

## Methodological questionnaire

Statistics of employment, wages and hours of work derived from establishment surveys

The objective of this questionnaire is to obtain information about the most important features of the establishment survey(s) carried out in your country since 1990, that are used as sources of statistics of employment, wages and/or hours of work.

Please use as many questionnaires as there are establishment sources for these statistics. For each type of survey, please respond with reference to the latest (most recent) exercise. If you have any questions on which surveys should be covered by this questionnaire, please contact sources@ilo.org before completing the questionnaire. In case the most recent survey was conducted before 1990, please complete only section A. Identification.

This questionnaire is designed to require only a minimum of textual response. The use of pre-coded responses facilitates response but increases the number of pages in the questionnaire. The accompanying document provides international definitions and links to international classifications mentioned in this questionnaire.

We welcome any comments regarding this questionnaire (item J1. "Additional comments"). You can save and print the completed questionnaire at your convenience. Once finished, you can send it to us by clicking the submit button at the end of the questionnaire or by sending a saved copy of the completed questionnaire to sources@ilo.org.

Thank you for your cooperation.

A. Identification			
A1. Country	Australia		
A2. Title of the survey	SURVEY OF AVERAGE WEEKLY EARNINGS (AWE)		
A3. Organisation(s) responsible	AUSTRALIAN BUREAU OF STATISTICS (ABS)		
A4. Website where additional information can be found:	http://www.abs.gov.au		

### **B.** Periodicity and coverage

<b>B1. Periodicity:</b> The survey is carried ou	ut				
Once a year, continue to B2					
Two times a year/half yearly, continue to B2					
• Every quarter, continue to B2					
○ Every month, go to B3					
○ Every months, continue to B2					
© Every years, go to B3					
Ad hoc survey, continue to B2					
Further comments or explanations (if needed):	√E data wil	ll be produc	ed twice a year relating to May and November.		
<b>B2. Months of the survey:</b> the survey	ı is carrie	ed out in t	the following months		
☐ January   区 February					
☐ March ☐ April					
<b>⊠</b> May □June					
☐ July ⊠ August					
☐ September ☐ October					
⊠ November					
<b>B3. Year</b> the survey started: 1981					
<b>B4. Industry coverage:</b> The survey incl	udes esta	blishment	ts in the following ISIC rev. 4 groups		
A. Agriculture, forestry and fishing	○ Yes	<ul><li>No</li></ul>	L. Real estate activities	<ul><li>Yes</li></ul>	○No
B. Mining and quarrying	<ul><li>Yes</li></ul>	○ No	M. Professional, scientific and technical	© Vos	○ No
C. Manufacturing	<ul><li>Yes</li></ul>	○ No	activities	<ul><li>Yes</li></ul>	() NO
D. Electricity, gas, steam and air conditioning supply	<ul><li>Yes</li></ul>	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, sewerage, wast management and remediation act.	<ul><li>Yes</li></ul>	○ No	O. Public administration; compulsory social security	<ul><li>Yes</li></ul>	○No
F. Construction	Yes	○ No	O. Defense	<ul><li>Yes</li></ul>	○No
G. Wholesale and retail trade; repair of	<ul><li>Yes</li></ul>	○ No	P. Education	<ul><li>Yes</li></ul>	○No
motor vehicles	(•) res	○ No	Q. Human health and social work activities	<ul><li>Yes</li></ul>	○No
H. Transportation and storage	Yes	○ No	R. Arts, entertainment and recreation	<ul><li>Yes</li></ul>	○No
I. Accomodation and food service	Yes	○ No	S. Other service activities	<ul><li>Yes</li></ul>	○No
activities	(g) 1C3	0.10	T. Activities of household as employers	<ul><li>Yes</li></ul>	○ No
J. Information and communication   Our Yes Ono  U. Activities of extraterritorial organizations  Our Yes Ono					
and bodies  (C. Financial and insurance activities  (E. Financial and insurance activities  (E. Financial and bodies					
			nd New Zealand Standard Industrial Classification (ANZS n of ANZSIC which had been in use since 1994.	IC) 2006	(ABS

