

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	New Zealand	
A2. Title of the survey	Quarterly Employment Survey	
A3. Organisation(s) responsible	Statistics New Zealand	
A4. Website where additional information can be found:	http://www2.stats.govt.nz/domino/external/omni/omni.nsf/outputs/Quarterly+Employment+Survey	

B. Periodicity and coverage

B1. Periodicity: Th	ne survey is carried out	t				
Once a year, con	-					
○ Two times a year/half yearly, continue to B2						
• Every quarter, co	ontinue to B2					
C Every month, go	to B3					
C Every mo	onths, continue to B2					
C Every year	ars, go to B3					
Ad hoc survey, co	ontinue to B2					
Further comments or explanations (if needed):						
B2. Months of the	survey: the survey	is carrie	ed out in t	the following months		
January	⋉ February			-		
 ☐ March	 April					
⊠May	June					
□July	⊠August					
September	October					
⊠November	December					
B3. Year the survey	y started: 1989					
B4. Industry cove	rage: The survey inclu	udes esta	ıblishment	ts in the following ISIC rev. 4 groups		
A. Agriculture, fores	stry and fishing	Yes	○ No	L. Real estate activities	Yes	○No
B. Mining and quarr	rying	Yes	○ No	M. Professional, scientific and technical	○ Vos	○ NIo
C. Manufacturing		Yes	○ No	activities	Yes	() NO
D. Electricity, gas, st conditioning supply		Yes	○ No	N. Administrative and support support service activities	Yes	○No
E. Water supply, see management and re		Yes	○ No	O. Public administration; compulsory social security	Yes	○No
F. Construction		Yes	○ No	O. Defense	Yes	○No
G. Wholesale and re	etail trade; repair of	○ V	○ No	P. Education	Yes	○No
motor vehicles		Yes	○ No	Q. Human health and social work activities	Yes	○No
H. Transportation a	nd storage	Yes	○ No	R. Arts, entertainment and recreation	Yes	○No
I. Accomodation an	d food service	○ V	○ No	S. Other service activities	Yes	○No
activities		Yes	() NO	T. Activities of household as employers	○ Yes	No
J. Information and o		Yes	○ No	U. Activities of extraterritorial organizations and bodies	○Yes	No
K. Financial and insu	urance activities	Yes	○ No			
	Establishments in the yes - Crop and animal produc - Fishing and aquaculture - Residential property ope - Foreign government rep - Non-civilian defence state	ction, hunt e erators presentation	ting and rela			

B5. Size coverage: The survey covers							
All establishments of any size							
 All establishments with at least 1 	rkers/empl	oyees					
Other size coverage:							
B6. Geographical coverage: The survey cov	ers the						
Whole country							
Whole country, excluding the following remote/marginal areas:							
Capital city (can include surrounding areas))						
○ The following main cities:							
Only urban areas							
Other geographical coverage:							
B7. Worker coverage: The survey covers the	e following s	status in	employment categori	es			
(a) All persons in the payroll				Yes	○ No		
(b) Only Paid employees				○Yes	No		
(c) Only Manual / blue collar workers/wage workers/ operatives, etc.	earners/ pr	oduction		○ Yes	No		
(d) Only Non-manual /white collar/administ	rative work	ers		○ Yes	No		
(e) Paid employees and working proprietors (i.			kers or employers)	Yes	○ No		
(f) All persons engaged (Paid employees, work	ing propriet	tors and t	unpaid family workers)	○ Yes	No		
The fall accions are an included.							
The following groups are included: Pieceworkers	• Yes •	No	Annrontices			Yes	○ No
Part time employees	Yes		Apprentices Trainees			Yes	
Seconded employees	Yes					(res	ONO
Workers from temporary work agencies	Yes		Employees absent from entire reference period			Yes	○No
Casual and temporary employees	Yes		Employees on probatio		. ,	Yes	○No
Supervisors	• Yes •		Foreign employees				○ No
Managers	Yes		Workers paid on comm	ission		Yes	
Non-adults/workers below a certain age	Yes	No	Homeworkers			○ Yes	
Volunteer workers	Yes		Subcontracted workers			Yes	○No
Other workers not mentioned above:							
memoried above.							
Further comments or							
explanations (if							
needed):							

B8. Institutional sector coverage: The su	urvey covers	
Establishments in the the private sector	● Yes ○ No	
Establishments in the the public sector		Yes ○ No
Unincorporated establishments		● Yes ○ No
Non-profit institutions		● Yes ○ No
Foreign establishments located within the country		
Establishments which did not operate part of the reference period		Yes ○ No
National establishments located abroad		○ Yes ● No
B9. Other coverage: The survey includes	or excludes other types of	establishments not already mentioned above
C.	Concepts and operation	al definitions
C1a. The survey measures EMPLOYMEN	C1. EMPLOYME IT • Yes, continue to C1	
	,	
C1b. Operational definition: EMPLOYME	ENT relates to	
• The total number of workers, on:	A specific day:	
	The month of the surv	rey
	The quarter of the sur	vey
	○ The whole year	
	Other: Can February, 20	nding on or before the 20th of the middle month of each quarter May, 20 August and 20 November).
○ The average number of workers during:	○ A specific pay period	
	○ The month of the surv	rey
	○ The quarter of the sur	vey
	○ The whole year	
	Other:	
Other:		
C1c. The worker coverage is		
• The same as the survey coverage (c.f. B7	.)	
○ A different coverage:		
C1d. Further comments or explanations (if needed):		

C2. Earnings

C2a. The survey measures EARNINGS • Yes, continu	e to C2b		○ No, go to C3a
C2b. EARNINGS relates to:			
• GROSS earnings (before any deductions are made social security and pension scheme			
○ NET earnings -> Deductions are made for:			
Workers' contributions to compulsory social secu	rity scher	mes (Yes	○No
- Health related			○No
- Pension			○No
- Unemployment			
Union dues		○Yes	○No
Advanced contributions to income tax		○ Yes	○No
Other:			
C2c. The worker coverage is		C2d. and the	ne reference period is
The same as the survey coverage		The sam	e reference period as employment
○ A different coverage:		○ A specifi	c week
		○ A specifi	c month
		Another	reference period:
C2e. Earnings includes:			
(a) Payments in kind	Yes	○No I	Further comments or explanations (if needed):
(b) Cost of living allowances	○ Yes	O	Earnings are required to be taxable and earned in the
(c) Family allowance allowances	○ Yes	● No	reference pay period.
(d) Other allowances in cash	○ Yes		Earnings which equate to more than the reference pay period (e.g. end of year bonuses) are adjusted to reflect
(e) Payments for time not worked	Yes	1.5	the pay earned in the current pay period.
(f) Overtime payments	Yes	○ No	
(g) End of year bonuses	Yes	○No	
(h) Profit sharing bonuses	Yes	○No	
(i) Other regular bonuses paid every pay period	Yes	○ No	
(j) Bonuses paid irregularly	Yes	○No	
(k) Payments for periods outside the reference period	○ Yes	No No	
(I) Payments for items required by the job	○ Yes	No No	
(m) Tips and gratuities distributed by the employer	○ Yes	No No	
(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	C3 c	c. Concept:	
○ per hour○ per day		()	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 reference period 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		C4c. a	and the reference period 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 (r) Other regular bonuses paid every sono (r) Other regular bon	(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 relates to hours fixed by: Laws or regulations (Yes No Collective agreements (Yes No Collective agreements (Yes No Cother C5c. Information is requested about normal hours (per day (per week C5d. Information is requested in C5d. Information	(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 Per Days Per Days The same reference period is C5c. The reference period as for wages Another reference period: Another coverage: Half days Another reference period: Another coverage:	mentioned above	
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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:		•
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 Days The same reference period as for wages Half days Another reference period: Another coverage: Minutes 	C5d Information is requested in C5e. The reference ne	riod is C5f And the worker coverage is
Half daysAnother reference period:HoursMinutesAnother coverage:		
○ 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	D FOR • Yes, continue to C6b No, go to	C7		
C6b. Information is requested in	C6c. The reference period is	C6d. 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	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	om work)		
- Paid at normal rates	● Yes ○ No - Vacation time			
- Compensated with time off	● Yes ○ No - Sick leave			
(b) Work at home		○Yes ○ No		
(c) Travelling time required by the job		○ Yes		
(d) Meal breaks		○ Yes ○ No		
(e) Commuting time	○ Yes No (j) Other:			
(f) Time for preparation	○ Yes			
(g) Training time	●Yes ○No			
Further comments or explanations (if needed): We are uncertain if estarctorded separately from the separate of the separate o	ablishments are recording paid hours for (h) Down time om sick leave.	; or whether occupational injuries are		
C6f. The survey measures ABSENCE FR	OM WORK separately Yes No			
C6g. The survey measures OVERTIME	separately • Yes O No			
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	C7d. And the worker coverage is		
ODays	○ The same reference period as for wages	○ The same workers as for wages		
○ Half days	○ Another reference period:	○ Another coverage:		
OHours				
○ 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 ○Yes ○No 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

 $\textbf{D1. Establishment size:} \ \ \textbf{The establishment size categories} \ \underline{\textbf{used to group establishments are } \dots \\$

Establishment size categories for outputs are grouped as less than 2.5 full-time equivalents (FTEs) and 2.5 or greater FTEs per establishment (geographic location).

D2a. Industry (branch	of economic activity): The classification used to code industry is (based on)
○ ISIC rev 2	
○ ISIC rev 3, 3.1	
○ ISIC rev 4	
○ NACE, NAICS	
National classificatio	n:
Other: Australian an	d New Zealand Standard Industrial Classification 2006 (ANZSIC06)
D2b. Number of group	s distinguished at the most detailed level when coding industry 195 groups
D2c. Computer assisted	d/automatic coding is used Yes No
D2d. If not using ISIC,	it is convertible to ISIC:
Yes, to	
◯ ISIC, rev. 2	D2e. The most important deviations between the classification used and the international
◯ ISIC, rev. 3	classification (at the Section - one digit - level) are:
○No	
D3a. Occupation: If in	formation by occupation is collected, the classification used to code occupation is (based on):
○ ISCO-68	
◯ ISCO-88	
◯ ISCO-08	
National classificatio	n:
Other:	
D3b. Number of group	s distinguished at the most detailed level when coding occupation groups
D3c. Computer assisted	d/automatic coding is used Yes No
D3d. If not using ISCO,	it is convertible to ISCO
Yes, to	
◯ ISCO-68	D3e. The most important deviations between the classification used and the international
◯ ISCO-88	classification (at the Major Group - one digit - level) are:
◯ ISCO-08	
○No	

Standard Classification of Labour Cost	
Yes No D4b. If no, the most important differences betwee classification are:	een the national classification and the international
Payments in kind (group IV) include Cost of w welfare services (group VIII)	orkers' housing borne by employers (group V) and Cost of
☐ Direct wages and salaries (group I) and Remu	neration for time not worked (group II) are merged
Other differences:	
D5. The survey uses other classifications, as follows:	
⊠ Geographical regions	
⋉ Legal status of the establishment (i.e., institutional sector, typ)	e of ownership, etc.).
Cooperatives are separetely identified Yes No	
Others:	
D6. Further comments or explanations (if needed):	
E. Questionnair	e design
E1. Number of questionnaires: the survey uses	
One questionnaire	
Oifferent types of questionnaires for different types of economic units:	
One questionnaire for the economic unit as a whole, one for we	
Other: Dependent on respondent requirements to complete questionnai One questionnaire per establishment One questionnaire per pay frequency One questionnaire per enterprise grouping	re:
E2. The unit(s) of observation: Information is obtained	
For the establishment as a whole (go to E3)	● Yes ○ No
For (groups of) occupations within the establishment (go to E3)	CYes ● No
For each individual worker in the establishment (go to E4)	CYes ● No
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 concep	ots
Sex	X	X	X	
Age group				
Education level categories				
 Occupation				
Manual/non-manual				
	×			
Skilled/semi-skilled/unskilled				
Casual/permanent worker				
Apprentices				
Adults/young workers				
Other disaggregation:	X			
☐ Age (adults/young) ☐ Industrian level				
 □ Education level □ Occupation □ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information: 				
 □ Occupation □ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information: 	obtains information	separately for Wage rates	C Earnings	ompensation o employees or labour cost
☐ Occupation☐ Full time/part time schedule☐ Casual/permanent status☐ Apprentices	obtains information		! !	employees or
☐ 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 Eamily 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 Employers' social security contribu	tions		Earnings	employees or
Cost of living allowances Camply end time schedule Casual/permanent status Apprentices Other information: Casual/permanent status Apprentices Casual/permanent status Apprentices Casual/permanent status Casual/permanent status Endownerices Casual/permanent status Casual/permanent sta	tions		Earnings	employees or
 □ Occupation □ Full time/part time schedule □ Casual/permanent status □ Apprentices □ Other information: E5. Wage components: the survey	tions		Earnings	employees or

F. Sample design **F1.** The **sampling unit(s)** is/are ... (all relevant options are indicated) **区** Establishment ☐ Employee Other: **F2.** The **sample frame** is ... (all relevant options are indicated) ■ Business register ☐ Employee or population register Area frame **F3.** The **sources of information** used to construct the register are ... (all relevant options are indicated) Economic, Industrial, Establishment census X Agricultural census ⊠ Registers kept by the government | Industrial/bussines directories Licence records Sales tax records ✓ Income tax records

Milicollie tax record	12
Unemployment in	surance records
Pension coverage	records
⊠Other, namely:	Annual Frame Update Survey; Monthly Birth Survey; Survey Feedback (Annual enterprise survey, quarterly manufacturing survey, retail trade survey, wholesale trade survey, quarterly employment survey).
Records of workers or	employers' associations
Field operations	
Other, namely:	
F4. Frame coverage: The	percentage of all paid employees and/or economic units covered by the sample frame
99.5 % of all empl	oyees, and/or % of all economic units
F5. Updating frequency:	The sample frame is updated
Every 1	months
○ Every	years
Continually	
○ Not updated with a sp	pecific frequency
○ Never updated	
F6. Type of sample	
Complete enumeratio	n, go to F10
• Random sample, go to	o F7
OPurposive sample, go	to F10
Other, go to F10:	

F7. The sample is stratified					
• Yes:					
☐ By region/location					
☐ By industry					
☐ By public and private sectors					
\square By size (or number of workers) the strata are the s	same as tho	se indicated in D1 above: Yes: No			
Establishments above this size are included with ce		he sample			
☑ Other strata: By industry and employment count of enterp Large enterprises are full coverage selections	rise s while small-	to medium-size enterprises are randomly selected.			
F8. Sample error - relative standard error for each concep	t (may be	e percentages or ranges of percentages)			
95 percent confidence level					
F9. Sample size: The number of economic untis and/or wo	rkers in the	final sample (or an estimate of the relative size)			
4,467 economic units (establishments/enterprises) 2.6 % of economic units					
workers		% of all workers			
F10. Further comments or explanations (if needed):					
6.00	11				
G. Dat	ta collectio	on			
G1. Method(s) of data collection: Data are collected throu	igh (more	e than one option may be selected)			
Personal interview G2. If personal or teleph	one intervi	ew, Cyas CNa			
☐ Personal interview ☐ Telephone interview					
⊠Mail					
Online/web based questionnaire					
Other namely: Excel spreadsheets and text files sent through					
▼Other, namely: Excel spreadsheets and text files sent through	ıgh electronic	cally			
X Other, namely:	ıgh electronic	cally			
G3. Substitution of units	igh electronic	cally			
Zoner, namely.	ugh electronic	cally			
G3. Substitution of units	ugh electronic	cally			
G3. Substitution of units (Yes, in case of non-response	ugh electronic	cally			
G3. Substitution of units Yes, in case of non-response Yes, in other cases:					
G3. Substitution of units Yes, in case of non-response Yes, in other cases: No					
G3. Substitution of units Yes, in case of non-response Yes, in other cases: No G4. Non response rate: Percentage of all units in the final state of all units.	sample that	t are not inteviewed			
G3. Substitution of units Yes, in case of non-response Yes, in other cases: No G4. Non response rate: Percentage of all units in the final s	sample that	t are not inteviewed			
G3. Substitution of units Yes, in case of non-response Yes, in other cases: No G4. Non response rate: Percentage of all units in the final substitution of all units 11 % of all units G5. Timeliness: Number of days or months between the response rate.	sample that	t are not inteviewed			
G3. Substitution of units Yes, in case of non-response Yes, in other cases: No G4. Non response rate: Percentage of all units in the final state of all units 11 % of all units G5. Timeliness: Number of days or months between the response months	sample that	t are not inteviewed			

H. Estimates						
H1. Estimation procedures	(more than one option may be	selected)				
☐ Take into account estimates	s from a previous reference per	riod				
Use benchmark data						
☐ For employment						
☐ For wages						
☐ For working time						
★ Adjust for seasonality						
Other adjustments, please s	specify					
H2. If benchmark data are use the type of benchmark data usis:	· 1					
H3. Types of indicators produ	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		Percentage workers			
(m) Wage indexes		(n) Other indicators pr	oduced:			
☐ Simple unweighted index o	f growth					
☐ Laspeyres index with fixed	occupational employment weig	ghts				
☐ Laspeyres index with indus	trial employment weights					
Other wage index:						
H4. The above indicators are c	alculated for all workers cover	ed				
Yes						
○ No, to a subset:						

H5. Links to Laborsta series: Statistics from this survey are presented in the follow	wing LABORSTA series	
2E - Paid employment by economic activity		
2F - Paid employment in manufacturing		
4A - Hours of work by economic activity		
4B - Hours of work in manufacturing		
In the second		
6A - Labour cost in manufacturing		
OI - Hours of work and wages in detailed occupations (October Inquiry)		
H6. The statistics published in LABORSTA have the same coverage and follow the described above	same definitions •	Yes \(\cap \cap \cap \cap \)
If no , the main differences are as follows:		
I. Historical information		
I1. Main changes in this survey since 1990 that have led to breaks in the series		
Change in sample design (including the introduction of small businesses) in 1999 resulted in sa Change in population update variable (FTE to employee count) in 2003 resulted in sample re-se Change in sample design in 2009 resulted in sample re-selection. Back casts have been created at each sample re-selection with level of detail becoming reduced	election.	-selection.
I2. Additional comments on the survey		
Additional comments regarding the questionnaire		

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE