



MNBSHS P&C GENERAL MEETING

- AGENDA

Date: 16 October 2025 Scheduled Time: 4:15pm Location: L1.1	
AGENDA ITEM	
Opening and welcome	Meeting opened at X:XXpm
Apologies	
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 12 June 2025. Moved: Seconded: Carried / Lost
Business arising from the minutes of the previous general meeting	1.
Correspondence	1. Emails actioned and filed
MOTION	That the inwards correspondence be received and outwards be endorsed. Moved: Seconded:

	Carried / Lost
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: Seconded: Carried / Lost
Canteen report	Report provided to members (See Appendix B).
MOTION	That the canteen report be accepted as tabled. Moved: Seconded: Carried / Lost
Principal's report	Report provided to members (see Appendix C).
MOTION	That the Principal's report be accepted as tabled. Moved: Seconded: Carried / Lost
Motions on notice	Nil

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General Business	Speaker: Troy Twomey
Executive Committee Decision	Notes: • Donation approved for the canteen to supply 2 x \$10/day vouchers to two students following request from the Leukemia Foundation to assist with providing meals due to current hardship circumstances • Vouchers are restricted to no ice blocks, no drinks • To be reviewed at the end of term 4 Motion: Moved: Seconded: Carried / Lost

General Business	Speaker: Aleisha Ware
Request a donation of funding	Notes: • Musical instruments – purchase 5 full size keyboards • The new key piano keyboards will facilitate the best academic outcomes for students from Years 7 to 12 • The keyboards are the full 88 keys of a proper piano (we only have half sized keyboards brought in 2013) and can be used properly for performance and composition which are the two main components of Music

	particularly for the Senior Music students (Years 10 to 12). The keyboards are also portable which will benefit Music students to play in bands and on stage for cultural events throughout the school • These keyboards will last at least 10 years. However, with only 5 being purchased more funds may be needed at some stage as the present half keyboards used mainly for Junior Music for may need replacing in the near future as they were bought in 2013 • Quote included – Appendix D • Total funds sought \$11,700 Motion: Moved: Seconded: Carried / Lost
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General Business Request permission to fundraise	Speaker: Kelly Lambert Notes: • Z Club would like to use the square for fundraising • Motion: Moved: Seconded: Carried / Lost
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General Business Request permission to fundraise	Speaker: Rachel Richards Notes: • Greatest Shave • Susann Wendy Morrow - Fundraising Co-ordinator • Requesting use of the Square payment for the Greatest Shave to collect donations Motion: Moved: Seconded: Carried / Lost
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Applications for New Membership	•
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Date of Next Meeting	11 September 2025
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Close	Time:
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Actions	1.
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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 August 2025 - 31 August 2025
Statement of Receipts and Payments

	AUGUST
INCOME	
Cash Sales	\$ 10,218.00
EFTPOS	\$ 45,973.75
SQUARE	\$ -
TOTAL RECEIPTS	\$ 56,191.75
Less EXPENDITURE	
Bank Fees	\$ 777.66
Canteen Wages	\$ 13,531.05
Superannuation	\$ 1,183.41
Workcover Renewal	\$ 1,521.09
	\$ 17,013.21
Canteen Expenses	
Campbells	\$ 7,634.50
Coles(WEX Australia)	\$ 208.46
Coles Online	\$ 1,168.12
CMS	\$ 339.93
King of Meats	\$ 80.28
Lactalis Australia	\$ 2,651.85
Bidfoods	\$ -
Superior Food Group	\$ 709.44
Vegies Unlimited	\$ 422.47
DGL Accounting	
CRUSTY'S BAKEHOUSE	\$ 327.60
P & C Qld	\$ -
	\$ 13,542.65
TOTAL EXPENDITURE	\$ 30,555.86
CANTEEN MONTHLY PROFIT/LOSS	\$ 25,635.89

DONATIONS

MNBSHS Donations	\$ 6,172.51
TOTAL INCOME	\$ 56,191.75
TOTAL PAYMENTS	\$ 36,728.37
MONTHLY Surplus/(Deficit)	\$ 19,463.38

BANK RECONCILIATION

Opening Cash Book Balance at 01 August 2025	\$ 193,192.91
Add Receipts	\$ 56,191.75
Less Payments	\$ 36,728.37
Closing Cash Book Balance 31 August 2025	\$ 212,656.29
Bank Statement Balance at 31 August 2025	\$ 212,656.29
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 31 August 2025	\$ 212,656.29
Difference	\$ -
Long Service Account at 31 August 2025	\$ 15,078.56

