

**MINUTES OF THE MEETING OF THE DIRECTOR(S) OF THE CORPORATE TRUSTEE  
BRIGGS SERVICES PTY LIMITED ATF  
BRIGGS SERVICES PTY LIMITED SUPERANNUATION FUND  
HELD ON 10 NOVEMBER 2022 AT  
91 MIDDLE HEAD ROAD, MOSMAN NSW**

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**PRESENT**

Dawn Briggs

Jeffrey Briggs

Belinda Grist

David Briggs

**APPROVAL OF  
PREVIOUS MINUTES:**

It was resolved that the minutes of the previous meeting had been signed as a true and correct record.

**PAYMENT OF BENEFITS:**

The trustee has ensured that any payment of benefits made from the fund meet the requirement of the fund's deed and do not breach the superannuation laws in relation to:

1. making payment to members; and
2. breaching the fund's or the member's investment strategy.

The trustees have reviewed the payment of benefits and received advice that the transfer is in accordance with the deed and the superannuation laws. As such the trustee has resolved to allow the payment of the following benefits on behalf of the members:

<b>Member Name/Payment Type</b>	<b>Amount</b>
<i>Mr David Briggs</i>	
Pension	90,000.00
<i>Mrs Dawn Briggs</i>	
Pension	75,000.00

**PURCHASE OF ASSETS:**

It was resolved that having regard to the composition, risk and return of the fund's existing investments, the fund's investment objectives and its present liquidity, the purchase of the assets identified below during the year ended 30 June 2022 hereto be confirmed and are in line with the investment strategy of the fund.

<b>Asset / Date</b>	<b>Price</b>	<b>Units</b>	<b>Consideration</b>
<i>Listed Securities Market</i>			
<i>Aurizon Holdings Limited</i>			
<i>- Ordinary Fully Paid</i>			
22 Oct 2021	3.6550	5,000.00	18,274.95
<i>Csl Limited - Ordinary</i>			
<i>Fully Paid</i>			
14 Feb 2022	253.5700	118.00	29,921.26
<i>Macquarie Group</i>			
<i>Limited</i>			
03 Dec 2021	191.2800	156.00	29,839.68
<i>Westpac Banking</i>			
<i>Corporation - Cap Note</i>			
<i>3-Bbsw+2.90% Perp</i>			
<i>Non-Cum Red T-09-29</i>			
27 Aug 2021	100.0000	200.00	20,000.00
06 Sep 2021	100.0000	300.00	30,000.00
15 Sep 2021	100.0000	4,000.00	400,000.00
<i>Woodside Energy Group</i>			
<i>Ltd</i>			
25 May 2022	34.7599	500.00	17,379.95
25 May 2022	37.5413	2,000.00	75,082.50
25 May 2022	26.5392	1,000.00	26,539.16
25 May 2022	37.1008	1,000.00	37,100.77
25 May 2022	39.5034	2,227.00	87,974.09
25 May 2022	33.5369	1,200.00	40,244.22
25 May 2022	27.0000	1,059.00	28,593.00
25 May 2022	0.0000	190.00	0.00
25 May 2022	0.0000	195.00	0.00
25 May 2022	0.0000	211.00	0.00
25 May 2022	32.0452	1,000.00	32,045.21
02 Jun 2022	0.0000	1,899.00	0.00

**DISPOSAL OF ASSETS:**

It was resolved that having regard to the composition, risk and return of the fund's existing investments, the fund's investment objectives and its present liquidity, the disposal of the assets identified below during the year ended 30 June 2022 hereto be confirmed and are in line with the investment strategy of the fund.

<b>Asset / Date</b>	<b>Price</b>	<b>Units</b>	<b>Consideration</b>
<i>Listed Securities Market</i>			
<i>CBA - Cap Note 3-Bbsw+3.90% Perp Non-Cum Red T-03-22</i>			
31 Mar 2022	100.0000	300.00	30,000.00
<i>Crown Limited</i>			
24 Jun 2022	13.1000	13,139.00	172,120.90
<i>Westpac \$100 Capital Notes Iv</i>			
15 Sep 2021	100.0000	4,000.00	400,000.00
<i>Westpac Banking Corporation - Cap Note 3-Bbsw+2.90% Perp Non-Cum Red T-09-29</i>			
27 May 2022	100.5992	500.00	50,299.60
<i>Woodside Petroleum Limited</i>			
25 May 2022	32.0452	1,000.00	32,045.21
25 May 2022	34.7599	500.00	17,379.95
25 May 2022	37.5413	2,000.00	75,082.50
25 May 2022	26.5392	1,000.00	26,539.16
25 May 2022	27.0000	1,059.00	28,593.00
25 May 2022	37.1008	1,000.00	37,100.77
25 May 2022	39.5034	2,227.00	87,974.09
25 May 2022	33.5369	1,200.00	40,244.22
25 May 2022	0.0000	190.00	0.00
25 May 2022	0.0000	195.00	0.00
25 May 2022	0.0000	211.00	0.00

