



MNBSHS P&C GENERAL MEETING

- MINUTES

Date: 13 August 2026 Scheduled Time: 4:15pm Location: L1.1	
AGENDA ITEM	
Opening and welcome	Meeting opened at 4:14pm
Apologies	Marcia Prior, Tammy Kinnersley
Confirmation of the minutes of the previous general meeting	Minutes distributed to members prior to meeting.
MOTION	That the minutes be confirmed as a true and correct record of the meeting held 11 June 2026. Moved: Troy Twomey Seconded: Kellie Elzer Carried
Business arising from the minutes of the previous general meeting	1. Nil

Correspondence	1. Emails actioned and filed 2. Thank you received from Marcia Prior on behalf of the Instrumental Regional Tour
MOTION	That the inwards correspondence be received and outwards be endorsed. Moved: Andrew Campbell Seconded: Hayley Murray Carried
Treasurer's report	Report provided to members (See Appendix A).
MOTION	That the Treasurer's report be accepted and payments as listed be endorsed. Moved: Hayley Murray Seconded: Ashleigh Vardanega Carried
Canteen report	Report provided to members (See Appendix B).
MOTION	That the canteen report be accepted as tabled. Moved: Skye Barron Seconded: Kelly Lambert Carried

Principal's report	Report provided to members (see Appendix C).
MOTION	That the Principal's report be accepted as tabled. Presented by Trent Schilf Added note: teachers choosing to run and participate in all of the extra activities that are occurring within the school Moved: Sian Burrows Seconded: Kellie Lambert Carried
Motions on notice	Nil

General Business	Speaker: Stacey Wilson / Troy Twomey
Request a donation of funding	Notes: - Liam Wilson, representing Australia at the upcoming UCI BMX Racing World Championships to be held in Brisbane between 17-25 July 2026. - Participation in an international competition of this scale involves significant expenses, including travel, accommodation, event registration, equipment transportation, and training costs. As a family, we are working hard to fund these expenses; however, any assistance from the P&C would greatly help reduce the financial burden and enable him to focus on performing at his best. - As a student at Mackay Northern Beaches State High School, Liam is proud to represent not only Australia and his local BMX Club, but also the school community on the world stage. - Request Letter is attached Update: 13-14 year Boys Cruiser (he is 13 this year, so raced against 14 year olds as well) - he placed 47th out of 74 riders; 13 year Boys Challenge Class - he placed 22nd out of 83 riders.