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

Treasurer's Report
For the Period of 01 September 2025 - 30 September 2025
Statement of Receipts and Payments

	SEPTEMBER
INCOME	
Cash Sales	\$ 5,392.30
EFTPOS	\$ 22,224.00
SQUARE	\$ 4,594.88
TOTAL RECEIPTS	\$ 32,211.18
Less EXPENDITURE	
Bank Fees	\$ 409.34
Canteen Wages	\$ 13,007.49
Superannuation	\$ 2,160.99
ATO	\$ -
	\$ 15,577.82
Canteen Expenses	
Campbells	\$ 17,332.82
Coles(WEX Australia)	\$ 393.54
Coles Online	\$ 2,705.54
CMS	\$ 419.95
King of Meats	\$ 433.82
Lactalis Australia	\$ 8,288.85
Bidfoods	\$ -
Superior Food Group	\$ 920.82
Vegies Unlimited	\$ 801.45
DGL Accounting	
CRUSTY'S BAKEHOUSE	\$ 794.88
P & C Qld	\$ -
	\$ 32,091.67
TOTAL EXPENDITURE	\$ 47,669.49
CANTEEN MONTHLY PROFIT/LOSS	-\$ 15,458.31

DONATIONS

MNBSHS Donations	\$ 11,986.00
TOTAL INCOME	\$ 32,211.18
TOTAL PAYMENTS	\$ 59,655.49
MONTHLY Surplus/(Deficit)	-\$ 27,444.31

BANK RECONCILIATION

Opening Cash Book Balance at 01 September 2025	\$ 212,656.29
Add Receipts	\$ 32,211.18
Less Payments	\$ 59,655.49
Closing Cash Book Balance 30 September 2025	\$ 185,211.98
Bank Statement Balance at 30 September 2025	\$ 185,211.98
Add Outstanding Deposits	\$ -
Less Outstanding Cheques	\$ -
Balance at 30 September 2025	\$ 185,211.98
Difference	\$ -
Long Service Account at 30 September 2025	\$ 15,078.56

Appendix B - Canteen Report

September takings \$27 616.30 (\$24 589 sept 2024)

YTD takings \$383 082 (which is \$20k higher than this time last year)

Daily average \$2755.98 (\$2607 this time last year)

We seem to be going against the trend as many schools are struggling to make their canteens viable or to retain staff.

- We have finally tracked down a new supplier for Streets ice creams. Superior foods was our supplier and they have lost the contract. So we are in the process of opening a new account with Max Stocks. They are based in Cairns but have a depo in Townsville and drive to Mackay multiple times a week.
- We have been investigating new POS systems. Most have ongoing fees and need internet access which is tricky as Ed Qld won't allow us to connect to the school internet. We would need to independently get an internet connection as well. Also many new systems have their own eftpos systems and make it unable to complete more than one transaction at once. We currently have five eft terminals and both the senior and junior lines run two eft simultaneously. As a result we have decided to simply purchase the same cash registers we have.
- We have been looking at coffee machine quotes and would like to move forward with purchasing one. The Good guys have a machine with a dual boiler called the Oracle touch that is \$3200. It has a built in grinder and tamper. We get a discount if we order through ASCA with the good guys. They support school canteens and give back to charities that are associated with schools. We should be able to get a good machine under \$3000.
- One of our main ovens decided to stop working last week. We had a UNOX tech come out and he couldn't find a problem with it. He said it was safe to use and if it happened again to contact him.
- At the end of last term Joely and Ange worked on the Wednesday to assist with the PBL rewards day. We purchased drinks for the day and need to invoice PBL \$580.
- We have some new drinks coming in stock called BARE. They are canned drinks with zero calories and no preservatives. They are very tasty and I think the students will love them.

Appendix C - Principal Report

SCHOOL MANAGEMENT

2025 staffing is continuing – approx. enrolment = 1050

Staffing

Term 4 start – Josh Gibson (Hum English); Jennifer Clarke (Eng Humanities)

2026 staff in – Bekkie Houston (Inclusion); Rebecca Kay (History/ Psych);

Transfer Out – Ruth Salecich/Brown (SE)

Classified Positions – Appointments to be confirmed at next P&C Meeting – Acting Science HOD (Sem 1 '26) (behind Nic Vanderlinde); Acting HPE HOD; Acting English HOD (family moves for substantive HODs); Acting Maths HOD (stepping Back); Year 9 HOY (Workplace reform)

