

**AUSTRALIAN EXPERIENCE WITH SERVICE INDUSTRY SURVEYS
AND OTHER DEVELOPMENTS**

G. Sarossy, D. Steel

Australian Bureau of Statistics

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INTRODUCTION

Over the past few years, the ABS has conducted an extensive review of its economic statistics program. This review identified a number of important weaknesses which are now in the process of being overcome.

There was a recognition that insufficient resources and priorities had been given to service industries, that the traditional framework of statistical units was not particularly suitable for statistical collections in this area, that classifications particularly as they related to service industries had to be upgraded, that data items had to be more closely aligned with current accounting practices and that it was necessary to undertake a number of new statistical collections to provide some basic data for service industries and other parts of the economy not previously well covered by the economic statistics program.

As indicated in previous papers presented to the Voorburg Group, this review led to a fundamental reexamination of the statistical units structure utilised by the ABS and its appropriateness to service industry collections. The concept of an establishment based on a single physical location was found to be inappropriate for the services area. Instead, the concept of a base of operations which could involve one or many locations was found to be more suitable.

Moreover, the increasing concentration of economic activity by a relatively small number of large and diverse entities led to a redefinition of primary, secondary and own account activity for economic statistics generally and for the service industries particularly by determining an establishment on the basis of an autonomous unit and not on the activities undertaken. The recasting of the definition of an establishment also resulted in a reexamination of the usefulness of the "ancillary unit" concept. In summary, where it was established that these ancillary units were in fact run by an autonomous management with a relatively full set of accounting information, they were redefined as establishments with their primary activity being the service they rendered to the organisation as a whole. Where a separate establishment could not be delineated, the ancillary became a location of an establishment where secondary activity relating to the previously defined ancillary unit was undertaken. The result of this development has been to redefine primary, secondary and own account activity not in terms of whether a unit within an enterprise group was primarily servicing other units in the group but whether it was an autonomous unit which charged market related prices to the units it serviced.

The amended conceptual definitions have now been implemented on the ABS Business Register and future collections will now utilise common units concepts applicable to both production

and service industries. (Previously different criteria had been used to define an establishment in different industries.)

Overview of ABS Service Statistics

The services sector can be broadly defined to cover transport, communication, wholesale and retail trade, finance and insurance, recreation and personal services and business services. Basic broad level information is produced by the ABS regularly for these industries in terms of employment, earnings of employees, capital expenditure, profits and stocks from various quarterly surveys. Monthly statistics on retail turnover are also produced and from the same survey turnover of some personal service industries (hotels, clubs, cafes, restaurants, hairdressers) is also estimated. Wholesalers' sales are also collected quarterly but are not yet published. Transport activity is measured through statistics on interstate freight movements. There is also in place a range of collections providing structural and indicator data in the financial and insurance industries and some price information on services is collected as part of the Consumer Price Index program.

For many years the ABS has conducted a rolling program of detailed industry surveys, with annual coverage of the Agriculture, Manufacturing and Mining industries and coverage of Retail, Wholesale, Construction and Transport at longer, usually 5 yearly or more, intervals. However, a major weakness of the existing Economic Statistics program that has been identified is the lack of an annual measure of the performance of industries across the economy. With the application of common units concepts across all industries it has been considered feasible to introduce an annual economy wide survey, the Economic Activity Survey (EAS), which will overcome this weakness.

Implementation of the EAS is to be in 3 stages, each one corresponding to a particular reference year. An initial experimental survey was conducted for 1988-89, and a dress rehearsal is presently being conducted for 1989-90 with the survey going into production for 1990-91.

Once fully developed the EAS will give summary annual economic statistics derived from profit and loss and balance sheet accounts for all sectors of the economy but at a reasonably aggregated level of industry classification. For example, data would only be available for the property and business services industries as a group. Hence, while additional information on the services sector will be available, there is still perceived to be a requirement for more detailed information from sector specific collections.

AUSTRALIAN EXPERIENCE WITH SERVICE INDUSTRY SURVEYS

The increasing significance of services in the Australian economy led the ABS to launch a series of Personal and Tourism related Services Surveys in 1986-87 and Business and Professional Service Industries in 1987-88. These surveys utilised the enterprise as the statistical unit and only enterprises whose activities were primary to the selected service industries were included in the survey. The enterprise unit was adopted because, on the one hand, it avoided having to come to grips with the problems associated with secondary and own account production since these activities were not covered and, on the other, it would allow the estimation of financial measures and ratios familiar to the business world.

The Personal and Recreational Services Surveys conducted in 1986-87 covered the Hotels, Licensed Clubs, Cafes and Restaurants, Accommodation, Travel Agency, Motor Vehicle Hire, Hairdressers and Beauty Salons, Laundries and Dry Cleaners, Photography Services and Motion Picture Theatre industries. The Travel Agency, Motor Vehicle Hire and Photography Services industries were surveyed for the first time, while the other industries had previously been surveyed in conjunction with the Retail Census. The data content was limited to employment and data derived from business profit and loss statements (turnover, operating expenses) allowing the production of estimates of gross product and operating surplus. Some basic breakdown of income by activities was undertaken, for example for Cafes and Restaurants income was split into: Takings from Meals, Take Away Food, Accommodation, Sales of Beer, Wine and Spirits and Other Retail Sales. Apart from some coverage problems due to some register deficiencies, little difficulty was experienced in collecting, compiling and publishing the data. An example of one of the schedules utilised in the survey is given in Attachment 2.

The 1987-88 service industries surveys were the first in which the ABS attempted to collect detailed statistics on business and professional service industries. Service industries covered were: Legal, Accounting, Architectural, Surveying, Computing, Engineering and Technical Services, Advertising, Debt Collecting and Credit Reporting, Pest Control, Cleaning Services, Real Estate Agents and Security and Protection Services. (An example of one of the schedules utilised in the survey is given as Attachment 3.) Information was again collected on employment and data derived from business profit and loss statements, and attempts were made to obtain some breakdown of income by broad activity. For example, for the Accounting industry income was split into: General business and personal accounting, management accounting, taxation, auditing, investment advice, insolvency, reconstruction, liquidation and other. The range of income breakdown collected for each industry is shown in Attachment 1.

For the personal services collections, many of which had been surveyed previously, the main difficulty was one of adequate coverage. Our first attempt at surveying the business services industries however revealed a number of complexities which could not be satisfactorily resolved despite the fact that extensive development work had been undertaken in conjunction with the relevant business and professional associations. Some of the more significant difficulties encountered included the following:

- . Differences in perception by "professionals" and the ABS on what comprised an industry. For example, the Architectural industry includes accredited architects as well as less qualified "non professional" draughtsmen, but the professional bodies' perception of the industry is restricted to architects' practices. These differences in perception in turn led to user requirements to sub-categorise the industries so that the sub-categories could be understood by the "profession".
- . The size, significance and extent of unincorporated businesses and the tendency for them to conduct their business operations via a number of entities to cater for professional liability, tax minimisation or similar reasons. It is common for the principals of an accounting or legal enterprise (typically a sole proprietorship or partnership) to set up a service enterprise (typically a company) to provide administrative employment, property, secretarial or similar services. Excluding the data relating to these service enterprises would have significantly reduced the usefulness of the resultant statistics. Consequently enterprises in the accounting and legal industries, where the problem is most severe, were asked to provide details of the employment of associated service enterprises and the payments made to them.
- . The principals of unincorporated businesses tend to be sensitive to any information on their earnings being revealed through official statistics, particularly profitability ratios.
- . There were a number of data problems, for example, in the advertising industry where media and production billings were often included as part of advertising agency turnover.
- . In some cases public sector trading enterprises comprised a significant proportion of the total industry. In many cases these enterprises did not operate on a fully commercial basis. Often different accounting standards and principles applied to these units, making it difficult to aggregate the public and private sector components of the industry.
- . Units within service industries have the potential to rapidly change between industries due to their generally high labour and low capital input.

- . The rapid technological change occurring in some industries such as computing rapidly makes data definitions and classifications obsolete.

Despite all these difficulties, the business services surveys were successfully concluded and a range of useful publications produced.

Future Surveys of Services

It is currently planned to develop a more extensive set of service industry surveys in 1992/93 and 1993/94 drawing on the knowledge gained from conducting the 1986/87 and 1987/88 surveys.

The industry scope and data content of this round will depend in part on the reaction of users to the 1986-87 and 1987-88 surveys but it is hoped that a significant start can be made to collecting service activity data at the newly defined establishment level which will allow the collection of data for what were previously designated as secondary or own account activities. Steps will also be taken to expand the scope of the surveys to embrace community services industries.

Demand for statistics on culture leisure industries and also sport and recreation is growing. The Australian Culture Ministers Council have developed an extensive statistical plan for culture leisure statistics which places an ABS service industry survey covering such industries in a central position.

