

South East Community Legal Service Inc.

9 Penola Road

Mount Gambier SA 5290



Employment Issues Resources

South East Community Legal Service

South East Community Legal Service can provide advice about dismissals to employees. Please be aware that there is a limitation period of **21 days** in responding to an unfair dismissal claim.

We can provide some advice on conditions of employment, pay and entitlements. Limited advice can also be offered regarding bullying, discrimination and adverse actions within the workplace. We cannot review an employment contract prior to employment commencing. We cannot provide advice to employers.

If you are not sure if we can help, make an appointment anyway. If we are not able to assist you, we can refer you to an organisation that can.

Legal Services Commission

Legal Help Line: 1300 366 424

Office Hours: 9am - 4.30pm Monday to Friday

Website: <http://www.lawhandbook.sa.gov.au>

- A free telephone helpline for legal advice and information in most areas of law including employment law.
- **Online Resource:** The LawHandbook Online contains an overview of the law in South Australia in everyday language. The Employment section contains a clear and very useful overview of all aspects of employment law, including information about laws relating to awards, industrial relations and conditions of employment.

Local Private Solicitors

- For legal advice, negotiation, court representation, drafting legal documents and agreements.
- Some solicitors provide a short free appointment on request.
- Please contact SECLS on 8723 6236 or 1300 369 236 for a solicitor referral list or visit www.secls.org to download a copy.

Austlii

Website: <http://www.austlii.edu.au/>

- **Online resource:** A legal website run by UTS and UNSW Faculties of Law, that provides legislation, cases and journal articles on all areas of Australian law including employment law. This is primarily targeted at lawyers but can be accessed and used by non-lawyers.

YOUNG WORKERS (UNDER 30 years old)

Young Workers Legal Service

Phone: (08) 8279 2233

Rural callers can ask the service to call them back.

Office Hours: 9am – 5pm Monday to Friday.

Website: www.ywls.org.au

- Is a **one off** service that assists workers who are not in a union. Appointments are pre-booked with interviews being held on Tuesdays.
- Advice is free but young workers will be responsible for any legal costs incurred including lodgment of fees, obtaining evidence and attending Tribunal hearings.

WOMEN

Working Women's Centre S.A

Phone: (08) 8410 6499 or 1800 652 697

Office Hours: 9am-5pm Monday, Wednesday, Thursday and Friday.

On Tuesdays there is an answering machine service, please leave a message and your call will be returned within 24hrs.

Website: www.wwc.org.au

- Service is based in Adelaide but provides telephone legal advice and information on all employment issues. If they are unable to assist they will refer to another service that is based on your personal circumstances.

EMPLOYEES UNDER MODERN FEDERAL AWARDS

Fair Work Ombudsman

Phone: 13 13 94

Office Hours: 8am – 5.30pm Monday to Friday

Website: www.fairwork.gov.au

- Offers free advice on wages, conditions, workplace rights and obligations to anyone employed under a modern award.

UNION & NON UNION MEMBERS

ACTU Workers Hotline

Phone: (03) 9664 7333 OR 1300 486 466

Office Hours: 9am – 6pm Monday to Thursday
9am – 4:30pm Friday.

Website: www.actu.org.au

- Will provide free general advice about worker's rights regardless of whether you are in a union or not.

JOIN A UNION

UNIONS AUSTRALIA

Phone: 1300 486 466

Website: www.unionsaustralia.com.au

- For all employees and will provide answers to questions about workers' rights and entitlements.
- Gives specialist advice on joining a union based on your working needs.

APPRENTICESHIPS & TRAINEESHIPS

Traineeships & Apprenticeships Service

Phone: 1800 673 097 or 8735 1618

Office Hours: 8.30am - 5.30pm Monday to Friday.

Website: www.skills.sa.gov.au

- Will provide legal advice about your rights and obligations as an apprentice or trainee.
- Will refer a person to the appropriate service if the matter is not in their field of expertise.

LOCAL & STATE GOVERNMENT EMPLOYEES

Office of Employee Ombudsman

Phone: (08) 8207 1970

Office Hours: 9am – 5pm Monday to Friday.

Website: www.employeeombudsman.sa.gov.au

- Offers assistance to local and state employees who are under an agreement, award or award free arrangements. Advice can be given in relation to wages, occupational health and safety, enterprise bargaining.

DISCRIMINATION ISSUES

Australian Human Rights Commission

Phone: 1300 369 711 General Inquires

Office Hours: 9am – 5pm Monday to Friday

Website: www.humanrights.gov.au

- Issues relating to Federal laws.
- Will investigate and help resolve complaints in respect to human right violations and employment in matters relating to discrimination, harassment and bullying based on a person's sex, disability, race, political opinion, religion, social origin, age, criminal record or trade union activity.

Equal Opportunity Commission

Phone: 1800 188 163

Office Hours: 10am – 5pm Monday to Friday

Website: www.eoc.sa.gov.au

- Issues relating to State laws.
- Assists South Australian employees and job seekers to resolve complaints in relation to discrimination or harassment within the workplace. If they cannot resolve the complaint the matter will be referred to the Equal Opportunity Tribunal.

OCCUPATIONAL HEALTH & SAFETY

Safework SA

Phone: (08) 8735 1199 Mount Gambier Office

24HR line serious injuries/incidents:
1800 777 209

Office Hours: 9am - 4.30pm Monday to Friday

Website: www.safework.sa.gov.au

- Can assist all South Australians in respect to any incidents or injuries that occur at work that are in relation to the OHS legislation.

CONTRACTORS

Independent Contractors Helpline

Phone: 1300 667 850

Office Hours: 8am - 8pm Monday to Friday

- Provides information about a range of independent contracting matters. Will assess if they can assist you after taking into consideration all circumstances relevant to your matter.

Business Gov

Phone: 13 28 46

Website: www.business.gov.au

- Has an online contracting tool where you answer a quiz based on your situation and its aim is to help individuals in identifying whether they are an independent contractor or an employee.

EMPLOYEES AT BUSINESSES IN LIQUIDATION OR RECEIVERSHIP

GEERS

Phone: 1300 135 040

Office hours: 9am – 5pm Monday to Friday AEST

Website: www.feg@employment.gov.au

- Provides assistance to employees who have lost their jobs when a liquidator or trustee in bankruptcy has been appointed and who are owed entitlements.