Facilities

- Go for Gold sidings on multipurpose courts – complete



- New bubblers installed and water bottle distributed – Year 7/8 last Thursday; 9-12 across this week. Opt in if wish or provide your own – ultimately no students out of class



School Planning & Accountability

- **2026 AIP** – will be developed from Year 1 of our new **4 years strategic plan** and with review of key data 2025 sets across the school. The 2026 Budget will complement the AIP. Draft presented later in the term
- **School Opinion Survey** – again, lower percentages of completion
- **2026 Timetable development** – block structure set; staffing of the timetable occurring, including the new staff – draft completed by Week 4/5
- **Uniform** – back to school ordering in readiness for 2026
- **Library Resource return** – start to be returned as Year 12's complete external exams and then other years come to completion for the year. **Invoices will be sent for non-returned items**

GENERAL

- **Year 11 and 12 are flexing Per 4 Wednesday for Term 4.**
- **Year 11 Camp** - Another successful Year 11 camp. This camp in particular brings out the personalities in our Year 11 students and undercovers some wonderful leadership talent and brings about personal growth in the students. Staff involved with covering the teachers and classes who were on Year 11 camp helped emphasise a true whole school team effort. **Positive community feedback as well!**
- **Year 12 Formal** – last Saturday at the Mantra (marina).
- **Night of Champions** – Tuesday Week 3 – lists of recipients are in my weekly Briefing – must RSVP
- **Year 12 External Exams** – start Week 4 and include tutorials and coffee catch ups with Michaela during the time
- **Senior Leadership Application process (Year 11 into Year 12)** happening over the next few weeks and announced at Night of Stars (Nov 19th, Week 7)
- **Junior Leadership Application process (Year 8 into 9)** also happening over the coming weeks and announced at Night of Stars (Nov 14th, Week 7)
- **2025 Scholarships** – close October 18th

- **World Teachers' Day Breakfast** – October 31st; **Qld Tuckshop Day** – First Friday in November (7th)
- **Night of Stars** – Nov 18th – all year levels
- **Senior Graduation** – night event (Nov 20th); Friday morning (Nov 21st)
- **World's Greatest Shave (school) activity** –
- **Year 7/8 Girls football comp this term** – against most other schools in Mackay
- **HPE Week has been this week** – timetable of activities scheduled all week

CALENDAR

WK 3 20 – 24 October	20 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC Yr 12 MEC Engineering graduation Stingers Strength 3-4 p.m.	21 Staff CC transition 9-10 a.m. Student Council 1 st break ADF careers visit 1 st lunch	22 Parade – A McConnell P2 Yr 11 Elevate ADF Visit – Year 11 & 12	23 PBL 7.30-8.15 a.m. CC Transition Care-P2 Yr 9 parade P4 @ hall Homework club Night of Champions	24 House Parade Jun & Sen leadership closes Leadership HPT P3&4 Drama Academy full day rehearsal
	HPE week				
WK 4 27 - 31 October	27 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC Stingers Strength 3-4 p.m.	28 SAMS 1 Student Council 1 st break	29 Parade – N Bryan Leadership interviews	30 Homework club Yr 9 parade P4 @ hall Math Transition visit BSS Leadership interviews 2026 Yr 7 enrolment interviews #2, 3-6.30 p.m.	31 World Teachers' Day House Parade
	Year 12 exam block / Yr 11 Electro-Technology MEC work placement 27-31 October				
WK 5 03 - 07 November	03 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC Reporting open for checking of class rolls at 9 a.m. Stingers Strength 3-4 p.m.	04 SAMS 2 Student Council 1 st break QMEA Tradies 4 a Day at MNBSHS	05 Parade – S Pugh White card Course	06 Yr 9 parade P4 @ hall Homework club Yr 11 Biology excursion	07 House Parade Math Transition visit ERSS Good vibes staff lunch IM social night
	Year 12 exam block				
WK 6 10 - 14 November	10 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC Stingers Strength 3-4 p.m. Junior student profiling Class rolls changes to reporting survey by 11 a.m. Reports open for data entry at 3 p.m.	11 Wellbeing Remembrance Day Student Council 1 st break Student Profiling with BSS & ERSS 3 p.m.	12 Parade – J Giddings	13 PBL 7.30-8.15 a.m. Yr 9 parade P4 @ hall Homework club	14 House Parade
	Year 12 exam block / Yr 11 AQP 2-day excursion /				
WK 7 17 - 21 November	17 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 & 12 parade @ PAC Stingers Strength 3-4 p.m.	18 HOD led Night of Stars CC transition 9-10.30 a.m. Student Council 1 st break External Assessment Block concludes	19 Parade – S Merchant	20 Year 12 Graduation Yr 12 sexual health P1 CC Transition Care-P2 Yr 9 parade P4 @ hall Homework club CC Transition Day #4 Yr 12 Automotive MEC graduation	21 Year 12 Leavers' Parade 9.30 a.m. House Parade