	Motion: That the P&C send an official letter to the parents congratulating the student on their resultsbut pointing out some of the difficulties / reasoning for the P&C not being able to provide individualsponsorship that are not school participation events. Moved: Troy Twomey Seconded: Ashleigh Carried
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General Business Request a donation of funding	Speaker: Alisha McConnell Notes: • Purchase of equipment or resources - Lawn Games - Connect Four • Lawn games will be utilised for wellbeing events across the junior school to help promote a sense of belonging and develop friendships • Junior School - Students in Year 7 and Year 8 • These games will be stored at school and used for these events • Total funds requested \$200 Motion: That the P&C donate \$200 for the purchase of Lawn Games for use at school events Moved: Troy Twomey Seconded: Ashleigh Vardanega Carried
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General Business Request permission to fundraise	Speaker: Kelly Lambert Notes: • Sale of Goods (Chocolates, icy cups etc.) • Requesting the use of the square. This fundraising activity will benefit students by providing them with the opportunity to support a meaningful community cause while developing teamwork, responsibility and social awareness. Funds raised through the sale of drinks and lollies will be used to support people experiencing homelessness in the local community. Motion: That the P&C approve the use of the Square by the Z Club for fundraising activities between now and the end of 2026 Moved: Kelly Lambert Seconded: Skye Barron Carried
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General Business Approved executive action	Speaker: Skye Barron / Troy Twomey Notes: • Two fry pans (three years old) - not operational • Used daily in the canteen • Replace – Better Electrical @ \$159 each P&C meeting has been notified of the decision to purchase
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General Business Request a donation of funding	Speaker: Amy Howard Notes: • Request approval to seek community sponsorships • Every year, our school showcases the many and various talented students to the school community by inviting guests to our annual awards night, Night of Stars. We have a strong industry and community support at this night and we are looking to further fortify our local community relationships with our growing school community. • Sponsorship opportunities are available for this year's Night of Stars. Our Night of Stars is Tuesday 17th November 2026 from 6pm with VIP canapés and refreshments from 5.15pm at the Mackay Northern Beaches SHS Performing Arts Centre. • The Night of Stars Awards is an annual event. Funding is sought each year to continue recognising student achievement, with future sponsorship requests considered on an annual basis. There is no commitment to provide ongoing funding. • Your attendance on the night to present the award to the worthy recipients is appreciated and encouraged. ☐ Sponsor supplied banners to be displayed in the foyer at the event if available ☐ Sponsor logo printed in the Program handed out to the audience on the night ☐ Sponsor logo displayed on the slide show on the night, during the introduction, conclusion and during the relevant award presentation ☐ Sponsor logo printed on the recipient's certificate ☐ Verbal acknowledgement at the awards ☐ Invitation to pre-event VIP canapés and drinks ☐ Certificate thanking sponsor from the school • Junior DUX This award represents the pinnacle of academic excellence in the Junior School for 2026 Award: \$250 Load & Go Gift Card, 280mm Cherish Star Trophy & Certificate \$70.51 Senior DUX This award represents the pinnacle of academic excellence in the Senior School for 2026 Award: \$500 Load & Go Gift Card, 320mm Cherish Star Trophy & Certificate \$92.87 • Total Cost: \$913.38 • Sponsorship of the Year 12 Student Scholarships • Offered each year to students in the Key Learning Areas (KLA) of Academic, The Arts and Sport. • One scholarship is awarded in each KLA for Year 12 • Recipients receive \$350 credit to their school account. This is used to pay their School Resource Scheme fees. The remainder is used to pay competition fees in the area of their scholarship, and to purchase school
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	uniform. Scholarship Sponsorship Fee: \$1,050 • Total Sponsorship: \$1,963.38 Motion: That the P&C donate \$1,963.38 toward the sponsorship of the Night of Stars event Moved: Troy Twomey Seconded: Kellie Elzer Carried
General Business Item added after agenda sent out Discussion Point	Speaker: Anne-Maree Nolan Notes: • Shoal Point bus leaving really early again • School and Kinetic have been informed but no change • Mentioned it at a meeting last year and Sian sorted it but it is happening again. General discussion with the meeting attendees
General Business Information Update	Speaker: Kiersten Hart / Trent Schilf Notes: • Update on house shirts and uniform policy change • Acknowledge the respectful patience displayed by the organising team to move this proposal through the approvals process • Stock has arrived next Thursday for seniors and then the rest of the school the following week. • Student led process – 600 signature petition to start the process

	Motion: Ratify new uniform policy which now includes the house shirts Moved: Kiersten Hart Seconded: Ashleigh Vardanega Carried
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General Business Request approval to seek community sponsorships	Speaker: Justin Gane Notes: • The volleyball program is currently in discussion with potential community sponsors. We are seeking sponsors to build funding to purchase training gear and equipment for the program, as well as jerseys for the teams. • At the moment, our senior boys team contains 14 students who participate in trainings and games in the interschool competition. At present, we have won 3 out of 4 games and are potentially making finals. The students are highly committed to training and improving, and genuinely enjoy spending time in the program. They are currently discussing sponsorship with their parents, who are willing to provide support with their own companies and workplaces. This funding will be used to improve training programs with specialty equipment, more balls, and future jerseys. The intention is for the volleyball program to grow, with senior girls, junior boys and girls all currently interested in training and forming teams.
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	Motion: That the P&C support the volleyball team to seek sponsorship and fundraise for the rest of 2026 Moved: Kellie Elzer Seconded: Sian Burrows Carried
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General Business Request for purchase – canteen equipment	Speaker: Skye Barron Notes: • Nil Motion: That the P&C approve the purchase of a benchtop mixer up to the value of up to \$1200 Moved: Skye Barron Seconded: Anne-Maree Nolan Carried
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Applications for New Membership	New member applications received at meeting: • Justin Gane, Trent Schilf, Alisha McConnel
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	Motion: That the new member applications be approved and accepted Moved: Troy Twomey Seconded: Skye Barron Carried
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Date of Next Meeting	15 October 2026
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Close	Time: 5:41pm
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Actions	1. Nil
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CONFIRMATION OF MINUTES

