



Sustainable Farms Field Day Toolkit

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Introduction

Welcome to the Australian National University (ANU) Sustainable Farms Field Day Toolkit.

This Toolkit is for people who are organising, or partnering to organise a field day.

This Toolkit provides an overview of how ANU aims to deliver field days that are meaningful, well-resourced and of value to all who attend. It describes how events are planned and promoted, and includes checklists and resources to support the management and administration of each event.

Our approach

Through the Sustainable Farms program, ANU is moving toward an extension model of research translation to farmers and partners. Sustainable Farms have utilised the framework provided by Iowa Learning Farms (www.iowalearningfarms.org) extension model and this toolkit has been developed through the learning and resources they have shared with us, as well as the many years of experience of Landcare facilitators and project officers from our partners across the Sustainable Farms project area.

Farm field days are an important component of our model of research translation and extension (Figure 1). Field days provide an opportunity for farmers to both learn from each other and also access the latest science to inform their decision making. We run a series of Summer and Winter field days each year, which are hosted by farmers across the Sustainable Farms project area.

We aim to run our field days in partnership with local community, industry and government organisations as we recognise that a collaborative approach is most efficient and effective. We hope to partner in running field days that are informative, interactive and offer multi-disciplinary information.



Figure 1. Sustainable Farms Field Day Success Loop (adapted from Iowa Learning Farms resources: www.iowalearningfarms.org)

8 weeks prior to the event

Initial planning

Seeking partnerships

A collaborative approach to running events such as field days, is most efficient and effective in terms of time and resource management, shared promotion of key messages, presenting multidisciplinary information, avoiding duplicate events on similar topics, and building new strategic project alliances.

Initially, seek out any potential partners with programs or goals that align with the purpose of the field day. Consider approaching local organisations such as Landcare groups, farming systems groups, Local Land Services / Catchment Management Authorities and Government departments that may be interested in collaborating and supporting the field day through shared event management, publicity or provision of a guest speaker.

For a successful partnership, communication is key. When arranging a field day with a partner, it is crucial both organisations are aware of what they will contribute to the event.

One partner will usually be the Lead Organisation. The Lead Organisation will generally take responsibility for key tasks including producing the event flier, coordinating the event registration process, holding the public liability insurance for the event and undertaking the risk assessment.

All partners contributing to the field day should complete and sign the **Field Day Partner Agreement** (Appendix 1) to ensure clarity around roles and responsibilities.

All partners should discuss and agree upon the following:

- The field day topic, purpose and desired outcomes
- Timelines leading up to the event
- Investment of time and resources required by each party
- Requirements regarding promotion of the event, including the event flier
- Event registration process
- Which organisation will take on the responsibility for public liability insurance and risk assessment
- The Event Coordinator and Facilitator roles on the day of the event

Two people is the minimum to run a successful field day. If more staff are available, these roles can be split further. As a minimum, on the day of the event there will be:

- An **Event Coordinator** who will coordinate logistics and matters related to people support and any material produced from the day.
- A **Facilitator** who will lead the field day, introduce presenters, ensure there is dialogue with audience participation and keep the day to the schedule.

Use the checklist at Appendix 3 to review roles and responsibilities on the day.

Themes

Each field day should have a primary theme identified. Sometimes this topic or theme will naturally arise from the choice of venue if the venue was selected to showcase a particular natural resource management project.

Sustainable Farms projects focus on the following themes:

- Farm dam enhancement
- Revegetation for biodiversity
- Native shelterbelts
- Rocky outcrops
- Scattered paddock trees
- Riparian restoration

Therefore we have relevant research data, monitoring sites and ecologists who can speak extensively on these topics.

However, we are always interested in other topics and encourage a variety of speakers from different disciplines to include in field days with our partners, to ensure participants get the most value out of the day.