In response to this group the ABS is considering the creation of a 'culture leisure' division in the Australian Standard Industrial Classification (ASIC) in line with ISIC. The revised ASIC, scheduled for release in the latter half of 1991 will also take into account deficiencies experienced in the recent service industry surveys. For the service industries the classification will be aligned as far as possible with ISIC Rev 3. A strong element of the group's requirements is collection of statistics on products or services provided as well as the more traditional financial data. The CPC is being actively considered as a possible basis for the development of a national commodity classification for Australia covering the production of all goods and services.

OTHER DEVELOPMENTS IN SERVICE STATISTICS

Expenditures on intangible types of capital

While there has been no coordinated effort to date the ABS has been evolving data collections covering certain aspects of the intangible types of capital.

In the September quarter 1989 a Training Expenditure Survey (TES) of business was conducted, and in the same year a household survey looking at how workers obtain their training.

The TES provides information on the cost of the development, delivery, evaluation and administration of formal training with a broad disaggregation of the field of training. Formal training is defined as all training activities which have a structured plan and format designed to develop job related skills and competence. Informal "on-the-job" training was not covered because of considerable difficulties associated with its measurement. The training input was measured in terms of the time and wages and salaries of the trainees and trainers, training fees paid to consultants and training institutions and other related expenditure. A copy of the schedule used in the survey is given in Attachment 4.

The survey was motivated to a large degree by the Australian Government's introduction of a Minimum Training Guarantee requiring employees to spend 1% of their annual wage and salary payments on training in 1990/91, increasing to 1.5% in 1991/92.

Plans are to repeat the Training Expenditure Survey in 1990 using a much larger sample size to permit finer industry disaggregation.

The ABS has a regular program of Research and Development surveys based on the Frascati manual with coverage of the business, government and higher education sector on a biennial program with an inter year survey of the business enterprise sector. The surveys are quite extensive and obtain information on R&D inputs both in human and financial terms, source of funding, detailed information on type of research and its objective, payments and receipts for technical know how and patent activity.

The 1988 Survey of Manufacturing Technology was developed in response to a perceived need for information on the usage of advanced technologies in the manufacturing sector. The information will be used for many purposes, the major one of which is to assist in policy development relating to the modernisation of Australia's manufacturing industry. The

information collected in the survey describes the state of Australian manufacturing industry as at 30 June 1988, in respect of:

- . the acquisition, planned acquisition and usage of various types of micro-electronic based technologies;
- . reasons for non-acquisition of those technologies;
- . source of technology (Australian or overseas);
- . the number of dedicated workstations (for selected technologies);
- . usage of advanced management techniques (such as Total Quality Management) in manufacturing;
- . other issues such as problems in obtaining skilled staff, reasons for acquiring advanced technologies and future expenditure.

Thus, while a formal model has not yet been developed to measure the extent of activities and expenditures on intangible types of capital, the ABS has been involved with developing the elements of what will become a future statistical strategy in this field.

International trade in services

Coverage of services in the Australian balance of payments has recently been extended by the new ABS Survey of International Trade in Services. The survey was initiated to help meet the significant and growing demand for better statistics on Australia's imports and exports of services and to improve the services account of the balance of payments. The initial collection, for the year 1987-88, obtained information on imports and exports of selected services, classified by country and by detailed services commodities. At this stage the ABS plans to conduct the full survey every two years, with a much smaller survey in the intervening years to provide the minimum data for compiling broad balance of payments aggregates.

The survey provides benchmark data for estimated trade in the selected services in the balance of payments. Previously the only data source for estimating these particular services was a monthly collection from banks on non-trade foreign receipts and payments which has incomplete coverage and inadequate detail.

The traded services covered by the 1987-88 collection include: Computing, Databank, Press agency, Legal, Accounting, Market Research, Advertising, Management consultancy, Architectural, Surveying, Engineering, Research and development, Construction, Motion pictures, Television, Music, Entertainment and Communications.

It is planned to extend coverage of future collections to include health services, freight forwarding services and customs agency services.

CONCLUSION

The ABS has undertaken significant developments in the last few years to improve the quality and comprehensiveness of its service statistics. Developments completed or currently underway will shortly result in a statistical program which will provide:

- . Broad performance data on services industries annually;
- . A range of sub-annual indicator statistics;
- . Detailed industry and activity data in 1992/93 and 1993/94;
- . Detailed biennial data and more accurate annual data on international trade in services;
- . Continued development of data on intangible types of capital.

**BUSINESS AND PROFESSIONAL SERVICES INDUSTRIES INCLUDED
IN ABS 1987-88 SURVEY**

Turnover for each industry was subdivided into the following components:

Real Estate (ASIC 6310)

- . Fees and commissions from sales of property:
 - Residential
 - Commercial/industrial
 - Rural
 - Other
- . Property management fees:
 - Residential
 - Commercial/industrial
 - Rural
 - Other
- . Fees for property valuations
- . Other income

Computing Services (ASIC 6381)

- . Income from hardware/software consultancy, systems analysis, design and programming
- . Computer education and training
- . Data processing/preparation services
- . Sales of software
 - gross commissions basis
 - other
- . Sales of hardware
 - gross commissions basis
 - other
- . Microfiching and microfiching services
- . Other income

Pest Control Services (ASIC 6386)

- . Income from pest and weed control services
- . Other income

Accounting Services (ASIC 6372)

- . Income from accounting services
 - General business and personal accounting
 - Management accounting
 - Taxation
 - Auditing
 - Investment advice
 - Insolvency/reconstruction/liquidation
 - Other
- . Management consultancy
- . Other income

Debt Collecting and Credit Reporting Services (ASIC 6385)

- . Income from debt collecting and credit reporting services
- . Other income

Cleaning Services (ASIC 6387)

- . Income from cleaning services
- . Other income

Engineering and Technical Services (ASIC 6336)

- . Consulting engineering
- . Construction project management
- . Quantity surveying
- . Technical testing and analysis services
- . Other technical and engineering services
- . Other income

Advertising Services (ASIC 6382)

- . Turnover from advertising and related services
 - Media billings
 - Production billings
 - Other fees/commissions
 - Sales promotion billings
 - Direct marketing billings
 - Public relations billings
 - Other billings
- . Other income

Security/Protection and Business Service NEC (ASIC 6389)

- . Income from security and protection services
- . Other income

Surveying Services (ASIC 6335)

- . Income from surveying and related services
 - cadastral
 - Engineering
 - Geodetic, seismic
 - Photogrammetry
 - Aerial Photography
 - Mapping
 - Other surveying services
- . Other income

Contract Packing Services NEC (ASIC 6388)

- . Income from contract packing/filling services
 - Agricultural produce
 - Other goods/materials
- . Other income

Architectural Services (ASIC 6334)

- . Income from the main phases of architectural services
- . Income from other architectural services
- . Income from architectural drafting services
- . Other income

Legal Services (ASIC 6371)

- . Conveyancing
- . Other legal services
- . Other income

Office Use Only	
6LN	
6HF	
6UU	
8DK	8HG



Services Industries Survey 1986-87

An Australian Bureau of Statistics Survey

Travel Agency Services

In correspondence, quote this number

6S002

001024

Office use only	
ASIC	
EST	OPSTAT
01	
01A	

Please read this first

What you have to do

- Fill in this form for the ENTERPRISE named on the above label. For statistical purposes an enterprise is defined, in general, as that unit which comprises all the operations in Australia of a single operating legal entity (e.g. company, sole proprietor, partnership etc).
- Report on an accruals basis of accounting rather than a cash basis
- Retain one copy of this form for your records
- Send the completed form in the enclosed envelope to reach us not later than **10 SEPTEMBER 1987**

The information given is confidential

Everything you tell us will be treated as confidential. Your figures will not be made available to anyone else.

You are obliged by law to fill in this form

under the Census and Statistics Act 1905

Why we need this information

The Services Industries sector is a vital and growing part of our national economy. The information you give us will help towards planning an improved environment for services industries in Australia. The results will also help you pinpoint the factors which affect the performance of your business, for example, how your employment, wages and turnover compare with the averages for similar businesses in your industry. Information on how you can obtain results of the survey is given on the back page of this form.

Need help?

If you need help filling in this form, or think that this form does not apply to you, contact us at the phone numbers and addresses shown on the back page of this form.

Ian Castles
AUSTRALIAN STATISTICIAN

Start questions here

Name of person who should be contacted if any queries arise regarding this return
(BLOCK LETTERS)

Phone ()
STD

1 Type of legal organisation of this enterprise - tick one box

- ☐ **Sole proprietor or partnership**
(Give name of proprietor or names of each partner in question 2)
- ☐ **Incorporated company**
(Give company name in question 2)
- ☐ **Trust** (Give the name of both the trust and the trustee in question 2)
- ☐ **Other** (Please specify)

2 Legal name of this enterprise (BLOCK LETTERS)

7DA	
-----	--

3 Head Office address (not P.O. Box address)

7HD	
Postcode	

Period Covered By This Return

Figures reported should be for the period 1 July 1986 to 30 June 1987.

