

HASTIE GROUP LIMITED AND SUBSIDIARIES (ADMINISTRATORS APPOINTED) ('HASTIE GROUP')

Q&A – Employees

Notice: The following information seeks to provide answers to general queries only.

If you are an employee working for a Hastie Group company that has both Administrators and Receivers and Managers appointed, the Receivers and Managers are in control of that company.

The instructions you receive from the Receivers and Managers will therefore supercede any instructions you receive from the Administrators.

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| B1. What is happening to me as an employee of Hastie Group? | <p>Because of the Company's inability to pay wages and other costs, the Administrators have had no option but to terminate the employment of the majority of employees.</p> <p>If you are an employee who has been terminated, you should receive a letter confirming the termination of your employment. If you do not receive a letter by 6 June 2012 and you think you have been terminated, please request a copy letter by emailing hastie@linkmarketservices.com.au</p> |
| B2. I have been terminated - when/how do I obtain a separation certificate? | <p>The Government's Department of Human Resources has confirmed that terminated employees can provide copies of their termination letters to Centrelink in order to access benefits, whilst they wait for their separation certificates to be issued.</p> <p>The Administrators are working with the Group's Payroll and HR departments to confirm the amounts owing to you so your separation certificate can be issued to you.</p> <p>Further updates regarding the issuing of separation certificates will be posted on PPB Advisory's website www.ppbadvisory.com</p> |
| B3. I have been terminated – will accepting another job affect my entitlements? | <p>If you have been terminated then accepting another job will not affect your entitlements, including redundancy pay.</p> |

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| B4. When will I receive my PAYG summary? | <p>Currently, we are unable to issue payment summaries as we are verifying the information obtained from Hastie Group.</p> <p>We estimate that we will be able to issue payment summaries to employees by early August 2012.</p> <p>For the purposes of completing your tax return, you can complete a statutory declaration regarding your wages in the absence of a having a payment summary.</p> <p>Please visit the ATO website http://www.ato.gov.au/content/16023.htm for further information.</p> |
| B5. What happens to the wages/super/annua I leave/long service leave owed to me? | <p>Unpaid wages, superannuation, annual leave and long service leave form part of employee entitlements. Employee entitlements are a priority claim against the company. This means they are paid in priority to unsecured creditors and creditors with a security interest in circulating assets.</p> <p>The initial correspondence provided by Administrators outlines your position as an employee. Further information will be provided at the meeting of employees.</p> <p>Please also refer to "Voluntary Administration: A Guide for Employees" available on the Australian Securities and Investments Commission (ASIC) website www.asic.gov.au</p> |
| B6. I am owed expenses - what about them? | <p>Expenses (eg travel, accommodation etc) are not classed as employee entitlements and are not covered by GEERS.</p> <p>You will need to make an unsecured creditor claim for the expenses owed to you. The forms to do this are available via the PPB Advisory website www.ppbadvisory.com in the 'Creditors Information' section under 'Hastie Group'.</p> |
| B7. How do I find out what I am owed? | <p>The Administrators will be assessing each employee's entitlements and will communicate with you further regarding this.</p> |
| B8. When will my employee entitlements be paid? | <p>Employees who submitted their online GEERS form by 25 June 2012 should receive their GEERS payment by 22 July 2012.</p> <p>Employees who submitted their online GEERS form after 25 June 2012 or submitted paper forms should receive their GEERS payment in early August 2012.</p> |

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| B9. What is GEERS? | <p>GEERS is a Government payment scheme established to assist employees who have lost their employment due to insolvency and who are owed certain employee entitlements.</p> <p>GEERS is typically available only when a company has entered liquidation and not when it is in administration.</p> <p>Bill Shorten, Federal Minister for Workplace Relations, has exercised his discretion to enable affected Hastie Group employees to commence the GEERS claim process immediately. This decision has been made on the basis of a good level of certainty that Liquidation of these companies will occur at a later time. Ultimately, Liquidation will be the decision of the respective companies' creditors.</p> |
| B10. How does GEERS work? | <p>Please refer to the GEERS website www.deewr.gov.au/geers for information on what entitlements are covered by GEERS.</p> |
| B11. I have personal belongings still on site – how do I collect them? | <p>Please email your contact details and a short message to hastie@linkmarketservices.com.au and a member of PPB Advisory will contact you to let you know when the site can be accessed.</p> |
| B12. I have a company car/company assets in my possession, how do I return them? | <p>Please email your contact details and a short message to hastie@linkmarketservices.com.au and a member of PPB Advisory will contact you to let you know when the site can be accessed.</p> |
| B13. When will I (employee) learn more about this situation? | <p>We will communicate further updates to employees by mail and by notice in the 'Creditors information' section of the PPB Advisory website at www.ppbadvisory.com.</p> |
| B14. I am employed on a 457 visa – how does the Administration affect me? | <p>You need to contact the Department for Foreign Affairs and Trade (DFAT)</p> <p>Telephone: +61 2 6261 1111 Fax: +61 2 6261 3111</p> |
| B15. Where can I get information on Government assistance from? | <p>Employees should contact Centrelink and Job Services Australia (JSA) to find out about what assistance is available to them:</p> <p>Centrelink – www.centrelink.com.au Phone: 13 2850</p> <p>JSA - www.deewr.gov.au/employment/jsa Phone: 1300 363 079</p> <p>Regular updates regarding employee assistance will also be posted to the PPB Advisory website www.ppbadvisory.com in the 'Creditors Information' section under 'Hastie Group'</p> |