Chair name: _____

Signature: _____

Date: _____

Appendix A - Treasurer's Report

**MACKAY NORTHERN BEACHES SHS
PARENTS & CITIZENS ASSOCIATION**
Treasurer's Report
For the Period of 01 June 2026 - 30th June 2026
Statement of Receipts and Payments

	JUNE
INCOME	
Cash Sales	\$ 10,495.40
EFTPOS	\$ 36,058.30
TOTAL RECEIPTS	\$ 46,553.70
Less EXPENDITURE	
Bank Fees	\$ 626.24
Canteen Wages	\$ 22,773.55
Superannuation	\$ 2,750.73
ATO	\$ 26,150.52
Canteen Expenses	
Campbells	\$ 13,992.73
Coles Online	\$ 2,017.19
CMS	\$ 339.95
King of Meats	\$ 346.78
Lactalis Australia	\$ 5,129.42
Superior Food Group	\$ 1,510.77
Vegies Unlimited	\$ 768.44
P & C Debit Card	\$ 511.88
CRUSTY'S BAKEHOUSE	\$ 564.48
	\$ 25,181.64
TOTAL EXPENDITURE	\$ 51,332.16
CANTEEN MONTHLY PROFIT/LOSS	-\$ 4,778.46
DONATIONS	
MNBSHS Donations	\$ -

TOTAL INCOME	\$ 46,553.70
TOTAL PAYMENTS	\$ 51,332.16
MONTHLY Surplus/(Deficit)	-\$ 4,778.46

BANK RECONCILIATION

Opening Cash Book Balance at 01 June 2026	\$ 230,648.89
Add Receipts	\$ 46,553.70
Less Payments	\$ 51,332.16
Closing Cash Book Balance 30th June 2026	\$ 225,870.43
Bank Statement Balance at 30th June 2026	\$ 225,870.43
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 30th June 2026	\$ 225,870.43
Difference	\$ -
Long Service Account at 30th June 2026	\$ 15,078.56

**MACKAY NORTHERN BEACHES SHS
PARENTS & CITIZENS ASSOCIATION**

Treasurer's Report
For the Period of 01 July 2026 - 31st July 2026
Statement of Receipts and Payments

	JULY
INCOME	
Cash Sales	\$ 8,344.50
EFTPOS	\$ 37,859.20
TOTAL RECEIPTS	\$ 46,203.70
Less EXPENDITURE	
Bank Fees	\$ 601.60
Canteen Wages	\$ 8,378.23
Superannuation	\$ 1,483.83
Workcover	\$ 1,689.14
	\$ 12,152.80
Canteen Expenses	
Campbells	\$ 11,233.26
Coles Online	\$ 1,914.40
CMS	\$ 268.50
King of Meats	\$ 373.47
Lactalis Australia	\$ 5,360.96
Superior Food Group	\$ 1,126.74
Vegies Unlimited	\$ 572.29
P & C Debit Card	\$ 366.94
CRUSTY'S BAKEHOUSE	\$ 336.00
PFD Food Services	\$ 1,617.70
	\$ 23,170.26
TOTAL EXPENDITURE	\$ 35,323.06
CANTEEN MONTHLY PROFIT/LOSS	\$ 10,880.64
DONATIONS	
MNBSHS Donations	\$ 18,230.12

TOTAL INCOME	\$ 46,203.70
TOTAL PAYMENTS	\$ 53,553.18
MONTHLY Surplus/(Deficit)	-\$ 7,349.48

BANK RECONCILIATION

Opening Cash Book Balance at 01 July 2026	\$ 225,870.43
Add Receipts	\$ 46,203.70
Less Payments	\$ 53,553.18
Closing Cash Book Balance 31st July 2026	\$ 218,520.95
Bank Statement Balance at 31st July 2026	\$ 218,520.95
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 31st July 2026	\$ 218,520.95
Difference	\$ -
Long Service Account at 31st July 2026	\$ 15,078.56

Appendix B - Canteen Report

Canteen Report August 2026

Takings for July \$46,203 (July 2025 \$40 057)

YTD takings \$322 565.25. This time last year \$292 051. That's a \$30 514 difference.

