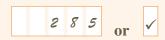


# **Accommodation Survey Quarter ending June 2008**

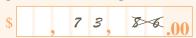
In corre	spondence, please quote this number	▼ Australian Business Number		
		Please correct any errors		
the public and	Collection  Accommodation Survey are used by private sectors to analyse trends in the modation facilities.			
Census and completing an	ion asked for is collected under the Statistics Act 1905. Your co-operated returning this form by the due date ower, if needed, to direct you to provide	ion is sought in The Act provides		
Confidentiality Your complet of Statistics.	ed form remains confidential to the A	ustralian Bureau		
	ete this form and return it in the reply n Bureau of Statistics by	paid envelope to		
Help Available  If you have problems in completing this form, or feel that you may have difficulties meeting the due date, please contact the Australian Bureau of Statistics by:				
Telephone 1800 304 488 Freecall (excl mobile phone	1300 303 813 R guding S	<b>Iail</b> eply Paid 76746 ydney NSW 2000		
Brian Pink Australian Sta	act if any queries arise regarding this form			
Name	act if any queries arise regarding this form	Telephone Number		
	,	Facsimile Number		
Signature		Date // //		
Name of legal owner	of this establishment			

### Please read this first

- Important: This form will be read using electronic equipment.
- Use black pen when completing this form.
- Keep each number or tick within the data entry boxes provided, for example



- Leave answer boxes blank where you have no response or data to enter.
- Do not use 'nil', 'n/a' or draw a line in the data entry boxes.
- If a mistake is made, cross out the incorrect answer and either write the answer in the remaining boxes, for example



or if not enough space is left, write next to the relevant item, for example

3527 \$ 2845

- You will need to report an estimate of time taken when you have completed this form.
- The worksheet sent to you at the beginning of the quarter will help you to complete the questions in this form.
- If exact figures are not available, please provide careful estimates.
- Please report all monetary values in *whole Australian dollars* (*A*\$).
- The items listed under *Including* and *Excluding* are examples and should not be taken as a complete list of items to be included or excluded.

## 1 Number of persons working for this establishment during the last pay period ending in June 2008

#### **Definitions**

- Full-time those working 35 hours or more a week.
- Part-time those usually working a standard week of less than 35 hours and are entitled to paid holiday or sick leave.
- Casual those generally required on an as-needs basis, and who are not usually entitled to paid holiday or sick leave.

#### Including

- Persons paid a retainer, wage or salary
- Working proprietors and partners
- Permanent, temporary and casual employees

#### **Excluding**

- Persons paid by commission only
- Non-salaried directors
- Self employed persons such as consultants and contractors
- Volunteers

	Number
Full-time	,
Part-time	,
Casual	
Total	

_	Were there any significant changes to the establishment named on the front of this form
	<ul><li>Including</li><li>Change of ownership</li><li>Change of name</li><li>Change of postal address</li></ul>
	No Please specify the change(s)
7	

Were there any significant factors that affected occupancy rates this quarter?

#### Including

- Seasonal or weather variations
- Special events e.g. conferences
- Capacity variations e.g. refurbishment, extensions

No Please specify the factor(s)	

#### Capacity on 30 June 2008

#### **Definition**

• Only report details for bed spaces (not by room) which provide short-term non-residential accommodation (i.e. not on a lease basis).

#### **Including**

· Fold away beds and sofas permanently made up as beds

#### **Excluding**

- Cots
- · Temporary beds

	Number
Single/bunk beds	,
Double/queen/king size beds	,

#### Number of guest nights

#### Definition

• Guest nights are the total number of guests staying each night over the month. Add nightly figures to obtain monthly totals.

#### *Including*

- · Children occupying beds
- All paying guests

#### **Excluding**

- Babies in cots
- Non-paying guests/staff

April	 
Mav	 , 1
2	
June	

#### Number of guest arrivals

#### **Definition**

• Guest arrivals are the total number of new people counted only on the day they arrive. Add nightly figures to obtain monthly totals.

#### Note

• The number of guest arrivals must not exceed the number of guest nights reported in Question 5. //

**Excluding** 

• Babies in cots

• Non-paying guests/staff

#### **Including**

- Children occupying
- beds
- · All paying guests

		$\rightarrow$	
April	 		, , , , , , , , , , , , , , , , , , , ,
May	 		,
June	 		,

#### **Accommodation takings including GST**

3

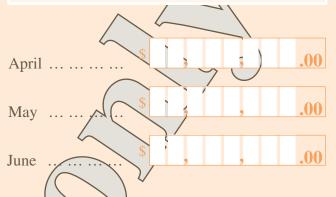
• Where accommodation, meals or other revenue are a combined total, only supply the proportion allocated to accommodation including its GST component.

#### **Including**

· Gross takings (including GST) derived from the provision of accommodation only

#### Excluding

• Takings from shops, kiosks, restaurants, bars, laundries, etc.



Were you able t provide the above figures inclusive of GST?



### **Is** the information provided (Questions 5-7) representative of exact calendar months?

#### Note

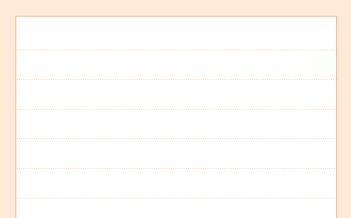
- This form is designed for exact calendar months.
- If this establishment does not report by exact calendar months, please indicate the number of days reported.

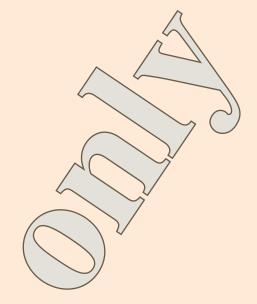
Yes		Go to Qu	estion 10		
No		Please sp	ecify days	s actually	reported
April	•••				
May	•••				
June					

#### 10 Please provide comments

(Please use BLOCK letters)

- on any reporting problems or information unrelated to specific data you have supplied on this form or worksheet
- on any data you have supplied on this form or worksheet (e.g. related to unusual movements or other factors)
- on any questions which caused problems, or suggested improvements to this form or worksheet





### 11 Please provide an estimate of the time taken to complete this form

#### Including

- The time actually spent reading the instructions, working on the questions and obtaining the information
- The time spent by all employees in collecting and providing this information
- The time spent by all employees to complete the worksheet sent to you at the beginning of the quarter