However: (i) If the enterprise did not operate for the full year (apart from holidays or seasonal shutdowns) please report for the period operated.

(ii) Should the figures not be available on a June year basis from your accounts, you may report for the period of your accounting year (except for employment figures which must be on a June year basis).

4 Show here the period covered by this return From

Day	Month	Year
/	/	

 To

Day	Month	Year
/	/	

5 What is the usual description of the business operated by this enterprise?

For example, retail travel agent, travel wholesaler,
ticket consolidator

Income, year ended 30 June

(Give careful estimates if you do not have actual figures)

Net commissions received from sales of travel services

- All sales of travel services should be reported on a net commissions received basis i.e. commissions received should be reported net of commissions paid to or retained by other enterprises
- Enterprises operating on a gross sales/margins basis should estimate net commissions received on the basis of sales less cost of sales
- Over-ride payments made by airlines should be reported as commissions received
- International travel is defined as that where the travel takes place outside Australia
- Domestic travel is defined as that where the travel takes place within Australia

Net commissions received from:

6 International package tours

Include

- outbound package tours
- commissions from sales of tickets if part of the package tour
- relevant over-ride commissions
- cruise packages

Exclude

- domestic travel to embarkation points (include in items 11 or 12, as appropriate)
- inbound package tours (include in item 9)

05 \$ (omit cents)

113K

7 International air tickets

Include

- commissions from airline tickets not part of package tours
- relevant over-ride commissions
- commissions/fees received from ticket consolidation

Exclude

- all travel included in package tours (include in items 6 or 9 as appropriate)

114L

8 Other international travel

Include

- rail, boat and coach travel, and accommodation

Exclude

- all travel included in package tours (include in items 6 or 9 as appropriate)

115R

9 Inbound package tours (packages marketed abroad for travel in Australia)

Include

- commissions from sales of tickets if part of the package tour
- relevant over-ride commissions

116T

10 Other domestic package tours

Include

- commissions from sales of tickets if part of the package tour
- relevant over-ride commissions

117V

Net commissions received from:**11 Domestic air tickets****Include**

- commissions from airline tickets not part of package tours
- relevant over-ride commissions
- commissions/fees received from ticket consolidation

Exclude

- all travel included in package tours (include in items 9 or 10 as appropriate)

05 \$ (omit cents)

118W

12 Other domestic travel**Include**

- rail, boat and coach travel, and accommodation

Exclude

- all travel included in package tours (include in items 9 or 10 as appropriate)

119X

13 Other commissions from travel services**Include**

- arranging passports, insurance, car rental, traveller's cheques etc

Exclude

- all travel included in package tours

120J

14 Total net commissions from travel services (total of items 6 to 13)

93L

15 Interest Income**Include**

- interest received on funds held under trust arrangements where such income is treated as part of business operating revenue
- interest earned from banks, etc by this enterprise

51R

16 Other Income**Include**

- other commissions, cancellation fees, royalties, bounties and all other income
- brochure support, where such is treated as part of business operating revenue

Exclude from this form

- dividends
- sales of fixed tangible assets

152A

Specify below the main types and values

Office use
only

153C

17 Total Income for year ended 30 June 1987 (total of items 14 to 16)

79T

18 Did this enterprise also operate for the whole of the year ended 30 June 1986? - Tick appropriate box**01**

42W

Yes

No

☐☐

If 'yes' go to item 19

If 'no' go to item 20

19 Total Income for year ended 30 June 1986

If the totals of items 17 and 19 differ significantly, please provide comments that would assist interpretation of the data

05

133V

Expenses, year ended 30 June 1987

(Give careful estimates if you do not have actual figures)

20 Wages and salaries

Include

- gross earnings before taxation and other deductions
- overtime earnings, penalty rates, bonuses, holiday pay and payments for long service, sick and other paid leave
- salaries paid to directors of incorporated companies

Exclude

- drawings by working proprietors or working partners (exclude from this form)
- directors' fees, car allowances, entertainment and similar allowances (include in item 32)
- employer contributions to superannuation and pension schemes (include in item 26)

15 \$ (omit cents)

11T

21 Brochure production expenses

Include

- costs of producing and printing travel brochures (report net production costs if brochure support (e.g. from airlines) is not treated in accounts as part of business operating revenue)

Exclude

- wages of own employees (include in item 20)

130J

22 Advertising expenses

Exclude

- brochure production expenses (include in item 21)

111A

23 Rent, leasing and hiring expenses

Include

- expenses in respect of finance leases

Exclude

- vehicles or equipment hired with a driver/operator (include in item 32)

15

Land, buildings and other structures

Include all outgoings paid to landlords

32C

Motor vehicles

33F

Plant, machinery and other equipment

34J

24 Purchases of materials, electricity and fuel; repair and maintenance expenses

Include

- wrapping and packaging materials
- electricity and water rates
- ticket wallets and travel bags given to customers

Exclude

- motor vehicle fuel (include in item 25)

21W

25 Motor vehicle running expenses

Include

- fuels and repairs
- registration and compulsory third party insurance

Exclude

- payments to own employees (include in item 20)
- leasing charges (include in item 23)
- depreciation (include in item 30)
- comprehensive insurance premiums (include in item 31)

15 \$ (omit cents)

15A

26 Employer contributions to superannuation and pension schemes

50J

27 Rates and land tax

Exclude

- water rates (include in item 24)

60L

28 Payroll tax (less rebates)

61R

29 Interest expenses

Include

- bank interest (but not bank charges)
- capitalised interest

Exclude

- capital repayments (exclude from this form)
- interest in respect of finance leases (include in item 23)

52L

30 Depreciation provided on fixed tangible assets

Exclude

- depreciation/amortisation expenses in respect of assets on finance leases (include in item 23)

15

On buildings and other structures

54T

On other fixed tangible assets

55V

31 Insurance premiums

Workers' compensation

56W

Other (fire, general, accident, comprehensive motor vehicle, etc)

57X

32 Other business expenses (include all other expenses except income tax, dividends and capital losses)

Examples of other business expenses are

- telephone, postage and stationery
- legal and accounting costs
- bank and credit card charges
- travelling expenses
- fringe benefits tax

77J

33 Total expenses (total of items 20 to 32)

79L

- Yes ☐ No ☐

[illegible]

Employment

Also include

Exclude from this form

- those on paid leave

- unpaid helpers

Salaried directors of incorporated companies should be reported as employees in items 36 or 37.

Casual employees are those who are not eligible for paid annual leave. Instead they normally receive pro rata holiday pay for each hour worked

- | | Males
Number | Females
Number |
|-----|-----------------|-------------------|
| 01V | | |
| 02W | | |

- | | | |
|-----|--|--|
| 25L | | |
| 26R | | |

- | | | |
|-----|--|--|
| 27T | | |
| 28V | | |

- | | | |
|-----|--|--|
| 79V | | |
|-----|--|--|

- 39 **Employees, at last pay period of each month**
(Give careful estimates if you do not have actual figures)

Include

Exclude

- salaried directors of incorporated companies

- working proprietors and working partners

[illegible]

- 40 Did this enterprise operate at locations in more than one State or Territory during the year ended 30 June 1987?

- Tick appropriate box

01
04J

Yes

No

If 'yes' complete the following
State Information

If 'no' go to item 50

Income, Employment, Wages and Salaries by State

(Give careful estimates if you do not have actual figures)

Please provide a dissection for each State and Territory of the following items reported elsewhere in this return

- (i) Total income year ended 30 June 1987 (item 17)
- (ii) Employment at 30 June 1987 (item 38)
- (iii) Wages and Salaries year ended 30 June 1987 (item 20)

		05	Income \$ (omit cents)	20	Employment Number	15	Wages and Salaries \$ (omit cents)
41	N.S.W.	134W	<input type="text"/>	82J	<input type="text"/>	131K	<input type="text"/>
42	VIC	135X	<input type="text"/>	83K	<input type="text"/>	132L	<input type="text"/>
43	QLD	136A	<input type="text"/>	84L	<input type="text"/>	133R	<input type="text"/>
44	S.A.	137C	<input type="text"/>	85R	<input type="text"/>	134T	<input type="text"/>
45	W.A.	138F	<input type="text"/>	86T	<input type="text"/>	135V	<input type="text"/>
46	TAS	139J	<input type="text"/>	87V	<input type="text"/>	136W	<input type="text"/>
47	N.T.	140T	<input type="text"/>	88W	<input type="text"/>	137X	<input type="text"/>
48	A.C.T.	141V	<input type="text"/>	89X	<input type="text"/>	138A	<input type="text"/>
49	Total	179A	<input type="text"/>	179C	<input type="text"/>	179W	<input type="text"/>
			equals item 17		equals item 38		equals item 20

- 50 During 1986-87 did this enterprise:

- (a) Earn any income from abroad?
- (b) Remit any amounts to enterprises abroad?
- (c) Operate any branches abroad?