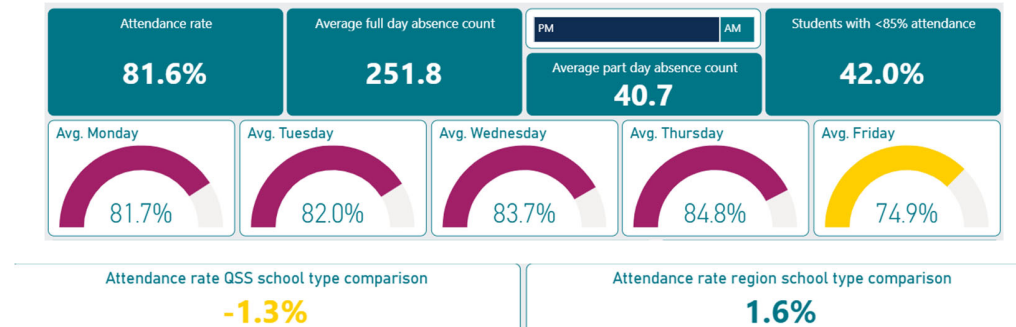
WK 8 24 – 28 November	24 Yr 7&8 parade @ hall Yr 10 parade @ R block Yr 11 parade @ PAC Stingers Strength 3-4 p.m.	25 SAMS 1 Student Council 1 st break	26 Parade – M Bowerman Unit 2 results to J Sharam NR conversations with HOD & survey completed 11 a.m.	27 Yr 9 parade P4 @ hall Homework club HODs complete NR review with DPs by 11 a.m. SM - Final date to record Unit 3 & 4 results 2025 SM - Final date to record VET results SM Final date to record Unit 1 & 2 results for 2026	28 Year 10 & 11 last day House Parade Behaviour, Effort & Extra- Curricular date due 11 a.m.
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Attendance Update

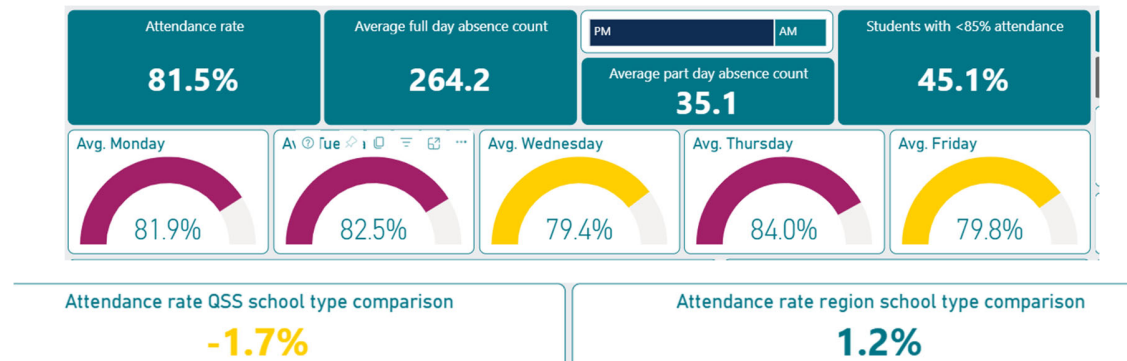
Attendance matters!!

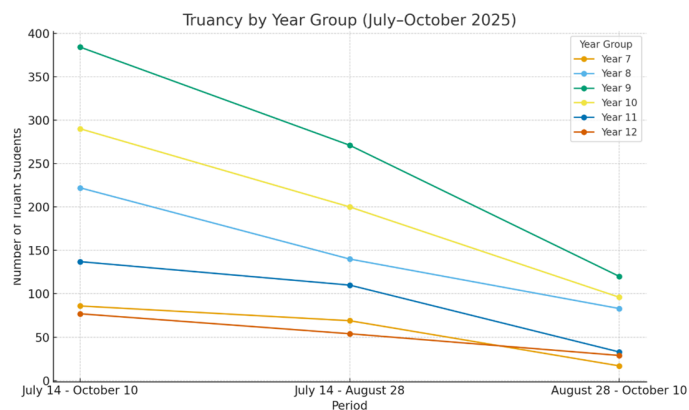
Legal attendance expectations will be followed up

Term 2 - 2025



Term 3 2025





DATE RANGE		28/8 – 10/10		31/7 – 27/8	
Year Level	Number of St's in cohort	Number of St's with Att >85%	Percentage of the cohort	Number of St's with Att >85%	Percentage of the cohort
7	191	97	50.78%	107	56.02%
8	187	70	37.43%	86	45.98%
9	186	63	33.87%	78	41.93%
10	168	74	44.05%	88	52.38%
11	119	62	52.10%	66	55.46%
12	136	50	36.76%	68	50.00%

Budget Overview Report

Mackay Northern Beaches State High School - (7873)

Report Date: 10-Oct-2025 4:12 PM

Budget Quarter 4

Period: 202510 | Cost Centre: % | Cost Centre Manager: %

User: Burrows, Sian (787300082361)

	Year to Date				Annual			Original Budget
	Actual	Budget	Variance	Comment	Budget	Variance	Comment	
Opening Balance	-1,377,232	-1,377,232	0		-1,377,232	0		-1,377,232
Revenue	-1,898,539	-2,047,280	-148,741	Under Budget	-2,047,280	-148,741	Under Budget	-1,912,488
Expense	2,048,560	2,749,709	701,149	Under Budget	2,749,709	701,149	Under Budget	2,867,371
Global Trading Activities	-105,632	0	105,632	In Surplus	0	105,632	In Surplus	0
Representative Sports	-131	0	131	In Surplus	0	131	In Surplus	0
Administered Clusters	0	0	0		0	0		0
Non-Curricula Activities	-19,826	0	19,826	In Surplus	0	19,826	In Surplus	0
Balance of Operating Funds	-1,352,800	-674,803	677,997		-674,803	-677,997		-422,349
Provision	0	674,803	674,803		674,803	674,803		422,349
Balance of Funds Available	-1,352,800	0	1,352,800		0	1,352,800		0
Memofigure: System Cost Centres (Not included in above totals)								
	-156	0	156		0	156		0

Balance Sheet Summary Report

Mackay Northern Beaches State High School - (7873)

Period 202510 as at

10-Oct-2025 4:12 PM

Account Group	Account	Account Description	Amount
ASSETS			
	100001	Cash Float	180.00
	101201	General Bank Account	1,344,316.69
	104001	Receivables - Students	63,851.21
	104002	Receivables - Other	32,606.22
	109001	GST Input Credit Control	3,393.00
	109003	GST Clearing	13,525.66
	115008	BPAY and BPOINT Unallocated (DO NOT USE)	-620.00
	115016	Citibank Balance Sheet Clearing account	11,890.27
	162001	Plant & Equipment	2,385,042.28
	172001	Plant & Equipment - Accum Depr	-2,385,042.28
			<u>1,469,143.05</u>
LIABILITIES			
	200001	Payables	-35,222.15
	200005	Citibank Control Account	-4,147.10
	205501	GST - Revenue Control	-18.22
			<u>-39,387.47</u>
		Net Assets/(Liabilities)	<u>1,429,755.58</u>
EQUITY			
	340001	Accumulated Surplus/Deficit	-1,376,093.28
	400000-599999	SURPLUS/DEFICIT FOR YEAR	-53,662.30
			<u>-1,429,755.58</u>

School Financial Snapshot

Mackay Northern Beaches State High School (7873)

Period 202510 (Oct 2025)

as at 10-October-2025 04:12 PM

What We Own

Cash Holdings

General Bank Account	1,344,316.69
Other Cash Holdings	180.00

Subtotal of Cash Holdings **1,344,496.69**

What Others Owe Us

Parents	63,851.21
Others	48,904.88

Subtotal of What Others Owe Us **112,756.09**

Total of What We Own **1,457,252.78**

ADJUSTED FOR

What We Owe Others

Payables	-39,387.47
Funds Held in Trust	0.00

Total of What We Owe Others **-39,387.47**

Net Ownership* (We own more than we owe) **1,417,865.31**

ADJUSTED FOR

What We Are Committed to Spend **77,937.55**

Funds We Hold for Others

Global Trading Activities	-128,143.58
Representative Sports	-130.53
Other Activities	-26,654.34

Total Funds Held for Other Bodies **-154,928.45**

Amounts Held for Future Projects

Bank Reserve Provision	100,000.00
Plant & Equipment Provision	250,000.00
Future Projects Provision	324,803.00