Field day venue

Sourcing a farm to host the Field Day is one of the most important components of providing a successful day. Finding farms who have performed the kind of natural asset restoration projects that Sustainable Farms encourages is a great place to start, alternatively a farm that highlights a project of the partner organisation. Identify a property owner or manager that has successfully implemented the on-ground actions and management actions that the field day is seeking to showcase, and who may be willing to host the field day on their farm. It is important to talk to them about their expectations of the field day and confirm that they are willing to host the event on their property.

Some helpful questions to discuss are:

- How comfortable are they with speaking in front of a group? Or would they rather present in a Q&A format with the Facilitator?
- Are they willing to share their story of why they implemented the on-ground works and management practices? Including what has worked well and what lessons they have learned through the implementation process
- How many participants are they willing to have on the property? Where will people park?
- Are they happy to have their name included on the event flier (confirm details as to how they would like to be presented)?
- Are they happy for photographs to be taken (and potentially shared on social media) of their property?
- Is their Google maps location accurate and do they have any specific directions to help people find their property?

Scheduling the field day

Schedule the field day to avoid clashes with other events or peak times within the year (eg. harvest and sowing).

The time of year should also factor into the decision – for example, a Field Day to demonstrate suitable habitat for gliders will be much better after daylight savings, to prevent people having to travel home too late in the evening.

Budget

Discuss and confirm the total budget for the event and the specific contributions from each partner organisation (to be included in the **Field Day Partner Agreement** (Appendix 1). The in-kind contributions from each partner for time and resources spent on planning, coordination, promotion and evaluation should be documented, as well as cash contributions.

Considerations when costing a field day include:

- Presenters (may include travel and accommodation, or speaker fees if necessary)
- Catering
- Promotional costs and materials
- Venue hire (eg. community hall)
- Equipment and materials that may need to be hired or acquired (eg. portable toilets, tables and chairs)

6 weeks prior to the event

Presenters

There should be at least two presenters in addition to the farmer host of the field day. Generally one the other presenters will be a Sustainable Farms staff member.

Partners should discuss potential presenters for the field day, aiming to have presenters from different disciplines to provide a more holistic range of information relevant to the theme. Sustainable Farms has access to many ANU academics with an interest in farm restoration, so if an academic expert is required we can assist in seeking a suitable presenter.

Ensure the name of each presenter and their presentation topic is clarified, so the event flier has the correct information.

Event registration

The Lead Organisation is generally responsible for setting up the online registration form for the event (www.eventbrite.com.au is recommended). Remember to include contact details for anyone seeking more information, request for any dietary requirements, and details about what participants should bring (eg. hat, sunscreen, folding chair).

Publicity

Use the **Field Day Partner Agreement** (Appendix 1) to plan publicity actions and responsibilities, including social media, newsletters, mail outs and media releases.

Once speakers and venue are confirmed, the Lead Organisation will create a flier that acknowledges partners, sponsors and other funding bodies. It is very important that all partners have the opportunity to approve the final flier prior to distribution. It should also be checked with the presenters to ensure their details are correct.

The below table indicates a rough timeline of publicity events.

6 weeks prior to the event	Two weeks prior to the event
Create event flier and seek approval from all partners; distribute at least 4 weeks prior	Attend radio interview if accepted
Promote event via partner social media channels	Reminder promotions via social media
Promote event via partner newsletters and mailing lists	Send reminder to local Landcare groups to distribute to their members
Write media release and send to local media	Collate event registrations and keep all partners updated

Communication materials

Think about what communication materials would benefit attendees. If you would like to create a new brochure or fact sheet for the field day (see the Sustainable Farms website for examples), start collecting information to allow the designers from the Sustainable Farms team to produce the document (including photographs and diagrams if you want them included).

4 weeks prior to the event

Risk Assessment

The organisation responsible for Work Health and Safety (WH&S) is generally the Lead Organisation. They must be able to confirm that their Public Liability insurance will cover the event. This organisation should also take responsibility for completing the **Risk Assessment** at Appendix 4 (or their own risk assessment form).

