



# **Business Longitudinal Survey**

## **Confidentialised Unit Record File**

**1994-95, 1995-96, 1996-97  
1997-98**

**Australian Bureau of Statistics (8141.0.30.001)  
12 June 2000**

# Contents

	Page
<b>Overview</b>	2
Introduction	2
About the survey	2
About the micro data	6
Technical difficulties	7
Aggregate statistics available	7
Conditions of release	8
<b>Using the CURF</b>	9
Items collected in the survey	9
Data items available on the CURF	17
Listing Index	21
Data item Listing	22
<b>Conditions of Sale</b>	64
<b>Legislative Authority</b>	67
<b>Appendixes</b>	69
- Survey questionnaires	
- additional questions	

---

## INQUIRIES

- For further information about this product and related statistics contact Clem Tozer by telephone on Canberra 02 6252 6726, fax 02 6252 7004 or email [clem.tozer@abs.gov.au](mailto:clem.tozer@abs.gov.au)

## OVERVIEW

### INTRODUCTION

This documentation provides information about the release of microdata from the 1994-95, 1995-96, 1996-97 and 1997-98 Business Growth and Performance Surveys. These surveys are also known collectively as the Business Longitudinal Survey (BLS). This second release of this file provides the full four year panel of the study and replaces the previous release which covered the first three years of the series. The data are released as a confidentialised unit record file (CURF) on CD-ROM under the conditions set out in this documentation and subject to the approval of the Australian Statistician.

The CURF enables researchers and analysts to tabulate, manipulate and analyse data to their own specifications. The file can be provided in a number of different formats to best suit the client. This document provides details on the background to the survey, survey design details, information about the restrictions placed on this release and a list of data items. Information is also provided on how to use the file as well as details of the conditions of release.

All ABS CURFs are available free of charge to universities party to the ABS - Australian Vice Chancellors Committee agreement. For information on obtaining this file under this agreement refer to the ABS website <http://www.abs.gov.au>

Draft documentation

This documentation is in draft form as this is the first CURF of this type to be released by the ABS. The file is relatively large with a wide range of data items with complex linking and weighting procedures incorporated. It is expected that the documentation will evolve with use and users are invited to provide comments on the content and style of the document. There are currently two versions of the documentation. This version is provided with the released file. The other version is designed to provide information for prospective clients.

### ABOUT THE SURVEY

The information in this file has been derived from the 1994-95, 1995-96, 1996-97 and 1997-98 Business Growth and Performance Surveys, also known as the Business Longitudinal Survey. The surveys were designed to provide information on the growth and performance of Australian employing businesses and to identify selected economic and structural characteristics of these businesses. This release covers all four years of the longitudinal study, but only provides a subset of the data collected. For confidentiality reasons all large businesses (those employing more than 200 people) have been removed and some other details have been suppressed. For more details of the restrictions placed on the release see the section on *Confidentialising the file* below.

Statistical unit	<p>The business unit about which data has been collected and made available is termed the management unit. The management unit is the highest level accounting unit within a business, having regard for industry homogeneity, for which detailed accounts are maintained; in nearly all cases it coincides with the legal entity owning the business (ie. a company, partnership, trust, sole operator etc.). In the case of larger diversified businesses, however, there may be more than one management unit, each coinciding with a 'division' or 'line of business'. A division or line of business is recognised where separate and comprehensive accounts are compiled for it. For these larger businesses a management unit may coincide with one legal entity, any combination of legal entities (or parts thereof) under common ownership or control, or part of a legal entity.</p>
Survey design	<p>The ABS Business Register was used as the population frame for the survey with approximately 13,000 business units being selected for inclusion in the 1994-95 survey. For the 1995-96 survey, a sub sample of the original selections for 1994-95 survey was selected and this was supplemented by a sample of new business units added to the ABS Business Register during 1995-96. The sample for the 1996-97 survey can again be considered in two parts. The first part forms the longitudinal or continuing part of the sample and consists of all those remaining live businesses from the 1995-96 survey, while second part consists of a sample of new business units added to the ABS Business Register during 1996-97. In total, about 6,400 business units were included in each of the 1995-96 and 1996-97 surveys. As mentioned above, this is a restricted file and does not contain the full sample. Counts of records available on the file for each year (ie useable responses) are provided with the release documentation.</p>
Scope	<p>All business units in the Australian economy were included in the scope of the survey except for:</p> <ul style="list-style-type: none"> <li>▪ businesses which have not registered as group employers with the Australian Taxation Office, which generally equates to non-employing businesses</li> <li>▪ all Government enterprises</li> <li>▪ businesses classified to the following ANZSIC industries:</li> </ul> <p style="margin-left: 40px;">ANZSIC Divisions:</p> <ul style="list-style-type: none"> <li>A - Agriculture, forestry and fishing</li> <li>D - Electricity, gas and water supply</li> <li>J - Communication services</li> <li>M - Government administration and defence</li> <li>N - Education</li> <li>O - Health and community services</li> </ul> <p style="margin-left: 40px;">ANZSIC Subdivisions:</p> <ul style="list-style-type: none"> <li>96 - Other Services</li> <li>97 - Private households employing staff</li> </ul> <p style="margin-left: 40px;">ANZSIC Groups:</p> <ul style="list-style-type: none"> <li>921 - Libraries</li> <li>922 - Museums</li> <li>923 - Parks and gardens</li> </ul> <p>Note that this confidentialised unit record file release only contains those businesses employing less than 200 people.</p>

Classification by industry Each business unit on this file is classified by industry in accordance with the 1993 edition 1292.0). Each management unit is classified to a single industry, which is the one providing the major source of income irrespective of whether a range of activities or a single activity is undertaken by the unit. Please note that while each business in the survey was coded to the ANZSIC Class level (4 digit), for confidentiality reasons only restricted industry detail is available on this CURF.

Reference period The data given for each unit on this file are based on data collected from selected businesses in respect of the years ending June 1995, June 1996 and June 1997. In a minority of cases, where businesses do not account on a June-year basis, details were reported in respect of their accounting year.

RELIABILITY OF ESTIMATES Any estimates derived from this survey are subject to two types of error, sampling error and non-sampling error.

Sampling error As the units on this file are a sample representing all the units in the surveyed population, any estimates calculated from this file will be subject to sampling variability; that is, they may differ from the figures that would have been produced if all units in the population had been included in the survey.

One measure of the likely difference is given by the standard error, which indicates the extent to which an estimate might have varied by chance because only a sample of units was included. The relative standard error is a useful measure in that it provides an immediate indication of the percentage errors likely to have occurred due to sampling, and thus avoids the need to also refer to the size of the estimate.

There are about two chances in three that a sample estimate will differ by less than one standard error from the figure that would have been obtained if all units had been included in the survey, and about nineteen chances in twenty that the difference will be less than two standard errors. Thus, for example, if the estimated value of a variable is 36,000 and its standard error is 2,000 its reliability in terms of sampling error can be interpreted as follows. There are about two chances in three that the true value of the variable lies within the range 34,000 to 38,000, and nineteen chances in twenty that the true value lies within the range 32,000 to 40,000.

Standard errors are calculated for most estimates released by the ABS. If standard errors are required for estimates calculated from this file, clients will need to contact the ABS for further details of stratification boundaries and population and sample counts for each stratum. As a guide, the table below provides the relative standard errors for some of the basic aggregates for 1996-97 which could be derived from this file.

**RELATIVE STANDARD ERRORS, AUSTRALIA 1996-97**

Emp. size group	Industry	No. of Businesses	Employment	Total Income
		%	%	%
1-4	Mining	31.2	38.2	108.1
	Manufacturing	5.3	5.9	11.9
	Construction	5.8	6.6	19.6
	Wholesale Trade	7.6	8.3	16.6
	Retail Trade	6.2	6.9	9.6
	Accomm,Cafes & Rest	14.4	15.1	17.4
	Transport & Storage	17.2	15.5	17.8
	Finance & Insurance	9.0	9.2	19.6
	Property & Business	5.2	6.1	13.8
	Cultural & Recreational	22.3	27.8	82.2
	Personal & Other	13.0	13.5	16.9
	Total all Industries	2.5	2.8	7.3
	5-19	Mining	30.4	29.7
Manufacturing		5.9	5.9	8.0
Construction		14.2	12.8	19.6
Wholesale Trade		7.8	7.5	17.2
Retail Trade		6.9	6.8	11.2
Accomm,Cafes & Rest		10.5	10.4	11.3
Transport & Storage		15.5	14.5	30.0
Finance & Insurance		26.1	19.8	86.8
Property & Business		7.9	8.7	9.4
Cultural & Recreational		23.2	19.3	56.7
Personal & Other		19.4	16.0	17.9
Total all Industries		3.3	3.2	9.7
20-199		Mining	15.3	17.3
	Manufacturing	5.0	4.0	6.2
	Construction	16.8	14.8	19.7
	Wholesale Trade	8.9	7.3	13.4
	Retail Trade	9.6	7.6	9.8
	Accomm,Cafes & Rest	14.5	12.9	16.6
	Transport & Storage	15.8	12.5	15.8
	Finance & Insurance	17.9	16.3	34.7
	Property & Business	9.9	9.7	12.2
	Cultural & Recreational	40.9	40.4	31.0
	Personal & Other	30.6	21.6	21.9
	Total all Industries	4.5	3.9	6.1
	Total	Mining	18.4	13.6
Manufacturing		2.8	2.8	4.8
Construction		4.8	5.5	11.8
Wholesale Trade		4.1	4.2	9.8
Retail Trade		3.6	3.7	6.3
Accomm,Cafes & Rest		5.8	6.7	9.1
Transport & Storage		11.9	7.5	13.9
Finance & Insurance		7.3	8.2	34.2
Property & Business		3.9	4.7	6.9
Cultural & Recreational		12.5	24.3	28.4
Personal & Other		9.1	8.9	10.9
Total all Industries		1.6	1.9	4.5

## Non-sampling error

Other errors can occur whether the estimates are derived from a sample or from a complete enumeration and are generally referred to as non-sampling errors. Three major sources of non-sampling errors arising from the data collection and processing phases are:

- inability to obtain comprehensive data from all businesses included in the sample. These errors arise because of differences which exist between the characteristics of respondents and non-respondents;
- errors in reporting which may arise through inappropriate wording of questions, misunderstanding of what data are required, inability or unwillingness to provide accurate information and mistakes to answers in questions; and
- errors arising during the processing of the survey data. These processing errors may arise through mistakes in coding and data recording.

An additional source of non-sampling error has been introduced to this file as part of the confidentialising process. For each of the financial variables available on the file, some of the values have been varied slightly to negate the risk of matching data on this file with other data sources. This process is known as perturbation and is detailed further below under the section on *Confidentialising the file*.

## IMPROVEMENTS TO COVERAGE

The population for each survey in this series has been adjusted in two ways. First, adjustments have been made to allow for new businesses which had commenced operations but for which details had not been processed to the ABS Business Register. The majority of businesses affected and to which adjustments have been made are small in size. Second, adjustments have been made for businesses which had been in existence for several years but, for various reasons, were not previously added to the ABS Business Register.

## ABOUT THE MICRODATA

This BLS CURF contains about 9,550 confidentialised respondent records drawn from the three Business Longitudinal Surveys conducted in respect of 1994-95, 1995-96, 1996-97 and 1997-98.

The section on *Using the CURF* provides sample counts for each year as well as some important notes which should be read carefully before using the file. Within that section there are also two data item listings. The first (*Data items collected in the surveys*), shows all the items collected in the surveys and whether these items are provided on the CURF or suppressed or adjusted by collapsing categories or perturbing values. The second listing (*Data items available on the CURF*) provides information on how the items are stored on the file as well as format and structural details of the file itself.

## Confidentialising the file

These data are released under the Census and Statistics Act 1905 which enables the release of data in the form of unit records where information is not likely to enable the identification of a particular person or organisation. Accordingly, there are no names or addresses of survey respondents on the CURF and some other steps have been taken to protect confidentiality, such as omitting selected data items collected in the survey and reducing the detail provided for other items.

Geography is restricted to Australia, with no State indicator available. Other items which refer to a small population, such as foreign ownership details, franchising details and details of participation in government programs have also been removed. Classification details have also been reduced with industry collapsed to a mixture of ANZSIC division and sub-division level. Age of business has been provided in ranges. In addition, values for financial variables have been varied slightly via a process known as perturbation.

Perturbation is a process whereby some values of particular variables are slightly varied to protect the confidentiality of the record. On the BLS CURF all financial variables have been perturbed. The process has been applied to each variable separately for each year. Firstly, it involves sorting the values into ascending order. Then, the highest few values and the lowest few values are grouped and adjusted to the mean of the group. The remaining values (the vast majority) are then examined and where there are a number of occurrences of a particular value, no adjustment is made; for other less common occurrences, values are slightly adjusted. After perturbation the sample was checked further for any remaining extreme outliers. A further 30 records were dropped from the file as being "large businesses" in terms measures other than employment.

## **TECHNICAL DIFFICULTIES**

The dataset covering the three years has a wide range of data items and is quite a complex file. The *Using the CURF* section of this documentation gives details of the items included on the file and details of the file structure. However, it is expected that users will often have queries regarding some of the technical detail. These queries should be referred to the ABS via the contact details given below.

Recognising that the CURF is a restricted file, it is likely that researchers will want to test hypotheses or run procedures against the full file before finalising their analysis. This can be arranged with the ABS. The contact person for both technical queries and enquires relating to running procedures against the full file is John Purcell, phone (02) 6252 6634, e-mail: [john.purcell@abs.gov.au](mailto:john.purcell@abs.gov.au)

Sample weights

Each record on the file has a number of different sample weights which apply to that particular business which enables estimates for different populations to be generated. Different weights apply depending on which sample is being used. Details of the different weights and their use are provided in the section *Using the CURF*.

## **AGGREGATE STATISTICS AVAILABLE**

There are a range of published statistics released from the BLS. The ABS has released an annual publication *Small and Medium Enterprises, Business Growth and Performance Survey (8141.0)* from each of the surveys which provides basic summary statistics. More detailed aggregate statistics are given in the *Portrait of Australian Business* series released by the Office of Small Business. It should be noted that because of the restrictions imposed on this CURF release, aggregates calculated will not exactly agree with other published results.

Other non-published results

The ABS has also prepared many other special tabular outputs for individual users. This service is continuing and tables from the Business Longitudinal Survey (the complete file) can be provided on request at a cost of \$25 per table. Such tables are useful for benchmarking purposes or checking the error associated with estimates derived from the CURF.



## CONDITIONS OF RELEASE

The Business Longitudinal Survey (BLS) CURF is released under strict Conditions of Sale (see pp. 64 - 66) — these should be read carefully before placing an order for the file. In addition, the Australian Statistician's approval is required for each release.

The BLS CURF is released in accordance with a Ministerial Determination (Clause 7, Statutory Rules 1983, No. 19) (see pp. 67 - 68) made in pursuance of Section 13 of the Census and Statistics Act 1905. As required by the Determination, the CURF has been designed so that the information on the file is not likely to enable the identification of the particular persons to whom it relates.

In pursuance of Clause 7, the Determination requires the purchaser of the file to undertake that, in using the information in the form of individual statistical records, the purchaser will:

- ♦ not attempt to identify particular persons or organisations;
- ♦ not attempt to match the information with administrative lists of persons or organisations;
- ♦ use the information only for statistical purposes; and
- ♦ not disclose the information to any other person or organisation.

The GAPS CURF can only be used for statistical purposes. Examples of statistical purposes are:

- ♦ the manipulation of the data to produce means, correlations or other descriptive or summary measures;
- ♦ the estimation of population characteristics from sample data;
- ♦ the use of data as input to mathematical models or for other types of analysis (e.g. factor analysis); and
- ♦ to provide graphical or pictorial representations of the characteristics of the population or subsets of the population.

Use of the data for unauthorised purposes may render the user liable to severe penalties (see p. 68). Advice about the propriety of any particular intended use of the data is available from the Assistant Director, Small Business Section, telephone Canberra 02 6252 6726.

Under no circumstances can data in the form of unit records be made available to persons or organisations other than those covered by the Undertaking, without the written authority of the Australian Statistician.

While the utmost care is taken in preparing and handling each CURF, deterioration may occur between the time of copying and receipt of the file. Accordingly, if the file is unreadable on receipt and this is reported to the ABS within 30 days of receipt, it will be replaced free of charge. As an added precaution, a security copy (backup) of the file should be made on receipt.

## USING THE CURF

This section provides the technical details of the release. Included are details of the data items collected in the survey and information about their availability on the CURF. Also included are details of the file structure and how the data are stored.

### ITEMS COLLECTED IN THE SURVEY

As discussed above, not all the details collected in the survey were able to be released as unit record data. The listing below lists all the items collected in the survey and indicates how they are treated in the CURF release. Appendix 1 of this document provides a set of the survey questionnaires used in the BLS (one for each year) to allow the analyst to see how each question was framed. The listing below provides a reference to the relevant question number and year for each item. In cases where the item was collected in each year, no year reference is given and the question number refers to the first questionnaire (1994-95).

Items are listed as:

- (a) Retained - that is the item is retained without adjustment, or if collapsing has been done it is noted;
- (b) Released in ranges;
- (c) Perturbed (for details see Confidentialising the file);
- (d) Derived after perturbation - that is the item is calculated (usually by adding) after the components have been perturbed; or
- (e) Omitted.

The second listing in this section (*Data items available on the CURF*) lists field names and provides details on legal values for each item and how they are stored on the file.

**SUMMARY OF DATA ITEMS AVAILABLE FROM BUSINESS GROWTH AND PERFORMANCE SURVEY**

<b>Indicative items</b>	<b>Question No Reference (1)</b>	<b>Treatment</b>
Form Type (12 form types used in the survey)	na	Retained
Weights for population estimates:		
Original Weight (original selection weight from yr 1)	na	Retained
PIT Weight (weight for estimating point in time variables)	na	Retained
FYE Weight (weight for estimating flow variables)	na	Retained
Continuing Weights (for estimating for the continuing pop. only)		
Original Weight	na	Retained
PIT Weight	na	Retained
FYE Weight	na	Retained
<b>Survey Items</b>		
<b>Business Locations and Activity</b>		
<b>Number of Business Locations</b>		
Number of locations	2	Retained
Opened new locations (y/n)	3	Retained
Locations opened (number)	3	Retained
Closed existing locations (y/n)	3	Retained
Locations closed (number)	3	Retained
<b>Business Activity (Industry code) (2)</b>		
Main industry of operation (2 digit ANZSIC)	4	Retained (2)
Type of legal organisation (incorporated or unincorporated)	5	Retained
Age of business (<2 yrs, 2 to 5 yrs, 10 to 20 yrs, 20 or more years)	6,7	Released in ranges
<b>Major Decision Maker</b>		
Has a major decision maker (y/n)	95 - 13	Retained
Sex	95 - 14	Retained
Years of experience (number)	95 - 14	Retained
Highest education level obtained (school, trade or tertiary)	95 - 14	Retained
Tertiary qualifications	95 - 15	Retained
<b>Family Business</b>		
Considered a family business (y/n)	96 - 9	Retained
Reasons (tick box): family members are :-		
Working directors or proprietors	96 - 10	Retained
Employed in the business	96 - 10	Retained
Not working in the business but contribute to decisions	96 - 10	Retained
Business acquired from parents	96 - 10	Retained
Close working relationship between management and staff	96 - 10	Retained
Other	96 - 10	Retained
How many generations (number)	96 - 11	Retained
If more than 1 operator, how many from same family (number)	96 - 12	Retained
<b>Industrial Relations</b>		
Union membership (% of employees)	16	Retained
How many unions (number)	96 - 14	Retained
Employment Arrangements (No. of employees under each arrangement)		
Awards	96 - 15	Retained
Individual contract or agreement	96 - 15	Retained
Unregistered enterprise agreement	96 - 15	Retained
Registered enterprise agreement	96 - 15	Retained
Other	96 - 15	Retained

<b>Business Operations</b>			
	Number of days business operated per week (1-7)	18	Retained
	Number of hours a day business operated (1-24)	19	Retained
	Contract out activities previously done by own employees (y/n)	20	Retained
	How many employees replaced by contracting out (number)	97 - 12	Retained
<b>Business Comparisons</b>			
	Was performance of business compared to other businesses (y/n)	95 - 23	Retained
	- Comparasions made (tick box) :-		
	Prices	95 - 24	Retained
	Costs	95 - 24	Retained
	Quality of products or services	95 - 24	Retained
	Range of products or services	95 - 24	Retained
	Marketing or advertising	95 - 24	Retained
	Other	95 - 24	Retained
<b>Major changes in the business (tick box)</b>			
	Range of products or services	25	Retained
	Number of locations	25	Retained
	Advertising	25	Retained
	Distribution	25	Retained
	Markets targeted	25	Retained
	Markets targeted - Domestic	25	Retained
	Markets targeted - Export	25	Retained
	Administrative software	25	Retained
	Accounting software	25	Retained
	Other administrative software	25	Retained
	Production technology	25	Retained
	Management training	25	Retained
	Technical training	25	Retained
	On the job training	25	Retained
	Other training	25	Retained
	Contracting out	25	Retained
	Business structure	25	Retained
	Number of PCs	98 - 36	Retained
	Staff using computers	98 - 36	Retained
	Electronic stock monitoring	98 - 36	Retained
	Electronic ordering/purchaasing	98 - 36	Retained
	Electronic banking	98 - 36	Retained
<b>Intentions for next three years (tick box)</b>			
	Significantly increase production	29	Retained
	Maintain existing production	29	Retained
	Significantly decrease production	29	Retained
	Open new locations	29	Retained
	Close locations	29	Retained
	Maintain or commence exporting	29	Retained
	Commence exporting	29	Retained
	Maintain exporting	29	Retained
	Increase exporting	29	Retained
	Establish a partnership or overseas office	29	Retained
	Introduce new goods or services	29	Retained
	Sell the whole business	29	Retained
	Open the same business elsewhere	29	Retained
	Sell equity elsewhere	29	Retained
	Close the business	29	Retained

