



Representation and Legal Advice

Who can represent you? You can represent yourself, or you can be represented by your union, your employer body, an industrial agent or a legal practitioner (with leave of the Commission).

*The staff of the Commission, including Associates and Industrial Registry staff **cannot** provide legal advice or recommendations. This includes questions in relation to legislation. The Industrial Registry can only help you with regards to questions about forms and procedures. Legal advice may be obtained through a private law firm, Legal Aid or a community legal centre.*

Appearing at the Commission

Be prepared. Ensure you have done your research and gathered all information. Make sure your documents are clearly organised and that you have sufficient copies to provide to the Commission and the other party/parties.

Dress - The Commission is a formal Tribunal and Court and you should dress as neat as possible.

Personal Safety - If you have concerns about safety for yourself or others, please contact the Industrial Registry.

Arrival - Be sure to arrive at the allocated conference or hearing room (as per the Listings Boards located on each level) approximately 10 to 15 minutes prior to the commencement time of your matter. You must be on time. Failure to do so may mean the matter is adjourned or heard and determined in your absence. Please ask at the Industrial Registry counter (Level 21) if you have any difficulties in locating your allocated room. The daily and weekly listings are also available on the website.

Support person - You are able to bring a family member or friend (over the age of 18) to provide support. Unless approved by the Commission, your support person is not permitted to speak on your behalf.

Recording Devices - Are not permitted. Please switch off mobile phones prior to entering a conference or hearing room.

Interpreters - If you require an interpreter for your conference or hearing, please contact the Industrial Registry well before the listing date.

Inside the conference/courtroom - Give your full name, and the full name of anyone accompanying you, to the Associate when asked for appearances. Be respectful to all parties at all times. Speak clearly and politely and listen carefully. In a hearing held in a courtroom you should stand when speaking or being spoken to.

Appearing by telephone - In certain circumstances (e.g. physical location and distance from Brisbane CBD), the Commission may grant a party leave to appear by telephone in a conference. Please contact the Industrial Registry well before the listing date if you wish to appear by phone.

Addressing the Member - Industrial Commissioners are referred to as "Commissioner". Presidential Members (President, Vice President, Deputy President) are referred to as "Your Honour".

Contacting the Commission

Communication with the Commission/Associates - please refer to the *Code of Conduct* which may be found here - <https://www.qirc.qld.gov.au/news-and-notice>.

Unless there is great urgency, communication must be in writing (which includes by email). All communication with the Commission should be made through the Industrial Registry - qirc.registry@qirc.qld.gov.au. Correspondence must be sent to all parties at the same time it is sent to the Industrial Registry.

Keeping your contact details up-to-date - Ensure that your contact details with the Commission are always up-to-date. The primary point of contact will be by email - be sure to give the email address that you check regularly. If you fail to do so, you may miss important communication which may result in unnecessary delays.

Resources, Tools and Links

The Commission website - www.qirc.qld.gov.au provides a plethora of information about the different matters handled by the Commission.

The Commission has also generated the following guides, available on the website, which may be of assistance:

Public Service Appeals - www.qirc.qld.gov.au/public-service-appeals

Workers' Compensation - www.qirc.qld.gov.au/workers-compensation

Unfair Dismissal - www.qirc.qld.gov.au/unfair-dismissal

The following are a few useful links in relation to legislation and case law:

Queensland Legislation - www.legislation.qld.gov.au

Austlii - www.austlii.edu.au

Supreme Court Library (decisions and assistance with legislative materials) - www.sclqld.org.au/caselaw

This fact sheet provides general information only and is not provided as legal advice. If you have a legal issue, we strongly suggest you contact a legally qualified person before making a decision about starting or responding to proceedings in the Industrial Court or Queensland Industrial Relations Commission.

Contact:

INDUSTRIAL REGISTRY

Level 21, Central Plaza 2
66 Eagle Street, Brisbane QLD 4000
Phone: 1300 592 987
www.qirc.qld.gov.au

GPO Box 373
Brisbane QLD 4001
Email: qirc.registry@qirc.qld.gov.au