WH&S obligations on the day itself should be shared by all those staffing the event. These include basics (such as taping down cords if electrical extension cords are used to power equipment at the site) through to ensuring correct first aid and fire equipment are present at the day.

Before the day inform all attendees of any biosecurity requests from the farmer or Local Land Services (e.g. Boot sterilization or vehicle wash down). Make sure there is a designated parking area with decent visibility.

Catering

The party responsible for organising the catering or caterer should confirm the details at least four weeks prior to the event. Caterers will be responsible for food set up, cooking and pack up, including the safe transport and refrigeration of foods that require it.

Ensure the Caterer is able to provide options to suit all dietary requirements of participants and confirm that this information will be provided to them 3-4 days prior to the event.

Don't forget to supply caterers with a copy of the agenda once finalised, so they know what time food will need to be provided.

Gifts

Sustainable Farms staff will arrange for a poster-size property map with aerial imagery to be printed as a gift for the host farmer. The property boundaries should be checked with the landholder prior to printing.

Sustainable Farms will also provide the landholder and any guest presenters, with one of the books by David Lindenmayer *et al.* that have been published based on the research from the ANU long-term ecological monitoring program (e.g. *Wildlife Conservation in Farm Landscapes*, *Restoring Farm Woodlands for Wildlife*, *Woodlands: A disappearing landscape*).

2 weeks prior to the event

Finalise the Agenda

Confirm the final Agenda for the field day and distribute to all partners, presenters and the caterer. Also share the agenda via social media.

Contact host farmers and presenters

Engage presenters to ensure they understand what is expected, discuss the need to make their presentation interactive. Check if presenters need anything set up for their presentations (eg. If they have displays, equipment etc.)

Liaise with farmers to ensure that any concerns about the presentation of their property on the day are addressed. Talk them through the format and discuss how they will deliver the information we are hoping they will share.

Publicity

Check in and follow up on publicity commitments such as media releases, radio interviews. Reminder notices should be sent on via email and social media. Contact any other relevant organisation for inclusion into newsletters eg Landcare, NSW Farmers, Farmer groups etc.

Registration should be monitored closely at this point to see if extra resources are needed on the day, or if further avenues need to be pursued to boost numbers.

2 days prior to the event

Confirm all details

Use the **Field day preparation check list** (Appendix 2) to ensure all pre-event planning actions are completed.

Rescheduling or cancelling the event

Sometimes an event will need to be rescheduled or cancelled. For example, if the forecast indicates it will be 42 degrees on the day on the day of the event, it will be best to reschedule. Events should always be rescheduled on Code Red fire danger days.

In these instances, an effective communication system with all attendees is crucial. To reschedule, go through the following steps in order:

1. Contact the Partner Organisation so all parties are aware. Between yourself and the Partner Organisation, decide who will make the following calls.
2. Contact the host farmer to advise them and potentially discuss an alternative date.
3. Contact the confirmed speakers for the day, and let them know the potential new date if planned.
4. Contact all caterers and equipment hire providers to alert them to the fact the Field Day will be rescheduled. Ideally, this would happen before any cancellation charges would apply, but sometimes this will not be possible.
5. Notify all registered participants and update all social media platforms, that the event has been cancelled/postponed.

On the day

Setting up

Use the **Field day preparation check list** (Appendix 2) and the **Field day running sheet** (Appendix 3) to ensure all set up actions are completed.

Debrief with partners

Conduct a 'What worked well, What could be better' debrief with all staff that attended, partners and, if appropriate, presenters. This should be done at the end of the event if possible, or via teleconference within a week of the event if necessary.

Use the form at Appendix 6 to document the outcomes of the debrief to feed into the planning of future events. If there are any immediate follow up with attendees then this can be actioned here.

1-2 weeks after the event

Participant feedback survey

The Sustainable Farms participant feedback survey (Appendix 7) should be sent to all participants within two weeks of an event to learn about the clarity and accessibility of the information and whether participants plan to adopt any of the concepts introduced in the event.

