

Circular to Employees

20 July 2023

By email:

Dear Sir/Madam

Aurora Metals Limited ACN 126 634 606
(‘HeadCo’)

Auctus Chillagoe Holdings Pty Ltd ACN 605 053 610
Auctus Chillagoe Pty Ltd ACN 605 055 285
Auctus Resources Pty Ltd ACN 136 606 338
Auctus Minerals Pty Ltd ACN 602 411 852
CTM Alluvial Mining Pty Ltd ACN 137 305 947
Colinacobre Pty Ltd ACN 601 312 207
Surveyor Mining Pty Ltd ACN 601 108 776
Nyngan Gold Pty Ltd ACN 154 650 585
Vision Exploration Pty Ltd ACN 161 881 018
Twilight Exploration Pty Ltd ACN 161 880 995
Thesaurus Exploration Pty Ltd ACN 163 781 342
(‘the Subsidiaries’)

(All Receivers and Managers Appointed) (All Administrators Appointed)
(together ‘the Companies’)

FURTHER INFORMATION FOR EMPLOYEES

We refer to the appointment of Richard Tucker, David Osborne and Tony Miskiewicz as Voluntary Administrators of the Companies.

The purpose of this circular is to provide further information to both current and former employees of HeadCo following frequently asked questions that have been raised with the Administrators and their staff regarding:

- outstanding employee entitlements
- clarification regarding the role of the Receivers and Managers and the Voluntary Administrators

Also incorporated in this circular is details regarding further resources available to employees.

Who should I contact?

Queries from all employees both past and present, regarding the payment of outstanding wages and other outstanding employee entitlements, should continue to be directed to KordaMentha by email at aurora@kordamentha.com. We will endeavour to address each of your queries in a timely manner.

Queries from current employees regarding ongoing employment related matters should be directed to Grant Thornton as the Receivers and Managers via email at aurorametalcreditors@au.gt.com.

What is the role of the Receivers and Managers?

On 3 July 2023 Phillip Campbell-Wilson and Said Jahani of Grant Thornton were appointed Receivers and Managers of the Companies. The Receivers and Managers role is to take control of the Companies assets and sell some, or all, of these assets to repay debts owed to the secured creditor. Any queries relating to the trading of the Companies should be directed to Grant Thornton via email at Aurorametalcreditors@au.gt.com.

What is the role of the Voluntary Administrators?

The role of the Voluntary Administrators is to investigate the Companies affairs and report to creditors on the alternative options available to the Companies. A creditors meeting is held about five weeks after the company goes into voluntary administration to decide the fate of the Companies. The options are:

- end the voluntary administration and return the company/s to the directors
- approve a deed of company arrangement ('DOCA'), if proposed
- wind up the company and appoint a liquidator.

This creditors meeting may be held later if approved by the Court.

During the period of their appointment, the Voluntary Administrators will communicate with all creditors, including the employees, on the status of the appointment.

What are my outstanding entitlements?

We have requested information from the Aurora payroll team in an endeavour to calculate all outstanding employee entitlements. However, at this time, the payroll team are currently experiencing software issues due to the complexities and restraints within the payroll software utilised by HeadCo. The Aurora payroll team are currently liaising with the software provider to obtain a solution. As soon as information is made available to us, we will calculate all outstanding employee entitlements and contact each employee with details of same.

I have unpaid wages. When will I be paid?

The Companies had limited cash at bank when the Administrators were appointed, and the Receivers and Managers have insufficient funds to pay outstanding wages at this time. Unpaid wages will form part of your priority claim for entitlements against the Company in administration.

When will my outstanding employee entitlements be paid?

At this stage, we are unable to confirm when outstanding entitlements will be paid. We understand that for many employees, this is a stressful and challenging time. We will work to ensure your entitlements are paid as quickly as possible.

We understand that certain employees are owed approximately five week's wages. In addition, if you have been made redundant, or your position is made redundant by the Receivers and Managers, you will be entitled to be paid accrued annual leave, long-service leave, pay in lieu of notice and severance pay

in accordance with the modern award, enterprise agreement or employment agreement applicable to your employment.

Depending upon the outcome of the Administration, your entitlements may be paid from the proceeds of a sale or recapitalisation of the Company's business, or if the Company is placed into liquidation, it is likely that you will need to lodge a claim with the Commonwealth Government Department of Employment and Workplace Relations ('DEWR') to access the Fair Entitlement Guarantee Scheme ('FEG'). If you need to lodge a claim with FEG, we will guide you through that process and provide you with the information required to lodge a claim.

Further information on FEG can be found at www.dewr.gov.au/fair-entitlements-guarantee.

What is FEG?