<b>Business practices (tick box)</b>			
	Documented business plan	95 - 22	Retained
	Introduced business improvement programs (this year)	95 - 21	Retained
	Have any of the following business improvement programs		
	Total quality management	96 - 18	Retained
	Quality assurance	96 - 18	Retained
	Just - in - time management	96 - 18	Retained
	Process engineering	96 - 18	Retained
	Use any of the following business practices		
	Documented formal strategic plan	96 - 19	Retained
	Formal business plan	96 - 19	Retained
	Budget forecasting	96 - 19	Retained
	Regular income/expenditure reports	96 - 19	Retained
	Formal networking with other businesses	96 - 19	Retained
	Electronic commerce (excl. banking)	96 - 19	Retained
	Comparison of performance with other businesses	96 - 19	Retained
	Export market planning	96 - 19	Retained
<b>Business Links / networks</b>			
	Have any links with other businesses during year (y/n)	96 - 20	Retained
	- Final form of this link resulted in (tick box) :-		
	Formation of a new business	96 - 21	Retained
	Formal agreement without creating a new business	96 - 21	Retained
	An informal understanding	96 - 21	Retained
	Other	96 - 21	Retained
	- Purpose of link to increase (tick box):-		
	Production	96 - 22	Retained
	Purchasing	96 - 22	Retained
	Marketing	96 - 22	Retained
	Distribution	96 - 22	Retained
	Research and development	96 - 22	Retained
	Training	96 - 22	Retained
	Other	96 - 22	Retained
	<b>How frequently businesses sought information or advice from:-</b> (tick box: never, 1 to 3 times, 3 or more times)		
	External accountants	96 - 23	Retained
	Banks	96 - 23	Retained
	Solicitors	96 - 23	Retained
	Business consultants	96 - 23	Retained
	Family or friends	96 - 23	Retained
	Others in your industry	96 - 23	Retained
	Local businesses	96 - 23	Retained
	Industry Associations/Chamber of commerce	96 - 23	Retained
	The Australian Tax Office	96 - 23	Retained
	Government small business agencies	96 - 23	Retained
<b>Innovation</b>			
	Introduced new services or changed ways of delivering services (y/n)	65	Retained
	Introduced any new or substantially changed goods (y/n)	65	Retained
	Introduced any new or improved services (y/n)	65	Retained
	Introduced new or improved procedures for supply of services (y/n)	65	Retained
	Introduced new or improved products (Goods or Services) (y/n)	65	Retained
	Introduced new or improved procedures for supply of services (y/n)	65	Retained
	Introduce any new or changed products or processes (y/n)	65	Retained
	Expenditure on development of new or changed output (\$'000) :-		
	Research and development	66	Retained
	Training of staff	66	Retained
	Acquisition of patents,trademarks and licences	66	Retained
	Tooling up,industrial engineering and mfg start up	66	Retained
	Marketing of new products	66	Retained
	Other	66	Retained
	Total Expenditure	66	Retained
<b>Total expenditure on Research and Development</b>			
	Performed or paid others to perform R and D (tick box)	96 - 64	Retained
	Expenditure on R and D (\$'000)	96 - 65	Perturbed

<b>Use of computers</b>				
	Business uses computers (y/n)	97 - 22	Retained	
	How long has business used computers	97 - 23	Retained	
	Networked within the business or stand alone (y/n)	97 - 24	Retained	
	Electronic links with other businesses (tick box)			
	Via dialup modem ( not via internet)	97 - 25	Retained	
	Via dedicated line	97 - 25	Retained	
	Facilities used (tick box) :-			
	Electronic stock monitoring	97 - 26	Retained	
	Electronic ordering/purchasing	97 - 26	Retained	
	Electronic financial transactions eg banking, eftpos	97 - 26	Retained	
	How many employees use a computer at once a week (number)	97 - 27	Retained	
	Does this business access the internet (y/n)	97 - 28	Retained	
	What does the business use the internet for (tick box) :-			
	Purchasing	97&98 - 29	Retained	
	Selling	97&98 - 29	Retained	
	Marketing or advertising	97&98 - 29	Retained	
	Gathering information	97&98 - 29	Retained	
	Vioce/Video communication	97&98 - 29	Retained	
	Email	97&98 - 29	Retained	
	Data transfer	97&98 - 29	Retained	
	Other	97&98 - 29	Retained	
	Has own web-site/home page (y/n)	97&98 - 29	Retained	
<b>Management Training (Number)</b>				
	Managerial staff with tertiary qualifications in business management	95 - 63	Retained	
	Managerial staff who undertook training in business management	95 - 64	Retained	
<b>Employment at 30 June (Number)</b>				
	Working proprietors, Working partners, or working directors	10	Retained	
	Other full-time managerial employees	10	Retained	
	Other full-time employees	10	Retained	
	Part-time employees	10	Retained	
	Total employment	10	Retained	
	Full time managers, newly employed during 94-95	95 - 11	Retained	
	Casual Employees	96 - 6	Retained	
	Staff newly employed during the year	96 - 7	Retained	
	Staff ceased to be employed during the year	96 - 8	Retained	
	Decrease in total employment (exclude Casuals) (y/n)	97 - 9	Retained	
	- reason for decrease (tick box)			
	Decrease in demand	97 - 10	Retained	
	Contracted out tasks	97 - 10	Retained	
	Improvements to business efficiency	97 - 10	Retained	
	Replaced permanent employees with casuals	97 - 10	Retained	
	Reduced range of activities	97 - 10	Retained	
	Temporary decrease in employment levels	97 - 10	Retained	
	Other	97 - 10	Retained	
<b>Exports</b>				
	Export Goods during the period 1992-3 to 1994-95 (y/n)	95 - 33	Retained	
	Export Services during the period 1992-3 to 1994-95 (y/n)	95 - 33	Retained	
	Export Goods during the period 1995-96 (y/n)	96 - 33	Retained	
	Export Services during the period 1995-96 (y/n)	96 - 33	Retained	
	Value of exports 1992-93 (\$'000)	95 - 34	Perturbed	
	Value of exports 1993-94 (\$'000)	95 - 34	Perturbed	
	Value of exports (\$'000)	95 - 34	Perturbed	
<b>Income (\$'000)</b>				
	Sales of goods and services 1992-93	95 - 30	Perturbed	
	Sales of goods and services 1993-94	95 - 30	Perturbed	
	Sales of goods and services	95 - 30	Perturbed	
	Other income	31	Perturbed	
	Total Income	32	Perturbed	
	Expected percentage change in income			
	Increase	96 - 32	Retained	
	Decrease	96 - 32	Retained	
	No Change	96 - 32	Retained	

<b>Expenses (\$'000)</b>			
	Wages	37	Perturbed
	Superannuation	38	Perturbed
	Workers compensation	39	Perturbed
	Payroll tax	95 - 40	Perturbed
	Fringe benefits tax	95 - 41	Perturbed
	Interest expense	42	Perturbed
	Depreciation	43	Perturbed
	Bad debts	42	Perturbed
	Purchases	45	Perturbed
	Motor Vehicle running expenses	95 - 46	Perturbed
	Rent, leasing and hiring	47	Perturbed
	Cost of benefits and claims received	refer below (3)	Perturbed
	Other expenses	48	Perturbed
	Total expenses	49	Derived after perturbation
<b>Stocks (\$'000)</b>			
	Opening	50	Perturbed
	Closing	51	Perturbed
<b>Profit and Loss (\$'000)</b>			
	Profit	na	Derived after perturbation
	Loss	na	Derived after perturbation
<b>Assets and Liabilities (\$'000)</b>			
	Current Assets	54	Perturbed
	Non current assets		
	Property	55	Perturbed
	Plant and Machinery	56	Perturbed
	Other	57	Perturbed
	Total non current assets	na	Derived after perturbation
	Total Assets (\$'000)	na	Derived after perturbation
	Current Liabilities (\$'000)	58	Perturbed
	Non Current Liabilities (\$'000)	59	Perturbed
	Total liabilities (\$'000)	na	Derived after perturbation
	Derived owners equity (\$'000)	na	Derived after perturbation
	Percentage breakdown of equity (%)		
	Working owners	96 - 60	Retained
	Non-working owners-family	96 - 60	Retained
	Non working owners-non family	96 - 60	Retained
	Parent company	96 - 60	Retained
	Venture or development capitalists	97 - 59	Retained
	Other unrelated businesses	96 - 60	Retained
	Employees (excluding directors)	97 - 59	Retained
	Other ( including shareholders)	96 - 60	Retained
	Percentage breakdown of Liabilities (%)		
	Trade and other creditors	96 - 61	Retained
	Bank overdraft	97 - 60	Retained
	Bank bills and other short term facilities	97 - 60	Retained
	Loans from :-		
	Banks and other financial institutions	96 - 61	Retained
	Parent company	96 - 61	Retained
	Individuals involved in the business and their families	96 - 61	Retained
	Other individuals	96 - 61	Retained
	Unrelated businesses	96 - 61	Retained
	Provisions	96 - 61	Retained
	Deposits held	refer below(3)	Retained
	Outstanding claims	refer below(3)	Retained
	Unearned premiums	refer below(3)	Retained
	Bank loans	refer below(3)	Retained
	Other loans	refer below(3)	Retained
	Other	refer below(3)	Retained

<b>Equity Finance</b>			
	Equity Finance obtained (y/n)	96 - 57	Retained
	Equity finance obtained from (tick box) :-		
	Family	96 - 58	Retained
	Acquaintances or business colleagues	96 - 58	Retained
	People you did not previously know	96 - 58	Retained
	Unrelated businesses	96 - 58	Retained
	Related businesses	96 - 58	Retained
	Employees	97 - 62	Retained
	Banks	96 - 58	Retained
	Other financial institutions	96 - 58	Retained
	Venture or development capitalists	97 - 62	Retained
	Existing shareholders	96 - 58	Retained
	Value of equity finance (reported in 5 ranges)	96 - 59	Retained
<b>Capital Expenditure and Disposals (\$'000)</b>			
	Plant, machinery and equipment	96 - 62	Perturbed
	Land	96 - 62	Perturbed
	Dwellings, other buildings and structures	96 - 62	Perturbed
	Intangible assets	96 - 62	Perturbed
	Disposals	96 - 63	Perturbed
<b>Health and Safety</b>			
	A written statement (y/n)	98 - 28	Retained
	A program of consultation (y/n)	98 - 28	Retained
	An OH&S training program (y/n)	98 - 28	Retained
	Provision of information (y/n)	98 - 28	Retained
	Workplace inspections (y/n)	98 - 28	Retained
	Guidelines for hazards (y/n)	98 - 28	Retained
<b>Training</b>			
	Comparison with previous year	98 - 29	Retained
	Training methods	98 - 29	Retained
	Fields of training	98 - 29	Retained
	Training providers	98 - 29	Retained
<b>Business associations</b>			
	Does business belong to an industry association (y/n)	98 - 33	Retained
<b>Items Omitted</b>			
	SRN	na	Omitted
	SRN check digit	na	Omitted
	ASGC	na	Omitted
	PSC	na	Omitted
	State	na	Omitted
	Stratum	na	Omitted
	Significant change in business activity	na	Omitted
	Foreign ownership	na	Omitted
	Operates as a franchise	na	Omitted
	Controls a franchise system	na	Omitted



<b>Government program participation details</b>		na	Omitted
<b>Exporting details</b>			
Methods of exporting (% of total exports)			
Directly to firms overseas :-			
To subsidiaries/affiliates		na	Omitted
To parent company		na	Omitted
To unrelated overseas companies		na	Omitted
Via agents in Australia		na	Omitted
Via agents overseas		na	Omitted
Other		na	Omitted
Main Countries of export (%)			
Country		na	Omitted
Pecent of Exports		na	Omitted
Country		na	Omitted
Pecent of Exports		na	Omitted
Country		na	Omitted
Pecent of Exports		na	Omitted
Other export countries		na	Omitted
<b>Training</b>			
Expenditure on formal training (Q. 62 on 94-5 questionnaire)		na	Omitted
<b>Profit and Loss (\$'000)</b>			
Derivation			
Total income		na	Omitted
Total expenses		na	Omitted
Opening stocks		na	Omitted
Closing stocks		na	Omitted
Reported owners equity		na	Omitted
<b>Business Disputes</b>			
(Questions 24 to 27 on 1997-98 questionnaire)		na	Omitted
<b>Notes:</b>			
	1. The reference is to the questionnaires at Appendix 1. In some cases a year is given (eg 95,96 or 97) - this implies that the item is not available for all years and the year given is the questionnaire reference. Where no year is given the item is available for all years and the question number refers to the first (1994-95) questionnaire.		
	2. Industry recoding details are given on page 19.		
	3. Where 'refer below' appears in the Question reference number column, these items were collected only for the Finance sector and different form types were used. For details see Appendix 2, 'Additional Questions'.		

## DATA ITEMS AVAILABLE ON THE CURF

The CURF is provided on CD-ROM. The CD contains two files:

1. **CURF\_BLS.DAT** is the formatted confidentialised unit record file drawn from the Business Longitudinal Surveys (BLS) in respect of 1994-95, 1995-96, 1996-97 and 1997-98. Broad details of the file are as follows:

Format:	Variable length, comma delimited
Number of records:	9,732
Number of Items per record:	787

2. **CHT.COPY.RIGHT** which is a copyright warning file.

Before attempting to use the file.....

Full details of the file are given in the listing below. However, there are some important issues users need to be aware of before attempting to use the CURF.

Choosing the appropriate view

Before running an interrogation or analysis procedure you must decide which population (and therefore which part or subset of the available sample) you wish to examine. The CURF allows you to "view" a number of cross sectional populations as well as a number of longitudinal populations. The options available are listed below with the appropriate flags to identify the population of interest and the sample size available for that population:

### (a) Cross sectional views

#### Live businesses:

1994-95 - choose all records where Active95 = 1 (8,375 records)  
1995-96 - choose all records where Active96 = 1 (5,027 records)  
1996-97 - choose all records where Active97 = 1 (5,066 records)  
1997-98 - choose all records where Active98 = 1 (5,124 records)

#### Businesses that ceased during the year:

1995-96 - choose all records where Active96 = 2 (688 records)  
1996-97 - choose all records where Active97 = 2 (371 records)  
1997-98 - choose all records where Active98 = 2 (406 records)

#### Businesses that commenced during the year:

1995-96 - choose all records where New96 = 1 (327 records)  
1996-97 - choose all records where New97 = 1 (409 records)  
1997-98 - choose all records where New98 = 1 (463 records)

### (b) Longitudinal or panel views

Businesses live in year 1 and ceased in year 2  
- choose all records where Panel = 1 (482 records);

Businesses live in years 1 and 2 and ceased in year 3  
- choose all records where Panel = 2 (298 records);

Businesses live in years 1,2 and 3 but ceased in year 4  
- choose all records where Panel = 3 (183 records);

Businesses live in all years  
- choose all records where Panel = 4 (4,068 records)

Understanding the weights used

Units that were dropped from the survey after year 1, ie they were not selected in the subsample for year 2, have the Panel field set to zero. New businesses introduced to the survey from year 2 onwards also have Panel set to zero. Other panels could be constructed: eg live in years 2, 3 and 4, live in years 3 and 4, live in years 2 and 3 but ceased in year 4 etc. These would have to be identified manually as they have the Panel field set to zero. There are 4,701 records where Panel = 0.

If aggregate estimates are required, that is if you wish to calculate the estimated population total for a particular variable for an identified classification, the sample values for the selected variable will need to be multiplied by the appropriate weight for that variable and population. Similarly, if weighted values are required for unit record analysis the appropriate weight must be chosen. Not only are there different weights for the different views that are available, there are also different weights for different types of variables. There are three categories of variable or estimate differentiated for weighting purposes:

- (i) Point in time variables - these are items measure something at a particular point in time including employment and number of businesses (both measured at 30 June each year). Measuring the number of businesses with particular characteristics such as the number of family businesses, the number of businesses increasing their range of products and so on are a point in time estimates implying the use of the point in time weight.
- (ii) Flow variables - these items are measures that are measured over the whole reference period and "build up" over time. On the BLS CURF these are mainly the financial variables such as income, expenses, exports etc.
- (iii) Ratio estimates - where ratios are required using weighted estimates these ratios will often comprise a point in time component and a flow component, for example turnover per person employed or average sales per firm. In calculating these estimates the ratio weight should be used.

The reason we have the three weights is related to the population adjustments that are discussed under *Improvements to coverage* on page 6 of this documentation. The adjustments discussed are achieved by adjusting the final sampling weights used in estimation. Because some of the adjustment is to allow for new businesses which had commenced operations but were not included in the population frame, not all the businesses that we are adjusting for were operating for the full reference period. Therefore it would not be appropriate to apply a full year's adjustment for items that accumulate during the year, such as sales. On the other hand, for items such as employment and number of businesses, the full adjustment factor is appropriate.

Implications of not using weights

The BLS is not a completely random sample. The original population was stratified by industry and business size. Then, in the second phase of the survey, the sample was further stratified by the innovation status, exporting status and growth status of the business. The weights calculated reflect the sample fractions used for each stratum and users need to be aware that if weights are not used in analysis, some bias may be introduced to results.

How the data are stored

The records on the file are variable length with a comma separating each field. Each record, identified by a unique record number (stored in the 'Record Number' field), carries all the data available for a particular business. The listing below shows where each item or variable is stored within each record in terms of 'Field Number' and 'Length'.

As mentioned earlier in this documentation (Page 4), each business in the survey has been coded to the 4 digit level of the Australian and New Zealand Standard Industry Classification (ANZSIC), however only a reduced level of detail is available on the CURF. It is stored in a 4 digit field (Industr5, Industr6 and Industr7) where the first two characters, which have the values 01-11, relate to the 11 ANZSIC Divisions available on the file and the second two characters relate to the ANZSIC Sub-division (2 digit) code where it has been released.

Note that for businesses employing less than 100 people, the data are generally available at the 2 digit level. The exceptions are for the Mining, Accommodation and Transport industries which are only available at the Division level. Industry detail is also collapsed to Division level for all businesses employing 100 or more people. Where only Division detail is provided, the second two characters are coded to zero.

**Industry recoding**

<u>Code for businesses employing:</u>		<b>Industry</b>
<b>less than 100</b>	<b>100-200</b>	
0100	0100	Mining
0221 - 0229	0200	Manufacturing
0341 - 0342	0300	Construction
0445 - 0447	0400	Wholesale trade
0551 - 0553	0500	Retail trade
0600	0600	Accommodation, cafes & restaurants
0700	0700	Transport & storage
0873 - 0875	0800	Finance & insurance
0977 - 0978	0900	Property & business services
1091 & 1093	1000	Cultural & recreational services
1195 - 1196	1100	Personal & other services

An example.....

For example, if you wanted to extract and tabulate aggregate estimates for the number and total income of all businesses operating during 1996-97 which were in the Manufacturing industry, their employment was less than 20 and they were classified as innovative the following logic would be required:

Select records where

- Active97 = 1 (to give all live businesses during 1996-97);
- Industr7 is in the range 221-229 (to give Manufacturing businesses with employment less than 100 );
- Totemp97 < 20 (to give all those businesses with total employment less than 20);
- Innovat7 = 1 (to give all innovative businesses).

Tally:

- Totalin7 multiplied by Wght\_97f (to tally the weighted total income for each selected business - note we use the flow weight for 1996-97 because income is a flow variable);
- Wght\_97p (tallying the point in time weight will give a weighted estimate of the number of businesses satisfying your selection criteria (the point in time weight is used because number of businesses is a point in time measure).

Special note for Age  
of Business

Since the first release of the BLS CURF we have had a number of requests to provide Age of Business in equal intervals to allow its use as a interval variable in analysis.

Therefore, the CURF covering the four years of the survey has two key difference from the initial release. As well as providing data for the fourth survey, the file now provides two groups of items for Age of Business. For consistency with the first release, the original Age variable with 5 range categories (less than 2 years, 2 to less than 5 years, 5 to less than 10 years, 10 to less than 20 years and 20 years or more) is maintained.

In addition, a business age variable is provided (AGEyA, where y indicates the year of the survey) giving age in two yearly intervals up to 30 years.

# DATA ITEMS AVAILABLE ON THE CURF

## LISTING INDEX

<b>Data Item Groups</b>	<b>Page</b>
Age of business	25
Assets and Liabilities	56
Business activity (industry)	24
Business advice (sources)	41
Business comparisons	30
Business intentions	35
Business links	40
Business locations	23
Business operations (hours of operation)	29
Business practices	38
Capital expenditure	62
Computers (use of)	44
Contracting out	29
Employment	49
Employment arrangements	28
Equity (derived and breakdown)	58
Equity finance	59
Expenses	55
Exports	53
Family Business	27
Form type	23
Income	54
Indicative items	22
Industrial relations	27
Industry of operation	24
Innovation	42
Internet (use of)	45
Links (business networks)	40
Major changes	30
Major decision maker	26
Networks (business links)	40
Profit and loss	56
Record number	22
Record status	22
Response type	22
Research and Development	42
Stocks	56
Training	47
Type of legal organisation	24
Weights (sample)	62

**DATA ITEMS AVAILABLE ON THE CURF**

Subject	Value	Field Number	Length	Name
<b>Record Number</b>	1-9552	1	4	Recno
<b>Record Status</b>				
1994-95	0-1	2	1	Active95
Not included	0			
Live	1			
1995-96	0-2	3	1	Active96
Not included	0			
Operating	1			
Ceased business	2			
1996-97	0-2	4	1	Active97
Not included	0			
Operating business	1			
Ceased business	2			
1997-98	0-2	5	1	Active98
Not included	0			
Operating business	1			
Ceased business	2			

Note: 'Not included' refers to businesses that either ceased business prior to the reference period or were new to the study in a later reference period.

**Cross sectional Response Type - to be used in conjunction with active codes**

1994-95	0-1	6	1	Respl95
Not included	0			
Complete response	1			
1995-96	0-5	7	1	Respl96
Not included	0			
Complete response	1			
Historically estimate return	2			
Financial data estimated	3			
Non-financial data estimated	4			
Ceased business	5			
1996-97	0-5	8	1	Respl97
Not included	0			
Complete response	1			
Historically estimate return	2			
Financial data estimated	3			
Non-financial data estimated	4			
Ceased business	5			
1997-98	0-5	9	1	Respl98
Not included	0			
Complete response	1			
Historically estimate return	2			
Financial data estimated	3			
Non-financial data estimated	4			
Ceased business	5			

Note: 'Not included' refers to businesses that either ceased business prior to the reference period or were new to the study in a later reference period.

**Panel Response Type - to be used in conjunction with panel code**

1994-95	0-1	10	1	Respp95
Not included	0			
Complete response	1			
1995-96	0-5	11	1	Respp96
Not included	0			
Complete response	1			
Historically estimate return	2			
Financial data estimated	3			
Non-financial data estimated	4			
Ceased business	5			

Subject	Value	Field Number	Length	Name
1996-97	0-5	12	1	Respp97
Not included	0			
Complete response	1			
Historically estimate return	2			
Financial data estimated	3			
Non-financial data estimated	4			
Ceased business	5			
1997-98	0-5	13	1	Respp98
Not included	0			
Complete response	1			
Historically estimate return	2			
Financial data estimated	3			
Non-financial data estimated	4			
Ceased business	5			

Note: 'Not included' refers to businesses that either ceased business prior to the reference period or were new to the study in a later reference period.

#### Form Type

1994-95	1-3	14	1	Formtyp5
Manufacturing industry form	1			
General industry form	2			
Finance and insurance Industry form	3			
1995-96	1-6	15	1	Formtyp6
Manufacturing industry form - Continuing	1			
Manufacturing industry form - New business	2			
General industry form - Continuing	3			
General industry form - New business	4			
Finance and insurance Industry form - Continuing	5			
Finance and insurance Industry form - new business	6			
1996-97	1-6	16	1	Formtyp7
Manufacturing industry form - Continuing	1			
Manufacturing industry form - New business	2			
General industry form - Continuing	3			
General industry form - New business	4			
Finance and insurance Industry form - Continuing	5			
Finance and insurance Industry form - new business	6			
1997-98	1-6	17	1	Formtyp8
Manufacturing industry form - Continuing	1			
Manufacturing industry form - New business	2			
General industry form - Continuing	3			
General industry form - New business	4			
Finance and insurance Industry form - Continuing	5			
Finance and insurance Industry form - new business	6			

#### Number of business locations

1994-95	No.	18	4	Buslocs5
1995-96	No.	19	4	Buslocs6
1996-97	No.	20	4	Buslocs7
1997-98	No.	21	4	Buslocs8



Subject	Value	Field Number	Length	Name
<b>Open new locations</b>				
1994-95	0-1	22	1	openloc5
No	0			
Yes	1			
1995-96	0-1	23	1	openloc6
No	0			
Yes	1			
1996-97	0-1	24	1	openloc7
No	0			
Yes	1			
1997-98	0-1	25	1	openloc8
No	0			
Yes	1			
<b>Number of locations opened</b>				
1994-95	No.	26	4	Openval5
1995-96	No.	27	4	Openval6
1996-97	No.	28	4	Openval7
1997-98	No.	29	4	Openval8
<b>Close existing locations</b>				
1994-95	0-1	30	1	Closloc5
No	0			
Yes	1			
1995-96	0-1	31	1	Closloc6
No	0			
Yes	1			
1996-97	0-1	32	1	Closloc7
No	0			
Yes	1			
1997-98	0-1	33	1	Closloc8
No	0			
Yes	1			
<b>Number of locations closed</b>				
1994-95	No.	34	4	Closval5
1995-96	No.	35	4	Closval6
1996-97	No.	36	4	Closval7
1997-98	No.	37	4	Closval8
<b>Main industry of operation (a)</b>				
1994-95	No.	38	4	Industr5
1995-96	No.	39	4	Industr6
1996-97	No.	40	4	Industr7
1997-98	No.	41	4	Industr8
<b>Type of legal organisation</b>				
	1-2	42	1	Tolo
Incorporated	1			
Unincorporated	2			

Subject	Value	Field Number	Length	Name
<b>Age of business (1)</b>				
1994-95	1-5	43	1	Age5
Less than 2 years old	1			
2 years to less than 5 years old	2			
5 years to less than 10 years old	3			
10 years to less than 20 years old	4			
20 or more years old	5			
1995-96	1-5	44	1	Age6
Less than 2 years old	1			
2 years to less than 5 years old	2			
5 years to less than 10 years old	3			
10 years to less than 20 years old	4			
20 or more years old	5			
1996-97	1-5	45	1	Age7
Less than 2 years old	1			
2 years to less than 5 years old	2			
5 years to less than 10 years old	3			
10 years to less than 20 years old	4			
20 or more years old	5			
1997-98	1-5	46	1	Age8
Less than 2 years old	1			
2 years to less than 5 years old	2			
5 years to less than 10 years old	3			
10 years to less than 20 years old	4			
20 or more years old	5			
<b>Age of business (2)</b>				
1994-95	1-16	47	2	Age5a
Less than 2 years old	1			
2 years to less than 4 years old	2			
4 years to less than 6 years old	3			
6 years to less than 8 years old	4			
8 years to less than 10 years old	5			
10 years to less than 12 years old	6			
12 years to less than 14 years old	7			
14 years to less than 16 years old	8			
16 years to less than 18 years old	9			
18 years to less than 20 years old	10			
20 years to less than 22 years old	11			
22 years to less than 24 years old	12			
24 years to less than 26 years old	13			
26 years to less than 28 years old	14			
28 years to less than 30 years old	15			
30 or more years old	16			
1995-96	1-16	48	2	Age6a
Less than 2 years old	1			
2 years to less than 4 years old	2			
4 years to less than 6 years old	3			
6 years to less than 8 years old	4			
8 years to less than 10 years old	5			
10 years to less than 12 years old	6			
12 years to less than 14 years old	7			
14 years to less than 16 years old	8			
16 years to less than 18 years old	9			
18 years to less than 20 years old	10			
20 years to less than 22 years old	11			
22 years to less than 24 years old	12			
24 years to less than 26 years old	13			
26 years to less than 28 years old	14			
28 years to less than 30 years old	15			
30 or more years old	16			
1996-97	1-16	49	2	Age7a
Less than 2 years old	1			
2 years to less than 4 years old	2			
4 years to less than 6 years old	3			

Subject	Value	Field Number	Length	Name
6 years to less than 8 years old	4			
8 years to less than 10 years old	5			
10 years to less than 12 years old	6			
12 years to less than 14 years old	7			
14 years to less than 16 years old	8			
16 years to less than 18 years old	9			
18 years to less than 20 years old	10			
20 years to less than 22 years old	11			
22 years to less than 24 years old	12			
24 years to less than 26 years old	13			
26 years to less than 28 years old	14			
28 years to less than 30 years old	15			
30 or more years old	16			
1997-98	1-16	50	2	Age8a
Less than 2 years old	1			
2 years to less than 4 years old	2			
4 years to less than 6 years old	3			
6 years to less than 8 years old	4			
8 years to less than 10 years old	5			
10 years to less than 12 years old	6			
12 years to less than 14 years old	7			
14 years to less than 16 years old	8			
16 years to less than 18 years old	9			
18 years to less than 20 years old	10			
20 years to less than 22 years old	11			
22 years to less than 24 years old	12			
24 years to less than 26 years old	13			
26 years to less than 28 years old	14			
28 years to less than 30 years old	15			
30 or more years old	16			
<b><u>Major Decision Maker</u></b>				
<b>Has a major decision maker</b>	0-1	51	1	Mandirec
No	0			
Yes	1			
<b>Sex of major decision maker</b>	0-2	52	1	Sex
Not applicable/no response	0			
Male	M			
Female	F			
<b>Year of experience</b>	Years	53	2	Yrsexpe
<b>Highest education level obtained</b>	0-3	54	1	Educatn
Not applicable/no response	0			
School	1			
Trade	2			
Tertiary	3			
<b>If tertiary qualifications, are they in business management, commerce or administration</b>	0-1	55	1	Tertqua
No/Not applicable/no response	0			
Yes	1			

Note : The characteristics of Major Decision Making questions were not considered mandatory.

Subject	Value	Field Number	Length	Name
<b><u>Family Business</u></b>				
1994-95				
<b>If more than one operator, how many are from the same family</b>	1-3	56	1	wppsame5
None	1			
Most	2			
All	3			
1995-96 and 1996-97 and 1997-98				
Note: The following family business questions were asked of all businesses in 1995-96 and only those new to the study in 1996-97 and 1997-1998				
<b>Consider the business to be a family business</b>	0-1	57	1	Fambus
No	0			
Yes	1			
<b>Why do you consider this a family business</b>				
<b>Family members are:</b>				
<b>Working directors or proprietors</b>	0-1	58	1	Fbwpp
No	0			
Yes	1			
<b>Employed in the business</b>	0-1	59	1	Fbemp
No	0			
Yes	1			
<b>Not working, but contribute to decisions</b>	0-1	60	1	Fbnotwk
No	0			
Yes	1			
<b>Business acquired from parents</b>	0-1	61	1	Fbpar
No	0			
Yes	1			
<b>Close working relationship between management and staff</b>	0-1	62	1	Fbrel
No	0			
Yes	1			
<b>Other</b>	0-1	63	1	Fbother
No	0			
Yes	1			
<b>Including the current operators, how many generations have operated the business</b>	No.	64	5	Genes
<b>If there is more than one operator, how many are from the same family</b>	No.	65	5	samefam
<b><u>Industrial Relations</u></b>				
<b>Union Membership</b>				
<b>Estimated percentage of persons that were union members as at 30 June</b>				
1994-5	1-6	66	1	Unionme5
None	1			
Up to 10%	2			
11% to 25%	3			
26% to 50%	4			
51 to 75%	5			
76% 100%	6			

Subject	Value	Field Number	Length	Name
1995-6	1-6	67	1	Unionme6
None	1			
Up to 10%	2			
11% to 25%	3			
26% to 50%	4			
51 to 75%	5			
76% 100%	6			
1996-7	1-6	68	1	Unionme7
None	1			
Up to 10%	2			
11% to 25%	3			
26% to 50%	4			
51 to 75%	5			
76% 100%	6			
1997-8	1-6	69	1	Unionme8
None	1			
Up to 10%	2			
11% to 25%	3			
26% to 50%	4			
51 to 75%	5			
76% 100%	6			

**How many unions represented the employees of this business as 30 June**

1995-96	No.	70	3	Uniono6
1996-97	No.	71	3	Uniono7
1997-98	No.	72	3	Uniono8

**Employment Arrangements**

**What form of employment conditions operated during the last pay period in June**

1994-95				
Award arrangements	0-1	73	1	Arrawar5
No	0			
Yes	1			
Individual contract or agreement	0-1	74	1	Arrcont5
No	0			
Yes	1			
Unregistered enterprise agreement	0-1	75	1	Arrunre5
No	0			
Yes	1			
Registered enterprise agreement	0-1	76	1	Arrreg5
No	0			
Yes	1			
Other	0-1	77	1	Arrothe5
No	0			
Yes	1			

Subject	Value	Field Number	Length	Name
<b>Number of employees working under each of the following arrangements at 30 June</b>				
1995-96				
Award arrangements	No.	78	3	Arrawar6
Individual contract or agreement	No.	79	3	Arrcont6
Unregistered enterprise agreement	No.	80	3	Arrunre6
Registered enterprise agreement	No.	81	3	Arrreg6
Other	No.	82	3	Arroth6
1996-97				
Award arrangements	No.	83	3	Arrawar7
Individual contract or agreement	No.	84	3	Arrcont7
Unregistered enterprise agreement	No.	85	3	Arrunre7
Registered enterprise agreement	No.	86	3	Arrreg7
Other	No.	87	3	Arroth7
1997-98				
Award arrangements	No.	88	3	Arrawar8
Individual contract or agreement	No.	89	3	Arrcont8
Unregistered enterprise agreement	No.	90	3	Arrunre8
Registered enterprise agreement	No.	91	3	Arrreg8
<b>Year registered enterprise agreement first introduced</b>				
1995-96	No.	92	2	Arryear6
1996-97	No.	93	2	Arryear7
1996-97	No.	94	2	Arryear8
<b><u>Business Operations</u></b>				
<b>On average, how many days per week did this business operate during the financial year</b>				
1994-95	No.	95	1	Dayswee5
1995-96	No.	96	1	Dayswee6
1996-97	No.	97	1	Dayswee7
<b>On average, how many hours a day did this business operate during the financial year</b>				
1994-95	No.	98	2	Hoursda5
1995-96	No.	99	2	Hoursda6
1996-97	No.	100	2	Hoursda7
<b><u>Contracting Out</u></b>				
<b>During the financial year, did this business contract out activities previously done by its own employees</b>				
1994-95	0-1	101	1	Conout5
No	0			
Yes	1			
1996-97	0-1	102	1	Conout7
No	0			
Yes	1			
<b>How many employees were replaced by the contracting out</b>				
1996-97	No.	103	3	Conemp7

Subject	Value	Field Number	Length	Name
<b><u>Business Comparisons</u></b>				
<b>Did this business compare its performance with other businesses during the financial year</b>				
1994-95	0-1	104	1	Buscomp5
No	0			
Yes	1			
<b>What type of comparisons were made</b>				
1994-95				
Prices	1-3	105	1	Tocpric5
No Comparison	1			
Formal documented comparison	2			
Informal comparison	3			
Costs	1-3	106	1	Toccost5
No Comparison	1			
Formal documented comparison	2			
Informal comparison	3			
Quality of products or service	1-3	107	1	Tocqual5
No Comparison	1			
Formal documented comparison	2			
Informal comparison	3			
Range of products or service	1-3	108	1	Tocrang5
No Comparison	1			
Formal documented comparison	2			
Informal comparison	3			
Marketing or advertising	1-3	109	1	Tocmark5
No Comparison	1			
Formal documented comparison	2			
Informal comparison	3			
Quality Client Service	1-3	110	1	Tocclnt5
No Comparison	1			
Formal documented comparison	2			
Informal comparison	3			
Other	1-3	111	1	Tocothe5
No Comparison	1			
Formal documented comparison	2			
Informal comparison	3			
<b><u>Major changes in the business</u></b>				
<b>Have there been any major changes in this business during the last three years</b>				
1994-95				
Range of products or services	1-4	112	1	Mjcrang5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Number of Locations	1-4	113	1	Mjclocs5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Advertising	1-4	114	1	Mjcadve5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			

Subject	Value	Field Number	Length	Name
Distribution	1-4	115	1	Mjcdist5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Markets targeted	1-4	116	1	Mjcmark5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Administrative computer systems	1-4	117	1	Mjcadms5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Production technology	1-4	118	1	Mjcprod5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Technical training	1-4	119	1	Mjctect5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Management training	1-4	120	1	Mjcmgtt5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Other	1-4	121	1	Mjcothe5
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			



Subject	Value	Field Number	Length	Name
<b>Have there been any major changes in this business during the last financial year</b>				
1995-96				
Range of products or services	1-4	122	1	Mjcrang6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Advertising	1-4	123	1	Mjcadve6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Distribution	1-4	124	1	Mjcdist6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Markets targeted - domestic	1-4	125	1	Mjcdom6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Markets targeted - Export	1-4	126	1	Mjcexp6
No major change	2			
Increased	3			
Decreased	4			
Accounting software	1-4	127	1	Mjcacc6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Other Administrative computer systems	1-4	128	1	Mjcoadm6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Production/Service technology	1-4	129	1	Mjcprod6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Management training	1-4	130	1	Mjcmgtt6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
On-the-job training	1-4	131	1	Mjcjob6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Other training	1-4	132	1	Mjcothe6
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			

Subject	Value	Field Number	Length	Name
1995-96 (cont.)				
Contracting out of activities previously done by employees of this business	1-3	133	1	Omccont6
Not Applicable	1			
No major change	2			
Changed	3			
Business structure	1-3	134	1	Omcbust6
Not Applicable	1			
No major change	2			
Changed	3			
Other changes	1-3	135	1	Omcothe6
Not Applicable	1			
No major change	2			
Changed	3			
1996-97				
Range of products or services	1-4	136	1	Mjcrang7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Advertising	1-4	137	1	Mjcadve7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Distribution	1-4	138	1	Mjcdist7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Markets targeted - domestic	1-4	139	1	Mjcdom7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Markets targeted - Export	1-4	140	1	Mjcexp7
No major change	2			
Increased	3			
Decreased	4			
Accounting software	1-4	141	1	Mjcacc7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Other Administrative computer systems	1-4	142	1	Mjcoadm7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Production/Service technology	1-4	143	1	Mjcprod7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Management training	1-4	144	1	Mjcmgtt7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			

Subject	Value	Field Number	Length	Name
1996-97 (cont.)				
On-the-job training	1-4	145	1	Mjcjob7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Other training	1-4	146	1	Mjcothe7
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Business structure	1-3	147	1	Omcbust7
Not Applicable	1			
No major change	2			
Changed	3			
Other changes	1-3	148	1	Omcothe7
Not Applicable	1			
No major change	2			
Changed	3			
1997-98				
Range of products or services	1-4	149	1	Mjcrang8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Advertising	1-4	150	1	Mjcadve8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Distribution	1-4	151	1	Mjcdist8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Markets targeted - domestic	1-4	152	1	Mjcdom8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Markets targeted - Export	1-4	153	1	Mjcexp8
No major change	2			
Increased	3			
Decreased	4			
Accounting software	1-4	154	1	Mjcacc8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Other Administrative computer systems	1-4	155	1	Mjcadm8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Production technology	1-4	156	1	Mjcser8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			

Subject	Value	Field Number	Length	Name
Number of personal computers	1-4	157	1	Mjcnpc8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Number of staff using computers	1-4	158	1	Mjcnsta8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Electronic stock monitoring	1-4	159	1	Mjcelms8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Electronic ordering/purchasing via internet or otherwise	1-4	160	1	Mjcelop8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Electronic banking or funds transfer	1-4	161	1	Mjcelft8
Not Applicable	1			
No major change	2			
Increased	3			
Decreased	4			
Business structure	1-3	162	1	Omcbust8
Not Applicable	1			
No major change	2			
Changed	3			
Other changes	1-3	163	1	Omcothe8
Not Applicable	1			
No major change	2			
Changed	3			

### **Business Intentions**

**During the next three years does this business intend to do any of the following**

Note: 1994/95 intentions cover the period 1995/96 to 1997/98  
1995/96 intentions cover the period 1996/97 to 1998/99  
1996/97 intentions cover the period 1997/98 to 1999/00  
1997/98 intentions cover the period 1998/99 to 2000/01

1994-95

Significantly increase production levels	0-1	164	1	Intinc5
No	0			
Yes	1			
Maintain existing production levels	0-1	165	1	Intmain5
No	0			
Yes	1			
Significantly decrease production levels	0-1	166	1	Intdec5
No	0			
Yes	1			
Open new locations	0-1	167	1	Intoplo5
No	0			
Yes	1			
Close locations	0-1	168	1	Intello5
No	0			
Yes	1			
Maintain or commence exporting	0-1	169	1	Intcoex5
No	0			
Yes	1			