Follow-up planning

Follow up with all partner organisations to discuss any follow-up activities that will assist in supporting participants to undertake property enhancements based on the learnings from the field day.

For example, this could include activities such as:

- A follow-up farm planning workshop
- Distribution of additional technical information
- Development of a grants program
- Development of a funding proposal for a new project

Invoices

Ensure all outstanding invoices are paid.

12 months after the event

Follow-up questionnaire

A follow-up participant questionnaire (Appendix 8) is sent to participants 12 months after attending a Sustainable Farms field day, to see if they have made the changes they intended to make, as noted in the previously-completed feedback survey.

Appendix 1: Field day partner agreement

Field day location:

Date and time:

Topic:

Lead Organisation:

*The Lead Organisation is generally responsible for producing the event flier, coordinating the event registration process, holding the public liability insurance for the event and undertaking the risk assessment (unless otherwise noted in the table below).

Actions – who is responsible?	Sustainable Farms	[Insert partner name]	[Insert partner name]
Budget – what is the contribution of each partner? - Financial: - In-kind (estimated hours):			
Arrange presenters: - Presenter 1 (name and topic if known) - Presenter 2 (name and topic if known) - Presenter 3 (name and topic if known)			
Event registration (generally the Lead Organisation): - Create online form and collect registrations - Contact person for phone bookings or further information			
Carry the public liability insurance for the event (generally the Lead Organisation)			
Create the flier (generally the Lead Organisation)			
Facilitator - Introduce presenters and facilitate dialogue on the day			
Event Coordinator/s - Provide on-the-day support staff and assign responsibilities to each person			
Create the Agenda			
Promote the event via: - Newsletter - Mail out to Landcare groups/facilitators - Social media - Radio - Other (specify):			
Visit field day site and complete Risk Assessment (generally the Lead Organisation)			
Organise catering			
Organise toilet facilities (if required)			
Organise tables, chairs, bins, etc.			
Organise gifts for host/presenters			
Organise name tags or stickers & markers			
Provide first aid kit			

Provide banners & promotional materials			
Provide directional signs and set them up on the day			
Bring box of other useful items (pens, gaffer tape, electrical cords, clips, etc.)			
Cancel the event in extreme circumstances and notify the property owner, all people who have registered, partners and event coordinator/s			

Additional requirements by Sustainable Farms:

1. The event flier will include the logo of all partner organisations, with logo hierarchy to be discussed and agreed upon by all partners. The wording on the flier should acknowledge all partner organisations. Approval of the flier is required from all partners prior to general distribution.
2. All partner organisations have the opportunity to display their banners and promotional materials at the field day.
3. Event registrations – Participant numbers and details will be shared with all partners, either via direct access to online registration details or via regular updates prior to the event.
4. Participant registration at the start of field day – Sustainable Farms will request participant information via tablets or paper forms (property type and size, farming systems, land management at the time of arrival at the event), which contributes information to our research information.
5. Event feedback and evaluation – Sustainable Farms will distribute an online evaluation form to participants 1-2 weeks after the field day and 12 months after the event.

[Insert additional requirements by other partners if necessary]

SIGNATURES

Sustainable Farms

Name:		Position:	
Signature:		Date:	

[Insert partner name]

Name:		Position:	
Signature:		Date:	

[Insert partner name]

Name:		Position:	
Signature:		Date:	

Appendix 2: Field day preparation check list

Pre-event

- Finalise registrations
 - Send email reminder to attendees with agenda, map and what to bring; Also ask them to advise if they can no longer attend
- Confirm final details and send agenda to the landholder, partners and presenters
- Conduct site risk assessment
- Check if the site has phone reception
- Print copies of the Agenda, Registration Form and Feedback Form
- Print list of participants and their contact details; also print list of emergency numbers
- Check weather and have a notification process if day needs to be relocated or postponed
- Notify your media contact of any significant/special media requirements or news/social media content
- Organise pick up/delivery of toilet, if required
- Finalise details with catering organisation including:
 - Number of people and any dietary requirements
 - How will food arrive and be served
 - Water & cups; In summer make sure there is extra water
 - Napkins, Tea, coffee, sugar, milk
 - Cups, plates, cutlery
 - Recycling bin, rubbish bin
 - Hand washing equipment/station (including water)
 - BBQ + gas bottle if needed
 - Tables