<b>B5. Size coverage:</b> The survey covers							
○ All establishments of any size							
<ul> <li>All establishments with at least 1</li> </ul>	rkers/er	mployees					
Other size coverage:							
<b>B6. Geographical coverage:</b> The survey cov <ul> <li></li></ul>	ers the .						
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding areas)	1						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
<b>B7. Worker coverage:</b> The survey covers the	e followi	ing <b>status</b>	in employment categor	ies			
	2 10110 101	ing status	in employment categori				
(a) All persons in the payroll				○ Yes			
(b) Only Paid employees				<ul><li>Yes</li></ul>	( ) No		
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners,	/ producti	on	○ Yes	<ul><li>No</li></ul>		
(d) Only Non-manual /white collar/administ	rative w	orkers			<ul><li>No</li></ul>		
(e) Paid employees and working proprietors (i.	e., own	account w	orkers or employers)	○Yes	<ul><li>No</li></ul>		
(f) All persons engaged (Paid employees, work	ing prop	orietors an	nd unpaid family workers)	○ Yes	<ul><li>No</li></ul>		
The following groups are included:							
Pieceworkers	<ul><li>Yes</li></ul>	○ No	Apprentices			<ul><li>Yes</li></ul>	○No
Part time employees	<ul><li>Yes</li></ul>	○ No	Trainees			<ul><li>Yes</li></ul>	○No
Seconded employees	<ul><li>Yes</li></ul>	○ No	Employees absent from	n work tl	ne	O V	○ NI-
Workers from temporary work agencies	○ Yes	<ul><li>No</li></ul>	entire reference period	withou	t pay	○ Yes	(•) INO
Casual and temporary employees	<ul><li>Yes</li></ul>	○ No	Employees on probatio	n		<ul><li>Yes</li></ul>	○No
Supervisors	<ul><li>Yes</li></ul>	○ No	Foreign employees			<ul><li>Yes</li></ul>	○No
Managers	<ul><li>Yes</li></ul>	○ No	Workers paid on comm	ission			<ul><li>No</li></ul>
Non-adults/workers below a certain age	<ul><li>Yes</li></ul>	○No	Homeworkers			<ul><li>Yes</li></ul>	○No
Volunteer workers	○ Yes	<ul><li>No</li></ul>	Subcontracted workers			○ Yes	<ul><li>No</li></ul>
Other workers not mentioned above:							
(Note: There are some exception	s – e.g. w	orkers paid	on commission only are exclud	led unles:	s they rece	ive a retain	er;

Further comments or explanations (if needed):

(Note: There are some exceptions – e.g. workers paid on commission only are excluded unless they receive a retainer; seconded workers included if they are paid through this payroll; foreign employees based in Australia, paid through the payroll are included).

All wage and salary earners who received pay for the reference period are represented.

<b>B8. Institutional sector coverage:</b> The su	Irvey covers	
Establishments in the the private sector	arvey covers	
Establishments in the the public sector		⊚Yes ○No
Unincorporated establishments		⊚ Yes ○ No
Non-profit institutions		⊚ Yes ○ No
Foreign establishments located within the c	country	
_	•	● Yes ○ No
Establishments which did not operate part  National establishments located abroad	of the reference period	<ul><li>Yes ○ No</li><li>Yes ○ No</li></ul>
bs. Other coverage: The survey includes of	or excludes other types of	establishments not already mentioned above
	Concents and eneration	al definitions
C. (	Concepts and operation	ai deninidons
	C1. EMPLOYMEN	NT
C1a. The survey measures EMPLOYMEN	IT • Yes, continue to C1k	O ∩ No, go to C2
C1b. Operational definition: EMPLOYME	<b>INT</b> relates to	
• The total number of workers, on:	○ A specific day:	
	○ The month of the surv	еу
	○ The quarter of the surv	<i>y</i> ey
	○ The whole year	
	Other: Week of the last p	ay period of middle month of the quarter
	· · · · · · · · · · · · · · · · · · ·	
The average number of workers during:	A specific pay period	
	The month of the surv	•
	The quarter of the surv	vey
	The whole year	
	Other:	
Other:		
C1c. The worker coverage is		
• The same as the survey coverage (c.f. B7	.)	
○ A different coverage:		
Number of employe	es (broken down bv: Number o	of full-time adult employees and Number of all other employees)
	imates are not released.	1 July Cooperation of the Company Cooperation of the Company Cooperation of the Cooperati
or explanations (if		
needed):		

# C2. Earnings

C2a. The survey measures EARNINGS • Yes, continu	e to C2b No, go to C3a		
C2b. EARNINGS relates to:			
	by the employer in respect of taxes, contributions of employees to nes, union dues, life insurance premiums, etc.)		
○ NET earnings -> Deductions are made for:			
Workers' contributions to compulsory social secu	rity schemes  Yes  No		
- Health related	○ Yes ○ No		
- Pension	○ Yes ○ No		
- Unemployment	○ Yes ○ No		
Union dues	○Yes ○ No		
Advanced contributions to income tax	○ Yes ○ No		
Other:			
C2c. The worker coverage is	C2d. and the reference period is		
<ul><li>The same as the survey coverage</li></ul>	The same reference period as employment		
○ A different coverage:	<ul><li>A specific week</li></ul>		
	○ A specific month		
	Another reference period:		
	(Note: the survey reference period is the last pay period ending on or before the third Friday in the middle month of the		
L	quarter).		
C2e. Earnings includes:			
(a) Payments in kind	Yes No Further comments or explanations (if needed):		
(b) Cost of living allowances			
(c) Family allowance allowances			
(d) Other allowances in cash			
(e) Payments for time not worked			
(f) Overtime payments			
(g) End of year bonuses	○ Yes    No		
(h) Profit sharing bonuses			
(i) Other regular bonuses paid every pay period			
(j) Bonuses paid irregularly	○ Yes    No		
(k) Payments for periods outside the reference period	○ Yes    No		
(I) Payments for items required by the job			
(m) Tips and gratuities distributed by the employer			
(n) Severance and termination pay	○ Yes    No		
(o) Employers' contributions to workers' social security schemes (p) Other	○Yes   • No		
components not mentioned above			