In the event that the Company is placed into liquidation, you will have access to FEG, which is a legislative safety net scheme operated by the Commonwealth Government for employees of insolvent entities. If the Company that employs you has been placed into liquidation and there are insufficient assets to satisfy outstanding employee entitlements, employees may now lodge a claim for their outstanding entitlements with FEG.

- Under the scheme, you may be able to claim for amounts owing under wages, annual leave, long service leave, payment in lieu of notice and redundancy. However, please be advised that ***FEG does not make payment for any unpaid superannuation contributions.***
- The eligibility of each claim is determined by FEG in conjunction with information provided to them by the Liquidators.
- Please note that you must be a Permanent Resident of Australia to lodge a claim with FEG.

Details on the FEG scheme can be found at: Fair Entitlements Guarantee | Attorney-General's Department (ag.gov.au).

We are currently communicating with FEG seeking the Minister exercise their powers and allow employees early access to the FEG scheme. An update on those communications will be provided shortly.

Separation Certificates

We understand separation certificates should now have been issued to all former employees. If you have not received a separation certificate or require assistance from the Administrators to progress your application for financial benefits through Centrelink, please email your full name and contact details to aurora@kordamentha.com.

Assistance Available

We encourage any employee who has lost their job to visit their local Centrelink Office. There are also a range of services and programs that the DEWR is responsible for which may also be of assistance to former employees, regardless of eligibility for income support. These services and programs are summarised below:

- Transition Support Network (TSN)
 - The TSN is an on-the-ground support network made up of representatives from the DEWR's national, state and territory offices together with Employment Facilitators, which provides support to affected workers when companies restructure or close. The TSN provides information to support affected workers. The Local Employment Facilitator for HeadCo is

Tamilyn Brennan, Cairns Employment Facilitator. Tamilyn can be contacted on mobile 0409 763 507 or via email tamilyn@fnqemployment.com.au.

- Early Access Initiative (EAI)
 - The EAI provides retrenched workers and their partners immediate access to employment services through Workforce Australia, regardless of eligibility for income support. Assistance from a Workforce Australia provider can assist in many ways including:
 - Help looking for work
 - Writing a resume and preparing for interviews
 - Referrals to jobs in your local area
 - Training that is suited to the skills that local employers need
 - Case management so that you are ready to take up and keep a job
 - Providing access to resources to help with your job including the internet, printers and newspapers.
 - Details of local provider locations can be found at www.workforceaustralia.gov.au.

The attached Redundancy Information Statement provides information on an individual's rights and considerations and further resources for retrenched workers, including the [What's Next](#) website which is a resource dedicated to helping retrenched workers and providing best practice advice to employers who are retrenching.

Other Job Opportunities

As we become aware of upcoming job opportunities, we will post those details on the Aurora creditors' page on the KordaMentha website under 'Job Opportunities'.

The privacy of your information

We may collect personal information either from you, the Companies or otherwise in connection with the amount owed to you by the Companies. KordaMentha takes all reasonable steps to protect the personal information we hold about you from misuse and loss and from unauthorised access, modification or disclosure. From time to time, we may need to disclose personal information regarding you to a third party, such as a regulatory body. Except for certain disclosures required by the Act, such disclosures will be made on a confidential basis and, where possible, will require the third party to comply with appropriate privacy obligations.

If you would like to access or change the personal information KordaMentha holds about you, you can contact the contact person detailed in this letter at KordaMentha and request the relevant change or access. To action any change or access request, we will need to verify your identity and comply with our other procedures which are in place to prevent unauthorised access to personal information. If you have a complaint in relation to the privacy of your information, please contact privacy@kordamentha.com. Our privacy policy can be found on the KordaMentha website.

Other information

Thank you for your assistance in this matter and should you require any further information, please do not hesitate to contact our team by email at aurora@kordamentha.com.

Yours faithfully

A handwritten signature in black ink, appearing to be 'Tony Miskiewicz', written over a light blue horizontal line.

Tony Miskiewicz
Administrator

Enc.

Redundancy

Your rights and considerations

Losing your job can be a difficult time. This is a general guide to redundancy and other support services available to help you figure out what you're entitled to and how you can restart your career.

Remember to



Understand
your
rights and
entitlements



Act quickly
to find
a new job



Plan
your
finances



Look after
your mental
and physical
health

Understand your rights and entitlements

When can redundancy happen?

Redundancy happens when a business no longer needs a job done by anyone. It can also happen when the business becomes bankrupt.

If you think your redundancy is not genuine, you can log a claim with the Fair Work Commission within 21 days. Visit www.fwc.gov.au for more information.

How can I determine my redundancy pay and entitlements?

The Fair Work Ombudsman has a simple online tool to help you calculate your entitlements. Go to calculate.fairwork.gov.au/EndingEmployment to access the tool.

Visit www.fairwork.gov.au/redundancy for more information about your redundancy rights and entitlements or call **13 13 94** from 8am to 5.30pm Monday to Friday.

How much redundancy pay should I get?

Depending on how long you have worked for your employer, you may be entitled to redundancy pay. The National Employment Standards, your employment contract, an enterprise agreement or a Modern Award may outline these entitlements.

The National Employment Standards does not provide redundancy pay entitlements to:

- employees with less than one year of service
- employees of a small business with less than 15 staff
- casual employees.

The redundancy pay is based on how long you have worked for your employer.

Example of redundancy pay

Period of continuous service	Redundancy Pay
Between 1 and 2 years	4 weeks
Between 2 and 3 years	6 weeks
Between 3 and 4 years	7 weeks
Between 4 and 5 years	8 weeks

How much notice should I be given?

There are minimum notice periods based on how long you have worked for your employer. Casual employees, contractors, and some construction and meat industry workers are not entitled to notice by the National Employment Standards.

Example of the standard minimum notice

Period of continuous service	Notice Period
1 year or less	1 week
Between 1 and 3 years	2 weeks
Between 3 and 5 years	3 weeks
More than 5 years	4 weeks

What if my full entitlements have not been paid?

- If the business is still operating, contact the Fair Work Ombudsman by visiting www.fairwork.gov.au or calling the Fair Work Infoline on **13 13 94**.
- If your former employer has become bankrupt or entered liquidation, you may be eligible for financial assistance through the Fair Entitlements Guarantee. For more information, visit www.ag.gov.au/industrial-relations/fair-entitlements-guarantee-feg or call **1300 135 040**.

You should also check your superannuation fund to ensure your employer has paid your contributions. If you are concerned your superannuation hasn't been paid or is incorrect, you can contact the Australian Taxation Office on **13 10 20** or visit www.ato.gov.au/super

Act quickly to look for a new job

Acting quickly to find a new job is important. Update your résumé to include all your skills and highlight skills that a new employer may value.

Where can I get help to find a new job?

Workforce Australia

The Australian Government's Workforce Australia employment services will give individuals the knowledge and tools they need to get a job, learn new skills or access the extra support if they need it.

If you have lost your job you can register directly with a Employment Service Provider who will support you with tailored services to help you find and keep meaningful work.

If you would like to know more, including the details of your local providers, visit workforceaustralia.gov.au or call the Digital Support Contact Centre (DSCC) on **1800 314 677**.

What's Next website

The What's Next website has resources for retrenched workers. This includes information on careers, training opportunities, help with résumés and practical tips for finding a new job. Go to whatsnext.dewr.gov.au to find out more.

Plan how to best use your finances

It is important to get your finances in order quickly so you have enough money to last until you find another job. These resources can help you with financial advice and aid:

- Money Smart is a government website with tips and tools to help make the most of your finances. Visit www.moneysmart.gov.au
- Services Australia Financial Information Service. Visit www.servicesaustralia.gov.au
- Financial Counselling Australia can link you to free financial counsellors in your area. Visit www.financialcounsellingaustralia.org.au

The Australian Taxation Office can provide advice on taxation of redundancy payments. Visit www.ato.gov.au

What help can Services Australia provide?

Services Australia can assist you with:

- income support options
- effect of redundancy payment on receiving income support
- waiting periods (depending on the amount of money you have to support yourself)
- adjusting your Family Tax Benefit estimate or adjusting Child Support information
- Youth Allowance entitlements for dependent children.

For more information, go to www.servicesaustralia.gov.au or call 13 28 50.

Employment Separation Certificate

Your employer can provide you with an employment separation certificate or letter of termination when you stop work. Services Australia, other government agencies, or employment services providers can use this certificate to determine if you can receive more help.

Look after your health and wellbeing

You can expect to have a range of reactions to losing your job. It is important to take care of your health and wellbeing as well as your family's. If you or someone you know is having problems, including domestic and family violence, talking to someone is an important first step.

- **If you are in immediate danger, please call 000.**
- You can call **1800 RESPECT** (1800 737 732 or www.1800respect.org.au) to speak to a domestic violence counsellor and access local support services.
- Your local GP
- Lifeline provides online, phone and face-to-face crisis support. You can call them on **13 11 14** or visit www.lifeline.org.au
- Beyond Blue provides free support services and information on depression and anxiety for all age groups. You can call them on **1300 22 46 36** or visit www.beyondblue.org.au
- MensLine provides telephone and online support, information, and referral services. You can call them on **1300 78 99 78** or by visiting www.mensline.org.au