- We are averaging \$30 per minute going through our till. And on average we serve between 5/600 students per day. Spending on average 12 seconds per child.
- WE ARE BUSY! Tax returns have hit.
- As a result, we have opened another window just for staff to access. Which hopefully will help reduce wait times for students.
- We have had North high P&C, principal and convenor come and chat with us. We are helping them review their menu and pricing currently.
- We are having some trouble with one of our new suppliers not delivering stock. But we are trying to work through that with them.
- We are having a lot of problems with packaging. One of our main suppliers has folded. We are working with Campbells to try and find alternatives. We may have to change a few menu items as a result.
- We have had to purchase some new frypans as two of ours began to die. Joely has ordered them from Betta Electrical. It was \$318 for the two of them. They should be arriving shortly.
- Sadly, we were unable to cater for the 48hour film festival last weekend. I was unwell and we just didn't have the staff to be able to do it.
- We are burning through hand beaters with the amount of cookie dough and muffins we make. We would like to look at purchasing an industrial mixer. We have a price for one its \$1059. I'll hopefully be able to get some more quotes and look at getting one of these.

Appendix C - Principal Report

PRINCIPAL'S REPORT PARENTS' & CITIZENS' ASSOCIATION

Thursday 13th August 2026

SCHOOL MANAGEMENT

Staffing:

- Continuation of 12th (Humanities) and 13th (year 9 HOY) HOD for 2027
- Continue search for staff for short and longer term;

Whole School Strategic

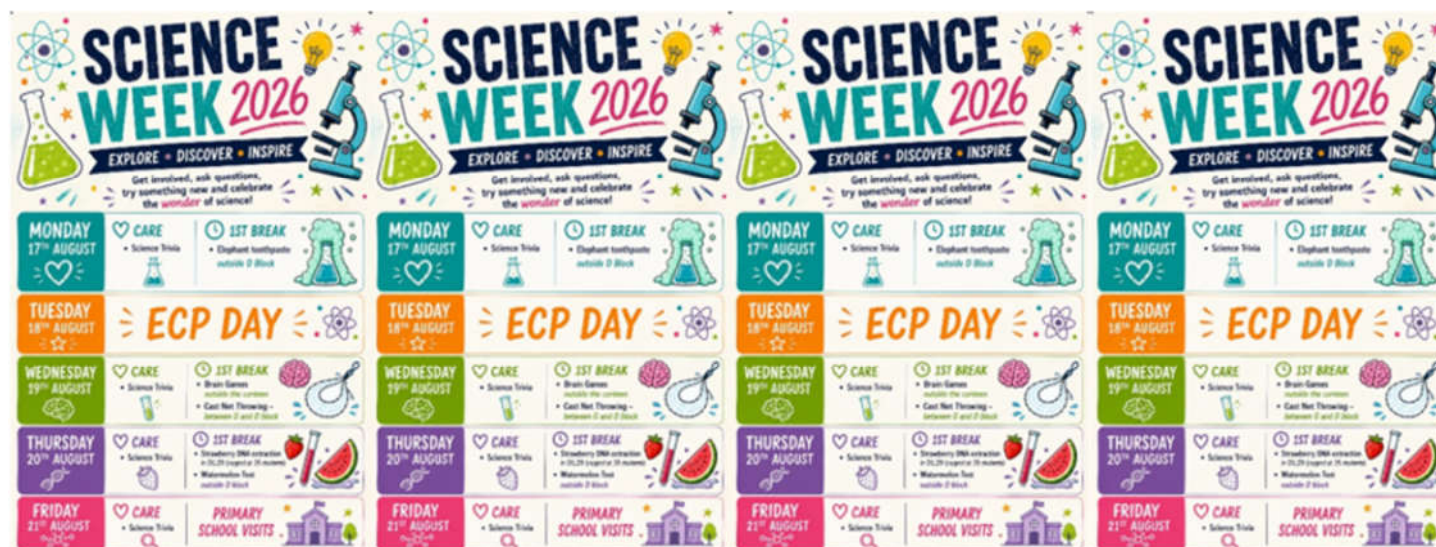
- Continuation of moderation processes to support student engagement and learning
- Student attendance a continued focus – text message sent to all last week