### C3. Wage rates

C3a. The survey measures WAGE RATES		o C3b	No, go to C4	
C3b. Time unit: WAGE RATES are reques	ited	<b>C3</b> c	c. Concept:	
<ul><li>○ per hour</li><li>○ per day</li></ul>		( )	Minimum or standard wage rates	
○ per week			laws	○ Yes ○ No
Oper month			regulations	○ Yes ○ No
Other time unit:			collective agreements	○ Yes ○ No
			arbitral awards	○ Yes ○ No
			Nage rates actually paid	
C3d. The worker coverage is		C3e. and	the <b>reference period</b> is	
○ The same as the survey coverage		○The sar	me reference period as employn	nent
○ A different coverage:		○ A speci	fic week	
		○ A speci	fic month	
		○ Anothe	er reference period:	
C3f. Wage rates includes:				
(a) Payments in kind	○ Yes ○ No			
(b) Cost of living allowances	○ Yes ○ No			
(c) Family allowances				
(d) Other allowances in cash	○ Yes ○ No			
(e) Payments for time not worked	○ Yes ○ No			
(f) Overtime payments				
(g) Other components not mentioned above				
Further comments or explanations (if needed):				
	C4. Compensa	ition of er	mployees or Labour Cost	
C4a. The survey measures COMPENSATION LABOUR COST	ON OF EMPLOYEES o	or	Yes, continue to C4b	No, go to C5
C4b. The worker coverage is		<b>C4c.</b> a	and the <b>reference period</b> is	
○ The same as the survey coverage		○ The	e same reference period as emp	loyment
○ A different coverage:		○ A s	pecific week	
		○ A s	pecific month	
		$\bigcirc$ A c	lifferent reference period:	
L				

