

### WHAT IS A PIAWE BY AGREEMENT?

A PIAWE by Agreement involves an employer and worker entering into an agreement about the amount of the worker's pre-injury average weekly earnings, provided this is considered to be fair and reasonable. The PIAWE is used to calculate the amount of weekly compensation payments.

### HOW TO CALCULATE A PIAWE RATE

To ensure both parties are in agreement, we strongly encourage the employer to make verbal contact with the worker to discuss and agree on a PIAWE rate prior to completing the PIAWE agreement form.

In order to calculate the PIAWE rate, an average of the last 4 weeks can be used, or if wages have been variable, an average of the last 12, 26 or 52 weeks can be used. See order of preference below:

1. Take an average of the last 4 weeks of earnings (total gross earnings over 4 weeks / 4)
2. If wages have been variable over the last 4 weeks, take an average of the last 12 weeks (total gross earnings over 12 weeks / 12)
3. If wages have been variable over the last 12 weeks, take an average of the last 26 weeks (total gross earnings over 26 weeks / 26)
4. If wages have been variable over the last 26 weeks, take an average of the last 52 weeks (total gross earnings over 52 weeks / 52)

We request that the employer provide the following as a part of the application for a PIAWE by Agreement:

1. The PIAWE amount
2. Evidence to support the PIAWE amount e.g. payslips used to calculate the rate or a contract of employment (please email to [HospMail@eml.com.au](mailto:HospMail@eml.com.au))
3. Any information relating to non-monetary benefits if retained at the time of injury ([HospMail@eml.com.au](mailto:HospMail@eml.com.au))

Please note:

- *The agreed PIAWE remains subject to minimum PIAWE (\$155 per week) and weekly compensation payments are capped at the maximum weekly compensation amount which is adjusted on 1 April and 1 October each year (see the [Workers compensation benefits guide](#) for the latest figure).*
- If you should choose to withdraw from the PIAWE by Agreement once it has been approved, written notice will need to be forwarded to Hospitality Employers Mutual

### HOW TO COMPLETE THE DIGITAL FORMS ON COVID-19 CLAIMS

1. The employer is to enter the PIAWE details into the SIRA form emailed to you.
2. This will then be automatically forwarded to the worker to provide their agreement
3. Once the worker has agreed to this via electronic signature, it will then be forwarded to Hospitality Employers Mutual for review.
4. If Hospitality Employers Mutual do not agree with the PIAWE by Agreement or a response is not received within **five calendar days**, we will require a 52-week pay summary to calculate the PIAWE.
5. If we are unable to obtain this information from the employer, we will request a copy from the worker.
6. The PIAWE calculation will then be communicated via a work capacity decision notice. Due to the volume of claims being received, calculation of PIAWE may be delayed if a PIAWE by Agreement is not provided.

To assist us to communicate the PIAWE rate please provide the "signed PIAWE by Agreement" **within five days** of notification.

### NEED ASSISTANCE?

As always, our people are here to help answer any questions you may have.



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Hospitality Employers Mutual (trading as Club Employers Mutual & Hotel Employers Mutual)