Absences by day of week

Attendance status	Mon	Tue	Wed	Thu	Fri	Total
Illness and medical appointments	2170	2306	2179	2351	2550	11556
Unexplained	1026	1138	1180	1283	1564	6191
Other	943	1051	984	961	906	4845
Family Reasons	740	814	870	903	995	4322
Unauthorised	775	796	793	806	740	3910
Excursion	811	538	699	339	345	2732
Holiday	257	286	369	505	418	1835

GENERAL

- **Year 10 SETPlan Day and ECP Day – Tuesday Aug 18th** – appointments booked from Monday and links are in the Parent newsletter
- **House Culture – Beaches Got Brains Spelling Bee** - Friday 14th August, First Break PAC
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- **Year 11 Camp** – Preparations ongoing – Week 4, Term 2
- **2027 Ski Trip** – all of Year 12 invited; Date being finalised currently
- **Bullying No Way!** Week activities happening across this week
- **Science Week - Week 6**



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- **Book week** Week 7 – Wed 26th is dress up day. **Theme? *Symphony of Stories***
- **Instrumental Music** – Just returned from successful inaugural western tour
- **Year 7, 2026 enrolments** – now open; transition days for Special Ed continuing; Science Week, Eimeo Year 6 will visit
- **Night of Champions** (Sports Awards Night) (Thurs 22nd October)
- **Night of Stars** (Awards Night) (Tuesday 18th Nov)
- **Year 11 Camp Pie Drive** – now on.
- **Gazetted Student Free Day - Friday Sept 4th**– QCAA (senior) confirmation across the State;

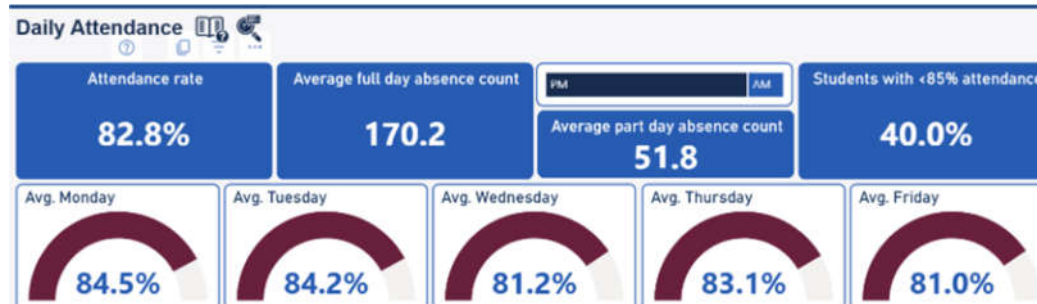
CALENDAR

WK 6 17 – 21 August	17 Yr 7&8 parade @ hall Yr 7&8 boys Positive Lifestyle Program 12:20 - 12:50 p.m. @lecture theatre P4 QCAA transition to work Reporting open for checking of class rolls at 9 a.m. Stingers Strength 3-4 p.m. Interschool bball 4-5 p.m.	18 ECP Day SM – IA2 & IA3 marks due in SM Yr 9/10 boys basketball 4:00 - 5:00 p.m.	19 Science Parade – Respect, SMITEL CSQ – VR Session (Year 10) HUTCJA Senior volleyball 3:30-6:30 Interschool netball 4-6 p.m.	20 PBL 7.45 - 8.15 a.m. SWDICC Transition Science 9-10 a.m. The Scene Project Outcome Day @ COU scavenger hunt P1 P1&2 CQU TAFE tour TBC 2nd lunch A/B lunch Yr7-12 Homework club Senior boys football 4-5 p.m.	21 House Parade BSS & ERSS visit to MNBSS 9.15-11 a.m. Scene Project Outcome Day
	Science Week / Eisteddfod 17-19 August				
WK 7 24 – 28 August	24 Yr 7&8 parade @ hall Class rolls changes to reporting survey by 11 a.m. Yr 7&8 boys Positive Lifestyle Program 12:20 - 12:50 p.m. @lecture theatre NAIDOC touch footy comp. Reports open for date entry at 3 p.m. Stingers Strength 3-4 p.m. Interschool bball 4-5 p.m.	25 Staff wellbeing Yr 9&10 parade @ hall Yr 11 & 12 parade @ PAC Student Council 1st break SM – QCAA publish required samples for IA2/IA3 SM - Upload of IA2/IA3 Confirmations samples starts Yr 9/10 boys basketball 4:00 - 5:00 p.m.	26 Book Week Parade – Inclusion, CLARJE Senior volleyball 3:30-6:30 Interschool netball 4-6 p.m.	27 P4 ERSS transition visit – The Arts Homework club Senior boys football 4-5 p.m.	28 House Parade Yr 11 pie drive ends Arts Showcase
	Book Week / Yr 11 & Yr 12 MEC Engineering work placement 24 - 28 August				
WK 8 31 August – 04 September	31 Yr 7&8 parade @ hall Behaviour, Effort & Extra-Curricular data due 11 a.m. Yr 7&8 boys Positive Lifestyle Program 12:20 - 12:50 p.m. @lecture theatre Stingers Strength 3-4 p.m. SM - Upload of IA2/IA3 Confirmations samples concludes Interschool bball 4-5 p.m.	01 SAMs 2 Yr 9&10 parade @ hall Yr 11 & 12 parade @ PAC Student Council 1st break Yr 9/10 boys basketball 4:00 - 5:00 p.m.	02 Parade – Inclusion, MORRSU STEM Big Day Out @ Sarina SHS (QMEA)	03 PBL 7.45 - 8.15 a.m. P1&2 Mount Pleasant trip P4 Bucasia SS transition visit – The Arts Homework club Senior boys football 4-5 p.m. Yr 7&8 disco 5:30-7:30 p.m. @ PAC Yr 9 Semi-Formal 5:30-8:30 @ Club Northern Beaches	04 STUDENT FREE DAY SCHOOL CLOSED
	P4 P1&2 Bucasia SS transition visit – The Arts				
WK 9 07 – 11 September	07 Yr 7&8 parade @ hall Yr 7&8 boys Positive Lifestyle Program 12:20 - 12:50 p.m. @lecture theatre Stingers Strength 3-4 p.m. Interschool bball 4-5 p.m.	08 SAMs 1 Moderation – after assessment Yr 9&10 parade @ hall Yr 11 Cert III Fitness @CQU Student Council 1st break	09 Parade – Care, ADAMILO JPS0918 Sushi Hyo trip	10 Thinkin Thursday SAMs 2 Moderation - after assessment R U OK? Day Homework club 2026 Yr 7 enrolment interviews #1, 3 - 6.30 p.m. Yr 11 pie drive collection	11 House Parade
	Year 12 mock exams / Yr 11 Electro-Technology MEC work placement 7-11 September				
WK 10 14 – 18 September	14 Yr 7&8 parade @ hall NR conversations with HOD and survey completed by 11 a.m. Stingers Strength 3-4 p.m. Interschool bball 4-5 p.m.	15 Staff Moderation - end Yr 9&10 parade @ hall Yr 11 & 12 parade @ PAC Student Council 1st break SM - Release of IA2/IA3 confirmation decisions starts	16 PBL rewards P2&3 Colour Run P4	17 Teacher Collaboration Day HODs complete NR review with DPs by 11 a.m.	18 Teacher Collaboration Day VET – All USI's to be recorded in SM 2026
	Year 11 exam block 15-17 September / Year 11 & 12 VET work experience and catchup				