Subject	Value	Field Number	Length	Name
Introduce new goods or services	0-1	170	1	Intgood5
No	0			
Yes	1			
Sell the whole business	0-1	171	1	Intsell5
No	0			
Yes	1			
Open the same business elsewhere	0-1	172	1	Intelse5
No	0			
Yes	1			
Sell equity in the business	0-1	173	1	Intequ5
No	0			
Yes	1			
Close the business	0-1	174	1	Intclos5
No	0			
Yes	1			
1995-96				
Significantly increase production levels	0-1	175	1	Intinc6
No	0			
Yes	1			
Maintain existing production levels	0-1	176	1	Intmain6
No	0			
Yes	1			
Significantly decrease production levels	0-1	177	1	Intdec6
No	0			
Yes	1			
Open new locations	0-1	178	1	Intoplo6
No	0			
Yes	1			
Close locations	0-1	179	1	Intello6
No	0			
Yes	1			
Maintain or commence exporting	0-1	180	1	Intcoex6
No	0			
Yes	1			
Introduce new goods or services	0-1	181	1	Intgood6
No	0			
Yes	1			
Sell the whole business	0-1	182	1	Intsell6
No	0			
Yes	1			
Open the same business elsewhere	0-1	183	1	Intelse6
No	0			
Yes	1			
Sell equity in the business	0-1	184	1	Intequ6
No	0			
Yes	1			
Close the business	0-1	185	1	Intclos6
No	0			
Yes	1			
1996-97				
Significantly increase production levels	0-1	186	1	Intinc7
No	0			
Yes	1			
Maintain existing production levels	0-1	187	1	Intmain7
No	0			
Yes	1			
Significantly decrease production levels	0-1	188	1	Intdec7
No	0			
Yes	1			
Open new locations	0-1	189	1	Intoplo7
No	0			
Yes	1			

Subject	Value	Field Number	Length	Name
Close locations	0-1	190	1	Intello7
No	0			
Yes	1			
Commence exporting	0-1	191	1	Intcoex7
No	0			
Yes	1			
Maintain exporting	0-1	192	1	Intmaex7
No	0			
Yes	1			
Increase exporting	0-1	193	1	Intinex7
No	0			
Yes	1			
Establish a partnership or office overseas	0-1	194	1	Intest7
No	0			
Yes	1			
Introduce new goods or services	0-1	195	1	Intgood7
No	0			
Yes	1			
Sell the whole business	0-1	196	1	Intsell7
No	0			
Yes	1			
Open the same business elsewhere	0-1	197	1	Intelse7
No	0			
Yes	1			
Sell equity in the business	0-1	198	1	Intequ7
No	0			
Yes	1			
Close the business	0-1	199	1	Intclos7
No	0			
Yes	1			
1997-98				
Significantly increase production levels	0-1	200	1	Intinc8
No	0			
Yes	1			
Maintain existing production levels	0-1	201	1	Intmain8
No	0			
Yes	1			
Significantly decrease production levels	0-1	202	1	Intdec8
No	0			
Yes	1			
Open new locations	0-1	203	1	Intoplo8
No	0			
Yes	1			
Close locations	0-1	204	1	Intello8
No	0			
Yes	1			
Commence exporting	0-1	205	1	Intcoex8
No	0			
Yes	1			
Maintain exporting	0-1	206	1	Intmaex8
No	0			
Yes	1			
Increase exporting	0-1	207	1	Intinex8
No	0			
Yes	1			
Establish a partnership or office overseas	0-1	208	1	Intest8
No	0			
Yes	1			
Introduce new goods or services	0-1	209	1	Intgood8
No	0			
Yes	1			
Sell the whole business	0-1	210	1	Intsell8
No	0			
Yes	1			

Subject	Value	Field Number	Length	Name
Open the same business elsewhere	0-1	211	1	Intelse8
No	0			
Yes	1			
Sell equity in the business	0-1	212	1	Intequ8
No	0			
Yes	1			
Close the business	0-1	213	1	Intclos8
No	0			
Yes	1			
<b><u>Business Practices</u></b>				
1994-95				
<b>Has a documented business plan</b>	0-1	214	1	Busplan5
No	0			
Yes	1			
<b>Introduced business improvement programs (this year)</b>	0-1	215	1	Busimpr5
No	0			
Yes	1			
1995-96				
<b>Have in place, any of the following business improvement programs</b>				
Total quality management	1-4	216	1	Biptqm6
No/Not applicable	1			
Informally in place	2			
Formal program developed in-house	3			
Externally assisted program	4			
Quality assurance	1-4	217	1	Bipqa6
No/Not applicable	1			
Informally in place	2			
Formal program developed in-house	3			
Externally assisted program	4			
Just-in-time management	1-4	218	1	Bipjit6
No/Not applicable	1			
Informally in place	2			
Formal program developed in-house	3			
Externally assisted program	4			
Process engineering (only for formtyp6 = 1 or 2 )	1-4	219	1	Bippe6
No/Not applicable	1			
Informally in place	2			
Formal program developed in-house	3			
Externally assisted program	4			

Subject	Value	Field Number	Length	Name
<b>Did this business use any of the following business practices</b>				
Documented formal strategic plan	0-2	220	1	Bpdoc6
No	0			
Yes	1			
Not applicable	2			
A formal business plan	0-2	221	1	Bpfor6
No	0			
Yes	1			
Not applicable	2			
Budget forecasting	0-2	222	1	Bpbud6
No	0			
Yes	1			
Not applicable	2			
Regular income/expenditure reports	0-2	223	1	Bpreg6
No	0			
Yes	1			
Not applicable	2			
Formal networking with other businesses	0-2	224	1	Bpnet6
No	0			
Yes	1			
Not applicable	2			
Electronic commerce (exclude banking)	0-2	225	1	Bpele6
No	0			
Yes	1			
Not applicable	2			
Comparison of performance with other businesses	0-2	226	1	Bpcom6
No	0			
Yes	1			
Not applicable	2			
Export marketing	0-2	227	1	Bpexp6
No	0			
Yes	1			
Not applicable	2			

1996-97

<b>Did this business use any of the following business practices</b>				
Documented formal strategic plan	0-2	228	1	Bpdoc7
No	0			
Yes	1			
Not applicable	2			
A formal business plan	0-2	229	1	Bpfor7
No	0			
Yes	1			
Not applicable	2			
Budget forecasting	0-2	230	1	Bpbud7
No	0			
Yes	1			
Not applicable	2			
Regular income/expenditure reports	0-2	231	1	Bpreg7
No	0			
Yes	1			
Not applicable	2			
Formal networking with other businesses	0-2	232	1	Bpnet7
No	0			
Yes	1			
Not applicable	2			



Subject	Value	Field Number	Length	Name
Electronic commerce (exclude banking)	0-2	233	1	Bpele7
No	0			
Yes	1			
Not applicable	2			
Comparison of performance with other businesses	0-2	234	1	Bpcom7
No	0			
Yes	1			
Not applicable	2			
Export marketing	0-2	235	1	Bpexp7
No	0			
Yes	1			
Not applicable	2			

1997-98

**Did this business use any of the following business practices**

A formal strategic or business plan	0-2	236	1	Bpfor8
No	0			
Yes	1			
Not applicable	2			
Budget forecasting	0-2	237	1	Bpbud8
No	0			
Yes	1			
Not applicable	2			
Regular income/expenditure reports	0-2	238	1	Bpreg8
No	0			
Yes	1			
Not applicable	2			
Formal networking with other businesses	0-2	239	1	Bpnet8
No	0			
Yes	1			
Not applicable	2			
Comparison of performance with other businesses	0-2	240	1	Bpcom8
No	0			
Yes	1			
Not applicable	2			
Export marketing	0-2	241	1	Bpexp8
No	0			
Yes	1			
Not applicable	2			

**Business Links**

1995-96

**Did this business have any links with other businesses during the financial year**

	0-1	242	1	Buslink6
<b>Did the final form of this link result in:</b>				
Formation of a new business	0-1	243	1	Linknew6
No	0			
Yes	1			
formal agreement without creating a new business	0-1	244	1	Linkagr6
No	0			
Yes	1			
An informal understanding	0-1	245	1	Linkinf6
No	0			
Yes	1			
Other	0-1	246	1	Linkoth6
No	0			
Yes	1			

Subject	Value	Field Number	Length	Name
<b>Was the purpose of this link to increase the capability of this business in: (for Manufacturing only; Formtyp6 = 1 or 2</b>				
Production	0-1	247	1	Purprod6
No	0			
Yes	1			
Purchasing	0-1	248	1	Purpurc6
No	0			
Yes	1			
Marketing	0-1	249	1	Purmrkt6
No	0			
Yes	1			
Distribution	0-1	250	1	Purdist6
No	0			
Yes	1			
Research and development	0-1	251	1	Purrd6
No	0			
Yes	1			
Training	0-1	252	1	Purtrng6
No	0			
Yes	1			
Other	0-1	253	1	Purothe6
No	0			
Yes	1			
<b>How frequently (during the year) did this business seek business information of advice from the sources below</b>				
External Accounts	1-3	254	1	infext6
Never	1			
1-3 times	2			
More than 3 times	3			
Banks	1-3	255	1	infbank6
Never	1			
1-3 times	2			
More than 3 times	3			
Solicitors	1-3	256	1	infosol6
Never	1			
1-3 times	2			
More than 3 times	3			
Business consultants	1-3	257	1	infcons6
Never	1			
1-3 times	2			
More than 3 times	3			
Family or friends	1-3	258	1	inffam6
Never	1			
1-3 times	2			
More than 3 times	3			
Others in your industry	1-3	259	1	infotin6
Never	1			
1-3 times	2			
More than 3 times	3			
Local business	1-3	260	1	infloc6
Never	1			
1-3 times	2			
More than 3 times	3			
Industry association/Chamber of commerce	1-3	261	1	infiac6
Never	1			
1-3 times	2			
More than 3 times	3			

Subject	Value	Field Number	Length	Name
The Australian Taxation Office	1-3	262	1	infato6
Never	1			
1-3 times	2			
More than 3 times	3			
Government small business agencies	1-3	263	1	infsb6
Never	1			
1-3 times	2			
More than 3 times	3			

### **Innovation, and Research and Development**

1994-95

For non manufacturing businesses  
(formtyp5 = 2 or 3)

**Introduced new services or changed ways  
of delivering services**

	0-1	264	1	Newserv5
No	0			
Yes	1			

**Introduced new or substantially changed goods**

	0-1	265	1	Newgood5
No	0			
Yes	1			

For manufacturing businesses  
(formtyp5 = 1)

**Developed or introduce any new or substantially  
changed products or services**

	0-1	266	1	Innovat5
--	-----	-----	---	----------

**Expenditure on development of new or changed  
products or processes**

Research and development	\$000	267	8	Innrd5
Training of Staff	\$000	268	8	Inntra5
Acquisition of patents, trademarks and licences	\$000	269	8	Innacq5
Tooling up, Industrial engineering and mfg start up	\$000	270	8	Innexp5
Marketing new products	\$000	271	8	Innmar5
Total expenditure	\$000	272	8	Inntot5

1995-96

For non manufacturing businesses  
(formtyp6 = 3,4,5 or 6)

**Introduced any new or improved services**

	0-1	273	1	Newserv6
No	0			
Yes	1			

**Introduced new or improved procedures for  
the supply of services**

	0-1	274	1	Newproc6
No	0			
Yes	1			

For manufacturing businesses  
(formtyp6 = 1 or 2)

**Developed or introduced any new or substantially  
changed products or services**

	0-1	275	1	Innovat6
--	-----	-----	---	----------

For all businesses

**Performed or paid other to perform R and D**

	0-1	276	1	RandD6
No	0			
Yes	1			

**Expenditure on R and D**

	\$000	277	8	RDValue6
--	-------	-----	---	----------

Subject	Value	Field Number	Length	Name
1996-97				
For non manufacturing businesses (formtyp7 = 2 or 3)				
<b>Introduced any new or improved services (Goods and Services)</b>	0-1	278	1	Newserv7
No	0			
Yes	1			
<b>Introduced new or improved procedures for the supply of services</b>	0-1	279	1	Newproc7
No	0			
Yes	1			
For manufacturing businesses (formtyp7 = 1)				
<b>Developed or introduce any new or substantially changed products or services</b>	0-1	280	1	Innovat7
<b>Expenditure on development of new or changed products or processes</b>				
Research and development	\$000	281	8	Innrd7
Training of Staff	\$000	282	8	Inntra7
Acquisition of patents, trademarks and licences	\$000	283	8	Innacq7
Tooling up, Industrial engineering and mfg start up	\$000	284	8	Innexp7
Marketing new products	\$000	285	8	Innmar7
Other	\$000	286	8	Innoth7
Total expenditure	\$000	287	8	Inntot7
For all businesses (incorporates Innrd7 responses for mfg businesses)				
<b>Performed or paid other to perform R and D</b>	0-1	288	1	RandD7
No	0			
Yes	1			
<b>Expenditure on R and D</b>	\$000	289	8	RDValue7
1997-98				
For non manufacturing businesses (formtyp8 = 2 or 3)				
<b>Introduced any new or improved services (Goods and Services)</b>	0-1	290	1	Newserv8
No	0			
Yes	1			
<b>Introduced new or improved procedures for the supply of services</b>	0-1	291	1	Newproc8
No	0			
Yes	1			
For manufacturing businesses (formtyp8 = 1)				
<b>Developed or introduce any new or substantially changed products or services</b>	0-1	292	1	Innovat8

Subject	Value	Field Number	Length	Name
<b>Expenditure on development of new or changed products or processes</b>				
Research and development	\$000	293	8	Innrd8
Training of Staff	\$000	294	8	Inntra8
Acquisition of patents, trademarks and licences	\$000	295	8	Innacq8
Tooling up, Industrial engineering and mfg start up	\$000	296	8	Innexp8
Marketing new products	\$000	297	8	Innmar8
Other	\$000	298	8	Innoth8
Total expenditure	\$000	299	8	Inntot8
For all businesses (incorporates Innrd7 responses for mfg businesses)				
<b>Performed or paid other to perform R and D</b>	0-1	300	1	RandD8
No	0			
Yes	1			
<b>Expenditure on R and D</b>	\$000	301	8	RDValue8
<b><u>Use of Computers</u></b>				
1996-97				
<b>Business uses computers</b>	0-1	302	1	Combus7
No	0			
Yes1				
<b>How long has the business used computers</b>	0-3	303	1	Comlon7
Not applicable	0			
less than 2 years	1			
2 years to less than 5 years	2			
5 or more years	3			
<b>Are most computers networked within the business or stand alone</b>	0-2	304	1	Moscom7
Not applicable	0			
Networked with the business	1			
Stand alone	2			

Subject	Value	Field Number	Length	Name
<b>Electronic links with other businesses</b>				
Via dial-up modems ( not via internet)	0-1	305	1	Lindia7
No	0			
Yes	1			
Via dedicated line	0-1	306	1	Lindec7
No	0			
Yes	1			
<b>Electronic facilities used</b>				
Electronic stock monitoring	0-1	307	1	Elesm7
No	0			
Yes	1			
Electronic ordering/purchasing using modem/ dedicated line with other businesses	0-1	308	1	Eleop7
No	0			
Yes	1			
Electronic financial transactions (eg banking, Eftpos)	0-1	309	1	Eleft7
No	0			
Yes	1			
<b>How many employees use a computer at least once a week</b>	No.	310	5	Empcom7
<b>Does this business access the internet</b>	0-1	311	1	Netacc7
No	0			
Yes	1			
<b>What does the business use the internet for</b>				
Purchasing	0-1	312	1	Netpur7
No	0			
Yes	1			
Selling	0-1	313	1	Netsel7
No	0			
Yes	1			
Marketing or advertising	0-1	314	1	Netmar7
No	0			
Yes	1			
Gathering information	0-1	315	1	Netgat7
No	0			
Yes	1			
Voice/video communication	0-1	316	1	Netvoi7
No	0			
Yes	1			
Email	0-1	317	1	Netema7
No	0			
Yes	1			
Data transfer	0-1	318	1	Netdat7
No	0			
Yes	1			
Other	0-1	319	1	Netoth7
No	0			
Yes	1			
<b>Does this business have its own Web site/Home page</b>	0-1	320	1	Webhom7
1997-98				
<b>Does this business access the internet</b>	0-1	321	1	Netacc8
No	0			
Yes	1			

Subject	Value	Field Number	Length	Name
<b>What does the business use the internet for</b>				
<b>Purchase of goods and services</b>				
Making payments	0-1	322	1	Netmak8
No	0			
Yes	1			
Placing purchase orders	0-1	323	1	Netpla8
No	0			
Yes	1			
Receiving invoices	0-1	324	1	Netrinv8
No	0			
Yes	1			
<b>Sales of goods and services</b>				
Web site/home page	0-1	325	1	Webhom8
No	0			
Yes	1			
Other marketing/promotional activities	0-1	326	1	Netmar8
No	0			
Yes	1			
Receiving payments	0-1	327	1	Netrpay8
No	0			
Yes	1			
Sending invoices	0-1	328	1	Netsend8
No	0			
Yes	1			
Receiving sales orders	0-1	329	1	Netrso8
No	0			
Yes	1			
Co-ordinating delivery arrangements	0-1	330	1	Netco8
No	0			
Yes	1			
<b>Other uses</b>				
E-mail	0-1	331	1	Netema8
No	0			
Yes	1			
Interactive lodging of forms/tenders	0-1	332	1	Netlod8
No	0			
Yes	1			
Business to business data transfer	0-1	333	1	Netdat8
No	0			
Yes	1			
Gathering information	0-1	334	1	Netgat8
No	0			
Yes	1			
Business networking	0-1	335	1	Netbnet8
No	0			
Yes	1			
Intranet	0-1	336	1	Netint8
No	0			
Yes	1			
Other	0-1	337	1	Netoth8
No	0			
Yes	1			

Subject	Value	Field Number	Length	Name
<b><u>Health and Safety</u></b>				
1997-98				
<b>Does this business have any of the following processes in place to manage health and safety</b>				
A written statement of management commitment to health and safety	0-1	338	1	Hswrit8
No	0			
Yes	1			
A program of consultation with employees	0-1	339	1	Hsprog8
No	0			
Yes	1			
An occupational health and safety training program	0-1	340	1	Hsohas8
No	0			
Yes	1			
Provision of information for employees eg. visible safety signs, labelling etc.	0-1	341	1	Hsprov8
No	0			
Yes	1			
Regular workplace inspections	0-1	342	1	Hsreg8
No	0			
Yes	1			
Guidelines for identifying and controlling hazards in the workplace	0-1	343	1	Hsguid8
No	0			
Yes	1			
<b><u>Training</u></b>				
1994-95				
<b>Managerial staff with tertiary qualifications in business management, commerce or administration</b>	No.	344	5	Terqual5
<b>Managerial staff who undertook training in business management during 1994-95</b>	No.	345	5	Trainin5
1997-98				
<b>For the previous 12 months please show how the number of people being trained by this business has changed</b>	1-5	346	1	Trainch8
Increased	1			
Decreased	2			
Stayed the same	3			
No training provided	4			
Did not respond	5			
<b>Estimate the percentage of persons employed in this business that participated in the following training methods during the financial year</b>				
Structured training courses	1-5	347	1	Tmstru8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			



Subject	Value	Field Number	Length	Name
On the job training	1-5	348	1	Tmotj8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			
Seminars, workshops, conferences etc	1-5	349	1	Tmsem8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			
Job rotation, exchanges etc	1-5	350	1	Tmjobr8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			

**Estimate the percentage of persons employed in this business that were trained in the following fields during the financial year**

Management training	1-5	351	1	Tfman8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			
Professional training	1-5	352	1	Tfprof8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			
Training for computer specialists	1-5	353	1	Tfcomp8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			
Trade and apprenticeship training and traineeships	1-5	354	1	Tftrad8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			
Health and safety training	1-5	355	1	Tfhs8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			
Other training	1-5	356	1	Tfoth8
None	1			
up to 25%	2			
26% to 50%	3			
51% to 75%	4			
76% to 100%	5			

Subject	Value	Field Number	Length	Name
<b>Did the business use any of the following training providers to train its employees during the financial year</b>				
Employees or owners of this business providing on the job training	0-1	357	1	Tpotj8
No	0			
Yes	1			
Employees or owners of this business providing structured training	0-1	358	1	Tpstruc8
No	0			
Yes	1			
Professional associations	0-1	359	1	Tpprof8
No	0			
Yes	1			
Industry associations	0-1	360	1	Tpprof8
No	0			
Yes	1			
Equipment manufacturer/supplier	0-1	361	1	Tpequ8
No	0			
Yes	1			
Private training consultant	0-1	362	1	Tppriv8
No	0			
Yes	1			
TAFE	0-1	363	1	Tptafe8
No	0			
Yes	1			
University	0-1	364	1	Tpuniv8
No	0			
Yes	1			
Other	0-1	365	1	Tpoth8
No	0			
Yes	1			

### **Employment -Persons employed**

1994-95

#### **At June 1993**

Working - proprietors, partners or directors	No.	366	5	Totwpp93
Other full-time managerial employees	No.	367	5	Totman93
Other full-time employees	No.	368	5	Totft93
Part-time employees	No.	369	5	Totpt93
Total employment	No.	370	5	Totemp93

#### **At June 1994**

Working - proprietors, partners or directors	No.	371	5	Totwpp94
Other full-time managerial employees	No.	372	5	Totman94
Other full-time employees	No.	373	5	Totft94
Part-time employees	No.	374	5	Totpt94
Total employment	No.	375	5	Totemp94

