F1. Which of the following pay periods does the [BUSINESS/ORGANISATION] use to pay its employees? READ OUT

RESPONDENTS CAN SELECT MORE THAN ONE OPTION

- Weekly
- Fortnightly
- Monthly
- Other (Please specify)

[ ] Weekly
[ ] Fortnightly
[ ] Monthly
[ ] Other (Please specify)
PART A: WORKFORCE PROFILE

A1. In total, how many persons were employed directly by the [BUSINESS/ORGANISATION] in the pay period(s) that ended on or before 28 February 2014?

READ OUT

Please include all persons who were paid a wage/salary

Please exclude:

- temporary labor hire workers;
- consultants and contractors who are paid a fee for service;
- apprentices or trainees whose wages are paid by a Group Training Organisation;
- unpaid workers such as unpaid family members or volunteers; or
- working proprietors or business partners that contributed to the production of, or sales of, goods and/or services, and may or may not draw a wage or a percentage of the profits.

If you are unsure, your best estimate would be fine

IF RESPONDENT CONTINUES TO BE UNSURE SAY:
This information is very important for the Australian Workplace Relations Study. If you could please look up your payroll records or provide your best estimate of the number of persons that were directly employed by the [BUSINESS/ORGANISATION] in the pay period(s) that ended on or before 28 February 2014.

Direct employees
I will now read out some occupations. For each occupation, please let me know how many of the employees directly employed by the [BUSINESS/ORGANISATION] in the pay period(s) that ended on or before 28 February 2014 is in each occupation. 

Then, please let me know how many of those employees in the occupation are female.

**IF NECESSARY:** If you are unsure, your best estimate would be fine, or you can provide a proportion (i.e. percentage figure)

**IF NECESSARY:** Persons directly employed by the [BUSINESS/ORGANISATION] include paid and unpaid employees; non-employee workers and proprietors/partners.

**IF NECESSARY:** We'll calculate the number of males by subtracting the totals from the number of females in each occupation.

**READ OUT EXAMPLES IF REQUIRED.**

<table>
<thead>
<tr>
<th>OCC_WKFC</th>
<th>CODE FRAME</th>
<th>TOTAL</th>
<th>FEMALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>_1</td>
<td>Managers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Including senior and mid-level management</td>
<td></td>
<td></td>
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<tr>
<td>_2</td>
<td>Supervisors/team leaders</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(e.g. supervisor, section officer, foreman, superintendent)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_3</td>
<td>Professionals</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>These employees have specialised knowledge and skills in a vocation.</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>(e.g. accountant, artist, chemist, engineer, nurse, researcher, teacher, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>_4</td>
<td>Technicians and Tradespersons</td>
<td></td>
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<tr>
<td></td>
<td>Qualified tradesperson, craftsperson or technician.</td>
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<tr>
<td></td>
<td>(e.g. Bricklayer, Electrical engineering technician, Fitter and turner, ICT support technician, Mechanic, Hairdresser, etc).</td>
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<tr>
<td>_5</td>
<td>Personal Services</td>
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<tr>
<td></td>
<td>(e.g. Health and welfare support workers, Carers and aides, Hospitality workers, Protective service workers, etc.)</td>
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<tr>
<td>_6</td>
<td>Clerical and administrative</td>
<td></td>
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<tr>
<td></td>
<td>(e.g. Inquiry and numerical clerks, Office support workers, Contract, program and project administrators, etc.)</td>
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<tr>
<td>_7</td>
<td>Sales</td>
<td></td>
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<tr>
<td></td>
<td>(e.g. Sales reps and agents, Retail sales assistants, etc.)</td>
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<tr>
<td>_8</td>
<td>Machinery operators and Drivers</td>
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<tr>
<td></td>
<td>(e.g. Machine and mobile plant operators, Store persons, Rail and Road transport drivers, etc.)</td>
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</tr>
<tr>
<td>_9</td>
<td>Labourers</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(e.g. Cleaners, Factory process workers, Food preparation assistants, Construction and mining labourers, etc.)</td>
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<td></td>
</tr>
<tr>
<td>_990</td>
<td>Other (Please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AWRS Workforce Profile
(Short Hard copy/Phone version)
A7  In total, how many apprentices and trainees were employed directly by the [BUSINESS/ORGANISATION] in the pay period(s) that ended on or before 28 February 2014?

Please include all;

- Apprentices directly employed by the [BUSINESS/ORGANISATION] (i.e. had their wages paid for by the [BUSINESS/ORGANISATION])
- Trainees directly employed by the [BUSINESS/ORGANISATION] (i.e. had their wages paid for by the [BUSINESS/ORGANISATION])
- Apprentices or trainees whose wages were paid for by a Group Training Organisation

Not applicable □ 99

Don’t know □ 97

Thinking about the female employees at the [BUSINESS/ORGANISATION] who were paid a wage/salary in the pay period(s) that ended on or before 28 February 2014, how many of these female employees were employed on a...

IF NECESSARY: If you are unsure, your best estimate would be fine, or you can provide a proportion (i.e. percentage figure)

A10a  Permanent basis

[ ] [ ] [ ] [ ] [ ] or [ ] [ ] [ ] [ ] [%] □ 97

Don’t know □ 97

A10b  Casual basis

[ ] [ ] [ ] [ ] [ ] or [ ] [ ] [ ] [ ] [%] □ 97

Don’t know □ 97
[ONLY ASK IF HAVE PERMANENT FEMALE EMPLOYEES]
How many of the **female employees** who were employed on a **permanent basis** were...

A10a1  Full-time (35 hours or more per week)

[ ] [ ] [ ] [ ] [ ] [ ] [ ] or [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Don’t know [ ] 97

A10a2  Part-time (less than 35 hours per week)

[ ] [ ] [ ] [ ] [ ] [ ] [ ] or [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Don’t know [ ] 97

[ONLY ASK IF HAVE CASUAL FEMALE EMPLOYEES]
How many of the **female employees** who were employed on a **casual basis** were...

A10b1  Full-time (35 hours or more per week)

[ ] [ ] [ ] [ ] [ ] [ ] [ ] or [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Don’t know [ ] 97

A10b2  Part-time (less than 35 hours per week)

[ ] [ ] [ ] [ ] [ ] [ ] [ ] or [ ] [ ] [ ] [ ] [ ] [ ] [ ]

Don’t know [ ] 97
Now, thinking about the male employees at the [BUSINESS/ORGANISATION] who were paid a wage/salary in the pay period(s) that ended on or before 28 February 2014, how many of these male employees were employed on a...

IF NECESSARY: If you are unsure, your best estimate would be fine, or you can provide a proportion (i.e. percentage figure)

A10c Permanent basis

or %

Don’t know 97

A10d Casual basis

or %

Don’t know 97

[ONLY ASK IF HAVE PERMANENT MALE EMPLOYEES]

How many of the male employees who were employed on a permanent basis were...

A10c1 Full-time (35 hours or more per week)

or %

Don’t know 97

A10c2 Part-time (less than 35 hours per week)

or %

Don’t know 97

[ONLY ASK IF HAVE CASUAL MALE EMPLOYEES]

How many of the male employees who were employed on a casual basis were...

A10d1 Full-time (35 hours or more per week)

or %

Don’t know 97

A10d2 Part-time (less than 35 hours per week)

or %

Don’t know 97
PART B: WAGES AND WAGE SETTING

B4. Did the [BUSINESS/ORGANISATION] remunerate any employees with performance-based payments in the last financial year?

IF NECESSARY: Please consider performance-based payments such as commissions, bonuses, profit sharing schemes and piece work pay.

<table>
<thead>
<tr>
<th>Yes</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Unsure [DO NOT READ OUT]</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

[ONLY ASK IF YES TO ABOVE QUESTION]

B5. And finally, which of the following performance-based payments did the [BUSINESS/ORGANISATION] use to remunerate its direct employees in the last financial year?

CAN HAVE MORE THAN ONE RESPONSE; READ OUT OPTIONS IF REQUIRED

<table>
<thead>
<tr>
<th>Commissions</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular bonuses (bonuses paid at least quarterly)</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Other bonuses/irregular performance-based payments (paid less frequently than quarterly, including one-off payments)</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Piece work payments (e.g. payment per unit produced)</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Unsure [DO NOT READ OUT]</td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

AWRS Workforce Profile
[READ OUT]
That was the final question.

Thank you very much for your help. This survey was conducted on behalf of the Fair Work Commission. As this is a social research interview, I can assure you it is carried out in compliance with the Privacy Act and the information you provided will be used only for research purposes.

Should you require verification of our company’s bona fides, or have any queries, please feel free to contact the Australian Market & Social Research Society’s Survey Line on 1300 364 830.

If you have any further questions about this study, you can contact the survey manager at Fair Work Commission on (03) 8661 7741.

For quality control purposes you may be re-contacted, to verify some of the information. We will remove your contact details when the project is completed.

In the mean time you may contact us about the interview on 03 9038 3868.

Can I just confirm your name and contact details?
Respondent’s Name:
Respondent’s Phone: (………)

Just in case you missed it, my name is ............and I’m calling from ORC International.