Arrange optional items depending on site and weather:

- Sound system / audio visual equipment if required
- Marquee
- 4WD recovery gear
- Seating (chairs or hay bales)
- Any special instructions

Set up on the day

- Set up directional signs, banners, witches hats, tie rope, electrical cables, gaffer tape
- Registration table with tablets, registration forms and name tags/stickers
- Information table with fact sheets, brochures, business cards, etc.
- First aid kit – including sunscreen, insect repellent, snake bandages etc.
- Toilet facilities including toilet paper, washing facilities
- Camera / binoculars / UHF / other equipment
- Activities for kids

Appendix 3: Field day running sheet

*Arrive at least one hour prior to the event arrival time to set up and check through the 'Field day preparation check list' to ensure nothing is overlooked.

Event Coordinator/s

- Ensure all items on the **Field day preparation check list** (Appendix 2) have been completed
- Ensure staff are briefed on the process for registration
- Welcome arrivals and direct them to the registration table and refreshments area. To ensure everyone is registered properly provide name tags only once a person is registered.
- Check that the presenters have a copy of the agenda and any other information they need
- Take photos of the field day
- Take notes for post event reporting that can be used for social media, print media, funding bodies and partners and participants
- Coordinate any filming or other media activity
- Hand around and collect Feedback Forms at the end of the day
- Record any questions that cannot be answered on the day and follow up later
- Pack up and remove rubbish – thank host

Facilitator

- Start on time; Welcome, introduce yourself and thank everyone for coming
- Acknowledgement of Country
- Introduce and thank host farmer/s and partners for the day
- Introduce the event coordinator/s and partners and thank them
- Introduce the goals of Sustainable Farms and the theme of the field day
- Run through the agenda
- Point out toilet facilities and where people can get water and sunscreen
- Conduct an initial ice-breaking discussion – eg. What has motivated people to attend or what they're hoping to learn today
- Emphasis the opportunity to talk with SF staff, speakers and each other during the event; and the importance of participants sharing what they learn at the event with other farmers
- Follow the Agenda, introducing each speaker and moving the group as required
- Keep program running on schedule, ensuring attendees remain engaged; Be prepared to modify the agenda or use some facilitation techniques if concentration and energy levels fall and participants are becoming distracted
- At the end of the presentations, explain the purpose of the Feedback Forms and distribute; Request explain the follow-up evaluation process; Remind guests of information resources (including the website and signing up to the newsletter)
- Thank host, partners and caterer
- Direct participants to lunch or dinner location
- Pack up and remove rubbish – thank host
- Run an event evaluation session with everyone involved prior to departure

Appendix 4: Field day risk assessment

Instructions

1. Physically inspect the field day site using the checklist below. For any hazards not listed, add them to the blank section at the bottom of the checklist. Where a hazard exists, tick the NO box.
2. For those areas marked NO, use the risk assessment matrix on page 4 to determine the risk score.
3. Once the risk score is calculated, use the legend at the end of the matrix to determine what further action is required.
4. For hazards which require further action, identify and document corrective actions that will eliminate or minimise the risk of the hazard (including the allocation of the responsibility for implementing the corrective action and the timeframe for completion).
5. Once corrective actions have been fully implemented, the workplace inspection can be signed off and then distributed to the relevant parties.