(a) Payments in kind (b) Cost of living allowances (c) Family allowance allowances (c) Family allowance in cash (d) Other allowances in cash (e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (l) Other regular bonuses poid every year (l) Benuses paid irregularly (k) Payments for periods outside the reference period (l) Payments for periods outside by the employer (l) Payments for items required by the employer (l) Period Payments for periods outside by the employer (l) Payments for periods outside by the employer (l) Period Payments for periods outside by the employer (l) Period Payments for periods outside periods outside periods (l) Period Payments for periods outside periods (l) Period Payments for periods outside periods (l) Period Payments for period	C4d. Compensation of employees or Labour cost includes:	
(c) Continuation c	(a) Payments in kind	○ Yes ○ No Further comments or explanations (if
(d) Other allowances in cash (e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (h) Profit sharing bonuses (h) Payments for tems required by the employer (h) Sharing and gratuities distributed by the employer (h) Employers' contributions to workers' social security schemes (h) Workers' social benefits provided by the employer (h) Employers' contributions to workers' social security schemes (h) Workers' social benefits provided by the employer (h) Employers' expenses for welfore services (h) Employment related subsidies received by the employer (h) Employment related subsidies received by th	(b) Cost of living allowances	○ Yes ○ No needed):
(e) Payments for time not worked (f) Overtime payments (g) End of year bonuses (h) Profit sharing bonuses (i) Other regular bonuses paid every year (ii) Other regular bonuses paid every year (iii) Bonuses paid irregularly (iv) Other regular bonuses paid every year (iv) Other regular bonuses (iv	(c) Family allowance allowances	○ Yes ○ No
(g) End of year bonuses (h) Profit sharing bonuses (h) Profit sharing bonuses (h) Profit sharing bonuses (l) Other regular bonuses paid every year (l) Bonuses paid irregularly (k) Payments for periods outside the reference period (l) Payments for items required by the job (l) Payments for items required by the job (l) Fayments for items required by the job (l) Fayments for items required by the employer (l) Severance and termination pay (l) Employers' contributions to workers' social security schemes (la) Employers' cost of training (la) Employers' expenses for welfare services (la) Employers' expenses for welfare services (la) Taxes paid by the employer on employment payrollis, etc. (l) Employment related subsidies received by the employer (la) Other (components not mentioned above  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (l) Expension for the survey measures CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Other (l) Exployment related subsidies received by the employer (l) Expl	(d) Other allowances in cash	○ Yes ○ No
(g) End of year bonuses (h) Profit sharing bonuses (r) Other regular bonuses paid every year on the paid of	(e) Payments for time not worked	○ Yes ○ No
(h) Profit sharing bonuses (i) Other regular bonuses paid every year (j) Bonuses paid irregularly (k) Payments for periods outside the reference period (Yes No (l) Payments for items required by the job (r) Tips and gratuities distributed by the employer (n) Tips and gratuities distributed by the employer (r) Severance and termination pay (p) Employers' contributions to workers' social security schemes (p) Workers' social benefits provided by the employer (q) Employers' cost of training (Yes No (g) Taxes poid by the employer on employment payrolls, etc. (r) Employers' expenses for welfare services (r) Employment related subsidies received by the employer (v) Other  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b (No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK Pays, continue to C5b (No, go to C6  C5c. Information is requested about normal hours (per day (per week (per month (per mon	(f) Overtime payments	○ Yes ○ No
(i) Other regular bonuses paid every year  (ij) Bonuses paid irregularly  (ij) Bonuses paid irregularly  (iv) Payments for periods outside the reference period  (iv) Payments for periods outside the reference period  (iv) Payments for items required by the job  (iv) Pes No  (iv) Figs and gratuities distributed by the employer  (iv) Employers' contributions to workers' social security schemes  (iv) Employers' esci of training  (iv) Employers' expenses for welfare services  (iv) Employers expenses for welfare services  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Other  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other  (iv) Other  (iv) Employment related subsidies received by the employer  (iv) Other	(g) End of year bonuses	○ Yes ○ No
(i) Bonuses paid irregularly (ii) Bonuses paid irregularly (iii) Payments for periods outside the reference period (iii) Payments for items required by the job (iv) Payments for items required by the job (iv) Yes (iv) No (iv) Tips and gratuities distributed by the employer (iv) Severance and termination pay (iv) Employers' contributions to workers' social security schemes (iv) Employers' contributions to workers' social security schemes (iv) Employers' cost of training (iv) Employers' expenses for welfare services (iv) Tips part of training (iv) Employers' expenses for welfare services (iv) Employers' expenses for welfare services (iv) Employers' expenses for welfare services (iv) Employers related subsidies received by the employer (iv) Other  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b) (iv) No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (iv) Yes (iv) No Collective agreements (iv) Yes (iv) (iv) No Collective agreements (iv) Yes (iv) (iv) No (iv) (iv) No (iv) No (iv) No (iv) (iv) (iv) (iv) (iv) (iv) (iv) (iv)	(h) Profit sharing bonuses	○ Yes ○ No
(k) Payments for periods outside the reference period (l) Payments for items required by the job (r) Fayments for items required by the employer (r) Fayments for items for it	(i) Other regular bonuses paid every year	○ Yes ○ No
(I) Payments for items required by the job  (The sand gratuities distributed by the employer  (The sand gratuities distributions to workers' social security schemes  (The sand gratuities distributed by the employer  (The same as for wages  (The same as for wages)	(j) Bonuses paid irregularly	○ Yes ○ No
(m) Tips and gratuities distributed by the employer (n) Severance and termination pay (v) Employers' contributions to workers' social security schemes (v) Employers' cost of training (r) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (v) Employment related subsidies received by the employer (v) Other  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (2 Yes, continue to C5b) (n) Other  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes) No Collective agreements (Yes) No Coll	(k) Payments for periods outside the reference period	○ Yes ○ No
(n) Severance and termination pay (o) Employers' contributions to workers' social security schemes Yes No (p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employement related subsidies received by the employer (vu) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b  © No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes No Collective agreements (Yes No Collectiv	(I) Payments for items required by the job	○ Yes ○ No