**ALLOCATION OF NET INCOME:**

It was resolved that the income of the fund be proportionally allocated to members based on the members' daily weighted average balances. The following amounts of income, and related amounts of tax, are to be credited to / debited from member accounts:

	<b>Income</b>	<b>Fund Tax</b>	<b>Conts Tax</b>	<b>Direct Tax</b>
<i>Ms Belinda Grist</i>				
Accumulation	(45.12)	(53.32)	0.00	0.00
<i>Mr David Briggs</i>				
Accumulation	(11,835.81)	(14,002.83)	0.00	0.00
ABP 502	(5,212.51)	(14,109.47)	0.00	0.00
Market Linked Pension 507	(5,562.93)	(15,057.96)	0.00	0.00
<i>Mrs Dawn Briggs</i>				
Accumulation	(814.31)	(963.43)	0.00	0.00
ABP 504	(5,589.98)	(15,131.07)	0.00	0.00
Market Linked Pension 508	(4,366.10)	(11,818.38)	0.00	0.00
<i>Mr Jeffrey Briggs</i>				
Accumulation	(45.13)	(53.32)	0.00	0.00

**REPORTING ENTITY CONCEPT:**

It was resolved that, in the opinion of the trustee, the fund is not a reporting entity because it is unlikely that users exist who are unable to command the preparation of reports tailored so as to satisfy specifically all their information needs.

Therefore, the financial statements for the fund are to be prepared on the basis of the fund being a "non-reporting entity", and will therefore take the form of Special Purpose Financial Reports.

**REPORTS AND  
STATEMENTS:**

The Financial Reports consisting of Statement of Financial Position, Operating Statement and Notes to the Financial Statements, Trustee's Declaration, Compilation Report, Auditor's Report and Member Statement for the period ended 30 June 2022 were tabled for consideration at the meeting.

It was resolved that the financial statements be adopted in their present format and that the statement by the trustees attached to the financial reports be signed by the Trustees, stating that:

1. the financial statements are drawn up so as to present fairly the financial position of the fund as at 30 June 2022, the benefits accrued as a result of operations and its cash flow for the year then ended;
2. the financial statements have been prepared in accordance with the requirements of the trust deed and Australian Accounting Standards as noted in Note 1 to the Financial Statements and
3. the fund has operated substantially in accordance with the trust deed and the requirements of the *Superannuation Industry (Supervision) Act 1993 (SISA)*, during the year ended 30 June 2022.

**INCOME TAX RETURN:**

The completed Self-Managed Superannuation Fund Annual Return for the financial year ended 30 June 2022 was tabled for consideration at the meeting.

It was resolved that:

1. the particulars contained in the 2022 income tax return and the relevant records used to ascertain the taxable income, as shown, derived by the fund from all sources in and out of Australia during the year of income are true and correct and;
2. the fund satisfies the statutory requirements and conditions applicable to be classified as a 'Regulated Superannuation Fund/Complying Superannuation Fund' for the year of income and;
3. the income tax return be adopted in its present format and that the Return be signed by the Trustees.

**REVIEW OF INVESTMENT  
STRATEGY:**

The fund's investment performance for the year ended 30 June 2022 and existing investment strategy have been reviewed by the Trustees, after considering:

1. the risk involved in making, holding and realising, and the likely return from, the fund's investments having regard to its objectives and its expressed cash flow requirements;
2. the composition of the fund's investments as a whole including the extent to which the investments are diverse or involve the funds being exposed to risks from inadequate diversification;
3. the liquidity of the fund's investments having regard to its expected cash flow requirements;
4. the ability of the fund to discharge its existing and prospective liabilities;
5. whether the fund should hold a contract of insurance that provides insurance cover for members of the fund; and
6. the effect of the fund's investments on the above requirements and all matters relating to the prudential nature of the investment being continuously monitored, regularly reviewed and to make sure they adhere to fund's investment objectives and relevant legislation.

It was resolved that the aims and objectives of the investment strategy were being achieved and that the said investment strategy requires no further modification or adoption at this time.

**TRUSTEE AND MEMBER  
STATUS:**

Each of the trustee(s) confirmed that they are qualified to act as trustee(s) of the fund and that they are not disqualified persons as defined by Section 120 of the S/SA.

Each of the member(s) confirmed that they are a member of the fund and agreed to be bound by the provisions contained within the Trust Deed of the fund (and any subsequent amendments).

**AUDITOR:**

It was resolved that

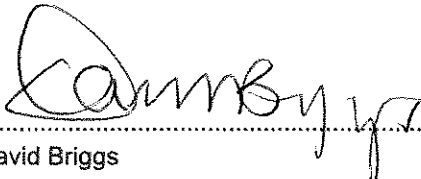
Anthony Boys  
of

PO BOX 3376  
Rundle Mall , SA 5000

act as the auditor of the fund for the next financial year.

**CLOSURE:**

There being no further business the meeting was closed.

  
..... Dated: 28/11/22  
David Briggs  
Chairperson

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