



## Australian Alpaca Association Limited

### Pen Panels Management Policy

#### Background

Stillages containing 50 panels on each, owned by the Australian Alpaca Association Limited National Office (AAA), are stored at both Bendigo Showground in Victoria and EPIC in Canberra and are used at various AAA sanctioned events.

To ensure that stillages and panels are always formally accounted for and linked to a delegated person, tracking of and location are to be officially recorded to allow appropriate management oversight. Should any damage or loss occur which cannot be claimed by the AAA office, then the office reserves the right to propose by resolution to the AAA Board of Directors that any charges for loss or repairs be recouped from regional funds associated with the individual using them.

#### Guidelines

From 1 September, the following must be complied with before the stillages and panels will be released for use at a AAA sanctioned event (regional show / royal show):

**Request form** completed by the show convenor and counter-signed by an Executive of their Regional Committee (refer attached form) and forwarded to designated responsible officer and AAA CEO.

Stillage and pen panel **Stock Control Register** updated by designated responsible officer – (refer attached form). Copy of Register to be held with responsible officer and AAA office.

Transport cost for any stillages and panels are to borne by the Region requesting their use.

Stillages and panels will not be freighted to a new destination until confirmation is received by the AAA / designated responsible officer as to who the responsible person is at the show and that they have adequately completed and signed off on the request form.

Any damage sustained or loss of stillages and panels must be reported immediately to the AAA with a written report and accompanied by photographs. As per the “Stillages Loss/Notification Form”

Should any damage or loss occur which cannot be claimed by the AAA office, then the office reserves the right to propose by resolution to the AAA Board of Directors that any charges for loss or repairs be recouped from regional funds associated with the individual using them.

Circulation of the stillages and panel will be based on criteria determined by the Director Responsible and the CEO.

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### **Insurance**

The stillages and pen panels are covered under the AAA General Property Cover Section as well as the Marine Transport policy.

### **General Comments**

The distribution and maintenance of the AAA stillages and panels are essential as they are expensive to replace. Therefore, accountability and responsibility at a National and Regional level is paramount to ensure they are available when and if required for any AAA sanctioned event.

### **Policy**

The Stillages and Pen Panel management policy is effective from 1 September 2019:

### **Policy Review**

This policy will be reviewed every three years by the Board.

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**AAA STILLAGES AND PEN PANELS - REQUEST FORM**

TO BE SENT TO RESPONSIBLE OFFICER AND AAA OFFICE (info@alpaca.asn.au)

<b>Name:</b>	
<b>Address:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>AAA Region:</b>	
<b>No. of stillages and pen panels required:</b>	

**SHOW DETAILS**

<b>Date:</b>	
<b>Venue:</b>	
<b>Address:</b>	
<b>Person in charge of stillages and pen panels:</b>	
<b>Mobile:</b>	
<b>Delivery date:</b>	
<b>Return date:</b>	

**COURIER DETAILS**

<b>Name:</b>	
<b>Contact:</b>	
<b>ETA:</b>	
<b>ETD</b>	

\_\_\_\_\_  
**SIGNED RESPONSIBLE INDIVIDUAL**

\_\_\_\_\_  
**DATE:**

\_\_\_\_\_  
**SIGNED EXECUTIVE ON BEHALF OF REGION**

\_\_\_\_\_  
**DATE:**





**AAA STILLAGES AND PEN PANELS – DAMAGE / LOSS NOTIFICATION FORM**

(Email: [amanda@alpaca.asn.au](mailto:amanda@alpaca.asn.au))

<b>Name:</b>	
<b>Mobile:</b>	
<b>Email:</b>	
<b>AAA Region:</b>	
<b>No. of stillages and pen panels damaged / lost:</b>	

**SHOW DETAILS**

<b>Date:</b>	
<b>Venue:</b>	
<b>Address:</b>	
<b>Person in charge of stillages and pen panels:</b>	
<b>Mobile:</b>	

**DETAILS OF DAMAGE / LOSS REPORT (INCLUDE PHOTOS OF DAMAGE)**

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\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE:

