

**AUSTRALIAN WORKPLACE
INDUSTRIAL RELATIONS SURVEY,
1989-1990: SMALL WORKPLACE
PHONE SURVEY**

User's Guide for the Machine-Readable
Data File
(SSDA Study No. 600)

Social Science Data Archives



The Australian National University
Canberra 2600

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**User's Guide for the Machine-Readable
Data File
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**Principal Investigator
Department of Industrial Relations**

**Data Collected by
AGB:McNair**

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1 data file (349 logical records) + accompanying user's guide.

Summary: The Australian Workplace Industrial Relations Survey was undertaken to fill gaps in current knowledge about the Australian workplace. The survey sought to collect information that would meet two principal objectives: the description of patterns of workplace industrial relations; and the provision of data which would allow the analysis of differing efficiency and equity outcomes in the workplace.

The survey project comprises two streams: a survey of 2004 workplaces with twenty or more employees covering all industries with the exception of defence and agriculture, across all States and Territories; and a survey of managers at 356 workplaces with between five and nineteen employees. (See Australian Workplace Industrial Relations Survey (AWIRS) 1989-1990: Technical Report and Data Release, Canberra: Social Science Data Archives, Australian National University, 1991., for an overview of the survey project.)

This document describes the survey of smaller workplaces, the **Small Workplace Phone Survey**. This survey was administered by a telephone interview with the most senior manager at the workplace. It was shorter in length than the corresponding questionnaire for larger workplaces, and covered general industrial relations matters and issues particularly relevant to workplaces with a small number of employees.

1. Australian workplace industrial relations survey (AWIRS) 1989-1990.
2. Industrial relations - Australia - Data processing - Handbooks, manuals, etc. 3. Computer files - Handbooks. manuals etc. I. Australian National University. Social Science Data Archives. II. Australia. Dept. of Industrial Relations. III. AGB McNair (Firm). (Series : SSDA study; no 600).

ACKNOWLEDGEMENT OF ASSISTANCE

All manuscripts based in whole or in part on these data should:

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- (iii) declare that those who carried out the original analysis and collection of the data bear no responsibility for the further analysis or interpretation of them.

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Workplaces Survey. This survey was administered by a telephone
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1. Australian Workplace Industrial Relations Survey (AWIRS) 1988-1990
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Archives, The Australian National University (distributor), 1991. 1 file
file (344 logical records) and a company user's guide.

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- Codebook
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- Questionnaire

Study Description



The Australian National University
Canberra 2600

**AUSTRALIAN WORKPLACE INDUSTRIAL RELATIONS SURVEY,
1989-1990: SMALL WORKPLACE PHONE SURVEY**

STUDY DESCRIPTION

IDENTIFICATIONS AND ACKNOWLEDGEMENTS

Title of Study

Australian workplace industrial relations survey, 1989-1990: small workplace phone survey

Local archive where study is stored

Social Science Data Archives
The Australian National University
G.P.O. Box 4
Canberra, A.C.T. 2601

number of study (data set): 600

Depositor

Department of Industrial Relations
GPO Box 9879
Canberra City ACT 2601

Date of Deposit

26 March 1991

Principal Investigator(s)

Department of Industrial Relations

Data Collector

AGB:McNair

ANALYSIS CONDITIONS

Research Topic (Abstract)

The Australian Workplace Industrial Relations Survey was undertaken to fill gaps in current knowledge about the Australian workplace. The survey sought to collect information that would meet two principal objectives: the description of patterns of workplace industrial relations; and the provision of data which would allow the analysis of differing efficiency and equity outcomes in the workplace.

The survey project comprises two streams: a survey of 2004 workplaces with twenty or more employees covering all industries with the exception of defence and agriculture, across all States and Territories; and a survey of managers at 349 workplaces with between five and nineteen employees. (See Australian Workplace Industrial Relations Survey (AWIRS) 1989-1990: Technical Report and Data Release, Canberra: Social Science Data Archives, Australian National University, 1991., for an overview of the survey project.)

This document describes the survey of smaller workplaces, the **Small Workplace Phone Survey**. This survey was administered by a telephone interview with the most senior manager at the workplace. It was shorter in length than the corresponding questionnaire for larger workplaces, and covered general industrial relations matters and issues particularly relevant to workplaces with a small number of employees.

Separate sections of the questionnaire covered a general employment profile of the workplace, including numbers of employees in various categories; the major product or service produced by the workplace; awards and rates of pay; workplace performance; formal schemes and facilities, including disciplinary procedures, and complaints and grievances; autonomy in decision making; employer associations; union organisation; industrial action; and opinions on efficiency and the industry, including a perception of the problems and advantages in being a small workplace.

Subject Terms

Discrimination in employment; Employers; Industrial relations; Management; Occupational health; Recruitment; Strikes; Technological change and employment; Trade unions; Wages; Worker participation; Working conditions

Kind of Data

survey

Time Dimensions

cross-sectional (one-time) study

Definition of Total Universe

workplace locations with between five and nineteen employees in all States and Territories of Australia, excluding the agriculture, forestry, fishing and hunting and defence industries

Sampling Procedures

See Australian Workplace Industrial Relations Survey (AWIRS) 1989-1990: Technical Report and Data Release. Canberra: Social Science Data Archives, Australian National University, 1991.

Number of Units (Cases)

number of units in original sample: 389

number of losses: 40

number of cases (unweighted): 349

Dates of Data Collection

first date of data collection: May 1990

last date of data collection: May 1990

Method of Data Collection

telephone interview

Actions to Minimise Losses

See Australian Workplace Industrial Relations Survey (AWIRS) 1989-1990: Technical Report and Data Release. Canberra: Social Science Data Archives, Australian National University, 1991.

Data Gathering staff

seventy interviewing staff from AGB:McNair

Weighting

See Australian Workplace Industrial Relations Survey (AWIRS) 1989-1990: Technical Report and Data Release. Canberra: Social Science Data Archives, Australian National University, 1991.

DIMENSIONS OF DATA SETS

number of cases: 349
number of variables per case: 184
number of cards per case: 5

ACCESSIBILITY

A copy of the User Undertaking Form must be signed before data may be accessed.

REFERENCES TO RELEVANT PUBLICATIONS/RESULTS/STUDIES

Publications/reports

Callus, Ron et al. Industrial Relations at Work. The Australian Workplace Industrial Relations Survey. Canberra: Australian Government Publishing Service. 1991

Social Science Data Archives (ed.) Australian Workplace Industrial Relations Survey (AWIRS) 1989-1990: Technical Report and Data Release. Canberra: Social Science Data Archives, Australian National University, 1991.

Codebook



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Codebook - Table of Contents
 Australian Workplace Industrial Relations Survey 1989

VAR NO.	VAR NAME	VARIABLE LABEL	PAGE
		Small Workplace Phone Survey	1
1	idnum	ID number	1
2	card1	Card 1	1
		Introductory section	1
3	p1	Respondent is snr manager	1
4	p2	Length of time respondent here	1
5	p3	Total employees	2
6	p4	Total contract/home/out workers	2
7	p5	Industry	3
8	p6	Age of workplace	3
9	p7	Emp here for less than a year	3
10	p8	Check question	4
11	p9	Emp here for more than 5 years	4
12	p10	Sector	5
13	p11	Public sector type	5
14	p12	Stat authority type	5
15	p13	Private sector type	6
16	p14	Owners work here	6
17	p15	Check question	6
18	p16	Multi or single	6
19	p17	Check if single	7
20	p18	No. of workplaces in orgn	7
21	p19	Check question	7

Codebook - Table of Contents
 Australian Workplace Industrial Relations Survey 1989

VAR NO.	VAR NAME	VARIABLE LABEL	PAGE
22	p20	Wholly Australian owned	8
23	p21	Country of orgn head office	8
		Employment profile	8
24	p22	Total full time employees	8
25	p23	Full time females	9
26	p24	Total part time employees	9
27	p25	Part time females	10
28	p26	Change in #emps since last year	10
29	p27	Difference in #emps	11
30	p28	Retrenched or laid off during year	11
31	p29	Number retrenched or laid off	11
32	p30	Dismissed for other reasons	12
33	p31	Number dismissed for other reasons	12
34	p32	Voluntary resignations during year	12
35	p33	Number that voluntarily resigned	12
36	p34	Hired or recruited during year	13
37	p35	Diffic in finding suitable applicants	13
38	p36a	Advertised to get applicants	13
39	p36b	Used CES to get applicants	14
40	p36c	Used word of mouth to get applicants	14
41	p36d	No-one found yet	14
42	p36e	Other method used to get applicants	14
43	p36f	Employ agency used to get applicants	15
44	p36g	Previous empl used to get applicants	15
45	p36h	Applicants from other parts of org	15

Codebook - Table of Contents
 Australian Workplace Industrial Relations Survey 1989

VAR NO.	VAR NAME	VARIABLE LABEL	PAGE
46	p37a	New employees given formal training	15
47	p37b	New employees learn on the job	16
48	p37c	New employees shown what to do	16
49	p37d	New employees already know what to do	16
50	p37e	New employees learn by other methods	16
51	p37f	New employees learn by other methods	16
52	p37g	New employees learn by other methods	17
53	p38	Number of employees absent last week	17
54	card2	Card 2	17
55	p39	Employees on workers compensation	17
56	p40	Number of emps on workers comp	18
57	p41	Number of emps below 20 years of age	18
58	p42a	Lowest paid ft emp gross weekly wage	18
59	p42b	Lowest paid ft emp gross annual wage	18
60	p43	Job of lowest paid ft employee	19
61	p44a	Highest paid ft emp gross weekly wage	19
62	p44b	Highest paid ft emp gross annual wage	19
63	p45	Job of highest paid ft employee	19
		Major product or service	20
64	p46	Number of competitors	20
65	p47	Demand for product or service	20
66	p48	Hours per week that WP operates	20
67	p49a	New ownership in last 2 years	21
68	p49b	Change in prod/serv in last 2 years	21
69	p49c	New technology in last 2 years	21

Codebook - Table of Contents
Australian Workplace Industrial Relations Survey 1989

VAR NO.	VAR NAME	VARIABLE LABEL	PAGE
70	p50	Check question	21
71	p51	Employees effected by change	22
72	p52	Check question	22
73	p53	Change with most significant effect	22
74	p54a	Nature of effect change had on emps	23
75	p54b	Nature of effect change had on emps	23
76	p54c	Nature of effect change had on emps	24
77	p54d	Nature of effect change had on emps	24
78	p55a	Rate of pay decided by awards	24
79	p55b	Rate of pay decided by going rate	24
80	p55c	Rate of pay decided by emp output	25
81	p55d	Rate of pay decided by emp/man agree	25
82	p55e	Rate of pay decided by other method	25
83	p56	Reward for overtime worked	26
84	p57	Check question	26
85	p58	Awards at workplace	26
86	p59a	Number of awards at workplace	26
87	p59b	Info on correct award entitlement	27
88	p60	Paid over award in last pay period	27
89	p61	Num of emps that received overaward pay	27
90	p62a	Over award paid because award too low	28
91	p62b	Over award paid as reward for service	28
92	p62c	Over award paid for difficult conditions	29
93	p62d	Over award paid for other reasons	29
94	p62e	Over award paid for other reasons	29

Codebook - Table of Contents
 Australian Workplace Industrial Relations Survey 1989

VAR NO.	VAR NAME	VARIABLE LABEL	PAGE
		Workplace performance	29
95	p63	Labour costs as a percent of total costs	30
96	p64	Current operating capacity of WP	30
97	p65	Last financial year performance	30
98	p66	Same performance as previous year	31
99	p67	Same but extent different prev fin year	31
100	p68	Previous financial year performance	31
101	card3	Card 3	31
		Formal schemes and facilities	32
102	p69	Choice when annual leave taken	32
103	p70	Pft share or ownership for non-manag emp	32
104	p71	Type of pft share scheme	32
105	p72	Performance pay	32
106	p73	Superannuation - employer contributes	33
107	p74	Regular social functions mgt & emps	33
108	p75	Rostered days off for any emps	33
109	p76	Grievances dealt with in last year	33
110	p77	Most common grievance raised	34
111	p78a	How grievances are dealt with	34
112	p78b	How employees are disciplined	35
113	p79	Check question	35
114	p80	Workplace also orgn head office	35
		Autonomy in decision making	35
115	p81	Decision to sig decrease emps	36
116	p82	Decision to recruit a new emp	36

Codebook - Table of Contents
 Australian Workplace Industrial Relations Survey 1989

VAR NO.	VAR NAME	VARIABLE LABEL	PAGE
117	p83	Decision to use fin surplus	36
118	p84	Decision to change work practices	36
		Employer associations	37
119	p85	Membership of an emp assoc - multis	37
120	p86	Membership of an emp assoc - singles	37
121	p88a	Used emp assoc services in last year	37
122	p88ba	Services for pay/awards used	38
123	p88bb	Services for dismissal used	38
124	p88bc	Services for info on new developmts used	38
125	p88bd	Services for ind action advice used	38
126	p88be	Services for legal advice used	39
127	p88bf	Services for dealing with unions used	39
128	p88bg	Services for training used	39
129	p88bh	Other services used	39
130	p88bi	Services for award restructuring used	40
131	p88bj	Other services used	40
132	p89	Times WP contact emp assoc in last year	40
		Union organisation	41
133	p90	Employees are in unions	41
134	p91	Number of employees union members	41
135	p92	Number of unions at workplace	42
136	p93	Name of largest union	42
137	p94	Emps are required to be in union	43
138	p95a	Union/management agreement	43
139	p95b	Union pressure	43

Codebook - Table of Contents
 Australian Workplace Industrial Relations Survey 1989

VAR NO.	VAR NAME	VARIABLE LABEL	PAGE
140	p95c	Custom and practice	44
141	p95d	Award provision	44
142	p95e	Other reason for comp union membership	44
143	p95f	Other reason for comp union membership	44
144	p95g	Other reason for comp union membership	44
145	p96	Union delegates at workplace	45
146	p97	Number of union delegates	45
147	p98	Number of female union delegates	45
148	p99	Union delegate has raised an issue	45
149	p100	Number of times UD raised an issue	46
150	p101	One issue raised by UD frequently	46
151	p102	FTO has visited WP in last year	46
152	p103	Number of times FTO visited	47
153	card4	Card 4	47
		Industrial action	47
154	p104	Disruption here ind action elsewhere	47
155	p105a	Strikes in last year	47
156	p105b	Stop work meetings in last yr	48
157	p105c	Overtime bans or restrictions in last yr	48
158	p105d	Go slow in last year	48
159	p105e	Picketing in last year	48
160	p105f	Work to rule in last year	49
161	p105g	Other bans in last year	49
162	p106	Check question	49
163	p107	Last time any industrial action	49

Codebook - Table of Contents
 Australian Workplace Industrial Relations Survey 1989

VAR NO.	VAR NAME	VARIABLE LABEL	PAGE
164	p108	Check question	50
165	p109	Ind action most impact in last year	50
166	p110	Most recent industrial action	50
167	p111	Length of industrial action	51
168	p112	Number of emps taking part in IA	51
169	p113	Issue that ind action was taken over	51
170	p114	Extent of industrial action	52
		Opinions on efficiency and industry	52
171	p115a	Significant efficiency change	52
172	p115b	Significant efficiency change	53
173	p116a	Why sig efficiency change not done	53
174	p116b	Why sig efficiency change not done	53
175	p117a	Problems in being small	54
176	p117b	Problems in being small	54
177	p117c	Advantages of being small	55
178	p117d	Advantages of being small	55
		Details of interview	56
179	p118	Sex of respondent	56
180	p119	Interviewer id	56
181	p120	Length of interview	56
182	card5	Card 5	56
183	swqwwt	Small workplace weight	56
184	swqewt	Small workplace employee weight	56

CODEBOOK INFORMATION

The example below is a facsimile of information appearing in the codebook for a typical variable. The numbers in square brackets do not appear but are references to the descriptions which follow this example.

