



Australian Government

Comcare

NORMAL WEEKLY EARNINGS (NWE) ADVICE

For agencies to advise Comcare of an employee's NWE (either initial or amended)

Name of employee

Claim number Date of injury

Completed by (print name) Contact phone

Date completed

Email

NORMAL WEEKLY EARNINGS

Date of effect

Base weekly earnings (not including overtime)

Weekly overtime earnings

Type of allowance(s)	Amount of any allowances

Shift penalties

Total normal weekly earnings

Please email completed form to general.enquiries@comcare.gov.au

NORMAL WEEKLY HOURS

(only complete this section if this is the initial NWE advice)

Base normal weekly hours (not including overtime)

Weekly overtime hours

Total hours (base plus overtime)

Relevant period Start date

End date

Reason for change (if applicable)

- Enterprise agreement
- Promotion
- Increment
- Overtime adjustment
- Allowance adjustment
- Award restructure
- Other (please specify)

NWE INFORMATION SHEET

Relevant period

- > Initial normal weekly earnings (NWE) and normal weekly hours (NWH) MUST be calculated in relation to the relevant period.
- > The relevant period is a period of continuous Commonwealth or ACT Government employment prior to the date of injury (DOI). If the employee works standard weekly hours without fluctuation in their earnings, the relevant period in most circumstances will be the 2 weeks immediately prior to the DOI.

Fluctuating hours (including overtime)

- > If the employee works hours that fluctuate from week to week, including overtime, you will need to extend the relevant period in order to calculate a fair and reasonable NWE. Often, 12 weeks immediately prior to the DOI is sufficient. For overtime to be included in the initial NWE and NWH calculations, it must be regular and required for business operations.
- > For seasonal employees, such as fire fighters, you may need to extend the relevant period up to 12 months prior to the DOI to allow for a fair representation of weekly hours/earnings.
- > NWH is calculated based on an average of standard hours and overtime hours (if applicable) worked during the relevant period.
- > If an injured worker is entitled to overtime in the initial NWE and NWH calculations, and then later the overtime is no longer required for business requirements, the overtime earnings MUST be removed from the NWE. However, the overtime hours MUST remain included in the NWH as there is no provision in the SRC Act to change NWH after the date of injury. Please see below example:

Effective date	Base NWH	Base NWE	Allowances	OT hours	OT amount	Total NWE	Total NWH	Change reason
01/07/2013	40.00	\$1000.00	N/A	2.00	\$60.00	\$1060.00	42.00	Initial
01/09/2013	40.00	\$1000.00	N/A	2.00	N/A	\$1000.00	42.00	OT ceased

Allowances

- > Examples of allowances that can and cannot be included in NWE calculations are listed below:

INCLUDED IN NWE	NOT INCLUDED IN NWE
Higher duties	Annual leave bonus
First aid	Travelling
Harassment contact	Meal
Composite	Tropical clothing
Shift penalties	Laundry
Deployment assistance	Any allowance for money spent or likely to be spent

- > This list of allowances is not exhaustive. If an employee is receiving an allowance not listed, include it on the form and provide an explanation of what it is for.
- > If an allowance is present at the DOI and is ceased at a later date for reasons unrelated to the injury, it is to be removed from the NWE and cannot be added again at a later date.
- > If an allowance is NOT present at the DOI it cannot be included at a later date. An employee can still receive the allowance but it will form part of their actual earnings (AE).