

Australian Alpaca Association Limited

Stillages and Pen Panels Management Policy

Background

Twelve stillages containing 50 panels on each, owned by the Australian Alpaca Association Limited National Office (AAA), are stored at 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 EA/Office Manager.
- 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 General Manager.



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 2014:

Policy Review

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



AAA STILLAGES AND PEN PANELS - REQUEST FORM

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

Name:	
Address:	
Mobile:	
Email:	
AAA Region:	
No. of stillages and pen panels required:	

SHOW DETAILS

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

COURIER DETAILS

Name:	
Contact:	
ETA:	
ETD	

SIGNED RESPONSIBLE INDIVIDUAL

DATE:

SIGNED EXECUTIVE ON BEHALF OF REGION

DATE:



AAA STILLAGES AND PEN PANELS – DAMAGE / LOSS NOTIFICATION FORM

(Email: kris@alpaca.asn.au)

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

SHOW DETAILS

Date:	
Venue:	
Address:	
Person in charge of stillages and pen panels:	
Mobile:	

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

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SIGNED

DATE:



AAA STILLAGES AND PEN PANELS STOCK CONTROL REGISTER

Date	Show	Address	Person Responsible	Mobile	Email	No Sent (Stillage / Pen panels)	Date received	Date returned	Returned in good condition