Address of site: (Provide details of reference points for emergency services e.g. Property 'Gumboota', 450m from the intersection Fern Rd & Browns Ln)		Date of inspection:	
Person/s inspecting: 1. 2.			
Event Details			
Event Name:			
Event Description:			
Location			
Event date and time:		Date:	Time:
Estimated attendance:			
Lead Organisation			
Organisation:			
Contact Person:			
Mobile:		Email:	
Emergency Contacts: '000 or '112' for mobile phones		Local UHF RFS	

EVENT ACCESS AND VEHICLE ACCESS	Y	N	N/A	Risk Score	Comments / Actions required
Entry / Exit areas are clear and accessible for staff and expected attendees and emergency services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Field day directions are well defined and clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate parking areas to cater for the expected vehicle numbers attending the event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Provisions made if driving through long dry grass or other dry vegetation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate direction and transport between field day sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
GENERAL WORK ENVIRONMENT	Yes	No	N/A	Risk Score	Comments / Actions Required
Working in hot conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Working in cold conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Working in stormy weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Working in and around water bodies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Working in windy conditions including dust storms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Exposure to UV radiation from the sun?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Moving about in the field on foot with uneven terrain, loose surfaces and potential trip hazards eg logs & old wire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Moving about in the field under trees or with overhanging branches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Working around animals that bite, sting, ram or maul	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Working in areas prone to flash flooding or inland creek/ river flooding					
Working in bushfire prone areas or areas effected by smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Working in areas where fences need to be crossed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
MEETING & EATING AREAS					
Adequate seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate provision of clean and stable furniture and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate provisions for waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical cords are adequately bundled and stored so as to prevent tripping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Electrical power points are in good condition and not overloaded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
There is adequate storage space to prevent clutter around the work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate supply of drinking water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

COMMUNICATION					
Adequate signage and clear directions to avoid Isolation/segregation – people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate skills to use and manage communication equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate skills to deal conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
In the event of an emergency adequate phone coverage or UHF access/ channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Permissions from attendees to be potentially photographed, be on social media, filmed or be interviewed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
AMENITIES AND FIRST AID					
Adequate provision /location of toilets and hand washing facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Adequate facilities and utensils for food catering preparation and clean up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Trained first aider available at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Appropriate First Aid kit(s) available and easily locatable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CATERING					
Groups/ persons responsible for provision of food					N/A <input type="checkbox"/>
Contact person:			Holds Food Licence /Permit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email			Phone/ Mobile		
If group <u>does not</u> hold a food licence – what food safety control measures will be used to ensure the health of people attending the event?					
Food Safety Plan to be implemented (attach separate document if needed):					
COOKING FUELS					
	Y	N	N/A	Risk Score	Comments / Actions required
LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date and still safe to use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Using a campfire or fuel stove	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
STORAGE					
	Y	N	N/A	Risk Score	Comments / Actions required
Field Day equipment transported and stored correctly and neatly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
All equipment and containers labelled to prevent contamination or damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
OTHER IDENTIFIED HAZARDS					
	Y	N	N/A	Risk Score	Comments / Actions required
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Click here to enter text.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Click here to enter text.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Click here to enter text.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Risk Assessment Matrix

Risk Score = Consequence x Likelihood

LIKELIHOOD	CONSEQUENCE		
	MAJOR (A) Permanent injury or fatality, high financial loss, significant property or equipment damage long term environmental harm	MODERATE (B) Lost time injury or restricted capacity for work injury, medium financial loss, medium property or equipment damage, short term environmental harm	MINOR (C) First aid or medical treatment only injury, low financial loss, minimal property or equipment damage, no environmental harm
LIKELY (1) Could occur frequently	High Risk	High Risk	Medium Risk
MODERATE (2) Could occur occasionally	High Risk	Medium Risk	Low Risk
UNLIKELY (3) Could occur at some time	Medium Risk	Low Risk	Low Risk

Low risk: Acceptable risk and no further action required as long as risk has been minimised as much as possible

Medium risk: Further action required to minimise risk

High risk: Unacceptable risk and further URGENT attention required to minimise risk

Recommended Corrective Actions for Identified Hazards

Hazard identified	Corrective Action Required	Risk Rating	Management Approval	Person Responsible	Target Completion Date	Date Completed
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			

Workplace Inspection Closed

A workplace inspection can only be closed once the corrective actions have been implemented and monitored.

Name:	Position:
Signature:	Date:

Appendix 5: Incident report form

Type of Incident:			
<input type="checkbox"/> Professional medical treatment case	<input type="checkbox"/> First aid applied	<input type="checkbox"/> Near miss	<input type="checkbox"/> Other:
If a professional medical treatment case, where was treatment obtained?			
Location Details:			
Event Location:			
Primary Event Coordinator:			
Incident Details:			
Incident/Injury:	Date:	Time:	
Name of Injured Person:			
Sex (M/F):			
Type of Injury:			
Body part injured:			
Describe the incident/accident, identifying the cause:			
Witness name/s and phone numbers:	1. 2.		
Task being undertaken by injured party:			
What safety instructions and/or training were given prior to the project?			
What Personal Protective Equipment (PPE) was the injured person wearing at time of the incident?			
What action(s) has been taken at the project site level to prevent a recurrence?			
Date action(s) implemented:			

Did the injury relate to a pre-existing injury or medical condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If 'Yes', was the condition disclosed to the Event Coordinator prior to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Further notes or action recommended by the Event Coordinator:	

SIGNATURES

Event Coordinator

Name:		Position:	
Signature:		Date:	

Injured person

Name:		Position:	
Signature:		Date:	

Sustainable Farms Director

Reported to Sustainable Farms Director on: / /			
Name:			
Signature:		Date:	
Comments:			

Appendix 6: Event evaluation (To be completed by event organisers)

Event location:

Event date:

Event partners:

Checklist	YES	NO
Did the event run to time?	<input type="checkbox"/>	<input type="checkbox"/>
Could each presenter be heard?	<input type="checkbox"/>	<input type="checkbox"/>
Was there a clear and defined focus – supported by one good example?	<input type="checkbox"/>	<input type="checkbox"/>
Was the day actively facilitated, resulting in dialogue amongst speakers and participants?	<input type="checkbox"/>	<input type="checkbox"/>
Did we learn from participants and hear their concerns?	<input type="checkbox"/>	<input type="checkbox"/>
Did the facilitator invite people to participate in the follow up evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Were safety issues well managed?	<input type="checkbox"/>	<input type="checkbox"/>

Further information
What worked?
What didn't work?
What should we be doing differently next time?

What were the titles of the brochures/fact sheets distributed and how many of each were distributed at the field day?

Titles

Number

Titles	Number

Questions for discussion amongst organisers if time permits (*optional*).

What types of information were participants seeking?

What types of engagement or participation occurred?

Why were there differences?

What kinds of requests for information or services did we receive?

How did the sharing of responsibilities between partners proceed? (Between the partners were all the key tasks addressed (see list), was there good communication?)

Were there any learnings for future partnerships?

Appendix 7: Participant feedback survey

Dear Participant Name,

Thank you for attending the **title of field day**, we hope you found it informative!

We would like to ask you just a few questions. Your feedback will help us understand how we can improve future field days and assess the program's performance. The survey should take only 3-4 minutes to complete. Be assured that all the answers you provide will be kept in the strictest confidentiality.

	Very satisfied	Satisfied	Dissatisfied	Very dissatisfied
How satisfied were you with the overall quality of the day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Quality of the speakers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information provided	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Too short	Just right	Too long
The length of the field day was:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Very Likely 10	9	8	7	6	5	4	3	2	Very Unlikely 1
How likely would you be to recommend a field day like this to a friend or colleague?	<input type="radio"/>									

Please tell us if you have ever completed any of these practices on your property before attending the field day (*Only complete rows that are relevant for your property)

	Yes	No
Establish shelterbelts using native species	<input type="radio"/>	<input type="radio"/>
Improve existing shelterbelts using native species	<input type="radio"/>	<input type="radio"/>
Protect paddock trees or remnant vegetation in paddocks by fencing	<input type="radio"/>	<input type="radio"/>
Plant/regenerate vegetation in and around farm dams	<input type="radio"/>	<input type="radio"/>
Plant/regenerate vegetation around streams/rivers (excluding dams)	<input type="radio"/>	<input type="radio"/>
Plant/regenerate vegetation in areas other than dams/streams	<input type="radio"/>	<input type="radio"/>
Exclude stock access to dams using fencing or other exclusion methods	<input type="radio"/>	<input type="radio"/>
Exclude stock access to rivers/streams on your property using fencing or other exclusion methods	<input type="radio"/>	<input type="radio"/>
Install hardened access points to dams to enable stock access with reduced damage	<input type="radio"/>	<input type="radio"/>
Install watering points away from streams/dams to reduce stock damage to waterways	<input type="radio"/>	<input type="radio"/>

Increase the area of deep-rooted perennial grasses on your land

Please tell us about your futures plans to manage natural resources (only complete rows that are relevant for your property)

	I intend to do this	I do not intend to do this	I'm undecided
Establish shelterbelts using native species	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improve existing shelterbelts using native species	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protect paddock trees or remnant vegetation in paddocks eg by fencing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plant/regenerate vegetation in and around farm dams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plant/regenerate vegetation around streams/rivers (excluding dams)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plant/regenerate vegetation in areas other than dams/streams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exclude stock access to dams using fencing or other exclusion methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exclude stock access to rivers/streams on your property using fencing or other exclusion methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Install hardened access points to dams to enable stock access with reduced damage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Install watering points away from streams/dams to reduce stock damage to waterways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increase the area of deep-rooted perennial grasses on your land	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Strongly agree	Agree	Disagree	Strongly disagree
As a result of participating in the field day, I have improved my knowledge and skills in [insert topic]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
As a result of participating in the field day, I feel more confident in making decisions regarding [insert topic]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Thank you!

We appreciate you taking the time to provide your feedback. Your response will contribute to improving our future field days.

You can find the latest updates on Sustainable Farms at <http://www.sustainablefarms.org.au/> or if you would like to speak to one of our team, please contact Alice Marzano on 02 6125 4669

Appendix 8: Follow-up participant questionnaire

<p>Which best describes your situation?</p> <p><input type="checkbox"/> Farm manager/operator</p> <p><input type="checkbox"/> Private land owner</p> <p><input type="checkbox"/> Industry representative</p> <p><input type="checkbox"/> Government representative</p> <p><input type="checkbox"/> None of the above</p>
<p>How many field days or workshops did you attend in the last 12 months - run by Sustainable Farms or by Other Groups (eg Landcare or the LLS or the Catchment Management Authority)?</p>
<p>Please describe the ways you have integrated what you learned from Sustainable Farms events into your farming operations.</p> <p>I networked ideas about investing in natural assets on farms (ie farm dams, shelter belts) with other farmers</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If Yes, and you did discuss ideas with other farmers, how successful were you?</p> <p><input type="checkbox"/> I influenced one other farmer</p> <p><input type="checkbox"/> I influenced two or more farmers</p> <p><input type="checkbox"/> I influenced no others</p>

In the previous calendar year have you done any of the following on the rural land you currently live on or manage?

	Yes	No but I intend to	No and I don't intend to
Establish shelterbelts using native species	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improve existing shelterbelts using native species	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Protect paddock trees or remnant vegetation in paddocks eg by fencing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plant/regenerate vegetation in and around farm dams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Plant/regenerate vegetation around streams/rivers (excluding dams)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Plant/regenerate vegetation in areas other than dams/streams	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exclude stock access to dams using fencing or other exclusion methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exclude stock access to rivers/streams on your property using fencing or other exclusion methods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Install hardened access points to dams to enable stock access with reduced damage	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Install watering points away from streams/dams to reduce stock damage to waterways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increase the area of deep-rooted perennial grasses on your land	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>