01

Yes

No

07R

☐

☐

08T

☐

☐

09V

☐

☐

If 'yes' to any part, complete items 51 to 57 on pages 8 and 9

If all 'No' sign the form on page 9 and return it to the Australian Bureau of Statistics

The following questions are designed to obtain information required to assist in the compilation of Australia's balance of payments accounts. Accordingly, it would be appreciated if you could answer these questions as carefully as possible. If your records do not readily provide the data in the form requested please supply considered estimates.

The values for Balance of Payments purposes are to be reported on a different basis from the earlier sections of the form. Please read the explanatory notes carefully before completing these sections.

Income from abroad, year ended 30 June 1987

(Give careful estimates if you do not have actual figures)

- **Income from the marketing of travel packages abroad should be reported on a gross sales basis.** Enterprises which only take up 'net commissions received' in financial accounts should estimate the gross value of packages sold abroad.
- **Sales made by overseas branches of this enterprise (excluding overseas subsidiaries) should be reported as if made by the Australian parent.**

51 Gross income received from abroad from the marketing of Inbound travel packages

- the gross value of the Australian component of inbound packages

- the value of any international air fares included in inbound packages (exclude from this section)
- packages marketed abroad for travel outside Australia (include in item 52)
- the gross value of any travel in countries other than Australia (e.g. New Zealand) included in inbound packages (include in item 52)

05 \$ (omit cents)

154F

100

52 Other income received from abroad from the provision of travel services

- the gross value of packages marketed abroad for travel outside Australia
- the gross value of that component of inbound packages relating to travel outside Australia (excluded from 51 above)

- amounts received from Australian offices of foreign airlines (e.g. commissions, etc)

155J

[illegible]

53 Other income received from abroad

- interest
- dividends

156K

[illegible]

Specify below the main types and values

.....

Expenses abroad, year ended 30 June 1987

(Give careful estimates if you do not have actual figures)

Please note:

- Expenses abroad should be reported on a gross basis. Enterprises which only take up 'net commissions received' in financial accounts should estimate gross expenses. For example, the total amount paid overseas for travel services such as accommodation should be reported as an expense.
- Expenses incurred by overseas branches of this enterprise (excluding overseas subsidiaries) should be reported as if made by the Australian parent.
- Exclude amounts paid to Australian enterprises or Australian offices of foreign enterprises e.g. offices of foreign airlines in Australia

54 Expenses abroad in respect of outbound travel marketed in Australia

Include

- the gross amounts paid overseas for travel services provided to Australian residents travelling abroad

Exclude from this section

- amounts paid for international air fares where tickets are written in Australia

15

183L

55 Expenses abroad in respect of travel packages marketed abroad

Include

- the gross amounts paid overseas for travel services included in any packages marketed abroad whether inbound or not

Exclude from this section

- amounts paid for international air fares where tickets are written in Australia

184R

56 Agency, branch and advertising expenses abroad

Include

- gross amounts paid overseas for advertising
- commissions paid to overseas enterprises acting as agents
- the expenses of any overseas branches of this enterprise (e.g. wages, rent, etc)

Exclude

- any amounts paid for travel services (e.g. accommodation, coach hire etc) (include in items 54 or 55 as appropriate)

15

185T

57 Other expenses abroad

Specify below the main types and values

186V

Thank you. Please sign the form below and return it in the enclosed reply-paid envelope. Keep the spare copy for your records.

Your signature

Date

No more questions

No more questions

ASSISTANCE

The collection and processing of the survey has been centralised in the Brisbane office of the Australian Bureau of Statistics (ABS).

If you have difficulties in completing this form and require assistance, please ring us direct for the cost of a local call on

008 - 777033

(outside Brisbane metro area)

If you are calling from the Brisbane area, telephone

2226022

and ask for "Services Industries Surveys"

Limited assistance is also available from the ABS office in your State capital city (ask for Services Industries Surveys). Addresses and telephone numbers are listed below.

RESULTS AVAILABLE

If you are interested in the statistics to be produced from this survey, the first survey publications are scheduled for release in mid 1988. The publications will show aggregate statistics of employment, value added, turnover and selected expenses for Australia as a whole plus some details of operations by State or Territory (NO individual company's details will be divulged). Subsequent publications will be released progressively, and will contain details of operating ratios for various sizes of business.

Like the vast range of ABS publications presently available, the results of this survey will be available at all ABS offices. Most publications will be free of charge.

AUSTRALIAN BUREAU OF STATISTICS OFFICES

State/Territory	Telephone Numbers	Postal Address	Office Address
New South Wales	(02)2684111	Box 796 GPO Sydney 2001	St Andrew's House Sydney Square Sydney
Victoria	(03)6530181	Box 2796Y GPO Melbourne 3001	Commonwealth Bank Bldg Cnr Elizabeth and Flinders Sts Melbourne
Queensland	(07)2226022	Box 1160 GPO Brisbane 4001	313 Adelaide St Brisbane
Western Australia	(09)3235323	Box K881 GPO Perth 6001	The Merlin Centre 30 Terrace Road East Perth
South Australia	(08)2289911	Box 2272 GPO Adelaide 5001	City Mutual Centre 10-20 Pulteney St Adelaide
Tasmania	(002)205011	Box 66A GPO Hobart 7001	175 Collins St Hobart
Northern Territory	(089)815222	Box 3796 GPO Darwin 5794	81 Smith St Darwin
Australian Capital Territory	(062)527911	Box 10 PO Belconnen 2616	Cameron Offices Chandler St Belconnen



Service Industries Survey 1987-88

001024

FORM NUMBER
6S016

Office use	
6LN	
8DK	BHG
6FE	
6ZJ	

In correspondence, quote this number

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Office use	
ASIC	
EST	OPSTAT
01	
01A	

Please read this first

Due date 28 October 1988

What you have to do

- Fill in this form for the **ENTERPRISE** named on the label. For statistical purposes an enterprise is that business unit which comprises **all the operations** in Australia of a company, sole proprietor, partnership, trust or other operating legal entity.
- Report on an accruals basis of accounting (i.e. where income and expenses are recorded as they are earned or incurred) rather than on a cash basis (i.e. where income and expenses are recorded when payments are received or made).
- Retain one copy of this form for your records.

Need help?

If you need help filling in this form, or think that this form does not apply to you, contact us on

008 777033 (local call charge)**222 6022** (Brisbane callers only)

Limited assistance is also available from the ABS office in your capital city. Refer to back page for details.

The information given is confidential

Everything you tell us will be treated as confidential. Your figures will not be made available to anyone else.

You are obliged by law to fill in this form under the Census and Statistics Act.

Why we need this information

The service sector is a growing part of our national economy. Statistics on business and professional services have been requested by business, industry associations and government agencies to plan for an improved environment for service industries in Australia. More information is given in the brochure enclosed with this form.

Ian Castles
AUSTRALIAN STATISTICIAN

Start questions here

Name of person who should be contacted if any queries arise regarding this return (if accountant please indicate) (BLOCK LETTERS)

--

Phone

()
STD

1 Type of legal organisation of this enterprise

- Tick one box

Sole proprietor or partnership ☐**Incorporated company** ☐**Trust** ☐**Other (Please specify)** ☐

--

2 If the Legal Name on the label is incorrect or incomplete, please provide correct details below. If a TRUST please also provide TRUSTEE details

7DA Legal name (not trading name)

3 If this form was mailed to an incorrect mailing address, please provide the correct mailing address details below

7DE Correct mailing address

Period Covered By This Return

Figures reported should be for the period 1 July 1987 to 30 June 1988

- However:
- (i) If the enterprise did not operate for the full year (apart from holidays or seasonal shutdowns) please report for the period operated.
 - (ii) Should the figures not be available on a June year basis from your accounts, you may report for the period of your accounting year (except for employment figures which must be on a June year basis).