#### **At June 1995**

Working - proprietors, partners or directors	No.	376	5	Totwpp95
Other full-time managerial employees	No.	377	5	Totman95
Other full-time employees	No.	378	5	Totft95
Part-time employees	No.	379	5	Totpt95
Total employment	No.	380	5	Totemp95

Subject	Value	Field Number	Length	Name
<b>1995-96</b>				
<b>Males</b>				
Working - proprietors, partners or directors	No.	381	5	Wppm96
Other full-time managerial employees	No.	382	5	Manm96
Other full-time employees	No.	383	5	Ftm96
Part-time employees	No.	384	5	Ptm96
Total males	No.	385	5	Totm96
<b>Females</b>				
Working - proprietors, partners or directors	No.	386	5	Wppf96
Other full-time managerial employees	No.	387	5	Manf96
Other full-time employees	No.	388	5	Ftf96
Part-time employees	No.	389	5	Ptf96
Total females	No.	390	5	Totf96
<b>Total employment</b>				
Working - proprietors, partners or directors	No.	391	5	Totwpp96
Other full-time managerial employees	No.	392	5	Totman96
Other full-time employees	No.	393	5	Totft96
Part-time employees	No.	394	5	Totpt96
Total employment	No.	395	5	Totemp96
<b>1996-97</b>				
<b>Full-time</b>				
<b>Males</b>				
Working - proprietors, partners or directors	No.	396	5	Wppmf97
Other managerial employees	No.	397	5	Manmf97
Other employees	No.	398	5	Oemf97
Casuals	No.	399	5	Casmf97
Total	No.	400	5	Totmf97
<b>Females</b>				
Working - proprietors, partners or directors	No.	401	5	Wppff97
Other managerial employees	No.	402	5	Manff97
Other employees	No.	403	5	Oeff97
Casuals	No.	404	5	Casff97
Total	No.	405	5	Totff97
<b>Total full-time</b>				
Working - proprietors, partners or directors	No.	406	5	Wppft97
Other managerial employees	No.	407	5	Manft97
Other employees	No.	408	5	Oeft97
Casuals	No.	409	5	Casft97
Total	No.	410	5	Totft97
<b>Part-time</b>				
<b>Males</b>				
Working - proprietors, partners or directors	No.	411	5	Wppmp97
Other managerial employees	No.	412	5	Manmp97
Other employees	No.	413	5	Oemp97
Casuals	No.	414	5	Casmp97
Total	No.	415	5	Totmp97
<b>Females</b>				
Working - proprietors, partners or directors	No.	416	5	Wppfp97
Other managerial employees	No.	417	5	Manfp97
Other employees	No.	418	5	Oefp97
Casuals	No.	419	5	Casfp97
Total	No.	420	5	Totfp97

Subject	Value	Field Number	Length	Name
<b>Total part-time</b>				
Working - proprietors, partners or directors	No.	421	5	Wpppt97
Other managerial employees	No.	422	5	Manpt97
Other employees	No.	423	5	Oept97
Casuals	No.	424	5	Caspt97
Total	No.	425	5	Totpt97
<b>Total males</b>				
Working - proprietors, partners or directors	No.	426	5	Wppm97
Other managerial employees	No.	427	5	Manm97
Other employees	No.	428	5	Oem97
Casuals	No.	429	5	Casm97
Total	No.	430	5	Totm97
<b>Total females</b>				
Working - proprietors, partners or directors	No.	431	5	Wppf97
Other managerial employees	No.	432	5	Manf97
Other employees	No.	433	5	Oef97
Casuals	No.	434	5	Casf97
Total	No.	435	5	Totf97
<b>Total employment</b>				
Working - proprietors, partners or directors	No.	436	5	Totwpp97
Other managerial employees	No.	437	5	Totman97
Other employees	No.	438	5	Totoe97
Casuals	No.	439	5	Totcas97
Total	No.	440	5	Totemp97
1997-98				
<b>Full-time</b>				
Males				
Working - proprietors, partners or directors	No.	441	5	Wppmf98
Other managerial employees	No.	442	5	Manmf98
Other employees	No.	443	5	Oemf98
Casuals	No.	444	5	Casmf98
Total	No.	445	5	Totmf98
Females				
Working - proprietors, partners or directors	No.	446	5	Wppff98
Other managerial employees	No.	447	5	Manff98
Other employees	No.	448	5	Oeff98
Casuals	No.	449	5	Casff98
Total	No.	450	5	Totff98
Total full-time				
Working - proprietors, partners or directors	No.	451	5	Wppft98
Other managerial employees	No.	452	5	Manft98
Other employees	No.	453	5	Oeft98
Casuals	No.	454	5	Casft98
Total	No.	455	5	Totft98
<b>Part-time</b>				
Males				
Working - proprietors, partners or directors	No.	456	5	Wppmp98
Other managerial employees	No.	457	5	Manmp98
Other employees	No.	458	5	Oemp98
Casuals	No.	459	5	Casmp98
Total	No.	460	5	Totmp98
Females				
Working - proprietors, partners or directors	No.	461	5	Wppfp98
Other managerial employees	No.	462	5	Manfp98
Other employees	No.	463	5	Oefp98
Casuals	No.	464	5	Casfp98
Total	No.	465	5	Totfp98

Subject	Value	Field Number	Length	Name
<b>Total part-time</b>				
Working - proprietors, partners or directors	No.	466	5	Wppt98
Other managerial employees	No.	467	5	Manpt98
Other employees	No.	468	5	Oept98
Casuals	No.	469	5	Caspt98
Total	No.	470	5	Totpt98
<b>Total males</b>				
Working - proprietors, partners or directors	No.	471	5	Wppm98
Other managerial employees	No.	472	5	Manm98
Other employees	No.	473	5	Oem98
Casuals	No.	474	5	Casm98
Total	No.	475	5	Totm98
<b>Total females</b>				
Working - proprietors, partners or directors	No.	476	5	Wppf98
Other managerial employees	No.	477	5	Manf98
Other employees	No.	478	5	Oef98
Casuals	No.	479	5	Casf98
Total	No.	480	5	Totf98
<b>Total employment</b>				
Working - proprietors, partners or directors	No.	481	5	Totwpp98
Other managerial employees	No.	482	5	Totman98
Other employees	No.	483	5	Totoe98
Casuals	No.	484	5	Totcas98
Total	No.	485	5	Totemp98
<b><u>Employment - Other</u></b>				
1994-95				
<b>Full-time managers, newly employed in 1994-95</b>	No.	486	5	Ftmana5
1995-96				
<b>Casual employees</b>	No.	487	5	Casual96
<b>Persons newly employed during the year</b>	No.	488	5	Newemp6
<b>Persons who ceased to be employed during the year</b>	No.	489	5	Ceasemp6
1996-97				
<b>Persons newly employed during the year</b>	No.	490	5	Newemp7
<b>Persons who ceased to be employed during the year</b>	No.	491	5	Ceasemp7
<b>Did total employment (excluding casuals) decrease during the year</b>	0-1	492	1	Decemp7
No	0			
Yes	1			
<b>Reason for decrease</b>				
<b>Decrease in demand</b>	0-1	493	1	Decdem7
No	0			
Yes	1			
<b>Contracting out of tasks</b>	0-1	494	1	Deccon7
No	0			
Yes	1			
<b>Improvements to business efficiency</b>	0-1	495	1	Decimp7
No	0			
Yes	1			
<b>Replaced permanent employees with casuals</b>	0-1	496	1	Decrep7
No	0			
Yes	1			
<b>Reduced range of activities</b>	0-1	497	1	Decred7
No	0			
Yes	1			

Subject	Value	Field Number	Length	Name
Temporary decrease in employment levels	0-1	498	1	Dectem7
No	0			
Yes	1			
Other	0-1	499	1	Decoth7
No	0			
Yes	1			
1997-98				
<b>Persons newly employed during the year</b>	No.	500	5	Newemp8
<b>Persons who ceased to be employed during the year</b>	No.	501	5	Ceasemp8
<b><u>Exports</u></b>				
1994-95				
<b>Exported goods during the period</b>				
<b>1992-93 to 1994-95</b>	0-1	502	1	Expgood5
No	0			
Yes	1			
<b>Exported services during the period</b>				
<b>1992-93 to 1994-95</b>	0-1	503	1	Expserv5
No	0			
Yes	1			
<b>Value of exports 1992-93</b>	\$000	504	8	Exports3
<b>Value of exports 1993-94</b>	\$000	505	8	Exports4
<b>Value of exports 1994-95</b>	\$000	506	8	Exports5
1995-96				
<b>Exported goods during the period 1995-96</b>				
No	0	507	1	Expgood6
Yes	1			
<b>Exported services during the period 1995-96</b>				
No	0	508	1	Expserv6
Yes	1			
<b>Value of exports 1995-96</b>	\$000	509	8	Exports6
1996-97				
<b>Exported goods during the period 1996-97</b>				
No	0	510	1	Expgood7
Yes	1			
<b>Exported services during the period 1996-97</b>				
No	0	511	1	Expserv7
Yes	1			
<b>Value of exports 1996-97</b>	\$000	512	8	Exports7
1997-98				
<b>Exported goods during the period 1997-98</b>				
No	0	513	1	Expgood8
Yes	1			
<b>Exported services during the period 1997-98</b>				
No	0	514	1	Expserv8
Yes	1			

Subject	Value	Field Number	Length	Name
<b>Value of exports 1997-98</b>	\$000	515	8	Exports8
<b><u>Income</u></b>				
1994-95				
<b>Sales of goods and services 1992-93</b>	\$000	516	8	Sales3
<b>Sales of goods and services 1993-94</b>	\$000	517	8	Sales4
<b>Sales of goods and services 1994-95</b>	\$000	518	8	Sales5
<b>Other income 1994-95</b>	\$000	519	8	Otherin5
<b>Total income 1994-95</b>	\$000	520	8	Totalin5
<b>Expected percentage change in sales 1994-95</b>				
Increase in sales	%	521	3	Percinc5
Decrease in sales	%	522	3	Percdec5
No change	0-1	523	1	Nocha5
Not applicable	0			
Yes	1			
1995-96				
<b>Sales of goods and services 1995-96</b>	\$000	524	8	Sales6
<b>Other income 1995-96</b>	\$000	525	8	Otherin6
<b>Total income 1995-96</b>	\$000	526	8	Totalin6
<b>Expected percentage change in total income 1995-96</b>				
Increase in sales	%	527	3	Percinc6
Decrease in sales	%	528	3	Percdec6
No change	0-1	529	1	Nocha6
Not applicable	0			
Yes	1			
1996-97				
<b>Sales of goods and services 1996-97</b>	\$000	530	8	Sales7
<b>Other income 1996-97</b>	\$000	531	8	Otherin7
<b>Total income 1996-97</b>	\$000	532	8	Totalin7
<b>Expected percentage change in total income 1996-97</b>				
Increase in sales	%	533	3	Percinc7
Decrease in sales	%	534	3	Percdec7
No change	0-1	535	1	Nocha7
Not applicable	0			
Yes	1			
1997-98				
<b>Sales of goods and services 1997-98</b>	\$000	536	8	Sale8
<b>Other income 1997-98</b>	\$000	537	8	Otherin8
<b>Total income 1997-98</b>	\$000	538	8	Totalin8
<b>Expected percentage change in total income 1997-98</b>				
Increase in sales	%	539	3	Percinc8
Decrease in sales	%	540	3	Percdec8
No change	0-1	541	1	Nocha8
Not applicable	0			
Yes	1			

Subject	Value	Field Number	Length	Name
<b><u>Expenses</u></b>				
<b>Wages and salaries</b>				
1994-95	\$000	542	8	Wages5
1995-96	\$000	543	8	Wages6
1996-97	\$000	544	8	Wages7
1997-98	\$000	545	8	Wages8
<b>Employer contributions to superannuation funds</b>				
1994-95	\$000	546	8	Super5
1995-96	\$000	547	8	Super6
1996-97	\$000	548	8	Super7
1997-98	\$000	549	8	Super8
<b>Workers' compensation costs</b>				
1994-95	\$000	550	8	Workcom5
1995-96	\$000	551	8	Workcom6
1996-97	\$000	552	8	Workcom7
1997-98	\$000	553	8	Workcom8
<b>Payroll tax</b>				
1994-95	\$000	554	8	Payroll5
1995-96	\$000	555	8	Payroll6
<b>Fringe Benefits Tax</b>				
1994-95	\$000	556	8	Fringe5
<b>Interest expenses</b>				
1994-95	\$000	557	8	Intexp5
1995-96	\$000	558	8	Intexp6
1996-97	\$000	559	8	Intexp7
1997-98	\$000	560	8	Intexp8
<b>Depreciation and amortisation</b>				
1994-95	\$000	561	8	Deprec5
1995-96	\$000	562	8	Deprec6
1996-97	\$000	563	8	Deprec7
1997-98	\$000	564	8	Deprec8
<b>Bad debts written off</b>				
1994-95	\$000	565	8	Baddebt5
1995-96	\$000	566	8	Baddebt6
1996-97	\$000	567	8	Baddebt7
1997-98	\$000	568	8	Baddebt8
<b>Purchases</b>				
1994-95	\$000	569	8	Purchas5
1995-96	\$000	570	8	Purchas6
1996-97	\$000	571	8	Purchas7
1997-98	\$000	572	8	Purchas8



Subject	Value	Field Number	Length	Name
<b>Motor vehicle running expenses</b>				
1994-95	\$000	573	8	Mvexp5
<b>Rent, leasing and hiring expenses (non motor vehicle)</b>				
1994-95	\$000	574	8	Rlhx5
1995-96	\$000	575	8	Rlhx6
1996-97	\$000	576	8	Rlhx7
1997-98	\$000	577	8	Rlhx8
<b>Cost of benefits and claims received (formtyp7 = 5 or 6 only)</b>				
1996-97	\$000	578	8	Costexp7
1997-98	\$000	579	8	Costexp8
<b>All other operating expenses</b>				
1994-95	\$000	580	8	Othexp5
1995-96	\$000	581	8	Othexp6
1996-97	\$000	582	8	Othexp7
1997-98	\$000	583	8	Othexp8
<b>Total expenses</b>				
1994-95	\$000	584	8	Totalex5
1995-96	\$000	585	8	Totalex6
1996-97	\$000	586	8	Totalex7
1997-98	\$000	587	8	Totalex8
<b><u>Stocks</u></b>				
<b>Opening stocks</b>				
1994-95	\$000	588	8	Opstock5
1995-96	\$000	589	8	Opstock6
1996-97	\$000	590	8	Opstock7
1997-98	\$000	591	8	Opstock8
<b>Closing stocks</b>				
1994-95	\$000	592	8	Clstock5
1995-96	\$000	593	8	Clstock6
1996-97	\$000	594	8	Clstock7
1997-98	\$000	595	8	Clstock8
<b><u>Profit or Loss</u></b>				
<b>Derived profit or loss</b>				
1994-95	\$000	596	8	Derpl5
1995-96	\$000	597	8	Derpl6
1996-97	\$000	598	8	Derpl7
1997-98	\$000	599	8	Derpl8
<b><u>Assets and Liabilities</u></b>				
<b>Current Assets</b>				
1994-95	\$000	600	8	Currass5
1995-96	\$000	601	8	Currass6
1996-97	\$000	602	8	Currass7
1997-98	\$000	603	8	Currass8
<b>Non-Current Assets</b>				
Property				
1994-95	\$000	604	8	Ncasspr5
1995-96	\$000	605	8	Ncasspr6
1996-97	Included in 'Other' for 1996-97			
1997-98	Included in 'Other' for 1997-98			
Plant and machinery				
1994-95	\$000	606	8	Ncasspl5
1995-96	\$000	607	8	Ncasspl6
1996-97	\$000	608	8	Ncasspl7
1997-98	\$000	609	8	Ncasspl8

Subject	Value	Field Number	Length	Name
<b>Other</b>				
1994-95	\$000	610	8	Ncassot5
1995-96	\$000	611	8	Ncassot6
1996-97	\$000	612	8	Ncassot7
1997-98	\$000	613	8	Ncassot8
<b>Total</b>				
1994-95	\$000	614	8	Totncas5
1995-96	\$000	615	8	Totncas6
1996-97	\$000	616	8	Totncas7
1997-98	\$000	617	8	Totncas8
<b>Total assets</b>				
1994-95	\$000	618	8	Totass5
1995-96	\$000	619	8	Totass6
1996-97	\$000	620	8	Totass7
1997-98	\$000	621	8	Totass8
<b>Current liabilities</b>				
1994-95	\$000	622	8	Currria5
1995-96	\$000	623	8	Currria6
1996-97	\$000	624	8	Currria7
1997-98	\$000	625	8	Currria8
<b>Non-current liabilities</b>				
1994-95	\$000	626	8	Ncliab5
1995-96	\$000	627	8	Ncliab6
1996-97	\$000	628	8	Ncliab7
1997-98	\$000	629	8	Ncliab8
<b>Total liabilities</b>				
1994-95	\$000	630	8	Totliab5
1995-96	\$000	631	8	Totliab6
1996-97	\$000	632	8	Totliab7
1997-98	\$000	633	8	Totliab8
<b>Percentage breakdown of liabilities</b>				
<b>1994-95</b>				
Trade and other creditors	%	634	3	Bltrade5
Bank loans	%	635	3	Blbanks5
Other loans	%	636	3	Bloloan5
Bank overdraft	%	637	3	Bloverd5
Provisions	%	638	3	Blprovs5
Additional options for formtyp5 = 3				
Deposits and other borrowings	%	639	3	Bldeps5
Outstanding claims	%	640	3	Blclaim5
Unearned premiums	%	641	3	Blunpre5
Other	%	642	3	Blother5
<b>1995-96</b>				
For all form types				
Trade and other creditors	%	643	3	Bltrade6
Banks and other financial creditors	%	644	3	Blbanks6
Bank overdrafts	%	645	3	Bloverd6
Provisions	%	646	3	Blprovs6
Other	%	647	3	Blother6
For formtyp6 = 1,2,3, or 4				
Loans from:				
Parent company	%	648	3	Blpar6
Individuals involved in the business or their families	%	649	3	Blind6
Other individuals	%	650	3	Blothin6
Unrelated businesses	%	651	3	Blunrb6
For formtyp6 = 5 or 6				
Deposits and other borrowings	%	652	3	Bldeps6
Outstanding claims	%	653	3	Blclaim6
Unearned premiums	%	654	3	Blunpre6
Other loans	%	655	3	Bloloan6

Subject	Value	Field Number	Length	Name
<b>1996-97</b>				
For all form types				
Trade and other creditors	%	656	3	Bltrade7
Banks and other financial creditors	%	657	3	Blbanks7
Bank bills and other short term facilities	%	658	3	Blbill7
Bank overdrafts	%	659	3	Blover7
Provisions	%	660	3	Blprovs7
Other	%	661	3	Blother7
For formtyp7 = 1,2,3, or 4				
Loans from:				
Parent company	%	662	3	Blpar7
Individuals involved in the business or their families	%	663	3	Blind7
Other individuals	%	664	3	Blothin7
Unrelated businesses	%	665	3	Blunrb7
For formtyp7 = 5 or 6				
Deposits held	%	666	3	Bldeps7
Outstanding claims	%	667	3	Blclaim7
Unearned premiums	%	668	3	Blunpre7
Other loans	%	669	3	Bloloan7
<b>1997-98</b>				
For all form types				
Trade and other creditors	%	670	3	Bltrade8
Banks and other financial creditors	%	671	3	Blbanks8
Bank bills and other short term facilities	%	672	3	Blbill8
Bank overdrafts	%	673	3	Blover8
Provisions	%	674	3	Blprovs8
Other	%	675	3	Blother8
For formtyp7 = 1,2,3, or 4				
Loans from:				
Parent company	%	676	3	Blpar8
Individuals involved in the business or their families	%	677	3	Blind8
Other individuals	%	678	3	Blothin8
Unrelated businesses	%	679	3	Blunrb8
For formtyp7 = 5 or 6				
Deposits held	%	680	3	Bldeps8
Outstanding claims	%	681	3	Blclaim8
Unearned premiums	%	682	3	Blunpre8
Other loans	%	683	3	Bloloan8
<b><u>Equity</u></b>				
<b>Derived owners equity</b>				
1994-95	\$000	684	8	Derequ5
1995-96	\$000	685	8	Derequ6
1996-97	\$000	686	8	Derequ7
1997-98	\$000	687	8	Derequ8
<b><u>Percentage breakdown of equity</u></b>				
<b>1994-95</b>				
Owners and owners family	%	688	3	Eqhowne5
Director and directors family	%	689	3	Eqhdire5
Parent company	%	690	3	Eqhpar5
Unrelated persons	%	691	3	Eqhunrp5
Unrelated businesses	%	692	3	Eqhunrb5
Other	%	693	3	Eqhothe5

Subject	Value	Field Number	Length	Name
<b>1995-96</b>				
Working owners	%	694	3	Eqhwown6
Non working owners - family	%	695	3	Eqhnwf6
Non working owners - non family	%	696	3	Eqhnwn6
Parent company	%	697	3	Eqhpar6
Other unrelated businesses	%	698	3	Eqhunrb6
Other ( including shareholders)	%	699	3	Eqhothe6
<b>1996-97</b>				
Working owners	%	700	3	Eqhwown7
Non working owners - family	%	701	3	Eqhnwf7
Non working owners - non family	%	702	3	Eqhnwn7
Parent company	%	703	3	Eqhpar7
Venture or development capitalists	%	704	3	Eqhven7
Other unrelated businesses	%	705	3	Eqhunrb7
Employees (excluding directors)	%	706	3	Eqhemp7
Other ( including shareholders)	%	707	3	Eqhoth7
<b>1997-98</b>				
Working owners	%	708	3	Eqhwown8
Non working owners - family	%	709	3	Eqhnwf8
Non working owners - non family	%	710	3	Eqhnwn8
Parent company	%	711	3	Eqhpar8
Venture or development capitalists	%	712	3	Eqhven8
Other unrelated businesses	%	713	3	Eqhunrb8
Employees (excluding directors)	%	714	3	Eqhemp8
Other ( including shareholders)	%	715	3	Eqhoth8

### **Equity Finance**

1995-96

#### **Equity finance obtained in the 3 years to end 1995-96**

	0-1	716	1	Eqfin6
No	0			
Yes	1			

#### **Equity finance obtained from:**

Family	0-1	717	1	Eqffam6
No	0			
Yes	1			
Acquaintances or business colleagues	0-1	718	1	Eqfacq6
No	0			
Yes	1			
People you did not previously know	0-1	719	1	Eqfnotk6
No	0			
Yes	1			
Unrelated businesses	0-1	720	1	Eqfunrb6
No	0			
Yes	1			
Related businesses	0-1	721	1	Eqfrelb6
No	0			
Yes	1			
Banks or other financial institutions	0-1	722	1	Eqfbank6
No	0			
Yes	1			
Existing shareholders	0-1	723	1	Eqfshar6
No	0			
Yes	1			

Subject	Value	Field Number	Length	Name
<b>Value of equity finance</b>	0-6	724	1	Equvalu6
Not applicable	0			
Up to \$20,000	1			
\$20,001 to \$50,000	2			
\$50,001 to \$100,000	3			
\$100,001 to \$500,000	4			
\$500,001 to \$1,000,000	5			
Over \$1,000,000	6			
1996-97				
<b>Equity finance obtained during the 1996-97 financial year</b>	0-1	725	1	Eqfin7
No	0			
Yes	1			
<b>Equity finance obtained from:</b>				
Family	0-1	726	1	Eqffam7
No	0			
Yes	1			
Acquaintances or business colleagues	0-1	727	1	Eqfacq7
No	0			
Yes	1			
People you did not previously know	0-1	728	1	Eqfnotk7
No	0			
Yes	1			
Unrelated businesses	0-1	729	1	Eqfunrb7
No	0			
Yes	1			
Parent company	0-1	730	1	Eqfpar7
No	0			
Yes	1			
Other related businesses	0-1	731	1	Eqfrelb7
No	0			
Yes	1			
Employees	0-1	732	1	Eqfemp7
No	0			
Yes	1			
Banks	0-1	733	1	Eqfbank7
No	0			
Yes	1			
Other financial institutions	0-1	734	1	Eqfotfi7
No	0			
Yes	1			
Venture or development capitalists	0-1	735	1	Eqfvent7
No	0			
Yes	1			
Existing shareholders	0-1	736	1	Eqfshar7
No	0			
Yes	1			
<b>Value of equity finance</b>	0-6	737	1	Equvalu7
Not applicable	0			
Up to \$20,000	1			
\$20,001 to \$50,000	2			
\$50,001 to \$100,000	3			
\$100,001 to \$500,000	4			
\$500,001 to \$1,000,000	5			
Over \$1,000,000	6			

Subject	Value	Field Number	Length	Name
1997-98				
<b>Equity finance obtained during the 1997-98 financial year</b>				
No	0	738	1	Eqffin8
Yes	1			
<b>Equity finance obtained from:</b>				
Family	0-1	739	1	Eqffam8
No	0			
Yes	1			
Acquaintances or business colleagues	0-1	740	1	Eqfacq8
No	0			
Yes	1			
People you did not previously know	0-1	741	1	Eqfnok8
No	0			
Yes	1			
Unrelated businesses	0-1	742	1	Eqfunrb8
No	0			
Yes	1			
Parent company	0-1	743	1	Eqfpar8
No	0			
Yes	1			
Employees	0-1	744	1	Eqfemp8
No	0			
Yes	1			
Banks	0-1	745	1	Eqfbank8
No	0			
Yes	1			
Venture or development capitalists	0-1	746	1	Eqfvent8
No	0			
Yes	1			
Existing shareholders	0-1	747	1	Eqfshar8
No	0			
Yes	1			
<b>Value of equity finance</b>	0-6	748	1	Equvalu8
Not applicable	0			
Up to \$20,000	1			
\$20,001 to \$50,000	2			
\$50,001 to \$100,000	3			
\$100,001 to \$500,000	4			
\$500,001 to \$1,000,000	5			
Over \$1,000,000	6			

Subject	Value	Field Number	Length	Name
<b><u>Capital expenditure and disposals</u></b>				
<b>Capital Expenditure</b>				
Plant, machinery and equipment				
1995-96	\$000	749	8	Capexpm6
1996-97	\$000	750	8	Capexpm7
1997-98	\$000	751	8	Capexpm8
Land				
1995-96	\$000	752	8	Capexla6
1996-97	\$000	753	8	Capexla7
1997-98	\$000	754	8	Capexla8
Dwellings, other buildings and structures				
1995-96	\$000	755	8	Capexdw6
1996-97	\$000	756	8	Capexdw7
1997-98	\$000	757	8	Capexdw8
Intangible assets				
1995-96	\$000	758	8	Capexin6
1996-97	\$000	759	8	Capexin7
1997-98	\$000	760	8	Capexin8
<b>Disposals</b>				
1995-96	\$000	761	8	Capexdi6
1996-97	\$000	762	8	Capexdi7
1997-98	\$000	763	8	Capexdi8
<b><u>Weights</u></b>				
<b>Cross sectional</b>				
1994-95				
Original weight	No.	764	8	Weight95
Adjusted weight for point in time estimates	No.	765	8	Wght_95p
Adjusted weight for flow estimates	No.	766	8	Wght_95f
1995-96				
Original weight	No.	767	8	Weight96
Adjusted weight for point in time estimates	No.	768	8	Wght_96p
Adjusted weight for flow estimates	No.	769	8	Wght_96f
1996-97				
Original weight	No.	770	8	Weight97
Adjusted weight for point in time estimates	No.	771	8	Wght_97p
Adjusted weight for flow estimates	No.	772	8	Wght_97f
1997-98				
Original weight	No.	773	8	Weight98
Adjusted weight for point in time estimates	No.	774	8	Wght_98p
Adjusted weight for flow estimates	No.	775	8	Wght_98f
<b>Longitudinal panel</b>				
Original weight	No.	776	8	Pwght
Adjusted weight for point in time estimates	No.	777	8	Pwghtp
Adjusted weight for flow estimates	No.	778	8	Pwghtf
<b>Panel selection</b>				
0-4		779	1	Panel
Not applicable	0			
Live in year 1 ceased in year 2	1			
Live in years 1 and 2, ceased in year 3	2			
Live in years 1,2 and 3, ceased in year 4	3			
Live in all four years	4			

Subject	Value	Field Number	Length	Name
<b>New Businesses (cross sectional)</b>				
1995-96	0-1	780	1	New96
Continuing or supplemented business	0			
New Business	1			
1996-97	0-1	781	1	New97
Continuing business	0			
New Business	1			
1997-98	0-1	782	1	New98
Continuing business	0			
New Business	1			
<b>New Businesses (Panel)</b>				
1995-96	0-1	783	1	pNew96
Continuing or supplemented business	0			
New Business	1			
1996-97	0-1	784	1	pNew97
Continuing business	0			
New Business	1			
1997-98	0-1	785	1	pNew98
Continuing business	0			
New Business	1			

Note : In 1995/96 the sample of new businesses contained a number of businesses that whilst new to the ABS Business were identified as pre-existing businesses. These businesses have been used to supplement the continuing sample of businesses. The New96 and New97 fields should be used to identify new businesses.



## CONDITIONS OF SALE

BUSINESS LONGITUDINAL SURVEY, 1994-95 TO 1996-97 — CONFIDENTIALISED UNIT RECORD FILE

### Interpretation

- ◆ 'ABS' means the Australian Bureau of Statistics;
- ◆ 'Information' means Business Longitudinal Survey 1994-95 to 1996-97 Confidentialised Unit Record File (CURF);
- ◆ 'Commercialise', in respect of the Information or a product derived from the Information, means to manufacture, sell, distribute, hire or otherwise exploit a product or process, or to provide a service, incorporating the Information or any other product or service derived from the Information, or to license a third party to do any of the above;
- ◆ 'Purchaser' means any individual or organisation granted access to the CURF;
- ◆ 'License Fee' means \$7,500;
- ◆ 'Statistical Purposes' means use by the Purchaser to produce Information of a statistical nature. Examples of such uses are:
  - ◆ the manipulation of the Information to produce means, correlations or other descriptive or summary measures;
  - ◆ the estimation of population characteristics from the Information;
  - ◆ the use of the Information as input to mathematical models and for other types of analyses (e.g. factor analysis); and
  - ◆ to provide graphical or pictorial representations of characteristics of the population or subsets of the population.

### Permitted uses

- ◆ The ABS grants the Purchaser a non-transferable, non-exclusive licence to use the Information on the terms and conditions set out in the associated Undertaking.
- ◆ The Purchaser is permitted to:
  - ◆ use the Information within, and for the purposes of, their organisation only;
  - ◆ use the Information for Statistical Purposes only;
  - ◆ make a back-up copy of the Information to be labelled with the same copyright notice as the Information and to be used by their organisation only; and
  - ◆ produce hard copies and computer files from the Information for use within their organisation.
- ◆ The Purchaser must treat the Information as private and confidential to the ABS and must take all reasonable measures to protect the Information from unauthorised use, replication, distribution or publication.

#### Uses not permitted

- ♦ The Purchaser may not make copies of, or use, the Information, except as permitted by these Conditions of Sale.
- ♦ The Purchaser may not alter, decompile, disassemble or otherwise dispose of the Information.
- ♦ The Purchaser may not rent, lease, sub-license, lend, sell, assign or transfer the Information to a third party.

#### Legislative restraints

- ♦ The release of this Information to the Purchaser is subject to a Ministerial Determination made under the Census and Statistics Act 1905. The ABS requires the Purchaser to undertake that in using the Information the Purchaser will:
  - ♦ not attempt to identify particular persons or organisations;
  - ♦ not attempt to match the Information with administrative lists of persons or organisations;
  - ♦ use the Information only for statistical purposes; and
  - ♦ not disclose either directly or indirectly the Information to any other person or organisation.
- ♦ In accordance with the Undertaking, the Purchaser may not commercialise the Information or any product or service incorporating that Information (whether or not amounting to a reproduction within the meaning of the Copyright Act 1968). The Commercialisation of products or services derived from the Information may only be carried out with the prior written agreement of the ABS. Any queries should be directed to the Manager, Secondary Distribution, on Canberra 02 6252 6998.

#### Breaches of these conditions

- ♦ In our sole opinion, if the Purchaser has failed to comply with any of the Conditions of Sale, the ABS by notice in writing will demand return, from the Purchaser, of all copies of the Information in their possession, power or control. The ABS may request that the Purchaser certify that they have done so. The Purchaser may also be guilty of an indictable offence punishable on conviction by a fine not exceeding \$5,000 or imprisonment for a period not exceeding two years, or both (see Legislative Authority, below).

#### Delivery

- ♦ If the request to purchase meets the approval of the Australian Statistician the Purchaser will be sent an invoice for payment for the CURF. The ABS will despatch the CURF to the Purchaser, at the address nominated, within seven working days of receipt of payment.

#### Intellectual property right

- ♦ The Purchaser acknowledges that the intellectual property right, including copyright, in the Information is owned by the Commonwealth of Australia, represented by the ABS.
- ♦ Copyright notices appearing on the CURF, or on material displayed or printed from the file, shall not be removed.

## Limitation of liability

- ◆ The ABS gives no warranty, other than a warranty that may be implied by law, that the file is free from errors, is complete, has any particular quality, is suitable for any purpose or otherwise.
- ◆ Subject to any warranty which may be implied by law, our liability to the Purchaser for any loss, damage or injury howsoever caused by the ABS, whether due to negligence or otherwise, in relation to the Information shall be limited to providing a replacement copy of the Information.
- ◆ The Purchaser agrees to indemnify the ABS (and our servants and agents) in respect of all liability for loss (including all legal costs), or liability from any claim, suit, demand, action or proceeding brought by any third person in connection with this Condition of Sale or from their use of the Information.
- ◆ These limitations of liability provisions shall survive the expiration or earlier termination of any agreement with the Purchaser.

## LEGISLATIVE AUTHORITY

Subsection 13(1) of the Census and Statistics Act 1905 ('the Act') provides for the Minister administering the Act to make determinations allowing, with the approval in writing of the Australian Statistician ('the Statistician'), the disclosure of a specified class of information.

On 16 February 1983, the Minister of State for Veterans' Affairs, acting for and on behalf of the Treasurer (the latter being the Minister at that time administering the Act), made such a determination ('the Determination'), being No. 19 of the Statutory Rules 1983.

The relevant parts of the Act and the Determination are reproduced below.

### SUBSECTIONS 13(1), 13(2) AND 13(3), CENSUS AND STATISTICS ACT 1905

#### Release of information

13(1) Notwithstanding anything in this Act (other than this section), the Minister may, by instrument in writing, make determinations providing for and in relation to the disclosure, with the approval in writing of the Statistician, of information included in a specified class of information furnished in pursuance of this Act.

13(2) Without limiting the generality of subsection (1), determinations may make provision—

- (a) as to the person to whom the information may be disclosed;
- (b) as to the persons, being the persons from whom the information has been obtained, whose consent is required for the disclosure of the information; and
- (c) specifying terms and conditions subject to which the information may be disclosed, including, but without limiting the generality of the foregoing, terms and conditions as to the requiring of a person to whom the information is, or is to be, disclosed to give an undertaking, in writing with respect to the disclosure of the information by that person, including an undertaking not to disclose any of the information to any person.

13(3) Information of a personal or domestic nature relating to a person shall not be disclosed in accordance with a determination in a manner that is likely to enable the identification of that person.

### SUBSECTIONS 19(1) AND 19(2), CENSUS AND STATISTICS ACT 1905

19(1) A person who is, or has been, the Statistician or an officer shall not, except—

- (a) in accordance with a determination; or
- (b) for the purposes of this Act,

either directly or indirectly, divulge or communicate any information furnished in pursuance of this Act to any person (other than the person from whom the information was obtained).

19(2) A person who contravenes subsection (1) or fails to comply with an undertaking of the kind referred to in paragraph 13(2)(c) given by the person in relation to information disclosed to the person in accordance with a determination is guilty of an indictable offence punishable on conviction by a fine not exceeding \$5,000 or imprisonment for a period not exceeding 2 years, or both.

CLAUSE 7 OF THE STATISTICS DETERMINATION (STATUTORY RULES 1983, NO. 19)

7(1) Information in the form of individual statistical records may, with the approval in writing of the Statistician, be disclosed where—

- (a) all identifying information such as name and address has been removed;
- (b) the information is disclosed in a manner that is not likely to enable the identification of the particular person or organisation to which it relates; and
- (c) the Statistician has been given a relevant undertaking for the purposes of this clause.

7(2) A reference in paragraph (1)(c) to a relevant undertaking shall be read as a reference to an undertaking in writing by—

- (a) in the case of information to be disclosed to a person, being an individual — that person;
- (b) in the case of information to be disclosed to an official body — the responsible Minister in relation to, or a responsible officer of, that official body; or
- (c) in the case of information to be disclosed to an organisation other than an official body — a responsible officer of that organisation,

that use of the information will be subject to the following terms and conditions:

- (d) no attempt will be made to identify particular persons or organisations;
- (e) the information will be used only for statistical purposes;
- (f) the information will not be disclosed to any other person or organisation;
- (g) if the Statistician considers it necessary in a particular case — either or both of the following
  - (i) that the information, and all copies (if any) of the information, will be returned to the Statistician as soon as the statistical purposes for which it was disclosed has been achieved;
  - (ii) that access by officers to information, documents or premises will be given as may be necessary for the purpose of conducting a compliance audit concerning observance of the terms and conditions under which the information is disclosed; and
- (h) any other condition that, in the opinion of the Statistician, is reasonably necessary in a particular case.

## **APPENDIXES**

### Survey Questionnaires:

- (i) 1994-95
- (ii) 1995-96
- (iii) 1996-97
- (iv) 1997-98
- (v) Addition questions for Finance sector.



# Business Growth and Performance Survey 1994/95

▼ In correspondence, please quote this number

Please complete this form for the Australian activities of the business named on this label.

### Purpose of Collection

The Business Growth and Performance Survey will be used in the development of government policy to assist and support Australian business, particularly small and medium businesses.

### Collection Authority

The information asked for is collected under the authority of the Census and Statistics Act. Your co-operation is sought in completing and returning this form by the due date. The Act provides me with the power, if needed, to direct you to provide the information sought.

### Confidentiality

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

### Due Date

Please complete this form and return it in the reply paid envelope to the Australian Bureau of Statistics by

### Help Available

If you have problems in completing this form, or feel that you may have difficulties meeting the due date, please contact Small Business Statistics by:

**Telephone**  
1800 633 667

**Facsimile**  
(06) 252 7004

**Mail**  
PO Box 10  
Belconnen 2616

Office use only	
NIL/IMP	<input type="checkbox"/>
Receipt Number	
<input style="width: 100%;" type="text"/>	

W. McLennan  
Australian Statistician

Person we should contact if any queries arise regarding this form

Name		Telephone Number	(    )
Signature		Facsimile Number	(    )
		Date	/  /

### Please read this first

- **Important:** This form will be read using electronic equipment.
- Use **pencil** or **black pen** when completing this form.
- Keep each number or tick **within** the boxes provided, for example  
   or
- Leave boxes **blank** where there is no response, for example
- Information reported on this form should comply with Australian accounting standards.
- If exact figures are not available, please provide careful estimates.
- Only the Australian activities of the business shown on the label should be included on the form. Include details of this business' participation in any unincorporated joint ventures.
- Please report all monetary values in **thousands of dollars** (\$ ,000). Where the value in your accounts is not expressed in thousands of dollars, round the value **up** or **down** to the nearest thousand dollars.
- **Please note:** The items listed under *Include* and *Exclude* are examples and should not be taken as a complete list of items to be included or excluded.

### Part 1 – General information

#### 1 Period covered by this form

*Note*

- This form is for the financial year ended **30 June 1995**. However, there are some questions which seek data relating to earlier years.
- If this business has a different financial year, please report for a **12 month period** which **ends between** 1 October 1994 and 30 September 1995 (e.g. a financial year ending 31 December 1994).

Please indicate the period covered by this form:

From  /  /  To  /  /

If the period covered by this form is not 12 months, please explain why

.....

.....

.....

.....

### Part 2 – Business location and activity

#### 2 Number of locations operated by this business as at 30 June 1995

*Exclude*

- Leased warehouse space
- Outlets operated by agents on behalf of this business

Locations

#### 3 During the financial year reported in Question 1, did this business:

Open any new locations?

No

Yes  Number of locations

Close any existing locations?

No

Yes  Number of locations

#### 4 Please describe the activity from which this business derives its main income (e.g. furniture manufacture, road freight transport, advertising service, legal service)

.....

.....

Office use only

--	--	--	--	--



**5 Type of legal organisation of this business**

Tick one only

- Public company  **Go to 7**
  - Other incorporated company (e.g. Pty Ltd)
  - Sole proprietorship
  - Partnership
  - Trust  **Go to 7**
  - Other (Please specify)
- 

**6 How many years has this business been owned/controlled by the present owners?**

Tick one only

- Less than 1 year
  - 1 year to less than 2 years
  - 2 years to less than 5 years
  - 5 years to less than 10 years
  - 10 years to less than 20 years
  - 20 years or more
- Go to 8**

**7 How many years has this public company/trust been in operation?**

Tick one only

- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 5 years
- 5 years to less than 10 years
- 10 years to less than 20 years
- 20 years or more

**8 What was the estimated percentage of foreign ownership (of company equity) of this business?**

*Note*  
• Report as at 30 June 1995.

Tick one only

- None
- Up to 10%
- 11% – 49%
- 50% – 100%

**Franchising**

*Note*  
• A franchise is a contract between a franchisor and a franchisee. The franchisee obtains the right to use a name, trademark, product, service or business system in return for the payment of a fee and/or royalty to the franchisor. Usually the franchisee gets a package of the above rights including a business system and management advice.

*Exclude*  
• Buying groups  
• Agencies

**9 Does this business:**

Operate as a franchisee?

- No
- Yes

Control a franchise system?

- No
- Yes

## Part 3 – Employment

### 10 Number of persons working for this business during the last pay period ending in June

**Note**

- Casual employees should be included and classified as full-time or part-time according to the hours worked in the reference pay period.

**Working proprietors, working partners or working directors** operate their own business in a profession or trade. They can hire one or more employees, and may receive a salary, drawings from profits or work for no monetary return.

**Managerial employees** are managerial, executive or senior professionals who are in charge of a significant number of employees or who have significant responsibilities in the conduct or operations of the organisation. They may not receive payment for overtime. This includes professionally qualified staff who primarily perform managerial tasks in conjunction with utilising their professional skills.

**Full-time employees** are those (permanent, temporary or casual) who:

- normally work the agreed or award hours for a full-time employee in their occupation, or
- if agreed or award hours do not apply, would ordinarily work 35 hours or more a week.

**Part-time employees** are those (permanent, temporary or casual) who are not full-time as defined.

**Include**

- Full-time and part-time employees
- Permanent, temporary and casual employees
- Managerial and executive employees
- Employees absent on paid or pre-paid leave
- Working proprietors and partners

**Exclude**

- Non-salaried directors
- Self-employed persons such as consultants, contractors and persons paid solely by commission without a retainer
- Volunteers

	June 1993	June 1994	June 1995
Working proprietors, working partners or working directors (full-time and part-time)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other full-time managerial employees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other full-time employees	<input type="text"/>	<input type="text"/>	<input type="text"/>
Part-time employees (including managerial employees)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 11 How many full-time managerial employees (reported in Question 10 for June 1995) were newly employed by this business between 1 July 1994 and 30 June 1995?

**Include**

- Replacement staff

**Exclude**

- Persons temporarily employed on a short term basis
- Persons promoted within the business

Characteristics of working proprietors, working partners and working directors

**12 If this business has more than one (1) working proprietor, working partner or working director, how many of them are from the same family?**

*Note*  
 • A family is defined as persons related by blood or marriage.

Tick one only

- None
- Most
- All

**13 Does this business have a single person, such as a managing director, who takes responsibility for the major decisions on the operations of this business?**

- No  Go to 16
- Yes

**14 Please provide the following information about this person**

Number of years experience as a business proprietor or director

- Sex
- Male
- Female

Highest completed education level

- School  Go to 16
- Trade  Go to 16
- Tertiary

**15 Are this person's tertiary qualifications in business management, commerce or administration?**

- No
- Yes

Industrial relations

**16 Please estimate the percentage of persons working for this business that were union members as at 30 June 1995**

Tick one only

- None
- Up to 10%
- 11% - 25%
- 26% - 50%
- 51% - 75%
- 76% - 100%

**17 What form of employment conditions operated in this business during the last pay period in June 1995?**

Tick appropriate box(es)

Registered enterprise agreement

*Note*  
 • A registered enterprise agreement is a written agreement that covers aspects of wages and conditions that has been registered by an industrial tribunal.

Unregistered enterprise agreement

*Note*  
 • An unregistered enterprise agreement is a written agreement that covers aspects of wages and conditions that has not been registered by an industrial tribunal.

Individual contract or agreement of employment

*Note*  
 • An individual contract or agreement of employment is an agreement covering aspects of wages and conditions between an individual employee and the business.

Award arrangements

*Note*  
 • An award is a legally enforceable document covering aspects of wages and conditions that has been handed down by an industrial tribunal.

Other (Please specify)

**Part 4 – Business operations**

*Note*

- Report for the financial year reported in Question 1, unless otherwise specified.

**18 On average, how many days per week did your plant operate?**

Days per week

**19 On average, how many hours per day did your plant operate?**

Hours per day

**20 During 1994-95, did this business contract out any activities that were previously done by this business' employees?**

No

Yes  Please specify these activities


**Part 5 – Business change and managerial practices**

**21 Did this business introduce any business improvement programs in the last three (3) years, such as Total Quality Management, Quality Assurance or Just-in-Time inventory control?**

No

Yes  Please specify the programs


**22 Does this business have a documented business plan?**

No

Yes

**23 Did this business compare its performance with other businesses during 1994-95?**

No  Go to 25

Yes

## 24 Please indicate the type of comparisons made

Tick one box per row

	No comparison	Formal documented comparison	Informal comparison
Prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Costs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of products or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Range of products or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of client service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing or advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify)			
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 25 Please indicate if there have been any major changes in this business in the last three (3) years

Tick one box per row

	Not applicable	No major change	Increased	Decreased
Range of products or services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of locations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markets targeted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative computer systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other major changes (Please specify)				
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input style="width: 100%; height: 20px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Use of Government programs

**26 Did this business participate in any Government programs during the financial years 1993-94 or 1994-95?**

No  Go to **28**

Yes

**27 Which of the following Government programs did this business participate in?**

**Note**

- If there is insufficient space, please attach a list.

Tick appropriate box(es)

	1993-94	1994-95
National Industry Extension Service (NIES)	<input type="checkbox"/>	<input type="checkbox"/>
150% research and development tax concession	<input type="checkbox"/>	<input type="checkbox"/>
Grants for research and development	<input type="checkbox"/>	<input type="checkbox"/>
Best Practice Demonstration Program	<input type="checkbox"/>	<input type="checkbox"/>
New Enterprise Incentive Scheme	<input type="checkbox"/>	<input type="checkbox"/>
Export access	<input type="checkbox"/>	<input type="checkbox"/>
Export Finance and Insurance Corporation facilities	<input type="checkbox"/>	<input type="checkbox"/>
Export market development grants	<input type="checkbox"/>	<input type="checkbox"/>
International Trade Enhancement Scheme	<input type="checkbox"/>	<input type="checkbox"/>
Austrade services	<input type="checkbox"/>	<input type="checkbox"/>
Other Government programs (Please specify)		
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>

## Business expectations

**28 For this business, what do you expect the value of total sales of goods and services to be in the year following the financial year reported in Question 1?**

\$ ,000

**29 Which of the following intentions, if any, are held for this business over the next three (3) years? (i.e. 1996 - 1998)**

Tick appropriate box(es)

- Significantly increase production levels .....
- Maintain existing production levels .....
- Significantly decrease production levels .....
- Open new locations .....
- Close locations .....
- Maintain or commence exporting .....
- Introduce new goods or services .....
- Sell the whole business .....
- Open the same business elsewhere .....
- Sell equity in the business .....
- Close the business .....

**Part 6 – Income items**

*Note*

- Report for the financial year reported in Question 1, unless otherwise specified.

<p><b><i>Include</i></b></p> <ul style="list-style-type: none"> <li>• Income from abnormal items under the relevant headings below</li> </ul>	<p><b><i>Exclude</i></b></p> <ul style="list-style-type: none"> <li>• Extraordinary items</li> </ul>
---	--

**30 Income from sales of goods and services**

*Note*

- Report net of discounts given.

<p><b><i>Include</i></b></p> <ul style="list-style-type: none"> <li>• Repair and service income and fees</li> <li>• Sales of goods</li> <li>• Sales or transfers to related businesses, including overcas branches</li> <li>• Delivery charges</li> <li>• Contract, sub-contract and commission income</li> <li>• Management fees/charges from related and unrelated businesses</li> <li>• Export sales</li> <li>• Subscription and membership fees</li> </ul>	<p><b><i>Exclude</i></b></p> <ul style="list-style-type: none"> <li>• Sales tax, excise and duties received (on behalf of the Government)</li> <li>• Sales of fixed tangible assets</li> <li>• Export freight charges</li> <li>• Interest income (include in Question 31)</li> <li>• Rent, leasing and hiring income (include in Question 31)</li> </ul>
--	--

1992-93 .....	\$		,000
1993-94 .....	\$		,000
1994-95 .....	\$		,000

**31 Other income earned during the 1994-95 financial year only**

**Include**

- Rent, leasing and hiring income
- Interest income
- Government subsidies
- Donations
- Dividend income
- Royalties income
- Capital grants
- Net profit (loss) on sales of fixed tangible assets
- Net profit (loss) on foreign loans as a result of variations in foreign exchange rates/transactions
- Net profit (loss) on share trading

**Exclude**

- Income from finance leases
- Payments received under hire purchase arrangements
- Capital payments received
- Extraordinary profit (loss) i.e. not associated with the normal operations of this business and of a non-recurring nature

\$  ,000

**32 Total income earned for the 1994-95 financial year only**

\$  ,000

**Export income**

**33 Has this business received income from the export of goods and/or services in the years since 1992-93?**

**Note**

- Include only those goods or services that were exported directly by this business, or by this business' agent.
- If you answer "No" to both categories below, please go to Question 37.

**Goods**

No

Yes

**Services**

No

Yes

**Note**

- If you answered "No" to both categories above, please go to Question 37.

**34 Value of exports of both goods and services**

1992-93 ..... \$  ,000  
 1993-94 ..... \$  ,000  
 1994-95 ..... \$  ,000

**35 For 1994-95, what proportion of exports were made as sales through the following methods?**

**Directly to firms overseas**

To subsidiaries/affiliates .....  %  
 To parent company .....  %  
 To unrelated overseas companies .....  %  
 Via agents in Australia .....  %  
 Via agents overseas .....  %  
 Other (Please specify) .....  %  
  
 Total .....  %

**36 List the three (3) main countries to which this business exported goods and/or services**

Country	Share of total value of exports (%)
<input style="width: 270px; height: 25px;" type="text"/>	<input type="text"/> % Office use only <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>
<input style="width: 270px; height: 25px;" type="text"/>	<input type="text"/> % Office use only <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>
<input style="width: 270px; height: 25px;" type="text"/>	<input type="text"/> % Office use only <input style="width: 80px; height: 20px; border: 1px solid black;" type="text"/>
Other export countries	<input type="text"/> %
Total exports	<input type="text"/> %



## Part 7 – Expense items

### Note

- Report for the financial year reported in Question 1, unless otherwise specified.

### Include

- Expenses from abnormal items under the relevant headings below

### Exclude

- Extraordinary items

## 37 Wages and salaries

### Note

- Refers to gross earnings before taxation and other deductions.

### Include

- Severance, termination and redundancy payments
- Wages or salaries paid to all full-time and part-time employees
- Wages or salaries paid to all permanent, temporary and casual employees
- Salaries and fees of directors and executives
- Overtime earnings, penalty payments and shift allowances
- Retainers and commissions paid to persons who received a retainer
- Payments made under incentive or profit sharing schemes
- All paid leave
- Amounts paid through the payroll to employees on workers' compensation
- Leave loadings and bonuses
- Provisions for employee entitlements

### Exclude

- Drawings from profits
- Payments to self-employed persons such as consultants, contractors and persons paid solely by commission without a retainer (include in Question 48)
- Payments to proprietors/partners of unincorporated businesses
- Reimbursements or allowances to employees for travel, entertainment, etc. (include in Question 48)
- Payroll tax and fringe benefits tax (include in Questions 40 and 41)
- Provisions for employer contributions to superannuation funds (include in Question 38)
- Provisions for workers' compensation (include in Question 39)

\$  ,000

## 38 Employer contributions to superannuation funds

### Include

- All employer contributions to superannuation funds (including employer productivity contribution)
- Provisions for employer contributions to superannuation funds

### Exclude

- Employee contributions

\$  ,000

## 39 Workers' compensation costs

### Include

- Workers' compensation insurance premiums/levies
- Non-payroll costs (e.g. medical costs) not reimbursed
- Provisions for workers' compensation

\$  ,000

## 40 Payroll tax

### Exclude

- PAYE income tax deducted from employees' wages and salaries

\$  ,000

## 41 Fringe benefits tax

\$  ,000

## 42 Interest expenses

### Include

- Interest on bank loans
- Interest on loans made to this business from related and unrelated businesses
- Interest in respect of finance leases
- Interest paid on loans from partners
- Interest equivalents, such as hedging costs
- Expenses associated with discounted bills

### Exclude

- Other bank charges (include in Question 48)
- Capital repayments

\$  ,000

**43 Depreciation and amortisation****Note**

- Report depreciation and amortisation as recorded in your financial or management accounts.

**Include (for lessees only)**

- Depreciation/amortisation expenses in respect of assets acquired under finance leases

**Exclude (for lessors only)**

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

\$ ,000

**44 Bad debts written off****Note**

- Report the actual amount of bad debts written off, net of bad debts written off but recovered.

**Exclude**

- Provisions for doubtful debts

\$ ,000

**45 Purchases****Include**

- Purchases of materials, components, containers and packaging materials
- Purchases of electricity, fuels and water
- Purchases of goods for resale

**Exclude**

- Contract, sub-contract and commission expenses (include in Question 48)
- Purchases of parts and fuels for motor vehicles (include in Question 46)

\$ ,000

**46 Motor vehicle running expenses****Include**

- Fuel, registration fees and compulsory third party insurance premiums
- Repair and maintenance expenses
- Rent, leasing and hiring expenses

**Exclude**

- Expenses for off-road motor vehicles (e.g. forklifts, mobile plant, quarry dump trucks) (include in Question 48)
- Comprehensive motor vehicle insurance (include in Question 48)
- Depreciation (include in Question 43)
- Finance lease payments
- Operating lease payments

\$ ,000

**47 Rent, leasing and hiring expenses (other than for motor vehicles)****Include**

- Operating lease payments

**Exclude**

- Finance lease payments

\$ ,000

**48 All other operating expenses****Exclude**

- Extraordinary losses
- Sales tax and excise duty payable to the Government
- Dividends
- Income and other direct tax
- Costs associated with the transfer of real estate
- Capital repayments including those associated with finance leases
- Goodwill writedown
- Amortisation (include in Question 43)
- Provisions

\$ ,000

**49 Total expenses**  
(Sum of Questions 37 to 48)

\$ ,000



**Part 10 – Assets and liabilities**

**Note**

- Report the total book value of assets and liabilities as at the end of the financial year reported in Question 1.
- The distinction between current and non-current can best be summarised by the "12 month rule".
- If an asset or liability is current, it will generally cease to exist, or have been used up within a period of 12 months. For example, cash in an interest bearing deposit is a current asset, while money owed on a 60 day credit account is a current liability.
- Conversely, if an asset or liability is non-current, it will generally be an item on your books for a period longer than 12 months. For example, tangible assets such as a building or piece of machinery are non-current assets, while a bank loan taken out over a number of years is a non-current liability.

**54 Current assets including trading stocks**

**Note**

- Report net of provisions for doubtful debts.

\$  ,000

**55 Non-current assets – property**

**Include**

- Property needed for normal operations

\$  ,000

**56 Non-current assets – plant and machinery**

**Include**

- Plant and machinery needed for normal operations

\$  ,000

**57 Non-current assets – other**

**Include**

- Capitalised interest
- Goodwill
- Brand names

\$  ,000

**58 Current liabilities** \$  ,000

**59 Non-current liabilities**

**Exclude**

- Owners' equity (shareholders' funds)

\$  ,000

**60 Please indicate an approximate breakdown of this business' liabilities (both current and non-current)**

Trade and other creditors	<input type="text"/>	%
Bank loans	<input type="text"/>	%
Other loans	<input type="text"/>	%
Bank overdrafts	<input type="text"/>	%
Provisions	<input type="text"/>	%
Other (Please specify)	<input type="text"/>	%
	<input type="text"/>	
<b>Total</b>	<b>1 0 0</b>	<b>%</b>

**61 What was the approximate breakdown of the equity holdings in this business as at 30 June 1995?**

Owners and owners' family	<input type="text"/>	%
Directors and directors' family	<input type="text"/>	%
Parent company	<input type="text"/>	%
Unrelated person(s)	<input type="text"/>	%
Unrelated business(es)	<input type="text"/>	%
Other (Please specify)	<input type="text"/>	%
	<input type="text"/>	
<b>Total</b>	<b>1 0 0</b>	<b>%</b>

**Part 11 – Formal training**

*Note*

- Report for the financial year reported in Question 1, unless otherwise specified.
- Formal training is defined as all training activities which have a structured plan and format designed to develop employment related skills and competencies.
- 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.
- Formal training can include both in-house and external training courses.

**62 Please estimate the expenditure on the provision of formal training to workers in this business**

*Include*

- Training costs relating to all workers employed in this business (e.g. working proprietors and working partners, contract/agency staff)
- Wages and salaries of the business' trainers for the time spent providing training
- All fees paid to consultants and institutions for designing, conducting, evaluating or providing facilities for training courses
- Other training related costs (e.g. equipment, travel, accommodation)

*Exclude*

- Payments relating to non-training activities (e.g. non-training conferences and seminars)
- Informal on-the-job training

\$  ,000

**Managerial training**

*Note*

- Managerial staff include working proprietors and working directors as well as managerial employees (both full-time and part-time) as reported in Question 10.

**63 Please estimate the number of managerial staff in this business who possess tertiary qualifications in business management, commerce or administration**

**64 Please estimate the number of managerial staff who undertook some training in business management (e.g. short course or workshop) during 1994-95**

**Part 12 – Innovation**

*Note*

- Report for the financial year reported in Question 1, unless otherwise specified.

**65 Did this business:**

- develop any new products, or
- introduce any substantially changed products, or
- develop or introduce any new or substantially changed processes

**during the financial year reported in Question 1?**

No  Go to **67**

Yes

**66 What was the estimated expenditure on the development of the new or changed output for:**

Research and development (R & D)

*Include*

- R & D performed by this business
- Payments made to other businesses to perform R & D on your behalf (extramural R & D)
- R & D performed by related entities on your behalf

*Exclude*

- R & D performed purely as a service for another business

\$  ,000

Training of staff associated with the development of new or changed products or processes

\$  ,000

Acquisition of patents, trademarks and licences

\$  ,000

**Question continues over the page**

**66 What was the estimated expenditure on the development of the new or changed output for: – (continued)**

Expenditure for tooling up, industrial engineering and manufacturing start-up

<i>Include</i>	<i>Exclude</i>
<ul style="list-style-type: none"> <li>Expenditure associated with machinery, equipment and buildings which either improve the business' production methods, or produce a new or changed product</li> </ul>	<ul style="list-style-type: none"> <li>Expenditure associated with machinery and equipment which do not improve the business' production methods, even if they extend the production capacity</li> </ul>

\$  ,000

Marketing of new products

<i>Include</i>	<i>Exclude</i>
<ul style="list-style-type: none"> <li>Expenditure associated with the launch of a new or changed product, e.g. preliminary market research, market tests and launch advertising</li> </ul>	<ul style="list-style-type: none"> <li>Expenditure for the building of distribution networks</li> </ul>

\$  ,000

**Part 13 – Comments**

**67 Please provide an estimate of the time taken to complete this form**

<i>Include</i>
<ul style="list-style-type: none"> <li>The time actually spent reading the instructions, working on the questions, and obtaining the information</li> <li>The time spent by all employees in collecting and providing this information</li> </ul>

hrs  mins

**68 Please provide comments**

- On any of the information you have supplied on the form
- On any questions which caused problems
- If you would like to suggest improvements to this form

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Thank you for completing this form**

# Business Growth and Performance Survey 1995/96

▼ In correspondence, please quote this number

Please complete this form for the Australian activities of the business named on this label.

## Purpose of Collection

The Business Growth and Performance Survey will be used in the development of government policy to assist and support Australian business, particularly small and medium businesses.

Receipt Number

--	--	--	--	--

## Collection Authority

The information asked for is collected under the authority of the Census and Statistics Act. Your co-operation is sought in completing and returning this form by the due date. The Act provides me with the power, if needed, to direct you to provide the information sought.

## Confidentiality

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

## Due Date

Please complete this form and return it in the reply paid envelope to the Australian Bureau of Statistics by

## Help Available

If you have problems in completing this form, or feel that you may have difficulties meeting the due date, please contact Small Business Statistics by:

### Telephone

1800 633 667

### Facsimile

(06) 252 7004

### Mail

PO Box 10  
Belconnen 2616

W. McLennan  
Australian Statistician

Person we should contact if any queries arise regarding this form

Name		Telephone Number	(   )
Signature		Facsimile Number	(   )
		Date	/ /

## Please read this first

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

2 8 5 or

- Leave boxes **blank** where there is no response, for example

- Information reported on this form should comply with Australian accounting standards.
- If exact figures are not available, please provide careful estimates.
- Only the Australian activities (including imports and exports) of the business shown on the label should be included on the form. Include details of this business' participation in any unincorporated joint ventures.
- Please report all monetary values in **thousands of dollars (\$,000)**. Where the value of your accounts is not expressed in thousands of dollars, round the value **up** or **down** to the nearest thousand dollars.
- **Please note:** The items listed under **Include** and **Exclude** are examples and should not be taken as a complete list of items to be included or excluded.

### Part 1 – General information

#### 1 Period covered by this form

##### Note

- This form is for the financial year ended **30 June 1996**.
- If this business has a different financial year, please report for a **12 month period** which **ends between** 1 October 1995 and 30 September 1996 (e.g. a financial year ending 31 December 1995).

Please indicate the period covered by this form:

From   /   / 19   To   /   / 19

If the period covered by this form is not 12 months, please explain why

### Part 2 – Business location and activity

#### 2 Number of locations operated by this business as at 30 June 1996

##### Exclude

- Leased warehouse space
- Outlets operated by agents on behalf of this business

Locations

#### 3 During the financial year reported in Question 1, did this business:

Open any new locations?

No

Yes  Number of locations

Close any existing locations?