(a) Employers' contributions to workers' social security schemes	(m) Tips and gratuities distributed by the employer	○ Yes ○ No
(p) Workers' social benefits provided by the employer (q) Employers' cost of training (r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK (Yes, continue to C5b) No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes) No  Collective agreements (Yes) No  Establishments' internal regulations (Yes) No  Cother (Per day per day per day per week  Other (Per pay period per month other:  C5d. Information is requested in C5e. The reference period is C5f. And the worker coverage is  Days (The same reference period as for wages)  Half days (Another reference period: Another coverage:	(n) Severance and termination pay	○ Yes ○ No
(q) Employers' cost of training	(o) Employers' contributions to workers' social security schemes	Yes ONo
(r) Employers' expenses for welfare services (s) Taxes paid by the employer on employment payrolls, etc. (t) Employment related subsidies received by the employer (u) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations (Yes No Collective agreements (Yes No Establishments' internal regulations (Yes No Cother C5c. Information is requested about normal hours (Per day (Per week (Per pay period (Per month (Other) (The same reference period is C5d. Information is requested in C5f. And the worker coverage is C5d. Information is requested in C5f. Another coverage: (Half days (Another reference period: (Another coverage:	(p) Workers' social benefits provided by the employer	○Yes ○No
(s) Taxes paid by the employer on employment payrolls, etc.  (t) Employment related subsidies received by the employer  (u) Other  Components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(q) Employers' cost of training	○Yes ○No
(t) Employment related subsidies received by the employer (u) Other components not mentioned above  C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations  C9es No  C5c. Information is requested about normal hours  Per day  per day  per week  Other  C5d. Information is requested in  C5d. Information is requested in  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5d. Information is requested in  C5d. Information is requested in  C5d. Information is requested in  C5d. Another coverage is  C5d. Another coverage:  C5d. Hours  Another reference period:  C5d. Another coverage:	(r) Employers' expenses for welfare services	○Yes ○No
C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK	(s) Taxes paid by the employer on employment payrolls,etc.	○Yes ○No
C5. Contractual/Normal hours of work  C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Yes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Yes No  Collective agreements Yes No  Establishments' internal regulations Yes No  Cper day  per week  Other Oper month  other:  C5d. Information is requested in C5f. And the worker coverage is  Days The same reference period as for wages  Half days Another reference period:  Hours  Minutes	(t) Employment related subsidies received by the employer	○Yes ○No
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK  Yes, continue to C5b  No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations  Yes  No  Collective agreements  Yes  No  Establishments' internal regulations  Yes  No  Other	components not	
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Pes No  Collective agreements Per No  Establishments' internal regulations Per No  Other  C5c. Information is requested about normal hours  per day  per week  per pay period  per month  other:  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5f. Another coverage:  Half days  Another reference period:  Another coverage:	mentioned above	
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Pes No  Collective agreements Per No  Establishments' internal regulations Per No  Other  C5c. Information is requested about normal hours  per day  per week  per pay period  per month  other:  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5f. Another coverage:  Half days  Another reference period:  Another coverage:		
C5a. The survey measures CONTRACTUAL/NORMAL HOURS OF WORK Pes, continue to C5b No, go to C6  C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations Pes No  Collective agreements Per No  Establishments' internal regulations Per No  Other  C5c. Information is requested about normal hours  per day  per week  per pay period  per month  other:  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5f. Another coverage:  Half days  Another reference period:  Another coverage:		
C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to hours fixed by:  Laws or regulations  Oyes ONo  Establishments' internal regulations  Other  C5c. Information is requested about normal hours  Oper day  Oper week  Oper pay period  Oper month  Oother:  C5d. Information is requested in  C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  C5f. And the worker coverage is  C5f. Another coverage:  Ohours  Ohours  Minutes	C5. Contractual/Norma	al hours of work
Laws or regulations  Collective agreements  Yes No  Per day  per week  Other  C5d. Information is requested in  C5d. And the worker coverage is  C5f. And the worker coverage is  The same as for wages  Another reference period:  Another coverage:	C5a. The survey measures CONTRACTUAL/NORMAL HOURS O	F WORK Yes, continue to C5b No, go to C6
Collective agreements  Other  Cother	C5b. CONTRACTUAL/NORMAL HOURS OF WORK relates to ho	ours fixed by:
Collective agreements  Yes No  per day  per week  Other  C5d. Information is requested in  C5d. Information is requested about normal hours  per day  per week  other:  C5f. And the worker coverage is  C5f. And the worker coverage is  The same as for wages  Another reference period:  Another coverage:	Laws or regulations	
Establishments' internal regulations  Other  Other  C5d. Information is requested in  Days  Half days  Another reference period:  Another coverage:  Hours  Minutes		·
Other  Other  Oper pay period  per month  other:  C5d. Information is requested in  C5e. The reference period is  Days  The same reference period as for wages  Half days  Another reference period:  Another coverage:  Hours  Minutes		
C5d. Information is requested in  C5e. The reference period is  Days  The same reference period as for wages  Half days  Another reference period:  Another coverage:  Minutes		
C5d. Information is requested in  C5e. The reference period is  C5f. And the worker coverage is  The same reference period as for wages  Half days  Another reference period:  Another coverage:	Other	
C5d. Information is requested in  Days  Half days  Hours  Minutes  C5e. The reference period is  C5e. The reference period is  C5f. And the worker coverage is  The same reference period as for wages  Another reference period:  Another coverage:		•
<ul> <li>Days</li> <li>The same reference period as for wages</li> <li>Half days</li> <li>Another reference period:</li> <li>Another coverage:</li> <li>Minutes</li> </ul>		Oother:
<ul> <li>Days</li> <li>The same reference period as for wages</li> <li>Half days</li> <li>Another reference period:</li> <li>Another coverage:</li> <li>Minutes</li> </ul>	C5d Information is requested in C5e. The reference ne	riod is C5f And the worker coverage is
<ul><li>Half days</li><li>Another reference period:</li><li>Hours</li><li>Minutes</li><li>Another coverage:</li></ul>		
○ Hours ○ Minutes		
○ Minutes	•	Allottiei coverage.
COORDINATE OF THE CONTROL OF THE CON		
	Other time unit.	