P4 P1&2 Bucasia SS transition visit – The Arts

Attendance Overview

Term 3 – 2% above region



Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 08-Aug-2026 9:32 AM

Budget Quarter 3

Period: 202608 | Cost Centre: % | Cost Centre Manager: %

User: Burrows, Sian (787300082361)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,119,806	-1,119,806	0		-1,119,806	0		-1,119,806
Revenue	-1,730,002	-1,949,475	-219,473	Under Budget	-2,268,031	-538,029	Under Budget	-2,056,717
Expense	1,599,763	2,277,907	678,144	Under Budget	2,805,974	1,206,211	Under Budget	2,614,660
Global Trading Activities	-105,309	0	105,309	In Surplus	0	105,309	In Surplus	0
Representative Sports	-464	0	464	In Surplus	0	464	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-4,240	0	4,240	In Surplus	0	4,240	In Surplus	0
Balance of Operating Funds	-1,360,058	-791,374	568,684		-581,863	-778,195		-561,863
Provision	0	0	0		581,863	581,863		561,863
Balance of Funds Available	-1,360,058	-791,374	568,684		0	1,360,058		0
<i>Memofigure: System Cost Centres (Not included in above totals)</i>	-943	0	943		0	943		0

Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202608 as at

08-Aug-2026 9:32 AM

<i>Account Group</i>	<i>Account</i>	<i>Account Description</i>	<i>Amount</i>
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,347,840.46
	104001	Receivables - Students	106,534.78
	104002	Receivables - Other	20,376.89
	109001	GST Input Credit Control	3,607.02
	109003	GST Clearing	4,898.45
	115001	Suspense Account	-2,080.00
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-844.00
	115016	Citibank Balance Sheet Clearing account	16,909.20
	122101	Salary Advances	1,213.32
	162001	Plant & Equipment	2,426,024.14
	172001	Plant & Equipment - Accum Depr	-2,426,024.14
			<u>1,498,636.12</u>
LIABILITIES			
	200001	Payables	-695.00
	200005	Citibank Control Account	-18,255.87
	205501	GST - Revenue Control	-748.01
			<u>-19,698.88</u>
		Net Assets/(Liabilities)	<u>1,478,937.24</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,119,515.74
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-359,421.50
			<u>-1,478,937.24</u>

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202608 (Aug 2026)

as at 08-August-2026 09:32 AM

What We Own

Cash Holdings		
General Bank Account	1,347,840.46	
Other Cash Holdings	180.00	
Subtotal of Cash Holdings		1,348,020.46
What Others Owe Us		
Parents	106,534.78	
Others	27,171.68	
Subtotal of What Others Owe Us		133,706.46
Total of What We Own		1,481,726.92

ADJUSTED FOR

What We Owe Others		
Payables	-19,698.88	
Funds Held in Trust	0.00	
Total of What We Owe Others		-19,698.88

Net Ownership* (We own more than we owe)	1,462,028.04	
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ADJUSTED FOR

What We Are Committed to Spend	118,226.78	
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Funds We Hold for Others		
Global Trading Activities	-165,121.31	
Representative Sports	-463.68	
Other Activities	-7,621.19	
Total Funds Held for Other Bodies		-173,206.18

Amounts Held for Future Projects		
Bank Reserve Provision	100,000.00	
Plant & Equipment Provision	200,000.00	
Future Projects Provision	281,863.00	
Total Provisions		581,863.00

Actual Financial Position of the School/Available Funds	588,732.08	
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School Financial Snapshot - Mackay Northern Beaches State High School - (7873)
Period 202608 (Aug 2026) as at 08-August-2026 09:32 AM

Reconciliation to Balance Sheet Summary Report

Net Ownership*	1,462,028.04
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ADJUSTED FOR

Items Awaiting Reconciliation	
Salary Recovery	42,278.60
Corporate Card	16,909.20

Total Items Awaiting Reconciliation	59,187.80
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Net Assets/(Liabilities) as per Balance Sheet Summary Report	1,521,215.84
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Appendix D – Ancilliary (if Required)

Appendix E – Ancilliary (if Required)

Appendix F - Ancilliary (if Required)

Appendix G - Ancilliary (if Required)