4 Show here the period covered by this return From

Day	Month	Year
/	/	

 To

Day	Month	Year
/	/	

5 What is the description of the business operated by this enterprise?
(e.g. hardware/software consultants, programming service, systems development, data processing service)

--

Section A - Employment

Number of persons working for this enterprise during the last pay period in June 1988

Incorporated companies - salaried proprietors, partners and directors should be reported in question 7 and not in question 6

Employees (question 7) should

Include

- Casual employees
- Those on paid leave
- Non-equity (salaried) partners

Exclude

- Self-employed persons (e.g. contractors, consultants, sales persons on commission only)

		Males Number	Females Number
6 Working proprietors and working partners	20		
-- working 35 hours or more a week	01V		
-- working less than 35 hours a week	02W		
7 Employees			
-- working 35 hours or more a week	41L		
-- working less than 35 hours a week	42R		
8 Total number working during the last pay period in June <u>1988</u>	79V		

Section B - Gross Income, year ended 30 June 1988

(Give careful estimates if you do not have actual figures)

Questions 9 - 11

- If it is too difficult to split gross income from work relating to more than one of questions 9 to 11, report the total value against the predominant activity (in value terms)

<p>9 Income from hardware/software consultancy and systems analysis, design and programming</p> <p>Include</p> <ul style="list-style-type: none"> Systems custom building 	<p>05 \$ (Omit cents)</p> <p>229L <input type="text"/></p>
<p>10 Income from provision of computer education and training</p>	<p>230W <input type="text"/></p>
<p>11 Income from provision of data processing/preparation services</p>	<p>231X <input type="text"/></p>
<p>12 Sales of software</p> <ul style="list-style-type: none"> Gross commissions from sales of software on commission Sales of other software 	<p>232A <input type="text"/></p> <p>233C <input type="text"/></p>
<p>13 Sales of hardware (Including computer installation)</p> <ul style="list-style-type: none"> Gross commissions from sales of hardware on commission Sales of other hardware 	<p>05</p> <p>234F <input type="text"/></p> <p>235J <input type="text"/></p>
<p>14 Income from microfiche and microfilming services</p>	<p>236K <input type="text"/></p>
<p>15 Income from royalties and licence fees</p>	<p>52T <input type="text"/></p>
<p>16 Interest income (proprietors should exclude interest earned in their private capacity)</p>	<p>51R <input type="text"/></p>
<p>17 Other gross income Include all other business income (e.g. export market development grants) <i>except</i> dividends and income from sales of fixed assets (<i>exclude</i> from this form). Please specify below the main types and values.</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>	<p>152A <input type="text"/></p>
<p>18 Total gross income year ended 30 June 1988 (total of questions 9 to 17)</p>	<p>79T <input type="text"/></p>

Section C - Expenses, year ended 30 June 1988

(Give careful estimates if you do not have actual figures)

19 Wages and salaries

Include

- Gross earnings before taxation and other deductions
- Overtime earnings, penalty rates, bonuses, commission payments to employees, holiday pay and payments for long service, sick and other paid leave
- Salaries paid to directors of incorporated companies and non-equity (salaried) partners

Exclude

- Drawings by working proprietors or working partners (exclude from this form)
- Directors' fees, car allowances, entertainment and similar payments (include in question 34)
- Employer contributions to superannuation and pension schemes (include in question 22)
- Sales commissions paid to self-employed persons (include in question 24)

15 \$ (Omit cents)

11T

20 Payroll tax (less rebates and refunds)

61R

21 Fringe benefits tax

62T

22 Employer contributions to superannuation and pension schemes

50J

23 Payments to sub-contractors and consultants

(i.e. payments to other enterprises, including self-employed persons, for carrying out work for this enterprise, *except* sales commissions (include in question 24))

13W

24 Sales commission payments

16C

25 Purchases of goods for resale

Include

- Hardware and software purchased for resale

Exclude

- Materials charged to capital accounts (exclude from this form)
- Office supplies and other consumables (include in question 34)
- Licence fees on software (include in question 32)

15

147C

26 Rent, leasing and hiring expenses

Include

- Operating leases

Exclude

- Expenses in respect of finance leases (i.e. include interest in question 33, include depreciation/amortisation in question 31)
- Vehicles or equipment hired with a driver (include in question 34)

- Land, buildings and other structures (include all outgoings paid to landlords, e.g. rates)

32C

- Motor vehicles

33F

- Other (including business equipment)

34J

27 Motor vehicle running expenses**Include**

- Fuel and repairs
- Registration and compulsory third party insurance

Exclude

- Car allowances (include in question 34)
- Depreciation (include in question 31)
- Comprehensive insurance premiums (include in question 30)

15 \$ (Omit cents)

15A

28 Repair and maintenance expenses, electricity and fuel**Include**

- Materials for use in repairs

Exclude

- Motor vehicle fuel and repairs (include in question 27)
- Value of items charged to capital accounts (exclude from this form)

21W

29 Rates and land tax

60L

30 Insurance premiums

- **Workers' compensation** (including Workcare, Workcover and similar schemes)
- **Other** (professional indemnity, fire, general, accident, comprehensive motor vehicle, etc)

56W

57X

31 Depreciation provided on fixed tangible assets**Include**

- Depreciation / amortisation expenses in respect of assets on finance leases

15

- **On buildings and other structures**

54T

- **On other fixed tangible assets**

55V

32 Royalties and licence fees

170A

33 Interest expenses**Include**

- Interest in respect of finance leases
- Interest paid on loans from partners
- Interest capitalised to loan accounts

Exclude

- Capital repayments (exclude from this form)
- Financial institution charges (include in question 34)

52L

34 Other business expenses

(EXCLUDE income tax, dividends, capital losses and capital expenditure)

Examples of other business expenses are

- Financial institution charges
- Travelling expenses (fares and accommodation)
- Advertising and promotional expenses paid to other enterprises
- Legal and accounting expenses
- Office supplies and other consumables (e.g. floppy disks)
- Cleaning expenses paid to other enterprises
- Telecommunication expenses

76F

35 Total expenses (total of questions 19 to 34)

79L

Section D

Gross Income, Employment, Wages and Salaries by State

- 36 Was this enterprise based at locations in more than one State or Territory during the year ended 30 June 1988? Please tick appropriate box
- 01 Yes No
04J ☐ ☐

If 'yes', please complete details below, then go to question 46

If 'no', please go to question 46

Please provide a dissection for each State and Territory of the following items reported elsewhere in this form. Give careful estimates if you do not have actual figures. For staff who travel interstate or overseas to undertake work, please report data against the State or Territory in which they are usually based.

	Gross Income (excluding royalties, licence fees and interest income) year ended 30 June 1988		Employment end of June 1988		Wages & Salaries year ended 30 June 1988	
	05	\$ (Omit cents)	20	Number	15	\$ (Omit cents)
37 N.S.W.	134W	<input type="text"/>	82J	<input type="text"/>	131K	<input type="text"/>
38 VIC	135X	<input type="text"/>	83K	<input type="text"/>	132L	<input type="text"/>
39 QLD	136A	<input type="text"/>	84L	<input type="text"/>	133R	<input type="text"/>
40 S.A.	137C	<input type="text"/>	85R	<input type="text"/>	134T	<input type="text"/>
41 W.A.	138F	<input type="text"/>	86T	<input type="text"/>	135V	<input type="text"/>
42 TAS	139J	<input type="text"/>	87V	<input type="text"/>	136W	<input type="text"/>
43 N.T.	140T	<input type="text"/>	88W	<input type="text"/>	137X	<input type="text"/>
44 A.C.T.	141V	<input type="text"/>	89X	<input type="text"/>	138A	<input type="text"/>
45 Total	179A	<input type="text"/>	179C	<input type="text"/>	179W	<input type="text"/>
		equals question 18 less questions 15 and 16 on page 3		equals question 8 on page 2		equals question 19 on page 4

- 46 Did this enterprise receive INCOME from any overseas clients or incur EXPENSES abroad on services during the year ended 30 June 1988? Please tick appropriate box
- 01 Yes No
27X ☐ ☐

If 'yes', please complete Sections E and F

If 'no', please sign the form at the bottom of page 8 and return it in the reply-paid envelope

Section E - Gross Income from Abroad,

year ended 30 June 1988

(Give careful estimates if you do not have actual figures)

This section seeks data on income from provision of services abroad and other selected income from abroad.

DO NOT COMPLETE THIS SECTION IF YOU RECEIVED NO INCOME FROM ABROAD

A **foreign resident** is any individual, enterprise or other organisation ordinarily domiciled in a country other than Australia. Foreign branches and foreign subsidiaries of this enterprise and of other enterprises in Australia, residents of Norfolk Island and other external territories of Australia are regarded as foreign.

INCOME EARNED ABROAD

Income derived from the provision of services to a foreign resident is income earned abroad regardless of whether the service was provided overseas or in Australia.

Include

- Amounts receivable by this enterprise from foreign branches, subsidiaries or other affiliates of this enterprise, as well as other non-residents for services provided to them
- Gross amounts receivable from the provision of services abroad by Australian resident employees of this enterprise located overseas
- Amounts receivable from services provided abroad which are funded by Australian resident clients (e.g. the Australian Development Assistance Bureau)

Exclude

- Receivables by foreign branches or subsidiaries of this enterprise
- Export development grants received

- 47 **Gross income from main business activities from abroad**
(Breakup of questions 9 to 14 in Section B).
Please specify major countries and values.