### C6. Hours paid for

C6a. The survey measures HOURS PAI	<b>D FOR</b> Yes, continue to C6b No, go to	C7
<b>C6b.</b> Information is requested in	<b>C6c.</b> The reference period is	<b>C6d.</b> And the worker coverage is
○ Days	○ The same reference period as for wages	○ The same workers as for wages
○ Half days	○ Another reference period:	○ Another coverage:
○ Hours		
○ Minutes		
Other time unit:		
C6e. Hours paid for includes time paid	l due to	
(a) Overtime	Yes No (h) Down time (including stand	by time)
- Paid at special rates	Yes No (i) Time not worked (absence fro	m work)
- Paid at normal rates	○ Yes ○ No - Vacation time	○ Yes ○ No
- Compensated with time off	○Yes ○No - Sick leave	○ Yes ○ No
(b) Work at home	Yes No - Occupational injuries	○Yes ○ No
(c) Travelling time required by the job	Yes No - Labour disputes	○ Yes ○ No
(d) Meal breaks	Yes No - Other time not worked	○ Yes ○ No
(e) Commuting time	○ Yes ○ No (j) Other:	
(f) Time for preparation	○Yes ○No	
(g) Training time	○Yes ○No	
Further comments or explanations (if needed):		
C6f. The survey measures ABSENCE FF	ROM WORK separately Yes No	
C6g. The survey measures OVERTIME		
	C7. Hours actually worked	
C7a. The survey measures HOURS ACT	TUALLY WORKED Yes, continue to C7b	No, go to C8
C7b. Information is requested in	C7c. The reference period is	<b>C7d.</b> And the worker coverage is
○ Days	○ The same reference period as for wages	○ The same workers as for wages
○ Half days	○ Another reference period:	○ Another coverage:
○ Hours		
○ Minutes		
Other time unit:		

C7e. Hours actually worked includes time paid due to .... (a) Overtime Yes No (h) Down time (including stand by time) - Paid at special rates Yes No (i) Time not worked (absence from work) ○Yes ○No - Paid at normal rates - Vacation time - Compensated with time off ○Yes ○No - Sick leave ○Yes ○No - Unpaid and not compensated with time off - Occupational injuries ○Yes ○ No (b) Work at home ○ Yes ○ No - Labour disputes ○Yes ○No (c) Travelling time required by the job ○Yes ○No - Other time not worked ○Yes ○No (j) Other: (d) Meal breaks (e) Commuting time ○Yes ○No (f) Time for preparation ○ Yes ○ No (g) Training time ○Yes ○No **Further comments** or explanations (if needed): **C7f.** The survey measures **ABSENCE FROM WORK** separately ○ Yes ○ No ○Yes ○No **C7g.** The survey measures **OVERTIME** separately **C8.** Other topics **C8a.** The survey measures **LABOUR TURNOVER** Yes, continue to C8b No, go to C9a **C8b. LABOUR TURNOVER** includes the following components Workers who were hired ○ Yes ○ No Workers who were fired ○Yes ○No Workers who resigned ○Yes ○No Workers who retired Other **C8c.** The **reference period** is ... **C8d.** and the worker coverage is ... The same workers as hours paid/hours actually The same reference period as hours paid/hours actually worked worked Another reference period: Another coverage: Yes, continue to C11b **C9a.** The survey measures **VACANCIES** No, go to C10 **C9b. VACANCIES** are defined as: C10. Other topics: The survey measures other topics not mentioned above, namely ...

#### **D. Classifications**

#### **D1. Establishment size:** The establishment size categories used to group establishments are ...

Employment size ranges vary between states, sectors and industries. Boundaries may be employed at 5, 20, 50, 200, 500 or 1000 employees, but not all ranges are used in all industries.

D2a. Industry (branch o	of economic activity): The classification used to code industry is (based on)
<ul><li>○ ISIC rev 2</li><li>○ ISIC rev 3, 3.1</li><li>○ ISIC rev 4</li></ul>	
○ NACE, NAICS	A . I . IN T. I . I . I . I . I . I . I . I . I .
National classification:	Australian and New Zealand Standard Industrial Classification (ANZSIC) 2006
Other:	
D2b. Number of groups of	distinguished at the most detailed level when coding industry 506 groups
D2c. Computer assisted/	automatic coding is used   Yes   No
D2d. If not using ISIC, it	is convertible to ISIC:
Yes, to	
cl	<b>2e.</b> The most important <b>deviations</b> between the classification used and the international assification (at the Section - one digit - level) are:
<ul><li>ISIC, rev. 4</li></ul>	FIC T & U categories are not classified separately in ANZSIC 2006 FIC D & E categories are grouped together in ANZSCI 2006 FIC G category is separated to F (Wholesale Trade and G (Retail Trade) in ANZSIC 2006
D3a. Occupation: If info  ISCO-68  ISCO-88	rmation by occupation is collected, the classification used to code occupation is (based on):
○ISCO-08	
O National classification:	
Other:	
D3b. Number of groups of	distinguished at the most detailed level when coding occupation groups
D3c. Computer assisted/	automatic coding is used Yes No
D3d. If not using ISCO, it	is convertible to ISCO
Yes, to	
◯ ISCO-68	<b>D3e.</b> The most important <b>deviatio</b> ns between the classification used and the international
○ ISCO-88	classification (at the Major Group - one digit - level) are:
◯ ISCO-08	
○ No	

