

# OFFSHORE WDW CHECK LIST



For Workers’ Days & Wages Forms (WDWs) and contributions for CoINVEST Long Service Leave Scheme

## DAYS

### DO Include:

- ✓ Days according to **14 day** (8 on / 6 off) shift cycle:
  - Full 14 day cycle = **10 CoINVEST days**
  - Partially worked cycle = **1.25 CoINVEST days** per offshore day
- ✓ Days according to **28 day** (14 on / 14 off) shift cycle:
  - Full 28 day cycle = **20 CoINVEST days**
  - Partially worked cycle = **1.43 CoINVEST days** per offshore day
- ✓ Rostered days off (RDOs)
- ✓ Annual leave days
- ✓ Sick leave days
- ✓ WorkCover days

### DO NOT Include:

- ✗ A Worker on Long Service Leave
- ✗ A Worker carrying out work for five days or less in any month
- ✗ Overtime (beyond usual shift hours)

## WAGES

### DO Include:

- ✓ Gross ordinary pay (including salary sacrifice) earned during the usual offshore cycle; inclusive of rates paid for double time, time-and-a-half, Saturday, Sunday and Public Holiday as well as penalty, casual and shift rates
- ✓ Allowances paid in relation to usual shift cycle hours
- ✓ Loadings (excluding annual leave loading)
- ✓ Paid sick leave (excluding WorkCover payment)
- ✓ Annual leave (including days paid out on termination)

### DO NOT Include:

- ✗ Living away from home allowance
- ✗ Fares and Travelling allowances
- ✗ Standby allowance
- ✗ Overtime (beyond usual shift hours)
- ✗ Annual leave loading
- ✗ WorkCover payments
- ✗ Redundancy or payments to industry funds

## Quarterly Reporting Periods

MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
PERIOD	14th											
PERIOD				14th								
PERIOD							14th					
PERIOD										14th		
PERIOD												

14th

Workers’ Days and Wages forms are due at CoINVEST by this date