Total Provisions **674,803.00**

Actual Financial Position of the School/Available Funds **510,196.31**

School Financial Snapshot - Mackay Northern Beaches State High School - (7873)

Period 202510 (Oct 2025) as at 10-October-2025

04:12 PM

Reconciliation to Balance Sheet Summary Report

Net Ownership* **1,417,865.31**

ADJUSTED FOR

Items Awaiting Reconciliation

Salary Recovery	0.00
Corporate Card	11,890.27

Total Items Awaiting Reconciliation **11,890.27**

Net Assets/(Liabilities) as per Balance Sheet Summary Report **1,429,755.58**

Report Name: SFRPC

Date Printed: 10/10/2025, 04:12 PM, sfrpca_75644 OneSchool

User ID: 787300082361

User Name: Burrows, Sian

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Amounts Held for Future Projects

Bank Reserve Provision	100,000.00	
Plant & Equipment Provision	250,140.00	
Future Projects Provision	481,122.00	
Total Provisions		831,262.00
Actual Financial Position of the School/Available Funds		<u>711,907.72</u>

Report Name: SFRPC

Date Printed: 05/10/2024, 08:55 AM, sfrpca_69791

OneSchool

User ID: 787300082361

User Name: Burrows, Sian

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School Financial Snapshot - Mackay Northern Beaches State High School - (7873)
Period 202410 (Oct 2024) as at 05-October-2024
08:55 AM

Reconciliation to Balance Sheet Summary Report**Net Ownership*** 1,825,320.53***ADJUSTED FOR*****Items Awaiting Reconciliation**

Salary Recovery	0.00	
Corporate Card	13,864.44	
Total Items Awaiting Reconciliation		<u>13,864.44</u>
Net Assets/(Liabilities) as per Balance Sheet Summary Report		<u>1,839,184.97</u>

Appendix D – Ancilliary (if Required)

THIRD PHASE REQUEST

QUANTITY	EQUIPMENT	AMOUNT
5	CK88 PORTABLE KEYBOARDS	\$9445
5	BC108 KEYBOARD BENCHES	\$ 740
5	FC5 KEYBOARD PEDALS	\$ 249.99
5	SCE-DE88 KEYBOARD CARRY CASES	\$1250
		TOTAL= \$11 684.99

5 STAGE KEYBOARD/PORTABLE LIGHTWEIGHT with case- CK88 – 88 keys and pedal/case and bench- approx. \$1889 Total = \$9445

Needed for Performance & Composition from Year 7 to Year 12 Music



CK Series – CK61, CK88

CK81 - With authentic piano, organ and synth sounds, intuitive controls and built-in speakers, the lightweight CK81 makes everywhere a stage or studio. CK88 - With authentic piano, organ and synth sounds, intuitive controls and built-in speakers, the CK88 makes everywhere a stage or studio.

Australian Piano Warehouse
(Brisbane): \$1,889.

The Yamaha CK88 88-key stage keyboard is currently available in Australia for approximately AUD \$1,889 depending on the retailer. This model features a Graded Hammer Standard (GHS) keybed, built-in speakers, Bluetooth connectivity, and a versatile sound library encompassing piano, organ, and synth tones

5 Benches for Keyboard – approx. \$148 Total = \$740



The Yamaha BC-108 is a fixed-height, padded wooden piano bench designed for comfort and durability. It features a plush cushioned seat and solid wood construction, available in black, white, dark walnut, and polished ebony finishes.

5 Pedals for Keyboards - \$49 .99 Total = \$249.99

◦ Price: \$49.99 AUD.



The Yamaha FC5 is a footswitch-style sustain pedal compatible with Yamaha keyboards and other electronic instruments featuring a "SUSTAIN" input jack. It functions similarly to the sustain pedal on an acoustic piano, providing expressive control over your performance

5 Carry cases for Keyboards – SC –DE88- \$250 Total =\$1250

SC-DE88



Be your own piano mover. This soft case lets you easily roll and carry your CK88 to gigs, studios, clubs, arenas and backyard bbqs, and features multiple handles, pockets and heavy-duty zippers exactly where you want them.

The Yamaha SC-DE88 is a tailored soft case designed for the CK88 88-key digital stage piano. It features wheels for easy transport, multiple handles, accessory pockets, and heavy-duty zippers. The case dimensions are approximately 1,438 mm (W) x 217 mm (H) x 430 mm (D), with a weight of around 3.5 kg .

Appendix E – Ancilliary (if Required)

Appendix F - Ancilliary (if Required)

Appendix G - Ancilliary (if Required)