Standard Class	sification of Labour Cost				
○Yes ○No	<b>D4b.</b> If <b>no</b> , the most important differences betwee classification are:	een the na	ational classification and the international		
	Payments in kind (group IV) include Cost of w welfare services (group VIII)	orkers' ho	ousing borne by employers (group V) and Cost of		
	☐ Direct wages and salaries (group I) and Remu	neration f	for time not worked (group II) are merged		
	Other differences:				
D5. The surve	y uses other classifications, as follows:				
⊠ Geographic	cal regions				
Legal status	s of the establishment (i.e., institutional sector, typ	e of owne	ership, etc.).		
Cooperat	ives are separetely identified  Yes No				
⊠ Others: Se	ector (public, private)				
Le	evel of government (Commonwealth, State, Local)				
<b>D6.</b> Further co	omments or				
explanations (	if needed):				
	E. Questionnaii	o decian			
	L. Questionnan	e design			
E1. Number of	f questionnaires: the survey uses				
<ul><li>One questi</li></ul>	onnaire				
Oifferent ty	pes of questionnaires for different				
	onomic units:				
○ One question	onnaire for the economic unit as a whole, one for w	orkers inc	lividually		
Other:			,		
E2. The unit(s)	of observation: Information is obtained				
For the establis	shment as a whole (go to E3)	●Yes	○ No		
.= .	occupations within the establishment (go to E3)	○Yes	No     No		
	dual worker in the establishment (go to E4)	○Yes	⊙ No		
For a sample o	For a sample of workers in the establishment (go to E4) Yes No				

D4a. Labour cost components: If measuring labour cost, the classification of labour cost components is the International

Disaggregations	Employment	Wages concept (earnings, wage rates, etc	Working time conce	pts
Sex	×	$\boxtimes$		
Age group				]
Education level categories				
Occupation				
Manual/non-manual				
Full-time/part-time	$\boxtimes$	$\boxtimes$		
Skilled/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices				
Adults/young workers				
Other disaggregation:	$\boxtimes$			
E4. When information is obtained  ☐ Sex ☐ Age (adults/young)	for individual worker	s, the survey collects infor	mation about their:	
<ul> <li>□ Education level</li> <li>□ Occupation</li> <li>□ Full time/part time schedule</li> <li>□ Casual/permanent status</li> <li>□ Apprentices</li> <li>□ Other information:</li> </ul>				
Occupation Full time/part time schedule Casual/permanent status Apprentices	/ obtains information	separately for Wage rates	Earnings	Compensation of employees or labour cost
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  E5. Wage components: the survey	/ obtains information			-
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  E5. Wage components: the survey	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  Fayments in kind Cost of living allowances	obtains information			employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  E5. Wage components: the survey Payments in kind Cost of living allowances Family allowances	/ obtains information		Earnings	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  Fayments in kind Cost of living allowances Covertime payment				employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  Fayments in kind Cost of living allowances Family allowances Overtime payment			Earnings	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  E5. Wage components: the survey  Payments in kind Cost of living allowances Family allowances Overtime payment Employers' social security contributions	utions		Earnings	employees or
Occupation Full time/part time schedule Casual/permanent status Apprentices Other information:  E5. Wage components: the survey	ıtions		Earnings	employees or

# F. Sample design The sampling unit(s) is/are ... (all relevant options are indicated)

F1. The sam	npling unit(s) is/are.	(all relevant options are indicated)
☐ Enterpris	e	
Establish	ment	
☐ Employee	е	
⊠Other:		TAU) – The TAU comprises one or more business entities, sub-entities or branches of a business entity that and employment data for similar economic activities.
F2. The sam	nple frame is (all re	elevant options are indicated)
⊠Business	register	
☐ Employee	e or population regis	ter
☐Area fran	ne	
		used to construct the register are (all relevant options are indicated)
_	c, Industrial, Establisl	iment census
Agricultu		
	kept by the governr	
_	strial/bussines direct	ories
_	ce records	
	tax records ne tax records	
	ne tax records nployment insurance	a records
	ion coverage records	
_	Austra	lian Taxation Office (ATO) maintained population. All businesses that obtain an Australian Business
⊠Othe	r, namely:	er are included in the ATO Business Register. For the population of businesses where the ABN unit is not
Records	of workers or employ	ers' associations
Field ope	rations	
Other, na	amely:	
F4. Frame c	overage: The percer	ntage of all paid employees and/or economic units covered by the sample frame
100	% of all employees, a	and/or 100 % of all economic units
F5. Updatin	g frequency: The sa	mple frame is updated
Every 3		months
○ Every		years
○ Continua	lly	1
○ Not upda	ted with a specific fr	equency
○ Never up	dated	
F6. Type of	sample	
○ Complete	e enumeration, go to	F10
<ul><li>Random :</li></ul>	sample, go to F7	
○ Purposive	e sample, go to F10	
Other, go	o to F10:	

