

FAQ - EMPLOYEES

Capital Works Constructions Pty Ltd (Administrators Appointed) ACN 118 889 133
Formerly trading as Freelife Homes and Visionaire Homes
Capital Construction Hire Pty Ltd (Administrators Appointed) ACN 163 111 608
(Collectively the “Group”)

Am I still employed by Group?

Following an analysis of the Group’s business, the Administrators have decided not to continue to trade the business and as a result, all employees of the Group have had their employment terminated effective 7 May 2015.

You should have been contacted by a representative from the Administrators’ office to advise you that your employment has been terminated. If you have not been contacted please contact Imogen Troedson on (08) 9365 8136 or email itroedson@deloitte.com.au.

You should shortly receive a letter from the Administrators’ office confirming that your employment has been terminated and the process for lodging a claim for any outstanding employee entitlements with the Administrators and the Fair Entitlements Guarantee scheme (“FEG”). If you have not received this letter by 14 May 2015, please contact Imogen Troedson on (08) 9365 8136 or email itroedson@deloitte.com.au.

How do I claim for my outstanding employee entitlements?

The Administrators will provide you with a statement of claim form for you to complete and lodge with the Administrators’ office. The Administrators will shortly write to you setting out your outstanding employee entitlements according to the books and records of the Group which you can use to assist you to complete your statement of claim.

You may also be eligible for assistance under the Fair Entitlements Guarantee (FEG) scheme for any unpaid leave entitlements and unpaid wages. The Administrators will provide you with a FEG information sheet which provides further information. You can also visit www.employment.gov.au/fair-entitlements-guarantee-feg for more information. Please note that superannuation is not an entitlement that is covered under FEG.

When should I lodge my statement of claim with the Administrators’ office?

It is up to you when you lodge your statement of claim with the Administrators’ office; however, we encourage you to lodge your claim as soon as possible.

What do I do if I currently have personal property located at the Group's offices in Osborne Park?

Please immediately contact Imogen Troedson on (08) 9365 8136 or email itroedson@deloitte.com.au and provide details of the property located at the Group's offices. The Administrators will contact you and arrange a suitable time for you to collect your property.

What do I do if I am currently in possession of property belonging to the Group?

Please immediately contact Imogen Troedson on (08) 9365 8136 or email itroedson@deloitte.com.au and provide details of the property currently in your possession. The Administrators will contact you and arrange to collect the property.

What do I do if I need to notify Centrelink of my termination?

The notification of termination that you will receive from the Administrators should be sufficient for Centrelink, however, the Administrators will prepare and send to you a separation certificate if requested which you can provide to Centrelink.

What do I do if I am on a 457 Visa?

You should contact the Department of Immigration and Border Protection as soon as possible and advise them that your employment with the Group has been terminated as a result of the insolvency of the Group. The notice of termination that the Administrators provide you should be sufficient evidence.

Will the Administrators provide me with a reference to assist finding other employment?

Unfortunately, the Administrators cannot provide you with a job reference. We can, however, confirm your employment with the Group.

Will I receive a Group Certificate for this financial year?

The Administrators will prepare and send to you shortly a group certificate for the period 1 July 2014 to 7 May 2015 based on the books and records of the Group. This Group certificate will be unsigned.

The Administrators will also provide you with a group certificate for any distributions made to you by the Administrators (or Liquidators should the Group go into Liquidation) at the end of the financial year in which those payments are made.

What if I have additional questions which have not been addressed by this Frequently Asked Questions?

If you have additional questions, please contact Imogen Troedson on (08) 9365 8136 or email itroedson@deloitte.com.au