[1] VAR 56 [2] Q17 [3] AGE GROUP [6] CODE FOR MISSING 0
[4] LOCATION : 62 [5] FORMAT : F1.0
[7] CARD NO : 1 [8] COLUMN : 62 - 62

[9] Q17. Would you mind telling me your approximate age?

[10]	[11]	[12]	[13]
12	4.6%	(1)	UNDER 25
67	25.5%	(2)	25 - 29
73	27.8%	(3)	30 - 34
35	13.3%	(4)	35 - 39
33	12.5%	(5)	40 - 44
20	7.6%	(6)	45 - 54
12	4.6%	(7)	55 - 64
11	4.2%	(8)	65 AND OVER
24	-----	(0)	MISSING

-
- [1] A variable number is assigned consecutively to each variable in the data file.
 - [2] An abbreviated (8 character maximum) variable name.
 - [3] An expanded version of the variable name, or variable label (40 character maximum).
 - [4] The starting column location of this variable within the record.
 - [5] Indicates the width and character type of the variable within the record. The character type is either alphanumeric or numeric. The format element indicating an alphanumeric variable takes the form Aw, where w is the column width of the variable. The element indicating that a variable is numeric is Fw.d, where w indicates the column width of the variable (including the sign and decimal point if punched), and d is the number of digits and columns to the right of the decimal point.
 - [6] Indicates codes for missing values.
 - [7] Indicates the card, or deck, of this variable when the data are in card-image format (80 - column format).
 - [8] Indicates the first and last column location of this variable.
 - [9] Indicates the full text (question) of the variable description supplied by the original collector of the data. The question text and the numbers and letters that may appear at the beginning reflect the original wording of the questionnaire item.

- [10] The absolute frequency of occurrence of each code value in the data file.
- [11] The relative frequency (percentage) of occurrence of each code value in the data file.
- [12] The code values occurring in the data for this variable.
- [13] The textual definitions of the codes, or value labels.

Note 1

The variable name, variable label, value labels and missing values are reproduced in the SPSS-X set-up file which is distributed with the data file.

Note 2

Items [10], [11], [12] and [13] above may not be provided for all variables, for example, where there are variables with unlabelled values, or where the number of values for a given variable is too large to incorporate comfortably into the codebook. Frequencies and codes for these variables appear in a frequencies addendum.

Codes for variables described in this codebook are as they appear in the data file, with the exception of blank codes (labelled here as 'Missing' or 'NA') which have been recoded for descriptive purposes to the value -1.

GENERAL CONVENTIONS

NA - Not applicable

DK - Don't know

Small Workplace Phone Survey

VAR 1 idnum ID number
 LOCATION: 1 FORMAT: f4.0
 CARD NO : 1 COLUMN: 1 - 4

VAR 2 card1 Card 1
 LOCATION: 5 FORMAT: f1.0
 CARD NO : 1 COLUMN: 5 - 5

Introductory section

This interview is about (<name and address of workplace>).
 Whenever I say 'here', I am referring to your workplace.

VAR 3 p1 Respondent is snr manager
 LOCATION: 6 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 1 COLUMN: 6 - 6

Are you the most senior manager at (name and address of this workplace)?

294 84.2% (1) Yes
 55 15.8% (2) No

VAR 4 p2 Length of time respondent here
 LOCATION: 7 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 1 COLUMN: 7 - 7

How long have you worked at this particular workplace?

62 17.8% (1) <1 year
 77 22.1% (2) 1- 2 years
 79 22.6% (3) 2- 5 years
 63 18.1% (4) 5-10 years
 68 19.5% (5) >=10 years

Small Workplace Phone Survey
Introductory section

VAR 5 p3 Total employees
LOCATION: 8 FORMAT: f2.0 CODE FOR MISSING 99
CARD NO : 1 COLUMN: 8 - 9

Including full-timers, part-timers and casuals how many employees currently work at or from your workplace? Please include yourself.

16	4.6%	(5)
28	8.0%	(6)
26	7.4%	(7)
24	6.9%	(8)
29	8.3%	(9)
32	9.2%	(10)
18	5.2%	(11)
23	6.6%	(12)
24	6.9%	(13)
30	8.6%	(14)
21	6.0%	(15)
25	7.2%	(16)
13	3.7%	(17)
26	7.4%	(18)
14	4.0%	(19)

VAR 6 p4 Total contract/home/out workers
LOCATION: 10 FORMAT: f3.0 CODE FOR MISSING 999
CARD NO : 1 COLUMN: 10 - 12

In addition, how many, if any, contract workers, homeworkers or outworkers worked for your workplace during the last week?
<PROMPT: Contractors are hired to work for limited periods on specific tasks at the workplace. Homeworkers or outworkers do most of their work at or from their home.>

265	76.1%	(0)
41	11.8%	(1)
16	4.6%	(2)
9	2.6%	(3)
3	.9%	(4)
5	1.4%	(5)
4	1.1%	(6)
1	.3%	(7)
1	.3%	(9)
2	.6%	(12)
1	.3%	(157)
1	-----	(999) MISSING

Small Workplace Phone Survey
Introductory section

VAR 7 p5 Industry
LOCATION: 13 FORMAT: f2.0 CODE FOR MISSING 99
CARD NO : 1 COLUMN: 13 - 14

What is the main type of activity of your workplace, in other words, what does it make or do?
<PROBE FULLY AND GET A DETAILED DESCRIPTION. PRINT EXACT ANSWER GIVEN>

(0-10) Out of scope

<SEE CODEBOOK APPENDIX AND FREQUENCIES ADDENDUM FOR CODES>

VAR 8 p6 Age of workplace
LOCATION: 15 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 15 - 15

For how long has your workplace been undertaking its main activity?

<PROMPT: In total, not just at the current address>
If code 1, go to Q10

1	.3%	(1) <1 year
5	1.4%	(2) 1- 2 years
21	6.0%	(3) 2- 5 years
32	9.2%	(4) 5-10 years
73	21.0%	(5) 10-20 years
117	33.6%	(6) 20-50 years
99	28.4%	(7) 50+ years
1	-----	(9) DK

VAR 9 p7 Emp here for less than a year
LOCATION: 16 FORMAT: f2.0 CODE FOR MISSING 99 -1
CARD NO : 1 COLUMN: 16 - 17

How many of your current employees have worked here for less than one year?

<PROMPT: Include part-timers and casuals>

40	11.5%	(0)
66	19.0%	(1)
83	23.9%	(2)
45	13.0%	(3)
30	8.6%	(4)

Small Workplace Phone Survey
Introductory section

34	9.8%	(5)
18	5.2%	(6)
8	2.3%	(7)
5	1.4%	(8)
4	1.2%	(9)
2	.6%	(10)
2	.6%	(11)
5	1.4%	(12)
1	.3%	(13)
1	.3%	(14)
2	.6%	(15)
1	.3%	(17)
1	-----	(-1) NA, MISSING
1	-----	(99) MISSING

VAR 10 p8 Check question
LOCATION: 18 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 1 COLUMN: 18 - 18

Are any of codes 2-3 circled in question p6?
If yes, go to Q10
If no, go to Q9

26	7.5%	(1) Yes
322	92.5%	(2) No
1	-----	(-1) NA, missing

VAR 11 p9 Emp here for more than 5 years
LOCATION: 19 FORMAT: f2.0 CODE FOR MISSING 99 -1
CARD NO : 1 COLUMN: 19 - 20

How many of your current employees have worked here for more than five years?

68	21.2%	(0)
43	13.4%	(1)
36	11.2%	(2)
40	12.5%	(3)
30	9.3%	(4)
28	8.7%	(5)
20	6.2%	(6)
18	5.6%	(7)
14	4.4%	(8)
5	1.6%	(9)
6	1.9%	(10)
2	.6%	(11)
6	1.9%	(12)
2	.6%	(13)

Small Workplace Phone Survey
Introductory section

1	.3%	(14)
2	.6%	(15)
27	-----	(-1) NA, MISSING
1	-----	(99) MISSING

VAR 12 p10 Sector
LOCATION: 21 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 21 - 21

Is your workplace in the private or the public sector? Public sector means owned or fully funded by government.
If code 1, go to Q13

248	71.1%	(1) Private
101	28.9%	(2) Public

VAR 13 p11 Public sector type
LOCATION: 22 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 1 COLUMN: 22 - 22

Are you a public service department, a statutory authority or a government business enterprise?
<PROMPT: public schools are classified as public service departments>
If code 1 or 3, go to Q15

66	65.3%	(1) Pub serv dept
15	14.9%	(2) Stat auth
20	19.8%	(3) GBE
248	-----	(-1) NA, missing

VAR 14 p12 Stat authority type
LOCATION: 23 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 1 COLUMN: 23 - 23

Are you a commercial or a non-commercial statutory authority?
<PROMPT: commercial means activities are undertaken for the purpose of making a profit>

6	40.0%	(1) Commercial
9	60.0%	(2) Non-commercial
334	-----	(-1) NA, missing

Small Workplace Phone Survey
Introductory section

VAR 15 p13 Private sector type
LOCATION: 24 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 1 COLUMN: 24 - 24

<Is your workplace a private company, a company listed on the stock exchange, a franchise, a partnership or a non-profit organisation?>

141	56.9%	(1) Private company
81	32.7%	(2) Comp listed on SE
2	.8%	(3) Franchise
13	5.2%	(4) Partnership/sole
8	3.2%	(5) Non-profit org
3	1.2%	(8) Other
101	-----	(-1) NA, missing

VAR 16 p14 Owners work here
LOCATION: 25 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 1 COLUMN: 25 - 25

Do the principal owners of your workplace also work here?

123	49.6%	(1) Yes
125	50.4%	(2) No
101	-----	(-1) NA, missing

VAR 17 p15 Check question
LOCATION: 26 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 26 - 26

Are there any [C] responses coded in questions 11,12,13

266	76.2%	(1) Commercial
83	23.8%	(2) Non-comm

VAR 18 p16 Multi or single
LOCATION: 27 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 27 - 27

Is your workplace one of a number of workplaces in this organisation or is it the only one?

If code 1, go to Q22

234	67.0%	(1) Multi
115	33.0%	(2) Single

Small Workplace Phone Survey
Introductory section

VAR 19 p17 Check if single
LOCATION: 28 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 1 COLUMN: 28 - 28

So there are no other workplaces in this organisation?

115	100.0%	(1) Yes
234	-----	(-1) NA, missing

VAR 20 p18 No. of workplaces in orgn
LOCATION: 29 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 1 COLUMN: 29 - 29

How many workplaces are there in the whole organisation in Australia?

1	.4%	(1) 1
34	14.6%	(2) 2- 5
15	6.4%	(3) 6- 10
12	5.2%	(4) 11- 50
14	6.0%	(5) 51-100
157	67.4%	(6) >100
115	-----	(-1) NA, missing
1	-----	(9) DK

VAR 21 p19 Check question
LOCATION: 30 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 1 COLUMN: 30 - 30

Is code 2 'public' circled at Q10

If yes, go to Q22

If no, go to Q20

92	39.3%	(1) Yes
142	60.7%	(2) No
115	-----	(-1) NA, missing

Small Workplace Phone Survey
Introductory section

VAR 22 p20 Wholly Australian owned
LOCATION: 31 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 1 COLUMN: 31 - 31

Is your workplace wholly Australian owned?
If yes, go to Q22

106	77.4%	(1) Yes
31	22.6%	(2) No
207	-----	(-1) NA, missing
5	-----	(9) DK

VAR 23 p21 Country of orgn head office
LOCATION: 32 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 1 COLUMN: 32 - 32

In which country is the ultimate head office of your
organisation located?

29	80.6%	(1) Australia
3	8.3%	(2) USA
3	8.3%	(3) UK
1	2.8%	(5) Other Europe
313	-----	(-1) NA, missing

Employment profile

The next few questions ask about employees who work at or from
your workplace.

VAR 24 p22 Total full time employees
LOCATION: 33 FORMAT: f2.0
CARD NO : 1 COLUMN: 33 - 34

Of your (specify number at Q3) employees who currently work at
or from your workplace, how many are full-time?

2	.6%	(0)
5	1.4%	(1)
7	2.0%	(2)
11	3.2%	(3)
16	4.6%	(4)
32	9.2%	(5)

Small Workplace Phone Survey
Employment profile

32	9.2%	(6)
34	9.7%	(7)
27	7.7%	(8)
30	8.6%	(9)
27	7.7%	(10)
18	5.2%	(11)
22	6.3%	(12)
14	4.0%	(13)
22	6.3%	(14)
24	6.9%	(15)
12	3.4%	(16)
3	.9%	(17)
5	1.4%	(18)
6	1.7%	(19)

VAR 25 p23 Full time females
LOCATION: 35 FORMAT: f2.0
CARD NO : 1 COLUMN: 35 - 36

How many of these are female?

34	9.7%	(0)
46	13.2%	(1)
53	15.2%	(2)
41	11.7%	(3)
32	9.2%	(4)
32	9.2%	(5)
33	9.5%	(6)
24	6.9%	(7)
21	6.0%	(8)
9	2.6%	(9)
10	2.9%	(10)
8	2.3%	(11)
2	.6%	(12)
2	.6%	(13)
2	.6%	(14)

VAR 26 p24 Total part time employees
LOCATION: 37 FORMAT: f2.0
CARD NO : 1 COLUMN: 37 - 38

How many employees work on a part-time basis at or from your workplace, excluding contractors and outworkers?

<PROMPT: Include casuals who work part-time>

If code 0, go to Q26

96	27.5%	(0)
74	21.2%	(1)
53	15.2%	(2)
47	13.5%	(3)
18	5.2%	(4)

Small Workplace Phone Survey
Employment profile

13	3.7%	(5)
18	5.2%	(6)
5	1.4%	(7)
8	2.3%	(8)
4	1.1%	(9)
5	1.4%	(10)
3	.9%	(11)
1	.3%	(13)
1	.3%	(14)
2	.6%	(15)
1	.3%	(17)

VAR 27 p25 Part time females
LOCATION: 39 FORMAT: f2.0 CODE FOR MISSING -1
CARD NO : 1 COLUMN: 39 - 40

How many of these are female?

13	5.2%	(0)
79	31.3%	(1)
56	22.2%	(2)
36	14.3%	(3)
18	7.1%	(4)
13	5.2%	(5)
13	5.2%	(6)
5	2.0%	(7)
9	3.6%	(8)
2	.8%	(9)
3	1.2%	(10)
1	.4%	(11)
1	.4%	(12)
1	.4%	(13)
1	.4%	(14)
1	.4%	(17)
97	----	(-1) NA, MISSING

VAR 28 p26 Change in #emps since last year
LOCATION: 41 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 41 - 41

Compared to this time last year, are there now more, less or
the same number of employees working here?

<PROMPT: if respondent says the workplace has been open for

less than one year ask 'since workplace started'>

If code 2, go to Q28

100	28.7%	(1) More
186	53.4%	(2) the same
62	17.8%	(3) less
1	----	(9) missing

Small Workplace Phone Survey
Employment profile

VAR 29 p27 Difference in #emps
LOCATION: 42 FORMAT: f2.0 CODE FOR MISSING 99 -1
CARD NO : 1 COLUMN: 42 - 43

How many (more or less)?

64	39.8%	(1)
51	31.7%	(2)
24	14.9%	(3)
14	8.7%	(4)
5	3.1%	(5)
1	.6%	(7)
1	.6%	(8)
1	.6%	(9)
186	-----	(-1) NA, MISSING
2	-----	(99) MISSING

VAR 30 p28 Retrenched or laid off during year
LOCATION: 44 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 44 - 44

During the last year were any employees retrenched or laid off?
If code 2, go to Q30

32	9.2%	(1) Yes
317	90.8%	(2) No

VAR 31 p29 Number retrenched or laid off
LOCATION: 45 FORMAT: f2.0 CODE FOR MISSING -1
CARD NO : 1 COLUMN: 45 - 46

How many?

14	43.8%	(1)
11	34.4%	(2)
1	3.1%	(3)
2	6.3%	(4)
3	9.4%	(5)
1	3.1%	(15)
317	-----	(-1) Missing, NA

Small Workplace Phone Survey
Employment profile

VAR 32 p30 Dismissed for other reasons
LOCATION: 47 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 47 - 47

During the last year were any employees at your workplace
dismissed for any other reasons?
If code 2, go to Q32

47	13.5%	(1) Yes
302	86.5%	(2) No

VAR 33 p31 Number dismissed for other reasons
LOCATION: 48 FORMAT: f2.0 CODE FOR MISSING -1
CARD NO : 1 COLUMN: 48 - 49

How many?

27	57.4%	(1)
10	21.3%	(2)
5	10.6%	(3)
2	4.3%	(4)
1	2.1%	(5)
1	2.1%	(6)
1	2.1%	(50)
302	-----	(-1) Missing, NA

VAR 34 p32 Voluntary resignations during year
LOCATION: 50 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 50 - 50

Did any employees voluntarily resign from your workplace during
the last year?

230	65.9%	(1) Yes
119	34.1%	(2) No

VAR 35 p33 Number that voluntarily resigned
LOCATION: 51 FORMAT: f2.0 CODE FOR MISSING 99 -1
CARD NO : 1 COLUMN: 51 - 52

How many?

110	48.0%	(1)
63	27.5%	(2)
28	12.2%	(3)
11	4.8%	(4)
6	2.6%	(5)
3	1.3%	(6)
1	.4%	(7)

Small Workplace Phone Survey
Employment profile

1	.4%	(8)
2	.9%	(10)
2	.9%	(12)
1	.4%	(15)
1	.4%	(50)
119	-----	(-1) NA, MISSING
1	-----	(99) MISSING

VAR 36 p34 Hired or recruited during year
LOCATION: 53 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 53 - 53

In the last year have you hired or recruited any new employees?
If code 2, go to Q37

262	75.1%	(1) Yes
87	24.9%	(2) No

VAR 37 p35 Diffic in finding suitable applicants
LOCATION: 54 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 1 COLUMN: 54 - 54

Did you have any difficulties attracting suitable applicants
for any vacancies?
If code 2, go to Q37

81	30.9%	(1) Yes
181	69.1%	(2) No
87	-----	(-1) NA, missing

VAR 38 p36a Advertised to get applicants
LOCATION: 55 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 55 - 55

How did you find suitable applicants for the vacancies?

Advertised

302	86.5%	(-1) No
47	13.5%	(1) Yes

Small Workplace Phone Survey
Employment profile

VAR 39 p36b Used CES to get applicants
LOCATION: 56 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 56 - 56

<SEE ABOVE PREAMBLE> Commonwealth Employment Service

322	92.3%	(-1) No
27	7.7%	(2) Yes

VAR 40 p36c Used word of mouth to get applicants
LOCATION: 57 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 57 - 57

<SEE ABOVE PREAMBLE> Word of mouth

325	93.1%	(-1) No
24	6.9%	(3) Yes

VAR 41 p36d No-one found yet
LOCATION: 58 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 58 - 58

<SEE ABOVE PREAMBLE> No-one found yet

6	100.0%	(-1) No
		(4) Yes

VAR 42 p36e Other method used to get applicants
LOCATION: 59 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 59 - 59

<SEE ABOVE PREAMBLE> Other method used

334	95.7%	(-1) No
15	4.3%	(8) Yes

110	48.0%	(1)
61	27.5%	(2)
28	12.2%	(3)
11	4.5%	(4)
6	2.4%	(5)
3	1.3%	(6)
1	.4%	(7)

Small Workplace Phone Survey
Employment profile

VAR 43 p36f Employ agency used to get applicants
LOCATION: 60 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 60 - 60

<SEE ABOVE PREAMBLE> Employment agency

348	99.7%	(-1) No
1	.3%	(5) Yes

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VAR 44 p36g Previous empl used to get applicants
LOCATION: 61 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 61 - 61

<SEE ABOVE PREAMBLE> Previous employee

347	99.4%	(-1) No
2	.6%	(6) Yes

VAR 45 p36h Applicants from other parts of org
LOCATION: 62 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 62 - 62

<SEE ABOVE PREAMBLE> Applicants from another part of
organisation

348	99.7%	(-1) No
1	.3%	(7) Yes

VAR 46 p37a New employees given formal training
LOCATION: 63 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 63 - 63

When a new employee begins work here, how do they learn their
job?

<PROMPT: does someone who did that job before show them what to
do, are they given a formal training course or is there some
other way they learn their job?>

Given formal training

199	57.0%	(-1) No
150	43.0%	(1) Yes

Small Workplace Phone Survey
Employment profile

VAR 47 p37b New employees learn on the job
LOCATION: 64 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 64 - 64

<SEE ABOVE PREAMBLE> Learn on the job

136	39.0%	(-1) No
213	61.0%	(2) Yes

VAR 48 p37c New employees shown what to do
LOCATION: 65 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 65 - 65

<SEE ABOVE PREAMBLE> Someone shows them

187	53.6%	(-1) No
162	46.4%	(3) Yes

VAR 49 p37d New employees already know what to do
LOCATION: 66 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 66 - 66

<SEE ABOVE PREAMBLE> Already know/Experiences

237	67.9%	(-1) No
112	32.1%	(4) Yes

VAR 50 p37e New employees learn by other methods
LOCATION: 67 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 67 - 67

<SEE ABOVE PREAMBLE> Other (specify)

335	96.0%	(-1) No
14	4.0%	(8) Yes

VAR 51 p37f New employees learn by other methods
LOCATION: 68 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 68 - 68

<SEE ABOVE PREAMBLE> Other (specify)

(-1) No

Small Workplace Phone Survey
Employment profile

VAR 52 p37g New employees learn by other methods
LOCATION: 69 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 1 COLUMN: 69 - 69

<SEE ABOVE PREAMBLE> Other (specify)

349 100.0% (-1) No

VAR 53 p38 Number of employees absent last week
LOCATION: 70 FORMAT: f2.0 CODE FOR MISSING 99
CARD NO : 1 COLUMN: 70 - 71

Over the last week, how many employees here were absent from work - that is they did not ask for leave in advance? Include those who were away on sick leave.

192	55.2%	(0)
92	26.4%	(1)
42	12.1%	(2)
13	3.7%	(3)
6	1.7%	(4)
2	.6%	(6)
1	.3%	(7)
1	-----	(99) DK, Missing

idnum is repeated in columns 1-4 of each card

VAR 54 card2 Card 2
LOCATION: 5 FORMAT: f1.0
CARD NO : 2 COLUMN: 5 - 5

VAR 55 p39 Employees on workers compensation
LOCATION: 6 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 6 - 6

In the last week, were any employees off work on workers' compensation?

If code 2, go to Q41

24	6.9%	(1) Yes
325	93.1%	(2) No

Small Workplace Phone Survey
Employment profile

VAR 56 p40 Number of emps on workers comp
LOCATION: 7 FORMAT: f2.0 CODE FOR MISSING -1
CARD NO : 2 COLUMN: 7 - 8

How many?

22	91.7%	(1)
2	8.3%	(2)
325	-----	(-1) Missing, NA

VAR 57 p41 Number of emps below 20 years of age
LOCATION: 9 FORMAT: f2.0 CODE FOR MISSING 99
CARD NO : 2 COLUMN: 9 - 10

How many of the employees at your workplace would be below 20 years of age?

<SEE FREQUENCIES ADDENDUM FOR CODES>

VAR 58 p42a Lowest paid ft emp gross weekly wage
LOCATION: 11 FORMAT: f4.0 CODE FOR MISSING 9999 -1
CARD NO : 2 COLUMN: 11 - 14

Could you estimate the gross weekly wage of the lowest paid full-time employee at your workplace?

<PROMPT: gross weekly wage is wages, overtime and allowances before taxes of anything else has been deducted>

<RECORD ANSWER IN EITHER WEEKLY OR ANNUAL TERMS, WHICHEVER RESPONDENT FINDS EASIEST>

Code 9998 - No full-time workers

Codes 9999 and -1 denote missing values

<SEE FREQUENCIES ADDENDUM FOR CODES>

VAR 59 p42b Lowest paid ft emp gross annual wage
LOCATION: 15 FORMAT: f6.0 CODE FOR MISSING 999999 -1
CARD NO : 2 COLUMN: 15 - 20

Code 9998 - No full-time workers

Codes 99999 and -1 denote missing values

<SEE FREQUENCIES ADDENDUM FOR CODES>

Small Workplace Phone Survey
Employment profile

VAR 60 p43 Job of lowest paid ft employee
LOCATION: 21 FORMAT: f2.0 CODE FOR MISSING 99
CARD NO : 2 COLUMN: 21 - 22

And what job does that employee do?

<PRINT EXACT ANSWER GIVEN>

Code 98 - No full-time workers

<SEE CODEBOOK APPENDIX AND FREQUENCIES ADDENDUM FOR CODES>

VAR 61 p44a Highest paid ft emp gross weekly wage
LOCATION: 23 FORMAT: f4.0 CODE FOR MISSING 9999 -1
CARD NO : 2 COLUMN: 23 - 26

And what would be the gross weekly wage of the highest paid full-time non-managerial employee at your workplace?

<PROMPT: gross weekly wage is wages, overtime and allowances before taxes of anything else has been deducted>

<RECORD ANSWER IN EITHER WEEKLY OR ANNUAL TERMS, WHICHEVER RESPONDENT FINDS EASIEST>

Code 9998 - No full-time workers

Codes 9999 and -1 denote missing values

<SEE FREQUENCIES ADDENDUM FOR CODES>

VAR 62 p44b Highest paid ft emp gross annual wage
LOCATION: 27 FORMAT: f6.0 CODE FOR MISSING 99999 -1
CARD NO : 2 COLUMN: 27 - 32

Code 9998 - No full-time workers

Codes 99999 and -1 denote missing values

<SEE FREQUENCIES ADDENDUM FOR CODES>

VAR 63 p45 Job of highest paid ft employee
LOCATION: 33 FORMAT: f2.0 CODE FOR MISSING 99
CARD NO : 2 COLUMN: 33 - 34

What job does that employee do?

<PRINT EXACT ANSWER GIVEN>

Code 98 - No full-time workers

<SEE CODEBOOK APPENDIX AND FREQUENCIES ADDENDUM FOR CODES>

Small Workplace Phone Survey

Major product or service

The next few questions are about the market for your workplace's major product or service.

VAR 64 p46 Number of competitors
 LOCATION: 35 FORMAT: f1.0 CODE FOR MISSING -1
 CARD NO : 2 COLUMN: 35 - 35

Is the market for your workplace's major product or service one with many competitors, few competitors or no other competitors?

185	69.8%	(1) Many
71	26.8%	(2) Few
9	3.4%	(3) None
84	-----	(-1) MISSING, NA

VAR 65 p47 Demand for product or service
 LOCATION: 36 FORMAT: f1.0
 CARD NO : 2 COLUMN: 36 - 36

Is the demand for your workplace's major product or service currently expanding, stable or contracting?

146	41.8%	(1) Expanding
155	44.4%	(2) Stable
48	13.8%	(3) Contracting

VAR 66 p48 Hours per week that WP operates
 LOCATION: 37 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 2 COLUMN: 37 - 37

How many hours a week does your workplace currently operate?
 Please exclude maintenance and cleaning time.

<PROMPT: Include overtime>

<INTERVIEWER INSTRUCTION: IF RESPONDENT ANSWERS IN HOURS PER DAY, ASK FOR HOW MANY DAYS PER WEEK AND THEN MULTIPLY THE NUMBERS TO GET A FIGURE FOR 'HOURS PER WEEK'>

14	4.0%	(1) <35 hrs
173	49.6%	(2) 35- 40
72	20.6%	(3) 41- 50
61	17.5%	(4) 51- 84
16	4.6%	(5) 85-167
13	3.7%	(6) 24hrs/7days

Small Workplace Phone Survey
Major product or service

VAR 67 p49a New ownership in last 2 years
LOCATION: 38 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 38 - 38

Have any of the following occurred at your workplace in the last two years?

(a) New ownership of the workplace.

29	8.3%	(1) Yes
320	91.7%	(2) No

VAR 68 p49b Change in prod/serv in last 2 years
LOCATION: 39 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 39 - 39

(b) Major change in your product or service

43	12.3%	(1) Yes
306	87.7%	(2) No

VAR 69 p49c New technology in last 2 years
LOCATION: 40 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 40 - 40

(c) Introduction of any new plant, equipment or office technology

189	54.2%	(1) Yes
160	45.8%	(2) No

VAR 70 p50 Check question
LOCATION: 41 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 41 - 41

Is code 1 circle in any response to Q49?

If yes, go to Q51

If no, go to Q55

210	60.2%	(1) Yes
139	39.8%	(2) No

Small Workplace Phone Survey
Major product or service

VAR 71 p51 Employees effected by change
LOCATION: 42 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 2 COLUMN: 42 - 42

Have any of the employees at your workplace been affected in any way by (the change / any of the changes) you mentioned?
If no, then go to Q55

87	41.4%	(1) Yes
123	58.6%	(2) No
139	-----	(-1) NA, missing

VAR 72 p52 Check question
LOCATION: 43 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 43 - 43

Is more than one code 1 circled in Q49?
If yes, go to Q53
If no, go to Q54

30	34.5%	(1) Yes
57	65.5%	(2) No
262	-----	(-1) NA, missing

VAR 73 p53 Change with most significant effect
LOCATION: 44 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 44 - 44

Which change had the most significant effect on the employees that work here?

2	6.9%	(1) New ownership
12	41.4%	(2) Chg prod/serv
15	51.7%	(3) New technology
319	-----	(-1) NA, missing
1	-----	(9) DK

Small Workplace Phone Survey
Major product or service

VAR 74 p54a Nature of effect change had on emps
LOCATION: 45 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 45 - 45

Could you very briefly describe what effect the change had on employees?

<PRINT EXACT ANSWER GIVEN>

20	23.3%	(1) + efficiency
6	7.0%	(2) + morale
1	1.2%	(3) - morale
29	33.7%	(4) New technology
17	19.8%	(5) Need training
4	4.7%	(6) Other + effects
4	4.7%	(7) Other - effects
5	5.8%	(8) Other effects
262	-----	(-1) NA, missing
1	-----	(9) DK

- (1) Positive effect on efficiency, quicker, easier to do things
- (2) Positive effect on employee morale
- (3) Negative effect on employee morale
- (4) Use new technology, equipment
- (5) Need new | more skills, training
- (6) Other positive effects
- (7) Other negative effects
- (8) Other effects

VAR 75 p54b Nature of effect change had on emps
LOCATION: 46 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 46 - 46

8	13.6%	(1) + efficiency
6	10.2%	(2) + morale
1	1.7%	(3) - morale
19	32.2%	(4) New technology
16	27.1%	(5) Need training
4	6.8%	(6) Other + effects
2	3.4%	(7) Other - effects
3	5.1%	(8) Other effects
290	-----	(-1) NA, missing

- (1) Positive effect on efficiency, quicker, easier to do things
- (2) Positive effect on employee morale
- (3) Negative effect on employee morale
- (4) Use new technology, equipment
- (5) Need new | more skills, training
- (6) Other positive effects
- (7) Other negative effects
- (8) Other effects

Small Workplace Phone Survey
Major product or service

VAR 76 p54c Nature of effect change had on emps
LOCATION: 47 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 47 - 47

1	8.3%	(1) + efficiency
1	8.3%	(2) + morale
4	33.3%	(4) New technology
2	16.7%	(5) Need training
3	25.0%	(6) Other + effects
1	8.3%	(8) Other effects
337	-----	(-1) NA, missing

- (1) Positive effect on efficiency, quicker, easier to do things
(2) Positive effect on employee morale
(3) Negative effect on employee morale
(4) Use new technology, equipment
(5) Need new | more skills, training
(6) Other positive effects
(7) Other negative effects
(8) Other effects

VAR 77 p54d Nature of effect change had on emps
LOCATION: 48 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 48 - 48
349 ----- (-1) NA, missing

VAR 78 p55a Rate of pay decided by awards
LOCATION: 49 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 49 - 49

How would you normally decide the rate of pay for a new employee?

Awards

63	18.1%	(-1) No
285	81.9%	(1) Yes
1	-----	(9) DK

VAR 79 p55b Rate of pay decided by going rate
LOCATION: 50 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 50 - 50

<SEE ABOVE PREAMBLE> Going rate/market rate

294	84.5%	(-1) No
54	15.5%	(2) Yes
1	-----	(9) DK

Small Workplace Phone Survey
Major product or service

VAR 80 p55c Rate of pay decided by emp output
LOCATION: 51 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 51 - 51

<SEE ABOVE PREAMBLE> Employee output

306	87.9%	(-1) No
42	12.1%	(8) Yes
1	-----	(9) DK

Based on employee output | sales effort

VAR 81 p55d Rate of pay decided by emp/man agree
LOCATION: 52 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 52 - 52

<SEE ABOVE PREAMBLE> Employee/management agreement

337	96.8%	(-1) No
11	3.2%	(3) Yes
1	-----	(9) DK

VAR 82 p55e Rate of pay decided by other method
LOCATION: 53 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 53 - 53

<SEE ABOVE PREAMBLE> Some other method

343	98.6%	(-1) No
5	1.4%	(4) Yes
1	-----	(9) DK

Small Workplace Phone Survey
Major product or service

VAR 83 p56 Reward for overtime worked
LOCATION: 54 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 54 - 54

If employees here work more than their normal hours are they given time off at a later date, paid extra for working longer or are they expected to work back occasionally as part of the job?

7	2.0%	(1) No overtime
30	8.6%	(2) Time off in lieu
227	65.2%	(3) Paid extra
42	12.1%	(4) Expected to work back
39	11.2%	(5) Combination
3	.9%	(8) Other
1	----	(9) DK

VAR 84 p57 Check question
LOCATION: 55 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 55 - 55

Are awards mentioned at Q55?

If yes, go to Q59a

If no, go to Q58

285	81.7%	(1) Yes
64	18.3%	(2) No

VAR 85 p58 Awards at workplace
LOCATION: 56 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 56 - 56

Do any awards cover your workplace?

If code 2, go to Q63

58	92.1%	(1) Yes
5	7.9%	(2) No
285	----	(-1) NA, missing
1	----	(9) DK

VAR 86 p59a Number of awards at workplace
LOCATION: 57 FORMAT: f2.0 CODE FOR MISSING 99 -1
CARD NO : 2 COLUMN: 57 - 58

How many awards cover your workplace?

1	.3%	(0)
195	58.4%	(1)
73	21.9%	(2)
43	12.9%	(3)

Small Workplace Phone Survey
Major product or service

14	4.2%	(4)
6	1.8%	(5)
1	.3%	(6)
1	.3%	(9)
5	-----	(-1) Missing, NA
10	-----	(99) DK, Missing

VAR 87 p59b Info on correct award entitlement
LOCATION: 59 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 59 - 59

If an employee asked you about an award entitlement you were not sure of, how would you normally find out what the correct award entitlement was?

63	18.4%	(1) Employer assoc
145	42.3%	(2) Look up award
20	5.8%	(3) Union
75	21.9%	(4) Other man in org
35	10.2%	(5) Govt agencies
5	1.5%	(8) Other
5	-----	(-1) NA, missing
1	-----	(9) DK

VAR 88 p60 Paid over award in last pay period
LOCATION: 60 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 60 - 60

Of those employees covered by awards, were any paid more than the award rate in the last pay period?
If code 2, go to Q63

159	47.0%	(1) Yes
179	53.0%	(2) No
6	-----	(-1) NA, missing
5	-----	(9) DK

VAR 89 p61 Num of emps that received overaward pay
LOCATION: 61 FORMAT: f2.0 CODE FOR MISSING 99 -1
CARD NO : 2 COLUMN: 61 - 62

How many?

14	9.0%	(1)
15	9.6%	(2)
13	8.3%	(3)

Small Workplace Phone Survey
Major product or service

14	9.0%	(4)
11	7.1%	(5)
12	7.7%	(6)
15	9.6%	(7)
6	3.8%	(8)
7	4.5%	(9)
12	7.7%	(10)
3	1.9%	(11)
5	3.2%	(12)
9	5.8%	(13)
8	5.1%	(14)
3	1.9%	(15)
2	1.3%	(16)
4	2.6%	(17)
2	1.3%	(18)
1	.6%	(19)
185	-----	(-1) NA, MISSING
8	-----	(99) MISSING

VAR 90 p62a Over award paid because award too low
LOCATION: 63 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 63 - 63

What are the main reasons employees are paid more than the award?

Award rate too low to attract employees

277	81.0%	(-1) No
65	19.0%	(1) Yes
7	-----	(9) DK

To retain employees - use code 1

VAR 91 p62b Over award paid as reward for service
LOCATION: 64 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 64 - 64

<SEE ABOVE PREAMBLE> Merit/reward for service

241	70.5%	(-1) No
101	29.5%	(2) Yes
7	-----	(9) DK

Small Workplace Phone Survey
Major product or service

VAR 92 p62c Over award paid for difficult conditions
LOCATION: 65 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 65 - 65

<SEE ABOVE PREAMBLE> Over award paid for difficult conditions

325	95.0%	(-1) No
17	5.0%	(8) Yes
7	-----	(9) DK

Difficult or harsh conditions or remote location

VAR 93 p62d Over award paid for other reasons
LOCATION: 66 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 66 - 66

<SEE ABOVE PREAMBLE> Over award paid for other reasons

341	99.7%	(-1) No
1	.3%	(3) Yes
7	-----	(9) DK

VAR 94 p62e Over award paid for other reasons
LOCATION: 67 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 67 - 67

<SEE ABOVE PREAMBLE> Over award paid for other reasons

342	100.0%	(-1) No
7	-----	(9) DK

Workplace performance

The next few questions are about the general performance of your workplace.

VAR 101 Card 3
LOCATION: 5 FORMAT: f1.0
CARD NO : 1 COLUMN: 5 - 5

Small Workplace Phone Survey
Workplace performance

VAR 95 p63 Labour costs as a percent of total costs
LOCATION: 68 FORMAT: f3.0 CODE FOR MISSING 999 -1
CARD NO : 2 COLUMN: 68 - 70

Approximately what percentage of total costs at your workplace are accounted for by labour costs?

<PROMPT: Would it be less than 50% or more than 50%>

<PROMPT: Total costs means all operating expenses, and labour costs include wages and salaries, leave loadings, payroll tax, workers compensation premiums and superannuation contributions>

Note:

(101) <50%

(202) >50%

Codes 999 and -1 denote missing values

<SEE FREQUENCIES ADDENDUM FOR CODES>

VAR 96 p64 Current operating capacity of WP
LOCATION: 71 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 2 COLUMN: 71 - 71

Is your workplace currently operating at what you regard as full capacity, a little below full capacity or a lot below?

165	47.4%	(1) Full capacity
147	42.2%	(2) < full capacity
36	10.3%	(3) << full capacity
1	-----	(9) DK

VAR 97 p65 Last financial year performance
LOCATION: 72 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 2 COLUMN: 72 - 72

In the last financial year, did your workplace make a loss, break even or make a profit?

If DK, go to Q69

23	9.4%	(1) Loss
17	7.0%	(2) Break even
204	83.6%	(3) Profit
83	-----	(-1) NA, missing
22	-----	(9) DK

Small Workplace Phone Survey

Workplace performance

VAR 98 p66 Same performance as previous year
 LOCATION: 73 FORMAT: f1.0 CODE FOR MISSING 9 -1
 CARD NO : 2 COLUMN: 73 - 73

Do you also (answer from Q65) the previous financial year?
 If no, go to Q68

208	88.5%	(1) Yes
26	11.1%	(2) No
1	.4%	(3) Not operating
105	-----	(-1) NA, missing
9	-----	(9) DK

(3) Workplace did not exist in previous financial year

VAR 99 p67 Same but extent different prev fin year
 LOCATION: 74 FORMAT: f1.0 CODE FOR MISSING 9 -1
 CARD NO : 2 COLUMN: 74 - 74

Was the previous financial year's (loss/profit) larger, smaller
 or the same?
 Now, go to Q69

50	24.9%	(1) Larger
106	52.7%	(2) Smaller
45	22.4%	(3) Same
132	-----	(-1) NA, missing
16	-----	(9) DK

VAR 100 p68 Previous financial year performance
 LOCATION: 75 FORMAT: f1.0 CODE FOR MISSING 9 -1
 CARD NO : 2 COLUMN: 75 - 75

What was the result then?

13	50.0%	(1) Loss
4	15.4%	(2) Broke even
9	34.6%	(3) Profit
307	-----	(-1) NA, missing
16	-----	(9) DK

idnum is repeated in columns 1-4 of each card

VAR 101 card3 Card 3
 LOCATION: 5 FORMAT: f1.0
 CARD NO : 3 COLUMN: 5 - 5

Small Workplace Phone Survey
Formal schemes and facilities

The next questions just require yes or no answers.

VAR 102 p69 Choice when annual leave taken
LOCATION: 6 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 6 - 6

Do the majority of employees here have a choice in deciding when they take their annual leave?

276 79.1% (1) Yes
73 20.9% (2) No

VAR 103 p70 Pft share or ownership for non-manag emp
LOCATION: 7 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 7 - 7

Is there a profit sharing or share ownership scheme operating here for non-managerial employees?
If no, go to Q72

69 19.8% (1) Yes
280 80.2% (2) No

VAR 104 p71 Type of pft share scheme
LOCATION: 8 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 3 COLUMN: 8 - 8

Which of those is here?

21 30.4% (1) Profit sharing
27 39.1% (2) Share ownership
21 30.4% (3) Both
280 ----- (-1) NA, missing

VAR 105 p72 Performance pay
LOCATION: 9 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 9 - 9

Do any employees at your workplace receive payments based on their performance, such as incentive bonuses, piece work or commission?

<PROMPT: Include any merit pay>

130 37.4% (1) Yes
218 62.6% (2) No
1 ----- (9) DK

Small Workplace Phone Survey
 Formal schemes and facilities

VAR 106 p73 Superannuation - employer contributes
 LOCATION: 10 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 3 COLUMN: 10 - 10

Is there a superannuation scheme covering any employees there to which the employer contributes?

317	91.4%	(1) Yes
30	8.6%	(2) No
2	-----	(9) DK

VAR 107 p74 Regular social functions mgt & emps
 LOCATION: 11 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 3 COLUMN: 11 - 11

Do employees and management regularly get together at social functions?

240	68.8%	(1) Yes
109	31.2%	(2) No

VAR 108 p75 Rostered days off for any emps
 LOCATION: 12 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 3 COLUMN: 12 - 12

Are any employees entitled to rostered days off?
 <PROMPT: This doesn't include flexitime entitlements or weekends>

185	53.0%	(1) Yes
164	47.0%	(2) No

VAR 109 p76 Grievances dealt with in last year
 LOCATION: 13 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 3 COLUMN: 13 - 13

In the last year, have you dealt with any grievances or complaints raised by employees at this workplace?
 If no, go to Q78a

123	35.2%	(1) Yes
226	64.8%	(2) No

Small Workplace Phone Survey
Formal schemes and facilities

VAR 110 p77 Most common grievance raised
LOCATION: 14 FORMAT: f2.0 CODE FOR MISSING 99 -1
CARD NO : 3 COLUMN: 14 - 15

What was the most common grievance raised by employees?
<PRINT EXACT ANSWER GIVEN>

20	16.4%	(1) Stress
7	5.7%	(2) Incorrect pay
13	10.7%	(3) Level of pay
12	9.8%	(4) Work hours
9	7.4%	(5) Working conditions
20	16.4%	(6) Another employee
13	10.7%	(7) The job itself
28	23.0%	(98) Other
226	-----	(-1) NA, missing
1	-----	(99) DK

- (1) About working too hard, stress
- (2) About incorrect pay, allowances
- (3) About level of pay, allowances (want more)
- (4) About hours, roster, time off
- (5) About physical working conditions
- (6) About another employee
- (7) About the job itself, how it is done etc.

VAR 111 p78a How grievances are dealt with
LOCATION: 16 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 16 - 16

And, if an employee has a complaint or grievance, is there a set of procedures you should follow or do you deal with each case in its own way?

75	21.7%	(1) Set procedures
246	71.1%	(2) Individual cases
25	7.2%	(3) Both
3	-----	(9) DK

Small Workplace Phone Survey
Formal schemes and facilities

VAR 112 p78b How employees are disciplined
LOCATION: 17 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 17 - 17

Are specific rules or procedures followed when employees are disciplined or do you deal with each case in its own way?

111	31.8%	(1) Set procedures
219	62.8%	(2) Individual cases
19	5.4%	(3) Both

VAR 113 p79 Check question
LOCATION: 18 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 18 - 18

Is this a multi-establishment workplace (code 1 circled in Q16).

If yes, go to Q80

If no, go to Q85

233	66.8%	(1) Yes
116	33.2%	(2) No

VAR 114 p80 Workplace also orgn head office
LOCATION: 19 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 3 COLUMN: 19 - 19

Is your workplace also the organisation's head office in Australia?

If code 1, go to Q86

27	11.6%	(1) Yes
206	88.4%	(2) No
116	-----	(-1) NA, missing

Autonomy in decision making

I'm going to ask you some questions about issues that could affect your workplace. For each issue, I would like you to tell me whether decisions about the issue would be made at your workplace or at a level elsewhere in the organisation.

Small Workplace Phone Survey
Formal schemes and facilities

VAR 115 p81 Decision to sig decrease emps
LOCATION: 20 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 3 COLUMN: 20 - 20

Firstly, if it was decided to significantly decrease the number
in the workplace or elsewhere in the organisation?

9	4.4%	(1) Here
165	80.1%	(2) Elsewhere
32	15.5%	(3) Jointly
142	-----	(-1) NA, missing
1	-----	(9) DK

VAR 116 p82 Decision to recruit a new emp
LOCATION: 21 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 3 COLUMN: 21 - 21

In recruiting a new employee to fill a vacancy at the
workplace, where would the decision be made?

73	35.6%	(1) Here
75	36.6%	(2) Elsewhere
57	27.8%	(3) Jointly
142	-----	(-1) NA, missing
2	-----	(9) DK

VAR 117 p83 Decision to use fin surplus
LOCATION: 22 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 3 COLUMN: 22 - 22

What about if a decision needed to be made about the use of any
financial or budgetary surplus?

38	18.6%	(1) Here
144	70.6%	(2) Elsewhere
22	10.8%	(3) Jointly
142	-----	(-1) NA, missing
3	-----	(9) DK

VAR 118 p84 Decision to change work practices
LOCATION: 23 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 3 COLUMN: 23 - 23

And if it was decided to introduce a change in work practices
for most employees here?

35	17.0%	(1) Here
115	55.8%	(2) Elsewhere
56	27.2%	(3) Jointly
142	-----	(-1) NA, missing
1	-----	(9) DK

Small Workplace Phone Survey
Employer associations

In the next few questions I'll be using the term 'Employer Association'. These are organisations to which businesses may belong in order to obtain services and advice on a variety of matters.

VAR 119 p85 Membership of an emp assoc - multis
LOCATION: 24 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 3 COLUMN: 24 - 24

Is your workplace a member of an employer association - either in its own right or through a higher level of the organisation?
If yes, (codes 1 thru 3) go to Q87
If no, go to Q90

9	4.5%	(1) Yes, in own right
83	41.7%	(2) Yes, via higher
5	2.5%	(3) Both
102	51.3%	(4) No
142	-----	(-1) NA, missing
8	-----	(9) DK

VAR 120 p86 Membership of an emp assoc - singles
LOCATION: 25 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 3 COLUMN: 25 - 25

Is your workplace a member of an employer association?
If no, go to Q90

87	61.7%	(1) Yes
54	38.3%	(2) No
207	-----	(-1) NA, missing
1	-----	(9) DK

VAR 121 p88a Used emp assoc services in last year
LOCATION: 26 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 3 COLUMN: 26 - 26

During the last year, have you used any of the services provided by your employer association?
If no, go to Q90

86	47.5%	(1) Yes
95	52.5%	(2) No
156	-----	(-1) NA, missing
12	-----	(9) DK

Small Workplace Phone Survey
Employer associations

VAR 122 p88ba Services for pay/awards used
LOCATION: 27 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 27 - 27

What employer association services have you used?
Pay/awards

275	81.6%	(-1) No
62	18.4%	(1) Yes
12	-----	(9) DK

VAR 123 p88bb Services for dismissal used
LOCATION: 28 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 28 - 28

<SEE ABOVE PREAMBLE> Dismissals

334	99.1%	(-1) No
3	.9%	(2) Yes
12	-----	(9) DK

VAR 124 p88bc Services for info on new developmts used
LOCATION: 29 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 29 - 29

<SEE ABOVE PREAMBLE> Information on new developments

320	95.0%	(-1) No
17	5.0%	(3) Yes
12	-----	(9) DK

VAR 125 p88bd Services for ind action advice used
LOCATION: 30 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 30 - 30

<SEE ABOVE PREAMBLE> Advice on industrial action or strikes

331	98.2%	(-1) No
6	1.8%	(4) Yes
12	-----	(9) DK

Small Workplace Phone Survey
Employer associations

VAR 126 p88be Services for legal advice used
LOCATION: 31 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 31 - 31

<SEE ABOVE PREAMBLE> Legal advice

330	97.9%	(-1) No
7	2.1%	(5) Yes
12	-----	(9) DK

VAR 127 p88bf Services for dealing with unions used
LOCATION: 32 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 32 - 32

<SEE ABOVE PREAMBLE> Dealing with unions

335	99.4%	(-1) No
2	.6%	(6) Yes
12	-----	(9) DK

VAR 128 p88bg Services for training used
LOCATION: 33 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 33 - 33

<SEE ABOVE PREAMBLE> Training

332	98.5%	(-1) No
5	1.5%	(7) Yes
12	-----	(9) DK

VAR 129 p88bh Other services used
LOCATION: 34 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 34 - 34

<SEE ABOVE PREAMBLE> Other

306	90.8%	(-1) No
31	9.2%	(8) Yes
12	-----	(9) DK

Small Workplace Phone Survey
Employer associations

VAR 130 p88bi Services for award restructuring used
LOCATION: 35 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 35 - 35

<SEE ABOVE PREAMBLE> Award restructuring

338	99.7%	(-1) No
1	.3%	(1) Yes
10	-----	(9) DK

VAR 131 p88bj Other services used
LOCATION: 36 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 3 COLUMN: 36 - 36

<SEE ABOVE PREAMBLE> Other

339	100.0%	(-1) No
10	-----	(9) DK

VAR 132 p89 Times WP contact emp assoc in last year
LOCATION: 37 FORMAT: f3.0 CODE FOR MISSING 999 -1
CARD NO : 3 COLUMN: 37 - 39

In the last year, roughly how many times has someone from your workplace contacted the (name of employer association in Q87)?

3	3.5%	(0)
4	4.7%	(1)
20	23.3%	(2)
9	10.5%	(3)
6	7.0%	(4)
5	5.8%	(5)
16	18.6%	(6)
1	1.2%	(9)
5	5.8%	(10)
8	9.3%	(12)
1	1.2%	(15)
3	3.5%	(20)
1	1.2%	(25)
3	3.5%	(50)
1	1.2%	(100)
251	-----	(-1) NA, MISSING
12	-----	(999) MISSING

Small Workplace Phone Survey
 Union organisation

The next few questions ask about unions

VAR 133 p90 Employees are in unions
 LOCATION: 40 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 3 COLUMN: 40 - 40

Are any employees here members of a union? Please exclude contractors.

If no or DK, go to Q102

227	68.0%	(1) Yes
107	32.0%	(2) No
15	-----	(9) DK

VAR 134 p91 Number of employees union members
 LOCATION: 41 FORMAT: f2.0 CODE FOR MISSING 99 -1
 CARD NO : 3 COLUMN: 41 - 42

How many employees?

10	4.5%	(1)
9	4.1%	(2)
26	11.7%	(3)
9	4.1%	(4)
21	9.5%	(5)
18	8.1%	(6)
18	8.1%	(7)
9	4.1%	(8)
15	6.8%	(9)
15	6.8%	(10)
4	1.8%	(11)
17	7.7%	(12)
10	4.5%	(13)
9	4.1%	(14)
15	6.8%	(15)
7	3.2%	(16)
3	1.4%	(17)
4	1.8%	(18)
3	1.4%	(19)
122	-----	(-1) NA, MISSING
5	-----	(99) MISSING

Small Workplace Phone Survey
 Union organisation

VAR 135 p92 Number of unions at workplace
 LOCATION: 43 FORMAT: f2.0 CODE FOR MISSING 99 -1
 CARD NO : 3 COLUMN: 43 - 44

How many unions have members at your workplace?

157	70.4%	(1)
41	18.4%	(2)
22	9.9%	(3)
1	.4%	(4)
2	.9%	(5)
122	-----	(-1) Missing, NA
4	-----	(99) DK, Missing

VAR 136 p93 Name of largest union
 LOCATION: 45 FORMAT: f2.0 CODE FOR MISSING 99 -1
 CARD NO : 3 COLUMN: 45 - 46

What is the name of the union with the most members at your workplace?

<PRINT EXACT ANSWER GIVEN>

For confidentiality reasons, names of individual unions have been suppressed.

1	.4%	(03)
7	3.1%	(04)
2	.9%	(05)
1	.4%	(08)
72	31.7%	(09)
2	.9%	(14)
13	5.7%	(16)
33	14.5%	(20)
2	.9%	(21)
8	3.5%	(25)
1	.4%	(26)
2	.9%	(27)
3	1.3%	(29)
6	2.6%	(30)
4	1.8%	(34)
5	2.2%	(35)
5	2.2%	(36)
1	.4%	(39)
1	.4%	(40)
1	.4%	(42)
1	.4%	(45)
1	.4%	(46)
3	1.3%	(48)
2	.9%	(50)
6	2.6%	(51)

Small Workplace Phone Survey
Union organisation

7	3.1%	(52)
3	1.3%	(56)
6	2.6%	(57)
1	.4%	(58)
13	5.7%	(61)
1	.4%	(62)
3	1.3%	(69)
2	.9%	(72)
1	.4%	(77)
1	.4%	(82)
2	.9%	(83)
4	1.8%	(98)
122	-----	(-1)

VAR 137 p94 Empls are required to be in union
LOCATION: 47 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 3 COLUMN: 47 - 47

Are any employees here required to be members of a union?
If no, go to Q98

50	22.0%	(1) Yes
177	78.0%	(2) No
122	-----	(-1) NA, missing

VAR 138 p95a Union/management agreement
LOCATION: 48 FORMAT: f1.0 CODE FOR MISSING
CARD NO : 3 COLUMN: 48 - 48

Why is that?
Union / management agreements

332	95.1%	(-1) No
17	4.9%	(1) Yes

VAR 139 p95b Union pressure
LOCATION: 49 FORMAT: f1.0 CODE FOR MISSING
CARD NO : 3 COLUMN: 49 - 49

<SEE ABOVE PREAMBLE> Union pressure

338	96.8%	(-1) No
11	3.2%	(2) Yes

Small Workplace Phone Survey
 Union organisation

VAR 140 p95c Custom and practice
 LOCATION: 50 FORMAT: f1.0 CODE FOR MISSING
 CARD NO : 3 COLUMN: 50 - 50

<SEE ABOVE PREAMBLE> Custom and practice

330 94.6% (-1) No
 19 5.4% (3) Yes

VAR 141 p95d Award provision
 LOCATION: 51 FORMAT: f1.0 CODE FOR MISSING
 CARD NO : 3 COLUMN: 51 - 51

<SEE ABOVE PREAMBLE> Award provision

346 99.1% (-1) No
 3 .9% (4) Yes

VAR 142 p95e Other reason for comp union membership
 LOCATION: 52 FORMAT: f1.0 CODE FOR MISSING
 CARD NO : 3 COLUMN: 52 - 52

<SEE ABOVE PREAMBLE> Other

343 98.3% (-1) No
 6 1.7% (8) Yes

VAR 143 p95f Other reason for comp union membership
 LOCATION: 53 FORMAT: f1.0 CODE FOR MISSING
 CARD NO : 3 COLUMN: 53 - 53

<SEE ABOVE PREAMBLE> Other

349 100.0% (-1) No

VAR 144 p95g Other reason for comp union membership
 LOCATION: 54 FORMAT: f1.0 CODE FOR MISSING
 CARD NO : 3 COLUMN: 54 - 54

<SEE ABOVE PREAMBLE> Other

349 100.0% (-1) No

Small Workplace Phone Survey
 Union organisation

VAR 145 p96 Union delegates at workplace
 LOCATION: 55 FORMAT: f1.0 CODE FOR MISSING -1
 CARD NO : 3 COLUMN: 55 - 55

Are there any employees who act as shop stewards or union delegates at your workplace?
 If no, go to Q102

104	45.8%	(1) Yes
123	54.2%	(2) No
122	-----	(-1) NA, missing

VAR 146 p97 Number of union delegates
 LOCATION: 56 FORMAT: f2.0 CODE FOR MISSING -1
 CARD NO : 3 COLUMN: 56 - 57

How many?

95	91.3%	(1)
9	8.7%	(2)
245	-----	(-1) Missing, NA

VAR 147 p98 Number of female union delegates
 LOCATION: 58 FORMAT: f2.0 CODE FOR MISSING -1
 CARD NO : 3 COLUMN: 58 - 59

How many, if any, of these are female?

44	42.3%	(0)
59	56.7%	(1)
1	1.0%	(2)
245	-----	(-1) Missing, NA

VAR 148 p99 Union delegate has raised an issue
 LOCATION: 60 FORMAT: f1.0 CODE FOR MISSING 9 -1
 CARD NO : 3 COLUMN: 60 - 60

In the last year has a shop steward or union delegate ever raised an issue with you on behalf of their members?
 If no, go to Q102

38	36.5%	(1) Yes
66	63.5%	(2) No
245	-----	(-1) NA, missing

Small Workplace Phone Survey
 Union organisation

VAR 149 p100 Number of times UD raised an issue
 LOCATION: 61 FORMAT: f2.0 CODE FOR MISSING -1
 CARD NO : 3 COLUMN: 61 - 62

Roughly how many times in total?

7	18.4%	(1)
11	28.9%	(2)
9	23.7%	(3)
3	7.9%	(4)
2	5.3%	(5)
3	7.9%	(6)
1	2.6%	(10)
2	5.3%	(20)
311	-----	(-1) Missing, NA

VAR 150 p101 One issue raised by UD frequently
 LOCATION: 63 FORMAT: f2.0 CODE FOR MISSING -1
 CARD NO : 3 COLUMN: 63 - 64

Which one issue have they raised most frequently?

10	26.3%	(01) Pay
6	15.8%	(02) Work conditions
1	2.6%	(03) Hours of work
2	5.3%	(04) Dismissals/discipline
6	15.8%	(06) Occup health & safety
4	10.5%	(07) Award restructuring
2	5.3%	(09) Allowances
2	5.3%	(11) Work practices
1	2.6%	(12) Roster
4	10.5%	(98) Other
311	-----	(-1) NA, missing

VAR 151 p102 FTO has visited WP in last year
 LOCATION: 65 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 3 COLUMN: 65 - 65

In the last year has a full time union official ever visited
 your workplace?

If no, go to Q104

149	43.1%	(1) Yes
197	56.9%	(2) No
3	-----	(9) DK

Small Workplace Phone Survey
 Union organisation

VAR 152 p103 Number of times FTO visited
 LOCATION: 66 FORMAT: f2.0 CODE FOR MISSING 99 -1
 CARD NO : 3 COLUMN: 66 - 67

Approximately how many times?

80	54.4%	(1)
43	29.3%	(2)
9	6.1%	(3)
9	6.1%	(4)
3	2.0%	(6)
1	.7%	(9)
1	.7%	(12)
1	.7%	(20)
197	-----	(-1) NA, MISSING
5	-----	(99) MISSING

idnum is repeated in columns 1-4 of each card

VAR 153 card4 Card 4
 LOCATION: 5 FORMAT: F1.0 CODE FOR MISSING 9
 CARD NO : 4 COLUMN: 5 - 5

Industrial action

VAR 154 p104 Disruption here ind action elsewhere
 LOCATION: 6 FORMAT: f1.0
 CARD NO : 4 COLUMN: 6 - 6

In the last year, has there been any disruption to your
 workplace as a result of industrial action anywhere else?

111	31.8%	(1) Yes
238	68.2%	(2) No

VAR 155 p105a Strikes in last year
 LOCATION: 7 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 4 COLUMN: 7 - 7

Have any of the following taken place at your workplace in the
 last year? Strikes

20	5.7%	(1) Yes
328	94.3%	(2) No
1	-----	(9) DK

Small Workplace Phone Survey
 Union organisation

VAR 156 p105b Stop work meetings in last yr
 LOCATION: 8 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 4 COLUMN: 8 - 8

<SEE ABOVE PREAMBLE> Stop work meetings

23	6.6%	(1) Yes
326	93.4%	(2) No

VAR 157 p105c Overtime bans or restrictions in last yr
 LOCATION: 9 FORMAT: f1.0
 CARD NO : 4 COLUMN: 9 - 9

<SEE ABOVE PREAMBLE> Overtime bans or restrictions

8	2.3%	(1) Yes
341	97.7%	(2) No

VAR 158 p105d Go slow in last year
 LOCATION: 10 FORMAT: f1.0
 CARD NO : 4 COLUMN: 10 - 10

<SEE ABOVE PREAMBLE> Go slow?

349	100.0%	(2) No
-----	--------	--------

VAR 159 p105e Picketing in last year
 LOCATION: 11 FORMAT: f1.0
 CARD NO : 4 COLUMN: 11 - 11

<SEE ABOVE PREAMBLE> Picketing

349	100.0%	(2) No
-----	--------	--------

Small Workplace Phone Survey
Industrial action

VAR 160 p105f Work to rule in last year
LOCATION: 12 FORMAT: f1.0
CARD NO : 4 COLUMN: 12 - 12

<SEE ABOVE PREAMBLE> Work to rule

13	3.7%	(1) Yes
336	96.3%	(2) No

VAR 161 p105g Other bans in last year
LOCATION: 13 FORMAT: f1.0
CARD NO : 4 COLUMN: 13 - 13

<SEE ABOVE PREAMBLE> Other bans

9	2.6%	(1) Yes
340	97.4%	(2) No

VAR 162 p106 Check question
LOCATION: 14 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 4 COLUMN: 14 - 14

Is code 1 circled in any response in Q105
If yes, go to Q108
If no, go to Q107

40	11.5%	(1) Yes
309	88.5%	(2) No

VAR 163 p107 Last time any industrial action
LOCATION: 15 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 4 COLUMN: 15 - 15

When was the last time that any of those occurred.

6	2.0%	(1) 1-2 years ago
32	10.9%	(2) 2-5 years ago
23	7.8%	(3) >=5 years ago
146	49.8%	(4) Never any ind action at WP
86	29.4%	(5) Not in my time
40	----	(-1) NA, missing
16	----	(9) DK

Small Workplace Phone Survey
Industrial action

VAR 164 p108 Check question
LOCATION: 16 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 16 - 16

Is code 1 circled more than once at Q105?
If yes, go to Q109
If no, to to Q11, and use the response from Q105 in questions
where 'name of industrial action' is in brackets.

20	50.0%	(1) Yes
20	50.0%	(2) No
309	-----	(-1) NA, missing

VAR 165 p109 Ind action most impact in last year
LOCATION: 17 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 17 - 17

Over the past year, which one form of industrial action at your
workplace has had the most impact on the operation of the
workplace?

8	40.0%	(1) Strikes
5	25.0%	(2) Stop wrk meeting
1	5.0%	(3) Overtime bans
4	20.0%	(6) Work to rule
2	10.0%	(7) Other bans
329	-----	(-1) NA, missing

VAR 166 p110 Most recent industrial action
LOCATION: 18 FORMAT: f1.0 CODE FOR MISSING 9 -1
CARD NO : 4 COLUMN: 18 - 18

The last time that there was industrial action here, what form
did take?

<INTERVIEWER: USE RESPONSE IN QUESTIONS WHERE 'NAME OF
INDUSTRIAL ACTION' IS IN BRACKETS>

4	20.0%	(1) Strikes
9	45.0%	(2) Stop wrk meeting
1	5.0%	(3) Overtime bans
3	15.0%	(6) Work to rule
3	15.0%	(7) Other bans
329	-----	(-1) NA, missing

Small Workplace Phone Survey
Industrial action

VAR 167 p111 Length of industrial action
LOCATION: 19 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 19 - 19

How long did that (name of industrial action) last?

12	30.0%	(1) < half day
8	20.0%	(2) < 1 day
11	27.5%	(3) 1 day
8	20.0%	(7) 10+ days
1	2.5%	(8) ongoing
309	-----	(-1) NA, missing

VAR 168 p112 Number of emps taking part in IA
LOCATION: 20 FORMAT: f2.0 CODE FOR MISSING 99 -1
CARD NO : 4 COLUMN: 20 - 21

How many employees took part in the (name of industrial action)?

Codes 99 and -1 denote missing values

4	10.5%	(1)
3	7.9%	(2)
5	13.2%	(3)
4	10.5%	(4)
4	10.5%	(5)
4	10.5%	(6)
2	5.3%	(7)
1	2.6%	(8)
2	5.3%	(9)
1	2.6%	(10)
1	2.6%	(11)
3	7.9%	(12)
1	2.6%	(13)
2	5.3%	(14)
1	2.6%	(15)
309	-----	(-1) NA, MISSING
2	-----	(99) MISSING

VAR 169 p113 Issue that ind action was taken over
LOCATION: 22 FORMAT: f2.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 22 - 23

Over what issue was the (name of industrial action) about?
<PRINT EXACT ANSWER GIVEN>

12	30.0%	(01) Wages
1	2.5%	(04) Superannuation
4	10.0%	(08) Govt policy
1	2.5%	(09) Management decision
11	27.5%	(12) Award restructuring
11	27.5%	(98) Other
309	-----	(-1) NA, missing

Small Workplace Phone Survey
Industrial action

VAR 170 p114 Extent of industrial action
LOCATION: 24 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 24 - 24

How widespread was the (name of industrial action); was it specific to your workplace, did it occur throughout the organisation, did it occur throughout your industry or was it spread through a number of industries?

4	10.0%	(1) Only at WP
24	60.0%	(2) Throughout org
11	27.5%	(3) Throughout industry
1	2.5%	(4) In a number of industries
309	-----	(-1) NA, missing

Opinions on efficiency and industry

VAR 171 p115a Significant efficiency change
LOCATION: 25 FORMAT: f1.0
CARD NO : 4 COLUMN: 25 - 25

Just to finish, what, if any, significant efficiency change would you like to make at your workplace, but cannot?
<PRINT EXACT ANSWER GIVEN>

168	48.1%	(0) None
10	2.9%	(1) No suitable staff
42	12.0%	(2) Technology/equip
26	7.4%	(3) Premises need upgrade
3	.9%	(4) Award issues
22	6.3%	(5) Demarcation/work pract
1	.3%	(6) Ability to pay more
25	7.2%	(7) Increase staff resources
52	14.9%	(8) Other

Small Workplace Phone Survey
Opinions on efficiency and industry

VAR 172 p115b Significant efficiency change
LOCATION: 26 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 26 - 26

168	89.8%	(0) None
3	1.6%	(1) No suitable staff
2	1.1%	(2) Technology/equip
1	.5%	(3) Premises need upgrade
3	1.6%	(5) Demarcation/work pract
2	1.1%	(7) Increase staff resources
8	4.3%	(8) Other
162	-----	(-1) NA, missing

VAR 173 p116a Why sig efficiency change not done
LOCATION: 27 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 27 - 27

Why can't this change be made?
<PRINT EXACT ANSWER GIVEN>

18	9.9%	(1) Govt rules/regul policy
8	4.4%	(2) Unions/delegates
74	40.9%	(3) Resources/cost
46	25.4%	(4) Higher man/comp policy
2	1.1%	(5) Awards
33	18.2%	(8) Other
168	-----	(-1) NA, missing

(4) Higher level management, company policy,
rules, regulations, directives

VAR 174 p116b Why sig efficiency change not done
LOCATION: 28 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 28 - 28

2	13.3%	(2) Unions/delegates
3	20.0%	(3) Resources/cost
5	33.3%	(4) Higher man/comp policy
5	33.3%	(8) Other
334	-----	(-1) NA, missing

Small Workplace Phone Survey
Opinions on efficiency and industry

VAR 175 p117a Problems in being small
LOCATION: 29 FORMAT: f1.0
CARD NO : 4 COLUMN: 29 - 29

Do you think there are any significant problems or advantages
in being a SMALL workplace in your industry?
<PRINT EXACT ANSWER GIVEN>

20	5.7%	(1) Lack of staff
9	2.6%	(2) Lack of resources
5	1.4%	(3) Too much pressure
11	3.2%	(4) Larger WP compet
20	5.7%	(5) Govt attitudes
3	.9%	(6) Company rules
22	6.3%	(7) Financial
29	8.3%	(8) Other problems
230	65.9%	(9) No problems

- (1) Lack of staff, appropriate staff
- (2) lack of other resources
- (3) Too much pressure, stress
- (4) Hard to compete with larger workplaces
- (5) Government creates difficulties or ignores small workplaces
- (6) Have to follow company rules and regulations
- (7) Financial
- (8) Other problems

VAR 176 p117b Problems in being small
LOCATION: 30 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 30 - 30

5	16.7%	(1) Lack of staff
2	6.7%	(2) Lack of resources
1	3.3%	(3) Too much pressure
1	3.3%	(4) Larger WP compet
1	3.3%	(6) Company rules
9	30.0%	(7) Financial
11	36.7%	(8) Other problems
319	-----	(-1) NA, missing

- (1) Lack of staff, appropriate staff
- (2) lack of other resources
- (3) Too much pressure, stress
- (4) Hard to compete with larger workplaces
- (5) Government creates difficulties or ignores small workplaces
- (6) Have to follow company rules and regulations
- (7) Financial
- (8) Other problems

Small Workplace Phone Survey
Opinions on efficiency and industry

VAR 177 p117c Advantages of being small
LOCATION: 31 FORMAT: f1.0 CODE FOR MISSING 9
CARD NO : 4 COLUMN: 31 - 31

171	49.0%	(1) More personalised
15	4.3%	(2) Less bureaucratic
30	8.6%	(3) More responsive
8	2.3%	(4) No union/union probs
11	3.2%	(5) Better output
90	25.8%	(6) No advantages
24	6.9%	(8) Other advantages

- (1) More personalised, better inter-personal employee relations, better communications, like a family
(2) Less bureaucratic, decisions made quicker
(3) More responsive to customer | client needs
(4) No unions or union problems
(5) Better quality or higher output

VAR 178 p117d Advantages of being small
LOCATION: 32 FORMAT: f1.0 CODE FOR MISSING -1
CARD NO : 4 COLUMN: 32 - 32

9	11.5%	(1) More personalised
11	14.1%	(2) Less bureaucratic
37	47.4%	(3) More responsive
4	5.1%	(4) No union/union probs
6	7.7%	(5) Better output
11	14.1%	(8) Other advantages
271	-----	(-1) NA, missing

- (1) More personalised, better inter-personal employee relations, better communications, like a family
(2) Less bureaucratic, decisions made quicker
(3) More responsive to customer | client needs
(4) No unions or union problems
(5) Better quality or higher output

Small Workplace Phone Survey

Details of interview

VAR 179 p118 Sex of respondent
 LOCATION: 33 FORMAT: f1.0 CODE FOR MISSING 9
 CARD NO : 4 COLUMN: 33 - 33

272	77.9%	(1) Male
77	22.1%	(2) Female

VAR 180 p119 Interviewer id
 LOCATION: 34 FORMAT: f6.0 CODE FOR MISSING 999999
 CARD NO : 4 COLUMN: 34 - 39

<SEE FREQUENCIES ADDENDUM FOR CODES>

VAR 181 p120 Length of interview
 LOCATION: 40 FORMAT: f2.0 CODE FOR MISSING 99
 CARD NO : 4 COLUMN: 40 - 41

<SEE FREQUENCIES ADDENDUM FOR CODES>

idnum is repeated in columns 1-4 of each card

VAR 182 card5 Card 5
 LOCATION: 5 FORMAT: F1.0 CODE FOR MISSING 9
 CARD NO : 5 COLUMN: 5 - 5

VAR 183 swqwwt Small workplace weight
 LOCATION: 6 FORMAT: f12.4
 CARD NO : 5 COLUMN: 6 - 17

VAR 184 swqewt Small workplace employee weight
 LOCATION: 18 FORMAT: f12.4
 CARD NO : 5 COLUMN: 18 - 29

(3) Government creates difficulties or ignores small workplaces
 (4) Have to follow company rules and regulations
 (5) Financial
 (6) Other problems

Industry codes

The variable for industry (p5) uses two-digit Subdivision codes from the Australian Standard Industrial Classification (ASIC). Codes are as follows:

- Mining
- 11 Metallic Minerals
- 12 Coal
- 13 Oil and Gas
- 14 Construction Materials
- 15 Other Non-Metallic Minerals
- 16 Services to Mining nec.

- Manufacturing
- 21 Food, Beverages and Tobacco
- 23 Textiles
- 24 Clothing and Footwear
- 25 Wood, Wood Products and Furniture
- 26 Paper, Paper Products, Printing and Publishing
- 27 Chemical, Petroleum and Coal Products
- 28 Non-Metallic Mineral Products
- 29 Basic Metal Products
- 31 Fabricated Metal Products
- 32 Transport Equipment
- 33 Other Machinery and Equipment
- 34 Miscellaneous Manufacturing

- Electricity, Gas and Water
- 36 Electricity and Gas
- 37 Water, Sewerage and Drainage

- Construction
- 41 General Construction
- 42 Special Trade Construction

- Wholesale and Retail Trade
- 47 Wholesale Trade
- 48 Retail Trade

- Transport and Storage
- 51 Road Transport
- 52 Railway Transport
- 53 Water Transport
- 54 Air Transport
- 55 Other Transport
- 57 Services to Transport
- 58 Storage

- 59 Communication

- Finance, Property and Business Services
- 61 Finance and Investment
- 62 Insurance and Services to Insurance
- 63 Property and Business Services

- Public Administration and Defence
- 71 Public Administration

	Community Services	
81	Health	
82	Education, Museum and Library Services	
83	Welfare and Religious Services	
84	Other Community Services	
	Recreation, Personal and Other Services	
91	Entertainment and Recreational Services	
92	Restaurants, Hotels and Clubs	
93	Personal Services	
	Manufacturing	
	Food, Beverages and Tobacco	
	Texiles	
	Clothing and Footwear	
	Wood, Wood Products and Furniture	
	Paper, Paper Products, Printing and Publishing	
	Chemical, Petrochemical and Coal Products	
	Non-metallic Mineral Products	
	Basic Metal Products	
	Refined Metal Products	
	Transport Equipment	
	Other Machinery and Equipment	
	Metallic Products	
	Electricity, Gas and Water	
	Electricity and Gas	
	Water, Sewerage and Drainage	
	Construction	
	General Construction	
	Special Trade Construction	
	Wholesale and Retail Trade	
	Wholesale Trade	
	Retail Trade	
	Transport and Storage	
	Road Transport	
	Railway Transport	
	Water Transport	
	Air Transport	
	Other Transport	
	Services to Transport	
	Storage	
	Communication	
	Finance, Property and Business Services	
	Finance and Investment	
	Insurance and Services to Insurance	
	Property and Business Services	
	Public Administration and Defence	
	Public Administration	

Occupation

The variables for occupation (p43 and p45) use two-digit minor group codes from the Australian Standard Classification of Occupations (ASCO). Codes are as follows:

- 11 Managers and Administrators
- 12 Legislators and Government Appointed Officials
- 13 General Managers
- 14 Specialist Managers
- 15 Farmers and Farm Managers
- 16 Managing Supervisors (Sales and Service)
- 16 Managing Supervisors (Other Business)

- Professionals
- 21 Natural Scientists
- 22 Building Professionals and Engineers
- 23 Health Diagnosis and Treatment Practitioners
- 24 School Teachers
- 25 Other Teachers and Instructors
- 26 Social Professionals
- 27 Business Professionals
- 28 Artists and Related Professionals
- 29 Miscellaneous Professionals

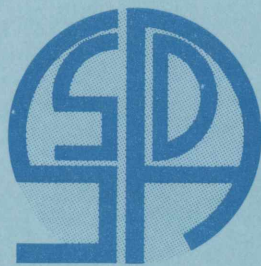
- Para-Professionals
- 31 Medical and Science Technical Officers and Technicians
- 32 Engineering and Building Associates and Technicians
- 33 Air and Sea Transport Technical Workers
- 34 Registered Nurses
- 35 Police
- 39 Miscellaneous Para-Professionals

- Tradespersons
- 41 Metal Fitting and Machining Tradespersons
- 42 Other Metal Tradespersons
- 43 Electrical and Electronics Tradespersons
- 44 Building Tradespersons
- 45 Printing Tradespersons
- 46 Vehicle Tradespersons
- 47 Food Tradespersons
- 48 Amenity Horticultural Tradespersons
- 49 Miscellaneous Tradespersons

- Clerks
- 51 Stenographers and Typists
- 52 Data Processing and Business Machine Operators
- 53 Numerical Clerks
- 54 Filing, Sorting and Copying Clerks
- 55 Material Recording and Despatching Clerks
- 56 Receptionists, Telephonists and Messengers
- 59 Miscellaneous Clerks

- Salespersons and Personal Service Workers
- 61 Investment, Insurance and Real Estate Salespersons
- 62 Sales Representatives
- 63 Sales Assistants
- 64 Tellers, Cashiers and Ticket Salespersons
- 65 Miscellaneous Salespersons
- 66 Personal Service Workers

Frequencies Addendum



The Australian National University
Canberra 2600

Small Workplace Phone Survey

P5 Industry

VALUE	FREQ	PCT	CUM	VALUE	FREQ	PCT	CUM	VALUE	FREQ	PCT	CUM
			PCT				PCT				PCT
21	8	2	2	37	1	0	19	62	4	1	69
23	3	1	3	41	3	1	20	63	10	3	72
24	2	1	4	42	8	2	23	71	11	3	75
25	7	2	6	47	12	3	26	81	6	2	77
26	14	4	10	48	34	10	36	82	45	13	90
27	2	1	10	51	2	1	36	83	4	1	91
29	4	1	11	54	1	0	37	84	14	4	95
31	7	2	13	57	4	1	38	91	3	1	96
32	3	1	14	58	1	0	38	92	14	4	100
33	7	2	16	59	16	5	43	93	1	0	100
34	10	3	19	61	88	25	68				

VALID CASES 349 MISSING CASES 0

P41 Number of emps below 20 years of age

VALUE	FREQ	PCT	CUM	VALUE	FREQ	PCT	CUM	VALUE	FREQ	PCT	CUM
			PCT				PCT				PCT
0	168	48	48	4	16	5	96	8	1	0	99
1	71	20	68	5	6	2	97	9	2	1	100
2	49	14	83	6	4	1	99	10	1	0	100
3	30	9	91	7	1	0	99				

VALID CASES 349 MISSING CASES 0

P42A Lowest paid ft emp gross weekly wage

VALUE	FREQ	PCT	CUM	VALUE	FREQ	PCT	CUM	VALUE	FREQ	PCT	CUM
			PCT				PCT				PCT
130	1	0	0	258	1	0	27	348	2	1	62
131	1	0	1	260	5	2	29	350	14	6	68
133	1	0	1	264	1	0	30	354	1	0	69
140	1	0	2	266	1	0	30	355	1	0	69
144	1	0	2	269	1	0	31	357	1	0	69
148	1	0	3	270	2	1	31	358	1	0	70
150	3	1	4	275	3	1	33	359	1	0	70
153	1	0	4	276	2	1	33	360	2	1	71
154	1	0	5	278	1	0	34	365	3	1	72
155	1	0	5	279	2	1	35	368	1	0	73
156	1	0	5	280	5	2	37	370	5	2	75
160	1	0	6	281	1	0	37	372	1	0	75
165	1	0	6	284	1	0	38	375	1	0	76
168	1	0	7	289	2	1	38	376	1	0	76
174	2	1	8	290	2	1	39	378	1	0	77
179	2	1	8	292	1	0	40	380	6	3	79
180	2	1	9	300	12	5	45	385	3	1	80
182	2	1	10	305	2	1	46	390	2	1	81

185	1	0	10	307	2	1	46	398	1	0	82
189	1	0	11	308	1	0	47	400	10	4	86
190	1	0	11	310	1	0	47	408	1	0	86
193	1	0	12	312	1	0	48	411	1	0	87
195	2	1	13	314	1	0	48	412	1	0	87
197	1	0	13	315	1	0	49	420	3	1	88
200	4	2	15	319	2	1	49	423	1	0	89
205	2	1	15	320	7	3	52	428	1	0	89
210	2	1	16	324	1	0	53	430	1	0	90
215	2	1	17	330	1	0	53	450	6	3	92
220	1	0	18	331	1	0	54	455	1	0	92
222	1	0	18	332	1	0	54	460	2	1	93
225	1	0	18	333	2	1	55	470	1	0	94
227	1	0	19	334	2	1	56	472	1	0	94
231	1	0	19	335	3	1	57	480	1	0	95
240	5	2	21	339	1	0	57	520	1	0	95
241	1	0	22	340	6	3	60	531	1	0	95
242	3	1	23	341	1	0	60	552	1	0	96
245	2	1	24	342	1	0	61	588	1	0	96
249	1	0	24	345	1	0	61	600	1	0	97
250	6	3	27	346	1	0	62	9998	8	3	100

M I S S I N G D A T A

VALUE	FREQ	VALUE	FREQ	VALUE	FREQ
-1	78	9999	32		

VALID CASES 239 MISSING CASES 110

P42B Lowest paid ft emp gross annual wage

VALUE	FREQ	PCT	CUM PCT	VALUE	FREQ	PCT	CUM PCT	VALUE	FREQ	PCT	CUM PCT
7720	1	1	1	15000	1	1	31	20500	1	1	76
8299	1	1	3	16000	3	4	35	21000	4	5	81
9000	3	4	6	16328	1	1	36	22000	2	3	83
10000	1	1	8	16362	1	1	37	22797	1	1	85
11000	1	1	9	17000	3	4	41	23000	1	1	86
11293	1	1	10	17473	1	1	42	23110	1	1	87
12000	3	4	14	17700	1	1	44	24000	1	1	88
12694	1	1	15	18000	6	8	51	25000	3	4	92
12773	1	1	17	18060	1	1	53	25600	1	1	94
13000	3	4	21	18980	1	1	54	26000	1	1	95
13078	1	1	22	19000	4	5	59	28000	2	3	97
14000	2	3	24	19418	1	1	60	30000	1	1	99
14200	1	1	26	19500	1	1	62	35000	1	1	100
14262	1	1	27	19900	1	1	63				
14664	2	3	29	20000	9	12	74				

M I S S I N G D A T A

VALUE	FREQ	VALUE	FREQ	VALUE	FREQ
-1	271				

VALID CASES 78 MISSING CASES 271

P43 Job of lowest paid ft employee

CUM				CUM				CUM			
VALUE	FREQ	PCT	PCT	VALUE	FREQ	PCT	PCT	VALUE	FREQ	PCT	PCT
14	1	0	0	44	2	1	12	64	44	13	74
15	1	0	1	45	5	2	13	65	6	2	76
23	1	0	1	46	3	1	14	66	3	1	77
24	12	4	5	47	6	2	16	71	4	1	78
27	1	0	5	48	2	1	17	72	2	1	79
28	1	0	5	49	10	3	20	73	1	0	79
29	1	0	5	51	14	4	24	74	11	3	83
31	1	0	6	52	5	2	25	81	15	5	87
32	1	0	6	53	4	1	27	82	2	1	88
35	4	1	7	54	9	3	29	83	7	2	90
39	1	0	8	55	3	1	30	84	1	0	90
41	1	0	8	56	18	5	36	89	25	8	98
42	7	2	10	59	67	20	56	98	8	2	100
43	4	1	11	63	18	5	61				

M I S S I N G D A T A

VALUE	FREQ	VALUE	FREQ	VALUE	FREQ
99	17				

VALID CASES 332 MISSING CASES 17

P44A Highest paid ft emp gross weekly wage

CUM				CUM				CUM			
VALUE	FREQ	PCT	PCT	VALUE	FREQ	PCT	PCT	VALUE	FREQ	PCT	PCT
300	2	1	1	448	2	1	31	532	1	0	64
307	1	0	1	450	9	4	35	540	4	2	66
314	1	0	2	451	1	0	35	541	4	2	68
320	2	1	3	453	1	0	36	543	1	0	68
330	1	0	3	455	1	0	36	550	5	2	70
332	1	0	4	456	1	0	37	551	1	0	71
335	1	0	4	458	2	1	38	560	3	1	72
338	2	1	5	460	4	2	39	561	1	0	73
340	1	0	5	463	1	0	40	564	1	0	73
346	1	0	6	465	1	0	40	570	1	0	74
348	1	0	6	470	2	1	41	572	1	0	74
350	2	1	7	472	1	0	42	574	1	0	74
354	1	0	8	475	1	0	42	578	1	0	75
360	4	2	9	480	1	0	43	579	1	0	75
365	2	1	10	481	1	0	43	580	4	2	77
370	2	1	11	484	1	0	43	600	13	6	83

VALID CASES 331 MISSING CASES 13

P119 Interviewer id

VALUE	FREQ	PCT	CUM PCT	VALUE	FREQ	PCT	CUM PCT	VALUE	FREQ	PCT	CUM PCT
464	1	0	0	300568	5	1	42	400870	10	3	71
100215	11	3	3	300592	6	2	44	500074	8	2	73
200674	4	1	5	300683	4	1	45	500075	8	2	76
200775	8	2	7	300754	5	1	46	500135	8	2	78
200801	1	0	7	300822	7	2	48	500141	9	3	81
200821	3	1	8	301065	7	2	50	500169	8	2	83
200897	6	2	10	301076	8	2	52	500257	9	3	85
200987	15	4	14	301085	1	0	53	600005	8	2	88
201027	15	4	18	301116	12	3	56	600253	9	3	90
201154	51	15	33	301365	8	2	58	600392	9	3	93
300054	8	2	35	400016	8	2	61	600396	12	3	96
300079	1	0	36	400017	8	2	63	700000	1	0	97
300134	7	2	38	400127	8	2	65	700003	5	1	98
300510	10	3	40	400855	10	3	68	700031	7	2	100

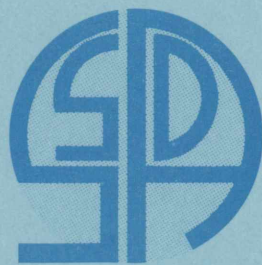
VALID CASES 349 MISSING CASES 0

P120 Length of interview

VALUE	FREQ	PCT	CUM PCT	VALUE	FREQ	PCT	CUM PCT	VALUE	FREQ	PCT	CUM PCT
10	2	1	1	23	10	3	56	32	3	1	90
15	46	13	14	24	11	3	59	33	6	2	92
16	1	0	14	25	48	14	73	34	3	1	93
17	11	3	17	26	4	1	74	35	11	3	96
18	3	1	18	27	8	2	76	40	9	3	99
19	3	1	19	28	6	2	78	43	2	1	99
20	102	29	48	29	4	1	79	45	3	1	100
21	4	1	49	30	34	10	89				
22	13	4	53	31	2	1	89				

VALID CASES 349 MISSING CASES 0

Questionnaire



The Australian National University
Canberra 2600

SMALL WORKPLACE PHONE SURVEY

WORKPLACE ID:

TIME START:

1	2	3	4

5-1

--	--	--	--

This interview is about (*name and address of workplace*). Whenever I say "here", I am referring to your workplace.

Q1 Are you the most senior manager at (*name and address of this workplace*)?

Yes 6-1
 No 2

Q2 How long have you worked at this particular workplace?

Less than a year 7-1
 1 to less than 2 years 2
 2 to less than 5 years 3
 5 to less than 10 years 4
 10 years or more 5

Q3 Including full-timers, part-timers and casuals how many employees currently work at or from your workplace? Please include yourself.

Number:

--	--

 8 9

IF NUMBER IS LESS THAN 5 OR MORE THAN 19, STOP THE INTERVIEW HERE - THE WORKPLACE IS OUT OF SCOPE

Q4 In addition, how many, if any, contract workers, homeworkers or outworkers worked for your workplace during the last week?

(PROMPT: Contractors are hired to work for limited periods on specific tasks at the workplace. Homeworkers or outworkers do most of their work at or from their home.)

Number:

--	--	--

 10 11 12

Q5 What is the main type of activity of your workplace, in other words, what does it make or do?

PROBE FULLY AND GET A DETAILED DESCRIPTION.

PRINT EXACT ANSWER GIVEN

_____ 13/14 -

Q6 For how long has your workplace been undertaking its main activity?

(PROMPT: In total, not just at the current address)

Less than one year.. . . . 15-1 → Q10
 1 to less than 2 years.. . . . 2
 2 to less than 5 years.. . . . 3
 5 to less than 10 years.. . . . 4
 10 to less than 20 years 5
 20 to less than 50 years 6
 50 or more years.. . . . 7

Q7 How many of your current employees have worked here for less than one year?

(PROMPT: Include part-timers and casuals)

Number:

--	--

 16 17

Q8 CHECK Q6:
Are any of codes 2-3 circled in Q.6?

Yes.. . . . 18-1 → Q10
 No.. . . . 2 → Q9

Q9 How many of your current employees have worked here for more than five years?

Number:

--	--

 19 20

Q10 Is your workplace in the private or the public sector?
 Public sector means owned or fully funded by government.

Private sector.. . . . 21-1 → Q13
 Public sector.. . . . 2

Q11 Are you a public service department, a statutory authority or a government business enterprise?

(PROMPT: public schools are classified as public service departments)

Public service dept 22 - 1 → Q15
Statutory authority.. 2

Govt business enterprise.. 3 → Q15

Q12 Are you a commercial or a non-commercial statutory authority?

(PROMPT: commercial means activities are undertaken for the purpose of making a profit)

Commercial.. 23 - 1 }
Non-commercial.. 2 } → Q15

Q13 Is your workplace a private company, a company listed on the stock exchange, a franchise, a partnership or a non-profit organisation?

Private company.. 24 - 1

Company listed on the stock exchange.. 2

Franchise.. 3

Partnership/Sole trader 4

Non-profit organisation 5

Other (SPECIFY) _____ 8

Q14 Do the principal owners of your workplace also work here?

Yes.. 25 - 1

No 2

Q15 CHECK Qs 11, 12 & 13:

Are any responses coded in Qs 11, 12 or 13?

Yes=Commercial 26 - 1

N=Non-commercial 2

Q16 Is your workplace one of a number of workplaces in this organisation or is it the only one?

Multi-one of a number.. . . . 27 - 1 → Q18
Single - this workplace is the only one.. 2

Q17 So there are no other workplaces in this organisation?

Yes, our workplace is the only one in the organisation.. . . . 28 - 1 → Q22

No, wrong, our workplace is one of a number of workplaces in the organisation - CORRECT ANSWER TO Q16 - (CHANGE IT TO 'ONE OF A NUMBER')

Q18 How many workplaces are there in the whole organisation in Australia?

One.. 29 - 1

2-5.. 2

6-10.. 3

11-50.. 4

51-100.. 5

More than 100.. 6

Q19 CHECK Q10:
Is code 2 'public' circled at Q10?

Yes.. 30 - 1 → Q22

No 2 → Q20

Q20 Is your workplace wholly Australian owned?

Yes.. 31 - 1 → Q22

No 2

Q21 In which country is the ultimate head office of your organisation located?

Australia.. 32 - 1

USA.. 2

UK.. 3

Japan.. 4

Other (Europe).. 5

Other (Asia).. 6

Other (SPECIFY) _____

8

EMPLOYMENT PROFILE

Q22 The next few questions ask about employees who work at or from your workplace. Of your (specify number at Q3) employees who currently work at or from your workplace, how many are full-time?

(PROMPT: include both permanent and casual employees who work full-time.)

Number:
33 34

Q23 How many of these are female?

Number:
35 36

Q24 How many employees work on a part-time basis at or from your workplace, excluding contractors and outworkers?

(PROMPT: Include casuals who work part-time)

None 00 → Q26

Number:
37 38

Q25 How many of these are female?

Number:
39 40

Q26 Compared to this time last year, are there now more, less or the same number of employees working here?

(PROMPT: if respondent says the workplace has been open for less than one year ask 'since workplace started')

More.. 41 - 1
The same 2 → Q28
Less.. 3

Q27 How many (more/less)?

Number:
42 43

Q28 During the last year were any employees retrenched or laid off?

Yes 44 - 1
No 2 → Q30

Q29 How many?

Number:
45 46

Q30 During the last year were any employees at your workplace dismissed for any other reasons?

Yes.. 47 - 1
No 2 → Q32

Q31 How many?

Number:
48 49

Q32 Did any employees voluntarily resign from your workplace during the last year?

Yes.. 50 - 1
No 2 → Q34

Q33 How many?

Number:
51 52

Q34 In the last year have you hired or recruited any new employees?

Yes.. 53 - 1
No 2 → Q37

Q35 Did you have any difficulties attracting suitable applicants for any vacancies?

Yes.. 54 - 1
No 2 → Q37

Q36 How did you find suitable applicants for the vacancies?

Advertised	55 - 1
CES	56 - 2
Word of mouth	57 - 3
No-one found yet	58 - 4
Other (SPECIFY)	
.....	59 - 8
	60 -
	61 -
	62 -

Q37 When a new employee begins work here, how do they learn their job?

(PROMPT: does someone who did that job before show them what to do, are they given a formal training course or is there some other way they learn their job?)

Given formal training	63 - 1
Learn on the job	64 - 2
Someone shows them	65 - 3
Already know/Experienced	66 - 4
Other (SPECIFY)	
.....	67 - 8
	68 -
	69 -

Q38 Over the last week, how many employees here were absent from work - that is they did not ask for leave in advance? Include those who were away on sick leave.

Number:
70 71

Q39 In the last week, were any employees off work on workers' compensation?

5 - 2

Yes.. 6 - 1
No 2 → Q41

Q40 How many?

Number:
7 8

Q41 How many of the employees at your workplace would be below 20 years of age?

Number:
9 10

Q42 Could you estimate the gross weekly wage of the lowest paid full-time employee at your workplace?

(PROMPT: gross weekly wage is wages, overtime and allowances before taxes or anything else has been deducted)

RECORD ANSWER IN EITHER WEEKLY OR ANNUAL TERMS, WHICHEVER RESPONDENT FINDS EASIEST

\$ per week
11 12 13 14

OR \$ per year
15 16 17 18 19 20

Q43 And what job does that employee do?

PRINT EXACT ANSWER GIVEN

_____ 21/22 -

Q44 And what would be the gross weekly wage of the highest paid full-time non-managerial employee at your workplace?

(PROMPT: gross weekly wage is wages, overtime and allowances before taxes or anything else has been deducted)

RECORD ANSWER IN EITHER WEEKLY OR ANNUAL TERMS, WHICHEVER RESPONDENT FINDS EASIEST

\$ per week
23 24 25 26

OR \$ per year
27 28 29 30 31 32

Q45 What job does that employee do?

PRINT EXACT ANSWER GIVEN

_____ 33/34 -

MAJOR PRODUCT OR SERVICE

The next few questions are about the market for your workplace's major product or service.



Q46 Is the market for your workplace's major product or service one with many competitors, few competitors or no other competitors?

Many competitors.. 35 - 1
Few competitors.. 2
No other competitors.. 3

Q47 Is the demand for your workplace's major product or service currently expanding, stable or contracting?

Expanding.. 36 - 1
Stable.. 2
Contracting.. 3

Q48 How many hours a week does your workplace currently operate? Please exclude maintenance and cleaning time.

(PROMPT: Include overtime)

INTERVIEWER INSTRUCTION: IF RESPONDENT ANSWERS IN HOURS PER DAY, ASK FOR HOW MANY DAYS PER WEEK AND THEN MULTIPLY THE NUMBERS TO GET A FIGURE FOR 'HOURS PER WEEK'

Less than 35 hours 37 - 1
35-40 hours.. 2
41-50 hours.. 3
51-84 hours.. 4
85-167 hours.. 5
24 hours a day/
7 days a week.. 6

Q49 Have any of the following occurred at your workplace in the last two years?

	Yes	No
(a) New ownership of the workplace..	38 - 1	2
(b) Major change in your product or service..	39 - 1	2
(c) Introduction of any new plant, equipment or office technology..	40 - 1	2

Q50 CHECK Q49:
 Is code 1 circled in any response to Q49?
 Yes 41 - 1 → Q51
 No 2 → Q55

Q51 Have any of the employees at your workplace been affected in any way by (the change/any of the changes) you mentioned?
 Yes.. 42 - 1
 No 2 → Q55

Q52 CHECK Q49:
 Is more than one code 1 circled in Q49?
 Yes.. 43 - 1 → Q53
 No 2 → Q54

Q53 Which change had the most significant effect on the employees that work here?
 New ownership.. 44 - 1
 Major change in product or service.. 2
 Introduction of new plant, equipment or office technology.. 3

Q54 Could you very briefly describe what effect the change had on employees?
 PRINT EXACT ANSWER GIVEN

 _____ 45 -
 _____ 46 -
 _____ 47 -
 _____ 48 -

Q55 How would you normally decide the rate of pay for a new employee?
 Awards 49 - 1
 Going rate/market rate 50 - 2
 Other (SPECIFY)

 _____ 51 - 8
 _____ 52 -
 _____ 53 -

Q56 If employees here work more than their normal hours are they given time off at a later date, paid extra for working longer or are they expected to work back occasionally as part of the job?
 Never work more than the normal hours.. 54 - 1
 Given time off at a later date/time in lieu.. 2
 Paid extra/paid overtime/ time and a half.. 3
 Expected to work back occasionally.. 4
 Some combination of the above/depends on circumstances.. 5
 Other (SPECIFY)
 _____ 8

Q57 CHECK Q55:
 Are awards mentioned at Q55?
 Yes.. 55 - 1 → Q59a
 No 2 → Q58

Q58 Do any awards cover your workplace?
 Yes.. 56 - 1
 No 2 → Q63

Q59a How many awards cover your workplace?
 Number:
 57 58

Q59b If an employee asked you about an award entitlement you were not sure of, how would you normally find out what the correct award entitlement was?
 Employer association 59 - 1
 Look up award 2
 Union 3
 Other management in this organisation 4
 Government agencies 5
 Other (SPECIFY)
 _____ 8

Q60 Of those employees covered by awards, were any paid more than the award rate in the last pay period?
 Yes.. 60 - 1
 No 2 → Q63

Q61 How many?
 Number:
 61 62

Q62 What are the main reasons employees are paid more than the award?

- Award rate too low to attract employees 63 - 1
- Merit/reward for service .. 64 - 2
- Other (SPECIFY)
- 65 - 8
- 66 -
- 67 -

WORKPLACE PERFORMANCE

Q63 The next few questions are about the general performance of your workplace.

Approximately what percentage of total costs at your workplace are accounted for by labour costs?

(PROMPT: Would it be less than 50% or more than 50%?)

(PROMPT: Total costs means all operating expenses, and labour costs include wages and salaries, leave loadings, payroll tax, workers compensation premiums and superannuation contributions)

Percent: %
or 68 69 70

- Less than 50%.. . . . 101
- More than 50%.. . . . 202

Q64 Is your workplace currently operating at what you regard as full capacity, a little below full capacity or a lot below?

- Full capacity.. . . . 71 - 1
- A little below full capacity.. . . . 2
- A lot below full capacity.. . . . 3



Q65 In the last financial year, did your workplace make a loss, break even or make a profit?

- Make a loss.. . . . 72 - 1
- Break even.. . . . 2
- Make a profit.. . . . 3
- Don't know/not calculated/records kept elsewhere 9 → Q69



Q66 Did you also (answer from Q65) the previous financial year?

- Yes.. . . . 73 - 1
- No 2 → Q68



Q67 Was the previous financial year's (loss/profit) larger, smaller or the same?

- Larger 74 - 1
 - Smaller 2
 - The same 3
- } → Q69



Q68 What was the result then?

- Made a loss.. . . . 75 - 1
- Broke even.. . . . 2
- Made a profit.. . . . 3

FORMAL SCHEMES AND FACILITIES (5-3)

Q69 The next questions just require yes or no answers.

Do the majority of employees here have a choice in deciding when they take their annual leave?

Yes.. 6-1
 No 2

Q70 Is there a profit sharing or share ownership scheme operating here for non-managerial employees?

Yes.. 7-1
 No 2 → Q72

Q71 Which of those is here?

Profit sharing scheme.. . . . 8-1
 Share ownership scheme 2
 Both.. 3

Q72 Do any employees at your workplace receive payments based on their performance, such as incentive bonuses, piece work or commission?

(PROMPT: Include any merit pay)

Yes.. 9-1
 No 2

Q73 Is there a superannuation scheme covering any employees there to which the employer contributes?

Yes.. 10-1
 No 2

Q74 Do employees and management regularly get together at social functions?

Yes.. 11-1
 No 2

Q75 Are any employees entitled to rostered days off?

(PROMPT: This doesn't include flexitime entitlements or weekends)

Yes.. 12-1
 No 2

Q76 In the last year, have you dealt with any grievances or complaints raised by employees at this workplace?

Yes 13-1
 No 2 → Q78a

Q77 What was the most common grievance raised by employees?

PRINT EXACT ANSWER GIVEN

_____ 14/15 -

Q78a And, if an employee has a complaint or grievance, is there a set of procedures you should follow or do you deal with each case in its own way?

Set procedures 16-1
 Each case in its own way.. . . . 2
 Both 3

Q78b Are specific rules or procedures followed when employees are disciplined or do you deal with each case in its own way?

Specific rules or procedures.. 17-1
 Each case in its own way.. . . . 2
 Both 3

Q79 CHECK Q16 (Page 2):
 Is this a multi-establishment workplace (code 1 circled in Q16)?

Yes.. 18-1 → Q80
 No 2 → Q85

Q80 Is your workplace also the organisation's head office in Australia?

Yes.. 19-1 → Q86
 No 2

AUTONOMY IN DECISION MAKING

I'm going to ask you some questions about issues that could affect your workplace. For each issue, I would like you to tell me whether decisions about the issue would be made at your workplace or at a level elsewhere in the organisation.

Q81 Firstly, if it was decided to significantly decrease the number of full-time employees here, would the decision be made here at the workplace or elsewhere in the organisation?

Here.. 20 - 1
 Somewhere else.. 2
 Jointly.. 3

Q82 In recruiting a new employee to fill a vacancy at the workplace, where would the decision be made?

Here.. 21 - 1
 Somewhere else.. 2
 Jointly.. 3

Q83 What about if a decision needed to be made about the use of any financial or budgetary surplus?

Here.. 22 - 1
 Somewhere else.. 2
 Jointly.. 3

Q84 And if it was decided to introduce a change in work practices for most employees here?

Here.. 23 - 1
 Somewhere else.. 2
 Jointly.. 3

EMPLOYER ASSOCIATIONS

Q85 In the next few questions I'll be using the term 'Employer Association'. These are organisations to which businesses may belong in order to obtain services and advice on a variety of matters.

Is your workplace a member of an employer association - either in its own right or through a higher level of the organisation?

- Yes, in its own right.. 24 - 1
 Yes, through a higher level.. 2
 Yes, both.. 3 } → **Q87**
- No 4 → **Q90**

Q86 In the next few questions I'll be using the term 'Employer Association'. These are organisations to which businesses may belong in order to obtain services and advice on a variety of matters.

Is your workplace a member of an employer association?

- Yes.. 25 - 1
 No 2 → **Q90**

Q87 What is the name of the employer association that you use most often?

PRINT EXACT ANSWER GIVEN

Q88a During the last year, have you used any of the services provided by your employer association?

- Yes 26 - 1
 No 2 → **Q90**

Q88b What employer association services have you used?

- Pay/awards 27 - 1
 Dismissals 28 - 2
 Information on new developments 29 - 3
 Advice on industrial action/strikes 30 - 4
 Legal advice 31 - 5
 Dealing with unions 32 - 6
 Training 33 - 5
 Other (SPECIFY)
 34 - 8
 35 -
 36 -

Q89 In the last year, roughly how many times has someone from your workplace contacted the (name of employer association in Q87)?

Number:

37 38 39

UNION ORGANISATION

Q90 The next few questions ask about unions.

Are any employees here members of a union?
Please exclude contractors.

Yes.. 40 - 1
No 2
Don't know.. 9 } → **Q102**

Q91 How many employees?

Number:
41 42

Q92 How many unions have members at your workplace?

Number:
43 44

Q93 What is the name of the union with the most members at your workplace?

PRINT EXACT ANSWER GIVEN

_____ 45/46 -

Q94 Are any employees here required to be members of a union?

Yes 47 - 1
No 2 → **Q96**

Q95 Why is that?

Union/management agreements 48 - 1
Union pressure 49 - 2
Custom and practice 50 - 3
Award provision 51 - 4
Other (SPECIFY)
..... 52 - 8
53 -
54 -

Q96 Are there any employees who act as shop stewards or union delegates at your workplace?

Yes.. 55 - 1
No 2 → **Q102**

Q97 How many?

Number:
56 57

Q98 How many, if any, of these are female?

Number:
58 59

Q99 In the last year has a shop steward or union delegate ever raised an issue with you on behalf of their members?

Yes.. 60 - 1
No 2 → **Q102**

Q100 Roughly how many times in total?

Number:
61 62

Q101 Which one issue have they raised most frequently?

PRINT EXACT ANSWER GIVEN

_____ 63/64 -

Q102 In the last year has a full time union official ever visited your workplace?

Yes.. 65 - 1
No 2 → **Q104**

Q103 Approximately how many times?

Number:
66 67

INDUSTRIAL ACTION

5 - 4

Q104 In the last year, has there been any disruption to your workplace as a result of industrial action anywhere else?

- Yes.. 6 - 1
- No 2

Q105 Have any of the following taken place at your workplace in the last year:

	Yes	No
Strikes?	7 - 1	2
Stop work meetings?	8 - 1	2
Overtime bans or restrictions?	9 - 1	2
Go slow?	10 - 1	2
Picketing?	11 - 1	2
Work to rule?	12 - 1	2
Other bans?	13 - 1	2

Q106 CHECK Q105:

Is code 1 circled in any response in Q105?

- Yes.. 14 - 1 → Q108
- No Q107 →

Q107 When was the last time that any of those occurred?

More than 1 year to less than 2 years ago..	15 - 1	} → Q115
2 years to less than 5 years ago..	2	
5 year or more..	3	
Never been any industrial action here..	4	
Not in my time..	5	
Don't know..	9	

Q108 CHECK Q105:

Is code 1 circled more than once at Q105?

- Yes.. 16 - 1 → Q109
- No - USE RESPONSE FROM Q105 IN QUESTIONS WHERE "NAME OF INDUSTRIAL ACTION" IS IN BRACKETS.. 2 → Q111

Q109 Over the past year, which one form of industrial action at your workplace has had the most impact on the operation of the workplace?

- Strikes.. 17 - 1
- Stop work meetings.. 2
- Overtime bans or restrictions.. 3
- Go slow.. 4
- Picketing.. 5
- Work to rule.. 6
- Other bans.. 7

Q110 The last time that there was industrial action here, what form did it take?

- Strikes.. 18 - 1
- Stop work meetings.. 2
- Overtime bans or restrictions.. 3
- Go slow.. 4
- Picketing.. 5
- Work to rule.. 6
- Other bans.. 7

INTERVIEWER: USE RESPONSE IN QUESTIONS WHERE "NAME OF INDUSTRIAL ACTION" IS IN BRACKETS

Q111 How long did that (name of industrial action) last?

- Less than half a day.. 19 - 1
- Half a day to less than one day.. 2
- One day.. 3
- Up to 2 days.. 4
- Up to 5 days.. 5
- Up to 10 days.. 6
- 10 or more days.. 7
- Ongoing.. 8

Q112 How many employees took part in the (name of industrial action)?

Number:

Q113 Over what issue was the (name of industrial action) about?

PRINT EXACT ANSWER GIVEN

22/23 -

Q114 How widespread was the (name of industrial action); was it specific to your workplace, did it occur throughout the organisation, did it occur throughout your industry or was it spread through a number of industries?

- Specific to workplace.. 24 - 1
- Throughout organisation.. 2
- Throughout industry.. 3
- A number of industries.. 4

OPINIONS ON EFFICIENCY AND INDUSTRY

Q115 Just to finish, what, if any, significant efficiency change would you like to make at your workplace, but cannot?

PRINT EXACT ANSWER GIVEN

_____ 25 /26 -

None.. 00 → Q117

Q116 Why can't this change be made?

PRINT EXACT ANSWER GIVEN

_____ 27/28 -

Q117 Do you think there are any significant problems or advantages in being a SMALL workplace in your industry?

PRINT EXACT ANSWER GIVEN

Problems: _____
_____ 29 -
_____ 30 -
Advantages: _____
_____ 31 -
_____ 32 -

THANK THE RESPONDENT FOR HIS/HER TIME

TIME FINISH:

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Record name and job title of the respondent:

Name: _____

Job title: _____

Sex of respondent:

Male.. 33 -1

Female.. 2

Phone Number: _____

Interviewer:

ID:

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34 35 36 37 38 39

Interview length:

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 minutes
40 41

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Due date (unless recalled earlier):

Q105 Have any of the following occurred in the past 12 months?

- Strikes?
- Stop work meetings?
- Overtime bans or restrictions?
- Go slow?
- Picketing?
- Work to rule?
- Other bans?

Q106 CHECK ONE

- Yes
- No

Q107 How long ago?

- More than 1 year
- less than 1 year
- 2 years ago
- 2 years to less than 5 years ago
- 5 year or more
- Never been any industrial action here
- Not in my time
- Don't know

Q108 CHECK ONE

- Yes
- No

Q109 Over the past year, which one form of industrial action at your workplace has had the most impact on the operation of the workplace?

- Strikes... 17-1
- Stop work meetings... 2
- Overtime bans or restrictions... 3
- Go slow... 4
- Picketing... 5
- Work to rule... 6
- Other bans... 7

PRINT EXACT ANSWER

4
5
6
7

PRINT EXACT ANSWER

PRINT EXACT ANSWER

Q110 Why can't the change be made?

PRINT EXACT ANSWER

4
5
6
7

Q111 How often?

PRINT EXACT ANSWER

Q112 Do you think there are any advantages to this industry?

PRINT EXACT ANSWER

Advantages:

00

Advantages

Q113 How often does it occur? Specify to workplace, to your organisation, through industry, a number of industries?

- Specific to workplace... 24-1
- To your organisation... 2
- Through industry... 3
- A number of industries... 4