F7. The sample is stratified						
● Yes: ○ No						
⊠ By region/location						
⊠ By industry						
⊠ By public and private sectors						
$oximes$ By size (or number of workers) the strata are the ${f s}$	same as th	ose indicated in D1 above: Yes: No				
Establishments <b>above this size</b> are included with co	-	·				
⊠ Other strata: Some industry division with specific size bou	indaries are	identified for complete enumeration				
F8. Sample error - relative standard error for each conception varies by stratum and level of detail; Design RSEs for AWE (Australia)-		te: Design RSEs by State level; by Private industry level; and by Pub				
<b>F9. Sample size:</b> The number of economic untis and/or wo	rkers in th	e final sample (or an estimate of the relative size)				
5,200 economic units (establishments/enterprises)	0.59	% of economic units				
3,365,833 workers	36.1	% of all workers				
Complete enumeration is applied to s	some strata					
<b>F10.</b> Further comments or explanations (if needed):						
G. Da	ta collect	ion				
G1. Method(s) of data collection: Data are collected throu	ıgh (moı	re than one option may be selected)				
Personal interview G2 If personal or teleph	one interv	riew.				
☐ Personal interview ☐ Telephone interview ☐ Telephone interview ☐ Computer assisted interview is used ☐ Computer assisted interview is used ☐ Computer assisted interview is used						
⊠Mail						
Online/web based questionnaire						
Other, namely:  Data for some Commonwealth and Territory Government organisations are collected electronically on a fortnightly basis from a centralised pay system. A small number of large private businesses also provide data electronically.						
G3. Substitution of units						
Yes, in case of non-response						
Yes, in other cases:						
No     No     No						
	cample the	at are not intovioused				
<b>G4. Non response rate:</b> Percentage of all units in the final	sample the	at are not inteviewed				
2.8 % of all units						
<b>G5. Timeliness:</b> Number of days or months between the re	eference p	eriod and the release of the results				
days or 3 months						
<b>G6.</b> Further						
comments or explanations (if						
needed):						

H. Estimates							
H1. Estimation procedures	(more than one option may be	selected)					
	from a previous reference per	riod					
Use benchmark data							
☐ For employment							
For wages							
For working time							
$oxed{oxtime}$ Adjust for seasonality	Trend						
Other adjustments, please specify Non-response (Use Live Respondent Mean on Sampled sector and Ratio imputation in CEd sector) Business Provisions (accounts for lag between businesses commencing operation and appearing on the business register)							
<b>H2</b> . If benchmark data are used the <b>type of benchmark data</b> usis:	d,	is used for stratification purposes.					
H3. Types of indicators produc	ced (more than one option o	can be selected)					
(a) Average earnings (per worker)	(b) Median earnings (per worker)	(c) Real earnings (per worker)	(d) Labour cost (per worker)				
per year	per year	per year	per year				
per month	per month	per month	per month				
⊠ per week	per week	per week	per week				
per day	per day	per day	per day				
per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)	per hour (actual or paid)				
(e) Hours actually worked (per worker)	(f) Hours paid for (per worker)	(g) Overtime hours (per worker)	(h) Absence from work hours (per worker)				
per year	per year	per year	per year				
per month	per month	per month	per month				
per week	per week	per week	per week				
per day	per day	per day	per day				
(i) Workers by levels of earnings	(j) Earnings	(k) Earnings in each decile/ quartile	(I) Workers by levels of hours (paid or actual)				
☐ Number of workers	☐ Deciles	Average earnings	☐ Number of workers				
☐ Percentage of workers	Quartiles	☐ Median earnings	Percentage workers				
(m) Wage indexes  Simple unweighted index or	of growth	(n) Other indicators pr	roduced:				
	occupational employment weig	ghts					
Laspeyres index with indust		5					
Other wage index:							
<b>H4.</b> The above indicators are calculated as the same of the same	alculated for all workers cover	ed					
• Yes							
No, to a subset:							

H5. Links to Laborsta series	: Statistics from this survey are presented in the following LABORSTA series						
2E - Paid employment by	economic activity						
2F - Paid employment in r	manufacturing						
4A - Hours of work by eco	onomic activity						
☐ 4B - Hours of work in manufacturing							
5A - Wages by economic activity							
5B - Wages in manufactur	ring						
6A - Labour cost in manuf							
	rages in detailed occupations (October Inquiry)						
<b>H6.</b> The statistics published described above	in LABORSTA have the same coverage and follow the same definitions	○Yes	○ No				
If <b>no</b> , the main differences are as follows:							
	I. Historical information						
I1. Main changes in this sur	vey since 1990 that have led to breaks in the series						
AWE data series for August 1996 New industry classification (ANZ	as redeveloped to include the collection of amounts salary sacrificed.  through to May 2008 were revised to separate amounts salary sacrificed.  IC 2006) replaced the 1993 edition of ANZSIC starting in the August 2009 release.						
<b>I2.</b> Additional comments of	n the survey						
Additional comments regard	ding the questionnaire						

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE