

Industrial Division Resources and Useful Links Guide

For guidance on the procedures in the Industrial Division refer to **Practice Direction 3 of 2023**.

The Industrial Division **does not** hear claims related to unfair dismissal or workplace injury.

For information on unfair dismissal, contact the [Fair Work Commission](#)

Workplace injury proceedings should be issued in the court's [WorkCover Division](#)

Court resources

Self-Represented Litigants

Self-represented litigants may contact the Self-Represented Litigant Coordinators for assistance on court processes and how to initiate proceedings.

An appointment can be arranged by emailing: srlcoordinator@courts.vic.gov.au

Note: It's important to prepare for your case and have all the documents you need so you're ready to present the best case possible.

Multilingual Services

Interpreter and translation services are available at court.

For more details go to [Multilingual Services](#).

Contacts

Fair Work Ombudsman

The Fair Work Ombudsman provides information and advice to both employers and employees on rights and obligations, fair work practices and pay rates.

The Fair Work Ombudsman's online course about difficult conversations can help employees and employers talk about their workplace dispute. You can find this course [here](#).

Website: [Office of the Fair Work Ombudsman](#)

Phone: 13 13 94

For more go to the [Fair Work Ombudsman small claims guide](#).

The ombudsman **does not** investigate unfair dismissal or bullying and harassment complaints

This is the role of the [Fair Work Commission](#)

Australian Securities and Investments Commission (ASIC)

The Australian Securities and Investments Commission is an independent commission of the Australian Government.

ASIC's role is to regulate company and financial services and enforce laws to protect Australian consumers, investors, and creditors. Here you may purchase a company search.

Website: [ASIC Home | ASIC - Australian Securities and Investments](#)

Phone: 1300 300 630

Wage Inspectorate Victoria

The Wage Inspectorate Victorian investigates wage theft offences, including reports made by employees, and provide general information about wage theft laws.

The Wage Inspectorate also, among other things, investigates reports about businesses withholding long service leave and answer general queries about long service leave.

Website: [Wage Inspectorate Victoria website](#)

Phone: 131 450 (overseas call +61 9194 3553).

Legal advice

Member of a Union

If you are a member of a union, you should contact that union for further advice and support.

Law Institute of Victoria

The Law Institute of Victoria provides referral service to help parties find a private lawyer.

Website: [Find a Lawyer - Legal Referral - Law Institute of Victoria](#)

Phone: (03) 9607 9311

Disability Discrimination Legal Service

Disability Discrimination Legal Service is a state-wide community legal service that specialises in disability and discrimination legal matters.

You can access more information about the Disability Discrimination Legal Service [here](#).

The Disability Discrimination Legal Service can be contacted Tuesday to Friday, between 11am and 5pm.

Email: [ddls.org.au - Disability Discrimination Legal Service](mailto:ddls.org.au)

Phone: (03) 96548644.

Victorian Aboriginal Legal Service (VALS)

Victorian Aboriginal Legal Service provides referrals, advice and information and case work assistance to Aboriginal and Torres Strait Islander people.

Solicitors at VALS specialise in criminal law, family law and civil law.

Website: [Working for the Aboriginal Community - VALS](#)

Phone: 1800 064 865

Migrant Workers Centre

The Migrant Workers Centre empowers migrant workers in Victoria to understand rights, enforce them in workplaces and connect with other migrant workers.

The Migrant Workers Centre assists workers from emerging communities to address problems they encounter at workplaces.

You can book an appointment with the Migrant Workers Centre in various languages via their website or over the phone.

Website: [Migrant Workers Centre](#)

Phone: (03) 9659 3516

Young Workers Centre

The Young Workers Centre provides a community legal centre for young people (aged 30 and under) who live and work in Victoria.

It can provide general legal information and advice on claims regarding unpaid wages and entitlements under the [Fair Work Act 2009](#) and the [Long Service Leave Act 2018](#), as well as ongoing legal assistance to people who meet their criterion.

Website: [Young Workers Centre](#)

Phone: 1800 714 754

JobWatch

JobWatch provides a Telephone Information Service, providing legal information and referrals about rights at work.

The Telephone Information Service is available by calling (03) 9662 1933 (Melbourne Metro) or 1800 331 617 (Regional VIC, QLD, TAS).

Website: <https://jobwatch.org.au/>

WEstjustice

WEstjustice provides free legal help to people in the Western suburbs of Melbourne.

The WEstjustice Employment and Equality Law Program provides free and confidential legal help to clients with a problem at work.

Currently their services are available to all international students in Victoria, and young people who live, work or study in the Western suburbs of Melbourne.

Website: <https://www.westjustice.org.au/>

Phone: (03) 9749 7720