:

Past Port is a toolkit for teachers. Past Port provides curriculum linked information and suggested activities in the classroom and at our museum to support specific learning outcomes for students in Stages 1, 2 and 3 within the K-10 History concept and skills continuum of the NSW HSIE Syllabus. <https://ehive.com/communities/1201/past-port>

Bookings:

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

All school visit 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 emailed 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 School Visits 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.

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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. To arrange a loan, please email us: portmuseum@gmail.com

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)		
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 Visits 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 and extended chute.	School Excursion Co-ordinator	South Deck/Courtyard
Risk Assessment prepared by: Clive Smith, PMHS President Date: 03 May 2023				

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

PORT MACQUARIE MUSEUM

Public Liability Insurance Certificate



18 April 2023

TO WHOM IT MAY CONCERN

Pearl Gates
Senior Account Executive

Marsh Pty Ltd
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Certificate of Currency Public & Products Liability

Our Ref: 164298

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
OTHER INTERESTED PARTIES	Not Interested
PERIOD OF INSURANCE	From: 30 April 2023 at 4 PM Local Standard Time To: 30 April 2024 at 4 PM Local Standard Time
LIMITS OF LIABILITY	The limit of the Insurer's liability: (i) shall apply exclusive of indemnity provided for under Additional Payments; (ii) shall not exceed the following amounts except as otherwise provided in the Policy; (A) General Liability \$30,000,000 any one Occurrence or series of Occurrences arising from one originating cause. (B) Product 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.

(C) Advertising Liability

\$30,000,000 any one Occurrence or series of Occurrences arising from one originating cause.

Should more than one Limit of Liability be applicable to any one Occurrence in respect of (A) and (C) above, such Limits of Liability shall not be aggregated - the highest single Limit of Liability only shall apply.

INSURER	PROPORTION	POLICY NUMBER
CGU Insurance- GA	100.000%	10M 6762319

Pearl Gates
Senior Account Executive