

Pre-injury Average Weekly Earnings (PIAWE) form

Use this form if the injury happened on or after 21 October 2019. The completed form must be received by the insurer within 3 calendar days of request. This form does not apply to exempt workers. If you need help completing this form, call the insurer in the first instance. Alternatively workers may contact their union, lawyer or the Independent Review Office (IRO) on 13 94 76 and employers the State Insurance Regulatory Authority (SIRA) on 13 10 50 for assistance.

1. Injured person details

Given name	Surname	Claim number (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Telephone	Email
<input type="text"/>	<input type="text"/>

Date of birth	Date of injury (if known)	Date commenced in employment where the injury happened
<input type="text"/>	<input type="text"/>	<input type="text"/>

Occupation (including Classification/Grade)

Has there been any ongoing change in the workers earnings circumstances in their pre-injury job at any time during the 52 weeks prior to the date of injury? (e.g. promotion, change in working hours)

Yes No

If yes, what date did this occur?	What was the nature of the change?
<input type="text"/>	<input type="text"/>

Employment type:

<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Contractor	<input type="checkbox"/> Other
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Are they entitled to incremental earning increases? (e.g. you are under 21 years, an apprentice or a trainee)

Yes No

If yes, what is the date of your next increment?	If yes, what is the name of the award or type of training being undertaken?	On what date should they become qualified?
<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Employer details

Name of contact	Name of employer
<input type="text"/>	<input type="text"/>

Telephone	Email
<input type="text"/>	<input type="text"/>

3. Wage information

Is the worker paid:

Weekly Fortnightly Monthly

Dates relating to the last pay cycle prior to date of injury:

Start date of pay cycle	End date of pay cycle	Normal hours worked per week*
<input type="text"/>	<input type="text"/>	<input type="text"/>

If there has been an ongoing change in the workers earnings circumstances (see section 1), the amounts included in the following section should reflect the earnings circumstances since this change:

Gross hourly rate	Gross earnings per week*
\$ <input type="text"/>	\$ <input type="text"/>

* Earnings include commissions (but not discretionary payments), piece rates, and allowances and loadings (including for shift and overtime) and the portion of any COVID-19 subsidy payment (for example the JobKeeper payment) received for work performed.

Were any payments made without obligation by the employer (e.g. discretionary bonus payments) in addition to gross earnings? If so, please provide the value of the payments for the 52 weeks prior to the injury.

Changes in earnings due to the COVID-19 pandemic

During the period 23 March 2020 and 14 June 2020, was the worker 'stood down' from employment, or did they work fewer hours or receive a lower rate of pay due to the COVID-19 pandemic?

Yes No

If yes, please provide the gross average earnings per week during the period

\$

If the worker was receiving no earnings from 15 June 2020 due to the COVID-19 pandemic, please indicate the date earnings once again were paid or became payable

4. Unpaid leave

In the 52 weeks prior to the date of injury, was any unpaid leave taken by the worker resulting in the worker being without earnings for 7 consecutive days or more?

Yes No

If yes, please provide the dates (or attach records)

5. Non-monetary benefits

For workers who were provided with non-monetary benefits as part of their remuneration package, please indicate which benefits were received, and whether the worker retained the use of the benefit after the injury. It is only necessary to complete the amount per week if the benefit was not retained by the worker after the injury. The amount per week should be completed using either the taxable value as a fringe benefit (if applicable) or the amount reasonably payable during the 52 weeks before the date of injury.

If superannuation is salary sacrificed, please do not include the superannuation guarantee contribution amount paid by the employer.

Non-monetary benefit type (if applicable) e.g. car, accommodation, education expenses, health insurance, salary sacrifice items	Agreed cash value per week	Date withdrawn following the injury
	\$	
	\$	
	\$	

* Also include here any item/s as part of a salary package for which the value is not already included in gross earnings. For workers who retain the use of a benefit, it is important to notify the insurer if, in the future, the worker is no longer entitled to have use of the non-monetary benefit.

6. Other employment

Did the worker have more than one employer at the time of injury?

Yes No

If yes, please provide the following:

Employer name	Date commenced	Earnings per week	Normal hours per week	Address	Contact name	Telephone
		\$				
		\$				
		\$				
		\$				

Please attach any supporting pay information if applicable

7. Supporting documents

Please attach any other supporting pay information (if applicable)

- Wage details (e.g. payroll records, payslips, contract of employment, industrial award if applicable)
- Other types of documents (e.g. certificate of capacity, documents identifying non-monetary benefits)

8. Declaration

I have read the information provided in this form. I declare that the information I have supplied in this form, and any attachment/s to this form, is true and correct and that no information has been suppressed or omitted from this submission to the best of my knowledge. I understand that the making of a false or misleading statement concerning a claim is punishable by law and that I may be prosecuted.

Worker Employer Other (please specify)

Name

Signature

Date (DD/MM/YYYY)

What is PIAWE and how is it calculated?

Applies to injuries received on or after 21 October 2019 and does not apply to exempt workers.

What is PIAWE?

If a worker is unable to perform their pre-injury job because of a work-related injury, any weekly compensation that might be payable to them is calculated by reference to their pre-injury average weekly earnings, or PIAWE.

How is PIAWE calculated?

PIAWE is the sum of a worker's gross weekly earnings over the 52 weeks before their date of injury.

There are some exceptions to this definition including:

- if the worker has not been continuously employed in the 52 weeks before the injury,
- if the worker had an ongoing financially-material change in earnings in the 52 weeks before the injury (e.g. because of a permanent promotion or demotion),
- if it is simpler to align to the worker's usual pay cycle,
- if the worker has taken extended periods of unpaid leave (7 days or more) in the 52 weeks before injury,
- If the worker had a financially material reduction in earnings due to the COVID-19 pandemic during the first prescribed period between 23 March and 14 June 2020*,
- If the worker had no earnings paid or payable due to the COVID-19 pandemic for at least 2 days during the second prescribed period from 15 June and no later than 27 September 2020*.

If the worker is employed by more than one employer at the date of injury, the earnings for all jobs are considered when determining PIAWE.

* The first prescribed period is between 23 March and 14 June 2020 and this period should be excluded if there was a financially material reduction in earnings due to the COVID-19 Pandemic.

If after the end of the first prescribed period, no earnings were paid or payable to the worker for at least two days, this period may be extended to the second prescribed period. This extension would end either on the day before earnings were paid or payable, or on 27 September 2020 – whichever is sooner. **Note:** Excluded days may or may not be usual work days for the worker.

What is included?

PIAWE is based on the sum of the amounts paid or payable for:

- earnings for the hours the worker worked and/or was on paid leave
- allowances and loadings (including for shift and overtime)
- piece rates and commissions
- the value of non-monetary benefits (only where a worker is no longer entitled to the use of that benefit following injury).

Income does **not** include:

- the individual superannuation guarantee shortfall ('superannuation guarantee amount'),
- a non-monetary benefit if the workers continues to be entitled to the use of the benefit after the injury,
- compensation for loss of earnings under an insurance or compensation scheme (this includes workers compensation payments made during the relevant earning period), or
- any discretionary payment made without obligation by the employer (this can include incentive bonus payments).

NOTE: There is a prescribed minimum PIAWE of \$155.00 set by Clause 6 of the *Workers Compensation Regulation 2016*. There is a maximum weekly compensation amount payable, which is adjusted on 1 April and 1 October each year. See the *Workers Compensation Benefits Guide* for the latest figure.