PORT MACQUARIE MUSEUM
Our Place, Our Stories

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:

Currently, 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 by email.

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 and risk management plan 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 garden or 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.

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. To arrange a loan, please email us: portmusuem@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/ - Refer Visit and Exhibitions pages.

PORT MACQUARIE MUSEUM
Risk Management Plan

Hazard/Risk Identification (Type/cause)	**Priority** (Severity & Likelihood)	**Elimination or Control Measures (What, Who & When)**		
Overcrowding due to limited space in museum.	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
Multi-sensory exhibit Birrbay Barray Djuyal may cause distress to students affected by strobe lights, movement and loud sounds.	Low to Moderate	Excursion Co-ordinator to assess risks for individual students who may be impacted.	School Excursion Co-ordinator	Birpai exhibitions space
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
Trips or falls when using stairs to access upper level of historic Store building.	Moderate	Make children aware of stairs and instruct to use handrail when using stairs.	School Excursion Co-ordinator	Historic Store building
Risk Assessment prepared by: Debbie Sommers, Museum Curator Date: 27 October 2026				

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

PORT MACQUARIE MUSEUM
Public Liability Insurance Certificate

Marsh Advantage Insurance Pty Ltd
ABN 31 081 358 303
Level 13, 111 Eagle Street
Brisbane, QLD Australia 4000
Tel +61 7 3246 7555
Fax +61 7 3246 7590
www.marshadvantage.com.au
Lauren.Coburn@marsh.com

29 April 2026

Certificate of Currency
Public & Products Liability
Policy Ref: 277615

This certificate of currency provides a summary of cover and is current on the date of issue. It is not intended to amend, extend, replace or override the terms and conditions contained in the actual coverage 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	Individual affiliated societies of Royal Australian Port Macquarie Historical Society Inc
INTRESTED PARTY	None noted
BUSINESS	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 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 heritage railway maintenance vehicles (trikes) on tracks that are not live; track machines for public rides and motorised rail trolley; historical re-enactments and events; 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; accommodation and Airbnb; outings; vintage aircraft display inspection; property owners;
PERIOD OF INSURANCE	**From**: 30 April 2026 at 4 PM Local Standard Time **To**: 30 April 2027 at 4 PM Local Standard Time Any subsequent period for which the Insured has requested and the Insurer has accepted renewal.

LIMITS OF LIABILITY

(A) General Liability

$30,000,000 any one Occurrence

(B) Product Liability

$30,000,000 in the aggregate during

INSURER

This policy will be arranged through:

NAME	%	POLICY #
Chubb Ins Australia Limited - MMA - GA	100.000%	01CL556235

Lauren Coburn

Lauren Coburn
Managing Principal
Marsh Entertainment Team