

APRIL 2, 2020.

Good afternoon all,

As we close in on our second week of suspended services and with it a big adjustment to the working environment of all staff members, I would like to provide an update on the operational position of the Railway to date.

The Board and Leadership teams are currently confirming our eligibility to apply for relevant Federal Government initiatives, including the Job Keeper payment, and working with the State Government to consider other financial assistance options available to Puffing Billy. We hope to have some clarity on this next week.

In the interim, the Leadership team have implemented a series of actions to ensure efficient and effective use of resources during the *No Passenger* period. This includes:

- a) Commencement of a reduced working hour arrangement companywide Monday to Thursday, with only the Way & Works and Workshop teams operating on a nine-day working fortnight in order to undertake maintenance programs while the rail traffic is absent. We have implemented extra precautionary safety measures for those continuing to work on-site.
- b) Application of Annual or Long Service Leave on non-operational days
- c) Immediate reduction of Time in Lieu and RDOs
- d) Those with high annual leave balances being requested to take leave
- e) Approved negative annual leave of two weeks during any stand down period
- f) Where possible, approved roles working from home to complete necessary functions



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These initiatives are contributing to the reduction in operational expenditure, with all staff either taking a pay cut through reduced working hours offset with leave accruals or leave without pay, or taking more substantive periods of annual or long service leave to play their part in keeping Puffing Billy Railway in a solid financial state. A big thank you to those that have already applied for leave. It is deeply appreciated.

With this quiet period comes an opportunity to highlight the great work already taking shape across the railway, including the ability to conduct large scale stocktake in our retail area, complete longstanding trackwork projects or much needed maintenance work, and the creation of recovery plans for when we're ready to reopen.

We are in this together folks, so let's continue to team up, contribute and support one another during this time. Please also remember to make use of our Employee Assistance Program that is available for all staff.

Please do not hesitate to ask any questions you may have to your Manager or Human Services. Thank you for the continued support and understanding.

With Kind Regards,

Steve O'Brien

CEO



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