Country	2 2	A\$ (Omit cents)
Other countries	39W	
Total	79R	

- 48 **Gross income from royalties and licence fees from abroad**
(Breakup of question 15 in Section B).
Please specify major countries and values.

Country	2 1	A\$ (Omit cents)
Other countries	39X	
Total	79T	

- 49 **Other gross income from abroad**
(Breakup of question 17 in Section B).
Please specify major countries and values.

Country	2 3	A\$ (Omit cents)
Other countries	39V	
Total	79L	

Section F - Expenses Incurred Abroad On Services, year ended 30 June 1988

(Give careful estimates if you do not have actual figures)

This section seeks data on expenses incurred abroad on services.

DO NOT COMPLETE THIS SECTION IF YOU INCURRED NO EXPENSES ABROAD

A foreign resident is any individual, enterprise or other organisation ordinarily domiciled in a country other than Australia. Foreign branches and foreign subsidiaries of this enterprise and of other enterprises in Australia, residents of Norfolk Island and other external territories of Australia are regarded as foreign.

EXPENSES INCURRED ABROAD ON SERVICES

Expenses relating to services provided by a foreign resident are expenses incurred abroad regardless of whether the service was provided overseas or in Australia.

Include

- Amounts payable by this enterprise to foreign branches, subsidiaries or other affiliates of this enterprise, as well as other non-residents, for services received from them
- Expenses incurred by Australian resident employees of this enterprise in the provision of services abroad, other than personal acquisitions (including those which are reimbursed by the employer)
- The value of travellers cheques and credit facilities such as letters of credit, credit cards, etc acquired in Australia but expended abroad on behalf of this enterprise

Exclude

- Wages and salaries of Australian resident employees of this enterprise abroad
- Purchases of goods
- Amounts payable to other non-residents by foreign branches or subsidiaries of this enterprise
- Air fares purchased in Australia for travel abroad
- Personal acquisitions of services e.g. meals, accommodation (including those which are reimbursed by the employer) by Australian resident employees of this enterprise abroad

50 Expenses incurred abroad on services

(Breakup of question 35 in Section C less the above exclusions.)

Please specify major countries and values.

Country	24	A\$ (Omit cents)
Other countries	39T	
Total	79K	

Please sign the form below and return it in the enclosed reply-paid envelope. Keep the spare copy for your records.

Your signature

Date

THANK YOU

No more questions

No more questions

No more questions

ASSISTANCE

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008 - 777033
(outside Brisbane metro area)

OR

2226022
(Brisbane metro area)

and ask for "Service Industries Surveys"

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AUSTRALIAN BUREAU OF STATISTICS OFFICES

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Victoria	(03)6157000	Box 2796Y GPO Melbourne 3001	North Tower, Rialto Towers 525 Collins St Melbourne
Queensland	(07)2226022	Box 9817 GPO Brisbane 4001	313 Adelaide St Brisbane
Western Australia	(09)3235188	Box K881 GPO Perth 6001	The Merin Centre 30 Terrace Road East Perth
South Australia	(08)2377631	Box 2272 GPO Adelaide 5001	Citibank Centre 41 Currie St Adelaide
Tasmania	(002)205011	Box 66A GPO Hobart 7001	175 Collins St Hobart
Northern Territory	(089)815222	Box 3796 GPO Darwin 0801	81 Smith St Darwin
Australian Capital Territory	(062)527911	Box 10 PO Belconnen 2616	Cameron Offices Chandler St Belconnen



Training Expenditure Survey

September Quarter 1989

New South Wales

001024

In correspondence please quote this reference number

Please correct
any errors in
the name
and address

Purpose of Collection

The Training Expenditure Survey will collect information on the costs incurred by organisations in training their employees.

This information will be used to assist the development of programs aimed at improving the skill levels in the Australian labour force.

Collection Authority

The information asked for is collected under the authority of the Census and Statistics Act. You must complete the form and return it to the Australian Bureau of Statistics.

Confidentiality

Your completed form remains confidential to the Australian Bureau of Statistics.

Due Date

Please complete this form and return it to the Australian Bureau of Statistics by **13 October 1989**.

Help Available

If you have problems in completing this form, please contact the Australian Bureau of Statistics in your State or Territory. Details are listed on page 16 of this form. Reverse charge calls will be accepted.

Ian Castles
Australian Statistician

Person who should be contacted if any queries arise regarding this form ?

Mr				
Name Mrs				
Miss				
Ms				
	Given Name	Surname	Signature	
Title or position			Phone	()
				STD code Number

A. Number of Employees

1. Record the Number of Employees of this organisation based in New South Wales who received pay for any part of the last pay period ending on or before 18 August 1989.

Number of Employees

Include:

- managerial and executive employees
- permanent, temporary, casual and part-time employees
- employees who commenced or terminated employment during the last pay period ending on or before 18 August 1989
- directors, board members and office holders who were paid a salary
- employees absent on paid or prepaid leave
- employees on workers' compensation who continued to be paid through the payroll
- employees based in New South Wales but paid from interstate or overseas.

Exclude:

- irregular casual employees if they did not receive any pay for the specified pay period
- employees on leave without pay if they did not receive pay for the specified pay period
- proprietors/partners of unincorporated businesses
- self-employed persons such as contractors, sub-contractors, owner/drivers, consultants and persons paid solely by commission without a retainer
- employees based interstate or overseas but paid from New South Wales.

B. Gross Wages and Salaries

2. Record payments made to all employees of this organisation based in New South Wales for all pay periods ending during the period 1 July to 30 September 1989.

Note: *Exclude severance, termination and redundancy payments.*

Gross Wages
and Salaries

(report whole dollars)

\$

Include:

- payments to managerial and executive employees
- fees to directors, board members and office holders who were paid a salary
- payments to all permanent, temporary, casual and part-time employees
- ordinary time and overtime payments
- penalty and overaward payments, shift and other remunerative allowances
- retainers and commissions paid to persons who received a retainer
- payments made under incentive, piecework or profit-sharing schemes
- leave loadings, bonuses and similar payments
- annual, long service, sick leave and other leave payments (except those paid on termination)
- payments made for standby or reporting time
- amounts paid through the payroll to employees on workers' compensation.

Exclude:

- payments to self-employed persons such as contractors, sub-contractors, owner/drivers, consultants and persons paid solely by commission without a retainer
- allowances for travel, entertainment, meals etc which were reimbursed
- superannuation, payroll tax, fringe benefits tax
- payments to proprietors/partners of unincorporated businesses.

Definitions

This Survey is concerned with Formal training only.

Formal training is defined as all training activities which have a structured plan and format designed to develop job related skills and competence. It consists of periods of instruction or a combination of instruction and monitored practical work. The instruction can take the form of workshops, lectures, tutorials, training seminars, audio-visual presentations, demonstration sessions or monitored self-paced training packages.

Informal training is **excluded** from the scope of this survey, eg unstructured on-the-job training, being shown how to do things as the need arises, learning by doing a job. An example is an apprentice mechanic who is shown a task on-the-job.

Activities where the *primary* objective is not training are also **excluded** eg certain types of **conferences and seminars**. An illustration is a sales conference designed primarily to discuss a company's sales performance.

Formal training can be divided into In-House and External.

In-House training is organised by employers primarily for their own employees, using the employers' own staff, or outside consultants eg where a consultant designs a program specifically for the employer. Note that In-House training could be conducted at an off-site location.

External training is organised and conducted by outside training/educational institutions, agencies or consultants eg TAFE courses.

C. Formal In-House Training

- 3. Record the paid time spent by employees receiving formal In-House training during the period 1 July to 30 September 1989. Please report information according to the appropriate field of training. Only include employees based in New South Wales.**

Remember to include:

- training received by employees who commenced or terminated employment during the quarter
- paid travel time
- computer based training.

Exclude:

- activities where the primary purpose is not training eg. certain types of conferences and seminars.

Field of Formal In-House Training Where periods of instruction are organised into a course or program, classify the whole course/program by the main content.	Paid time spent by Employees receiving formal In-House Training. (to nearest hour)	Wages and Salaries of Employees for time receiving formal In-House Training. Note: if actual figures are not available, use hours to calculate an estimate. (report whole dollars)
3a. Induction Training New employee orientation.	<input type="text"/>	\$ <input type="text"/>
3b. General Supervisory Training Include programs that qualify or upgrade skills in supervising staff.	<input type="text"/>	\$ <input type="text"/>
3c. General Computing Skills Training Include programs that provide skills in: <ul style="list-style-type: none"> • use of micros, mini and mainframe computers • programming and use of software packages eg spreadsheets, micro databases, desk-top publishing. Exclude training designed solely for: <ul style="list-style-type: none"> computer professionals (refer 3e), data processors (refer 3h), computer operators (refer 3h). 	<input type="text"/>	\$ <input type="text"/>
3d. Health and Safety Training Include training in health and safety eg. general health and fitness courses, safety courses, fire training.	<input type="text"/>	\$ <input type="text"/>
3e. Management and Professional Training Include programs that qualify or upgrade skills in: <ul style="list-style-type: none"> • organising and directing the major functions of an organisation • specialist management eg. financial, marketing • professional occupations (ie. involving at least a three year degree/diploma) eg. computing professionals, business professionals, lawyers, engineers, scientists, teachers, social workers, librarians. 	<input type="text"/>	\$ <input type="text"/>

Field of Formal In-House Training (continued)	Paid Hours (continued) (to nearest hour)	Wages and Salaries of Employees (continued) (report whole dollars)
3f. Technical and Para-professional Training Include programs that qualify or upgrade skills in: <ul style="list-style-type: none"> the work performed by technical officers and technicians in the medical, science and engineering fields eg research, quality control, laboratory tests and drafting air and sea technical work eg piloting, air traffic control registered nursing (exclude enrolled nurses - refer 3h) community work, police work, child care co ordination etc. Exclude training in child care assistance (refer 3h), plant and machinery operation/driving (refer 3i).	<div></div> <div></div>	<div></div> <div>\$</div>
3g. Trade and Apprenticeship Training Include programs that qualify or upgrade trade skills in eg: <ul style="list-style-type: none"> carpentry, bricklaying, plastering, plumbing, tiling vehicle mechanics, panel beating, printing toolmaking, metal fitting, aircraft maintenance etc electrical fitting, electronics, radio and television services, computer services (hardware) butchery, baking, cooking, cheesemaking etc. 	<div></div> <div></div>	<div></div> <div>\$</div>
3h. Clerical/Office, Sales and Personal Service Training Include programs that qualify or upgrade skills in: <ul style="list-style-type: none"> word processing, shorthand, clerical skills, receptionist skills, telephone skills, writing, computer operations, data processing, filing, stock and purchasing etc sales (eg insurance, real estate), product familiarisation, bar work, waiting etc personal service eg child care assistance, enrolled nursing, dental nursing, tourist guidance. 	<div></div> <div></div>	<div></div> <div>\$</div>
3i. Plant and Machinery Operating/Driving, Labouring and Related Training Include programs that qualify or upgrade skills in: <ul style="list-style-type: none"> driving road or rail transport, operation of plant and machinery eg forklift driving, cranes, drilling plants, chemical plants, metal presses, packaging machines labouring and other assistance tasks eg factory hand, cleaning, security. 	<div></div> <div></div>	<div></div> <div>\$</div>
3j. Other (please specify) For example: training in basic skills (eg literacy, numeracy), language (English, other), interpersonal skills (except where part of an above program eg supervision), trade union training.	<div></div> <div></div>	<div></div> <div>\$</div>

D. Formal External Training

- 4. Record the paid time spent by employees receiving formal External training during the period 1 July to 30 September 1989. Please report information according to the appropriate field of training. Only include employees based in New South Wales.**

Remember to include:

- training received by employees who commenced or terminated employment during the quarter
- paid travel time
- computer based training
- paid time relating to studies assistance.

Exclude:

- activities where the primary purpose is not training eg. certain types of conferences and seminars.

Field of Formal External Training Where periods of instruction are organised into a course or program, classify the whole course/program by the main content.	Paid time spent by Employees receiving formal External Training. (to nearest hour)	Wages and Salaries of Employees for time receiving formal External Training. Note: if actual figures are not available, use hours to calculate an estimate. (report whole dollars)
4a. Induction Training New employee orientation.	<input type="text"/>	<input type="text"/> \$
4b. General Supervisory Training Include programs that qualify or upgrade skills in supervising staff.	<input type="text"/>	<input type="text"/> \$
4c. General Computing Skills Training Include programs that provide skills in: <ul style="list-style-type: none"> • use of micros, mini and mainframe computers • programming and use of software packages eg spreadsheets, micro databases, desk-top publishing. Exclude training designed solely for: computer professionals (refer 4e), data processors (refer 4h), computer operators (refer 4h).	<input type="text"/>	<input type="text"/> \$
4d. Health and Safety Training Include training in health and safety eg. general health and fitness courses, safety courses, fire training.	<input type="text"/>	<input type="text"/> \$
4e. Management and Professional Training Include programs that qualify or upgrade skills in: <ul style="list-style-type: none"> • organising and directing the major functions of an organisation • specialist management eg. financial, marketing • professional occupations (ie. involving at least a three year degree/diploma) eg. computing professionals, business professionals, lawyers, engineers, scientists, teachers, social workers, librarians. 	<input type="text"/>	<input type="text"/> \$

Field of Formal External Training (continued)	Paid Hours (continued) (to nearest hour)	Wages and Salaries of Employees (continued) (report whole dollars)
4f. Technical and Para-professional Training Include programs that qualify or upgrade skills in: <ul style="list-style-type: none"> the work performed by technical officers and technicians in the medical, science and engineering fields eg research, quality control, laboratory tests and drafting air and sea technical work eg piloting, air traffic control registered nursing (exclude enrolled nurses - refer 4h) community work, police work, child care co-ordination etc. Exclude training in child care assistance (refer 4h), plant and machinery operation/driving (refer 4i).	<input type="text"/>	<input type="text"/>
4g. Trade and Apprenticeship Training Include programs that qualify or upgrade trade skills in eg: <ul style="list-style-type: none"> carpentry, bricklaying, plastering, plumbing, tiling vehicle mechanics, panel beating, printing toolmaking, metal fitting, aircraft maintenance etc electrical fitting, electronics, radio and television services, computer services (hardware) butchery, baking, cooking, cheesemaking etc. 	<input type="text"/>	<input type="text"/>
4h. Clerical/Office, Sales and Personal Service Training Include programs that qualify or upgrade skills in: <ul style="list-style-type: none"> word processing, shorthand, clerical skills, receptionist skills, telephone skills, writing, computer operations, data processing, filing, stock and purchasing etc sales (eg insurance, real estate), product familiarisation, bar work, waiting etc personal service eg child care assistance, enrolled nursing, dental nursing, tourist guidance. Exclude Australian Traineeship System employees' time at TAFE's which is not paid for by this organisation.	<input type="text"/>	<input type="text"/>
4i. Plant and Machinery Operating/Driving, Labouring and Related Training Include programs that qualify or upgrade skills in: <ul style="list-style-type: none"> driving road or rail transport, operation of plant and machinery eg forklift driving, cranes, drilling plants, chemical plants, metal presses, packaging machines labouring and other assistance tasks eg factory hand, cleaning, security. 	<input type="text"/>	<input type="text"/>
4j. Other (please specify) For example: training in basic skills (eg literacy, numeracy), language (English, other), interpersonal skills (except where part of an above program eg supervision), trade union training.	<input type="text"/>	<input type="text"/>

Record details for employees based in New South Wales including those who commenced or terminated employment during the period 1 July to 30 September 1989.

E. Full Time Training Personnel:

are defined as employees who spend *all* of their time on the development, delivery, evaluation or administration of formal training primarily for employees of this organisation.

5. Record the Gross Wages and Salaries paid to Full Time Training Personnel during the period 1 July to 30 September 1989.

Gross Wages
and Salaries

(report whole dollars)

\$

Include:

- ordinary time and overtime payments.

Exclude:

- payments for time spent by training personnel *receiving* formal training (report in Sections C and D)
- payments to consultants and persons paid solely by commission without a retainer
- costs such as superannuation, payroll tax, fringe benefits tax
- allowances for travel, entertainment, meals etc which were reimbursed by the employer
- employees based interstate or overseas.

F. Other Training Personnel:

are defined as employees who spend *part* of their time on the development, delivery, evaluation or administration of formal training primarily for employees of this organisation.

6. For Other Training Personnel record the time spent on training related activities during the period 1 July to 30 September 1989.

Hours

(to nearest hour)

Include:

- paid time spent by support staff on training preparation etc
- paid travel time relating to training
- paid time spent preparing training materials (including computer based training packages)
- paid overtime for training activities.

Exclude:

- time spent by training personnel *receiving* formal training (report in Sections C and D)
- time spent conducting informal training
- time spent by consultants and persons paid solely by commission without a retainer
- activities where the primary purpose is not training eg certain types of conferences and seminars
- time not paid for by the employer
- employees based interstate or overseas.

Include:

- wages and salary payments to support staff for time spent on training preparation etc
- ordinary time and overtime payments.

Exclude:

- payments for time spent by training personnel *receiving* formal training (report in Sections C and D)
- payments to consultants and persons paid solely by commission without a retainer
- payments relating to activities where the primary purpose is not training eg certain types of conferences and seminars
- costs such as superannuation, payroll tax, fringe benefits tax
- allowances for travel, entertainment, meals etc which were reimbursed by the employer.

7. For Other Training Personnel record the Gross Wages and Salaries for time spent on training activities during the period 1 July to 30 September 1989.

Gross Wages
and Salaries

(report whole dollars)

\$

Record the fees paid during the period 1 July to 30 September 1989 for training employees based in New South Wales.

Note: exclude fees paid outside the reference period. Do not apportion annual costs.

G. Fees Paid to Consultants and Training Institutions

8. Record the Fees paid to all consultants for conducting In-House training courses.

Fees for In-House courses

(report whole dollars)

\$

Include:

- fees paid to consultants, agencies etc for designing, conducting and evaluating In-House courses (ie courses which have been arranged by this organisation)
- all other costs included in the consultant's fee eg accommodation
- payments for the development of computer based training and other training materials.

Exclude:

- payments to consultants for conducting External courses
- payments relating to activities where the primary purpose is not training eg certain types of conference and seminars.

9. Record the Fees paid to educational and training institutions, consultants or agencies for conducting External training courses.

Fees for External courses

(report whole dollars)

\$

Include:

- fees paid to consultants, training companies, educational and training institutions (eg TAFE's, CAE's, Universities, Business Colleges, Skills Centres, Industry Training Institutes etc) for conducting External courses
- studies assistance paid to employees for attending External courses eg payment of tertiary fees (including 'Graduate Tax')
- scholarships and bursaries paid to employees
- book allowances
- all other costs in the full course fee eg accommodation.

Exclude:

- payments to consultants, training institutions and agencies for conducting In House courses
- payments relating to activities where the primary purpose is not training eg certain types of conference and seminars
- donations to industry training bodies (report in question 10d).

Note:

- exclude fees paid outside the reference period - do not apportion annual costs.
- where actual amounts are not available, please supply careful estimates.

Training Expenses	In-House (report whole dollars)	External (report whole dollars)
10a. Training Equipment <i>Include</i> payments for the purchase or hire of: <ul style="list-style-type: none"> • equipment for which the primary purpose is training eg lathes, whiteboards, micro computers and overhead projectors Also include: <ul style="list-style-type: none"> • repairs and maintenance to training equipment. <i>Exclude:</i> <ul style="list-style-type: none"> • purchase of equipment for which the primary purpose is not training • depreciation on training equipment. 	\$	
10b. Travel, Accommodation and Meals for Trainers and Trainees to Attend Courses <i>Include:</i> <ul style="list-style-type: none"> • fares (air, taxi, car hire etc) • travel allowance and incidental travel expenses • accommodation • meals, morning and afternoon teas • kilometre allowance. 	\$	\$
10c. Cost of Training Rooms <i>Include:</i> <ul style="list-style-type: none"> • rent/lease and purchase of training rooms and trainers' office space. <i>Exclude:</i> <ul style="list-style-type: none"> • depreciation on training rooms. 	\$	\$
10d. Payments to Industry Training Bodies <i>Include:</i> <ul style="list-style-type: none"> • donations and membership fees paid to education institutions, training centres or Industry Training Committees • purchase of equipment and materials donated to outside training institutions. <i>Exclude:</i> <ul style="list-style-type: none"> • fees for training courses (report in Question 9). 		\$
10e. Other (please specify) <i>Include (for example):</i> <ul style="list-style-type: none"> • materials, consumables eg stationery • books/manuals • computer based training packages, video tapes etc • printing, publishing, photocopying. 	\$	\$

Record details relating to employees of this organisation based in New South Wales.

I. Apprenticeships and Traineeships

Apprenticeships

- 11.** Record the number of apprentices who received pay for any part of the last pay period ending on or before 18 August 1989.

Australian Traineeship System

- 12.** Record the number of trainees employed under the Australian Traineeship System who received pay for any part of the last pay period ending on or before 18 August 1989.

The Australian Traineeship System is an employment scheme set up by the Commonwealth Government as a means of entry into non-trade employment for young people.

J. Training Subsidies/Payments Received

- 13.** Record the subsidies or grants received from Government sources during the period 1 July to 30 September 1989 for training employees based in New South Wales.

(report whole dollars)

- 14.** Record the payments received from outside organisations during the period 1 July to 30 September 1989 for allowing their employees to attend your In-House courses.

(report whole dollars)

Include:

- grants received from the Government for formal training of employees (eg CRAFT, the proportion of Jobstart relating to formal training etc.).

Exclude:

- subsidies received outside the period - do not apportion annual subsidies
- subsidies for costs such as fringe benefits, payroll tax, severance, termination, and redundancy payments
- subsidies for informal training.

Include:

- payments received from individuals to attend In-House courses.

Exclude:

- subsidies for costs such as fringe benefits, payroll tax, severance, termination and redundancy payments.

Record details relating to the operations of this organisation based in New South Wales.

K. Seasonality in Training

- 15.** Is the period July to September a typical period for training expenditure for your organisation during 1989?

Yes ☐ Go to Question 17

No ☐ Go to Question 16

- 16.** If you answered no to Question 15, is the period July to September 1989 a high or low period for training expenditure?

High ☐

Low ☐

Please provide comments

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Questions 17 to 20 were not included in your Concise Guide to the 1989 Training Expenditure Survey.

These have been included following a recent request for some information on employers' practices regarding the Higher Education Contribution Scheme. Please answer these questions in respect of the operations of your organisation based in New South Wales.

Record details relating to the operations of this organisation based in New South Wales.

1. Higher Education Contribution Scheme

The Higher Education Contribution Scheme, commonly referred to as the 'Graduate Tax', is a new scheme designed to supplement the funding of higher education in Australia. It requires contributions to be made by students towards the cost of their higher education undertaken from the start of 1989.

Scholarships/cadetships are educational awards provided by an organisation to employees or non employees in order to undertake studies.

Questions 17 - 20 refer to the full calendar year 1989.

- 17. During 1989, did this organisation provide any scholarships/cadetships to any employees or non employees studying at Tertiary Institutions ?**

Note: Exclude TAFE's

Yes ☐ Go to Question 18

No ☐ Go to Question 19

Include:

- bursaries and study awards
- courses at Universities, Colleges of Advanced Education, Institutes of Technology, Agricultural Colleges and Institutes of Arts.

Exclude :

- courses at TAFE's.

- 18. Did any of these scholarships/cadetships specifically include payments for 'Graduate Tax' ?**

Yes ☐

No ☐

Include:

- whole or part payment of the 'Graduate Tax'.

Record details relating to employees of this organisation based in New South Wales.

19. During 1989 did any employees of this organisation, other than scholarship holders/cadets, undertake tertiary studies?

Note: Exclude TAFEs

Yes ☐ Go to Question 20

No ☐ Go to Question 21

Include:

- employees undertaking tertiary studies in their own time as well as in work time
- new recruits who undertook tertiary studies in 1989 prior to joining this organisation
- courses at Universities, Colleges of Advanced Education, Institutes of Technology, Agricultural Colleges and Institutes of Arts.

Exclude:

- courses at TAFEs.

20. Did this organisation pay (or intend to pay) any 'Graduate Tax' for employees other than scholarship holders/cadets?

Not paying

A ☐

Paying for:

All employees undertaking **any** tertiary courses

B ☐

Only employees undertaking **specific** tertiary courses

C ☐

Paying 'Graduate Tax' debt incurred before joining this organisation for:

all new graduate recruits

D ☐

some new graduate recruits

E ☐

Other (Please specify)

F ☐

Tick more than one box if applicable.

Include:

- whole or part payment of the 'Graduate Tax'.

Exclude:

- persons who are holders of scholarships or cadetships provided by this organisation (report in Question 17).

21. How long did it take to complete this questionnaire?

Number of Hours

Include:

- the time actually spent working on the questions, reading the instructions and obtaining the information.

Comments

Please provide comments relating to the information sought on this questionnaire and indicate any specific questions which caused difficulties.

Training Expenditure Survey Contact Officers

State	Officer	Phone	Fax	Postal Address
NSW	Geoff Howat	02 2684469	02 2643425	Box 796, GPO Sydney 2001
VIC	Patrick Dowling	03 6157690	03 6157709	Box 2796Y, GPO Melbourne 3001
QLD	Bob Hill	07 2226039	07 2296171	Box 9817, GPO Brisbane 4001
SA	Paul Kafka	08 2377449	08 2377366	Box 2272, GPO Adelaide 5001
WA	Rob Stribling	09 3235362	09 3257376	Box K881, GPO Perth 6001
TAS	Chris Carswell	002 205980	002 346237	Box 66A, GPO Hobart 7001
ACT	Tony Cheshire	062 526175	062 515486	Box 10, PO Belconnen 2616
NT	Mick Sullivan	089 815222	089 811218	Box 3796, GPO Darwin 0801

Reverse charge trunk calls will be accepted