No

Yes  Number of locations

#### 4 Please describe the activity from which this business derives its **main** income (e.g. furniture manufacture, road freight transport, advertising service, legal service)

Office use only



**5 What is the legal status of this business?**

Tick one box

- Public company ...  Go to 7
- Other incorporated company (e.g. Pty Ltd) ...
- Sole proprietorship ...
- Partnership ...
- Trust ...  Go to 7
- Co-operative ...
- Incorporated association ...
- Other (Please specify) ...

**6 How many years has this business been owned/controlled by the present owners?**

Tick one box

- Less than 1 year ...
  - 1 year to less than 2 years ...
  - 2 years to less than 5 years ...
  - 5 years to less than 10 years ...
  - 10 years to less than 20 years ...
  - 20 years or more ...
- Go to 8

**7 How many years has this public company/trust been in operation?**

Tick one box

- Less than 1 year ...
- 1 year to less than 2 years ...
- 2 years to less than 5 years ...
- 5 years to less than 10 years ...
- 10 years to less than 20 years ...
- 20 years or more ...

**8 What was the estimated percentage of foreign ownership (of company equity) of this business?**

*Note*

- Report as at 30 June 1996.

- None ...
- Up to 10% ...
- 11% - 49% ...
- 50% - 100% ...

**Franchising**

*Note*

- A franchise is a contract between a franchisor and a franchisee. The franchisee obtains the right to use a name, trademark, product, service or business system in return for the payment of a fee and/or royalty to the franchisor. Usually the franchisee gets a package of the above rights including a business system and management advice.

*Exclude*

- Buying groups
- Agencies

**9 Does this business:**

Operate as a franchisee?

- No
- Yes

Control a franchise system?

- No
- Yes

## Part 3 – Employment

### 10 Number of persons working for this business during the last pay period ending in June 1996

**Note**

- Casual employees should be included and classified as full-time or part-time according to the hours worked in the reference pay period.

**Working proprietors, working partners or working directors** operate their own business in a profession or trade. They can hire one or more employees, and may receive a salary, drawings from profits or work for no monetary return.

**Managerial employees** are managerial, executive or senior professionals who are in charge of a significant number of employees or who have significant responsibilities in the conduct or operations of the organisation. They may not receive payment for overtime. This includes professionally qualified staff who primarily perform managerial tasks in conjunction with utilising their professional skills.

**Full-time employees** are those (permanent, temporary or casual) who:

- normally work the agreed or award hours for a full-time employee in their occupation, or
- if agreed or award hours do not apply, would ordinarily work 35 hours or more a week.

**Part-time employees** are those (permanent, temporary or casual) who are not full-time as defined.

**Include**

- Full-time and part-time employees
- Permanent, temporary and casual employees
- Managerial and executive employees
- Employees absent on paid or pre-paid leave
- Working proprietors and partners
- Employees on workers' compensation who continue to be paid through the payroll

**Exclude**

- Unpaid directors
- Self-employed persons such as consultants, contractors and persons paid solely by commission without a retainer
- Volunteers

	Males	Females	Total
Working proprietors, working partners of working directors (full-time and part-time) ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other full-time managerial employees ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other full-time employees ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>
Part-time employees (including managerial employees) ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 11 From the total number of persons employed in Question 10, please provide the number of casual employees

**Note**

- Casual employees are those (full-time or part-time) generally required on an as needed basis and who are not usually entitled to paid holidays or sick leave.

Labour turnover

**12 How many persons were newly employed by this business during the financial year reported in Question 1?**

*Exclude*

- Casual employees

**13 How many persons ceased to be employed by this business during the financial year reported in Question 1?**

*Include*

- Resignations
- Redundancies
- Dismissals
- Retirements
- Invalidity retirements

*Exclude*

- Casual employees

Family business

**14 Do you consider this business to be a family business?**

No   Go to **18**

Yes

**15 Why do you consider this to be a family business?**

Tick appropriate box(es)

Family members are:

– working directors or proprietors ...

– employed in the business ...

– not working in business although contribute to decisions ...

This business was acquired from parents ...

There is a close working relationship between management and staff ...

Other (Please specify) ...

**16 Including the current operators, how many generations of this family have been either working directors, partners or proprietors of this business?**

**17 If this business has more than one working proprietor, working partner or working director, how many are from the same family?**

*Note*

- If there is more than one family involved in the business report for the family with the largest number represented.

**18 Does this business have a person, such as a managing director, who takes responsibility for the major decisions on the operations of this business?**

No   Go to **21**

Yes

**19 Please provide the following information about this person**

Sex

Male ...

Female ...

Number of years experience as a business proprietor or director ...

Highest completed education level

School ...  Go to **21**

Trade ...  Go to **21**

Tertiary ...

**20 Are this person's tertiary qualifications in business management, commerce or administration?**

No

Yes

## Industrial relations

**21 Please estimate the percentage of persons working for this business that were union members as at 30 June 1996**

Tick one box

- None ... ..  Go to **23**
- Up to 10% ... ..
- 11% - 25% ... ..
- 26% - 50% ... ..
- 51% - 75% ... ..
- 76% - 100% ... ..

**22 How many unions represented the employees of this business as at 30 June 1996?**

**23 Please estimate the number of employees of this business working under each of the following arrangements as at 30 June 1996:**

Conditions based on Federal/State awards

**Note**

- An award is a legally enforceable document covering aspects of wages and conditions that has been handed down by an industrial tribunal.

**Include**

- People with arrangements based on award specifications
- People on above award payments

Number

Individual formal contract or agreement of employment

**Note**

- An individual contract or agreement of employment (which can include a letter of appointment) is an agreement covering aspects of wages and conditions between an individual employee and the business.

Number

Unregistered enterprise agreement

**Note**

- An unregistered enterprise agreement is a written or verbal agreement that covers aspects of wages and conditions between employees and the business.

Number

Registered enterprise agreement

**Note**

- A registered enterprise agreement is a written agreement that covers aspects of wages and conditions that has been registered by an industrial tribunal.

Number

Year registered enterprise agreement first introduced

 1  9

## Part 4 – Business operations

*Note*

- Report for the financial year reported in Question 1, unless otherwise specified.

**24 On average, how many days per week did your plant operate?**

Days per week .....

**25 On average, how many hours per day did your plant operate?**

Hours per day .....

**26 Did this business have any of the following business improvement programs in place?**

Tick one box per row

	No/ Not applicable	Informally in place	Formal program developed in-house	Externally assisted program
Total Quality Management .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Assurance .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Just-in-Time Management .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Process Engineering .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**27 Did this business use any of the following business practices?**

	No	Yes	Not applicable
Documented formal strategic plan .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A formal business plan .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget forecasting .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regular income/expenditure reports (more than once a year) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Formal networking with other businesses .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic commerce (exclude banking) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comparison of performance with other businesses .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export market planning .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Business Links

**Note**

Business links refer to special business arrangements, relationships or partnerships other than normal supplier-customer relationships, that this business may have with other businesses.


**28 Has this business had any links with other businesses during the financial year reported in Question 1?**

**Include**

- Special relationships formed with other (unrelated) businesses to increase your business capabilities or performance
- Business partnership agreements
- Special arrangements with another business to achieve a joint tender

**Exclude**

- Normal transactions with customers, clients or suppliers
- Arms length dealings
- Franchise agreements
- Arrangements with other divisions of this business
- Sub-contracting arrangements

No   Go to **31**  
 Yes

**29 Did the final form of this link(s) result in:**

Tick appropriate box(es)

- the formation of a new business ...
- a formal agreement without creating a new business ...
- an informal understanding ...
- Other (Please specify) ...

**30 Was the purpose of this link to increase the capability of this business in:**

Tick appropriate box(es)

- Production ...
- Purchasing ...
- Marketing ...
- Distribution ...
- Research & development ...
- Training ...
- Other (Please specify) ...

**31 How frequently did this business seek business information or advice from the sources below?**

More  
than 3  
1-3  
times  
Never

- |  |                          |     |                          |     |                          |
|--|--------------------------|-----|--------------------------|-----|--------------------------|
| External accountants ...                         | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |
| Banks ...  | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |
| Solicitors ...                                   | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |
| Business consultants ...                         | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |
| Family or friends ...                            | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |
| Others in your industry ...                      | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |
| Local businesses ...                             | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |
| Industry Association/<br>Chamber of Commerce ... | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |
| The Australian Taxation<br>Office ...            | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |
| Government small<br>business agencies ...        | <input type="checkbox"/> | ... | <input type="checkbox"/> | ... | <input type="checkbox"/> |

## Business Change

**Note**

- Report for the financial year reported in Question 1, unless otherwise specified.

### 32 Please indicate if there have been any major changes in this business:

Tick one box per row

	Not applicable to this business	No major change	Increased	Decreased
Range of products or services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markets targeted				
Domestic .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Export .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting software .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other administrative computer systems .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production technology .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management training .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-the-job training .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other training .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Other major changes

	Not applicable to this business	No major change	Changed
Contracting out activities previously done by employees of this business .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business structure .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other changes (Please specify) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 33 Did this business:

- develop any new products, or
- introduce any substantially changed products, or
- develop or introduce any new or substantially changed processes

No

Yes

**34 Did this business participate in any of the following Government programs, or services during the financial year reported in Question 1?**

Tick appropriate box(es)

	No	Yes
AusIndustry/NIES .....	<input type="checkbox"/>	<input type="checkbox"/>
Research and development tax concession .....	<input type="checkbox"/>	<input type="checkbox"/>
Grants for research and development .....	<input type="checkbox"/>	<input type="checkbox"/>
New Enterprise Incentive Scheme .....	<input type="checkbox"/>	<input type="checkbox"/>
Export Access .....	<input type="checkbox"/>	<input type="checkbox"/>
Export Finance and Insurance Corporation facilities .....	<input type="checkbox"/>	<input type="checkbox"/>
Austrade		
Export Market Development Grants .....	<input type="checkbox"/>	<input type="checkbox"/>
International Trade Enhancement Scheme .....	<input type="checkbox"/>	<input type="checkbox"/>
Other Austrade services .....	<input type="checkbox"/>	<input type="checkbox"/>
Commonwealth, State or Local Government employment programs .....	<input type="checkbox"/>	<input type="checkbox"/>
Other Commonwealth and State Government industry programs (Please specify) .....	<input type="checkbox"/>	<input type="checkbox"/>

.....

.....

.....

.....

.....

.....

**35 If this business *did not* make use of any particular Government program or service, please indicate the reason**

Tick appropriate box(es)

Not applicable to this industry .....	<input type="checkbox"/>
Poorly designed .....	<input type="checkbox"/>
Only suitable for bigger businesses .....	<input type="checkbox"/>
No reason to seek assistance .....	<input type="checkbox"/>
No knowledge of these programs .....	<input type="checkbox"/>
Did not know how to get in touch .....	<input type="checkbox"/>
Too much paperwork to get the assistance .....	<input type="checkbox"/>
Other (Please specify) .....	<input type="checkbox"/>

.....

**36 During the next three (3) years (i.e. 1997-1999) does this business intend to do any of the following:**

Tick appropriate box(es)

Significantly increase production .....	<input type="checkbox"/>
Maintain existing production .....	<input type="checkbox"/>
Significantly decrease production .....	<input type="checkbox"/>
Open new locations .....	<input type="checkbox"/>
Close locations .....	<input type="checkbox"/>
Maintain or commence exporting .....	<input type="checkbox"/>
Introduce new goods or services .....	<input type="checkbox"/>
Sell the whole business .....	<input type="checkbox"/>
Open the same business elsewhere .....	<input type="checkbox"/>
Sell equity in the business .....	<input type="checkbox"/>
Close the business .....	<input type="checkbox"/>



**Part 5 – Income items**

**Note**

- Report for the financial year reported in Question 1, unless otherwise specified

**Include**

- Income from abnormal items under the relevant headings below

**Exclude**

- Extraordinary items

**37 Income from sales of goods and services**

**Note**

- Report net of discounts given

**Include**

- Rent, leasing and hiring income
- Repair and service income and fees
- Contract, sub-contract and commission income
- Sales or transfers to related businesses, including overseas branches of this business
- Management fees/charges from related and unrelated businesses
- Export sales
- Subscription and membership fees
- Delivery charges not separately invoiced to customers
- Royalties income - under licensing arrangements

**Exclude**

- Sales of fixed tangible assets
- Export freight charges
- Interest income (include in Question 38)
- Royalties from mineral leases (include in Question 38)
- Income from finance leases
- Payments received under hire purchase arrangements

\$  ,000

**38 Other income**

**Include**

- Interest income
- Government subsidies
- Funding from Federal, State and/or Local Government
- Donations
- Dividend income
- Royalties from mineral leases
- Capital grants
- Net profit (loss) on sales of fixed tangible assets
- Net profit (loss) on foreign loans as a result of variations in foreign exchange rates/transactions
- Net profit (loss) on share trading

**Exclude**

- Capital payments received
- Extraordinary profit (loss) i.e. not associated with the normal operations of this business and of a non-recurring nature

\$  ,000

**39 Total income**

(Sum of Questions 37 to 38)

\$  ,000

**40 Estimate the total income for this business for the year following the financial year reported in Question 1**

**Note**

- Report in either \$,000 **OR** as a percentage increase/decrease of the total income reported above in Question 39.

\$  ,000

**OR**

Percentage increase ... ..  %

Percentage decrease ... ..  %

**Export income**

**41 Did this business receive income from the export of goods and/or services during the financial year reported in Question 1?**

**Include**

- Goods or services that were exported directly by this business, or by this business' agent.

**Exclude**

- Income received from overseas visitors

**Goods**

No

Yes

**Services**

No

Yes

**Note**

- If "No" to both categories, go to Question 43

**42 Value of exports of *both* goods and services reported in Question 41**

**Include**

- Inter-company transfers overseas

\$  ,000

## Part 6 – Expense items

### Note

- Report for the financial year reported in Question 1, unless otherwise specified.

### Include

- Expenses from abnormal items under the relevant headings below

### Exclude

- Extraordinary items

## 43 Wages and salaries

### Note

- Refers to gross earnings before taxation and other deductions.

### Include

- Severance, termination and redundancy payments
- Wages or salaries paid to all full-time and part-time employees
- Salaries and fees of directors and executives
- Overtime earnings, penalty payments and shift allowances
- Retainers and commissions of persons who received a retainer
- Payments made under incentive or profit sharing schemes
- Amounts paid through the payroll to employees on workers' compensation
- Provisions for long service, sick and annual leave, leave bonus, severance, termination and redundancy payment

### Exclude

- Drawings from profits
- Payments to self-employed persons such as consultants, contractors and persons paid solely by commission without a retainer (include in Question 52)
- Payments to proprietors/partners of unincorporated businesses
- Reimbursements or allowances to employees for travel, entertainment, etc. (include in Question 52)
- Payroll tax (include in Question 46)
- Fringe benefits tax (include in Question 52)
- Provisions for employer contributions to superannuation funds (include in Question 44)
- Provisions for workers' compensation costs (include in Question 45)

\$  ,000

## 44 Employer contributions to superannuation funds

### Include

- All employer contributions to superannuation funds (including employer productivity contribution)
- Provisions for employer contributions to superannuation funds

### Exclude

- Employee contributions

\$  ,000

## 45 Workers' compensation costs

### Include

- Workers' compensation insurance premiums/levies
- Non-payroll costs (e.g. medical costs) not reimbursed
- Provisions for workers' compensation costs

\$  ,000

## 46 Payroll tax

### Exclude

- PAYE income tax deducted from employees' wages and salaries

\$  ,000

## 47 Interest expenses

### Include

- Interest on bank loans
- Interest on loans made to this business from related as well as unrelated businesses
- Interest in respect of finance leases
- Interest paid on loans from partners
- Interest equivalents, such as hedging costs
- Expenses associated with discounted bills

### Exclude

- Bank charges other than interest (include in Question 52)
- Capital repayments

\$  ,000

### 48 Depreciation and amortisation

**Note**

- Report depreciation and amortisation as recorded in this business' financial or management accounts.

**Include (for lessees only)**

- Depreciation/amortisation expenses in respect of assets acquired under finance leases

**Exclude (for lessors only)**

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

\$  ,000

49 Bad debts... .. \$  ,000

### 50 Purchases

**Include**

- Purchases of materials, components, containers and packaging materials
- Purchases of electricity, fuels and water where the purchase contributed to the production and/or sale of the goods and services
- Purchase of goods for resale
- Fuels for off-road vehicles e.g. forklifts, mobile plant and quarry dump trucks

**Exclude**

- Contract, sub-contract and commission expenses (include in Question 52)
- Purchases of parts and fuels for motor vehicles (include in Question 52)

\$  ,000

### 51 Rent, leasing and hiring expenses

**Include**

- Operating lease payments

**Exclude**

- Finance lease payments (interest component should be included in Question 47)

\$  ,000

### 52 Other operating expenses

**Exclude**

- Extraordinary losses
- Sales tax and excise duty payable to the Government
- Dividends
- Income and other direct tax
- Costs associated with the transfer of real estate
- Capital repayments including those associated with finance leases
- Goodwill write down (include in Question 48)
- Amortisation (include in Question 48)
- Provisions for doubtful debts
- Export freight charges

\$  ,000

### 53 Total expenses (Sum of Questions 43 to 52)

\$  ,000

## Part 7 – Trading stocks

**Include**

- Raw materials, fuels, containers, etc.
- Work-in-progress
- Finished goods
- Stocks for re-sale

### 54 Opening trading stocks

**Note**

- Report the total book value of trading stocks as at the beginning of the financial year reported in Question 1.
- Valuation should be on the same basis as you use in this business' accounts.

\$  ,000

### 55 Closing trading stocks

**Note**

- Report the total book value of trading stock as at the end of the financial year reported in Question 1.
- Valuation should be on the same basis as you use in this business' accounts.

\$  ,000

**Part 8 – Profit or loss**

**56 Reported operating profit or loss (surplus or deficit) before tax and extraordinary items**

*Note*

- Show the actual profit or loss (surplus or deficit) figure as in the profit and loss statement of this business for the financial year reported in Question 1.
- Report the result before taking into account previous years' losses, if any.

Profit (Surplus) ... \$  ,000

or

Loss (Deficit) ... .. \$  ,000

**57 Derived profit or loss (surplus or deficit) before tax and extraordinary items**

Total income (Question 39) ... .. \$  ,000

**Minus**

Total expenses (Question 53) ... .. \$  ,000

**Minus**

Opening stocks (Question 54) ... .. \$  ,000

**Plus**

Closing stocks (Question 55) ... .. \$  ,000

**Equals**

Profit (Surplus) ... \$  ,000

**Or**

Loss (Deficit) ... .. \$  ,000

If this figure is different from the figure for profit or loss (surplus or deficit) reported in Question 56, please indicate the reason below

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Part 9 – Assets and liabilities**

*Note*

- Report the total book value of assets and liabilities as at the end of the financial year reported in Question 1.
- The distinction between current and non-current can best be summarised by applying the “12 month rule”.
- If an asset or liability is current, it will generally cease to exist, or have been used up within 12 months. For example, cash in an interest bearing deposit is a current asset, while money owed on a 60 day credit account is a current liability.
- Conversely, if an asset or liability is non-current, it will generally be an item on your books for longer than 12 months. For example, tangible assets such as a building or piece of machinery are non-current assets, while a bank loan taken out over a number of years is a non-current liability.

**58 Current assets including trading stocks**

*Note*

- Report net of provisions for doubtful debts.

\$  ,000

**59 Non-current assets – property**

*Include*

- Property needed for normal operations

\$  ,000

**60 Non-current assets – plant and machinery**

*Include*

- Plant and machinery needed for normal operations

\$  ,000

**61 Non-current assets – other**

*Include*

- Capitalised interest
- Goodwill
- Brand names

\$  ,000

**62 Current liabilities ...** \$  ,000



## Part 10 – Capital expenditure and disposal of assets

**Include**

- All costs capitalised in your books (include legal fees, real estate transfer costs and assets acquired under finance leases)
- Progress payments made to contractors for capital work done by them

**Exclude**

- Interest paid (include in Question 47)

### 70 Capital expenditure on selected assets, including capital work done by own employees

Plant, machinery and equipment ... .. \$  ,000

Land ... .. \$  ,000

Dwellings, other buildings and structures (include roads, warehouses, offices, bridges, etc.)  
\$  ,000

Intangible assets (include patents, licences, computer software and goodwill)  
\$  ,000

### 71 Total disposal of plant, machinery, equipment, land, dwellings, other buildings and structures and intangible assets

**Note**

- Report the proceeds from sales of assets.

\$  ,000

## Part 11 – Research and Development

### 72 Did this business perform, or pay other businesses to perform, research and development (R & D) activity during the financial year reported in Question 1?

**Note**

- R & D is generally investigative work which is of actual or potential use in the development of new or enhanced materials, products, devices, processes or services.

No   Go to **74**

Yes

**73 Value of expenditure on research & development** \$  ,000

## Part 12 – Comments

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

**Include**

- 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

hrs  mins

### 75 Please provide comments

- On any of the information you have supplied on the form
- On any questions which caused problems
- If you would like to suggest improvements to this form

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

### 76 Please comment on the usefulness of the Industry Performance Statistics included with this form

Tick appropriate box

Very useful ... ..

Useful ... ..

No use ... ..

If you are interested in finding out about business assistance programs call the **AusIndustry Hotline**

Telephone: ... .. 13 2846

# Business Growth and Performance Survey 1996/97

▼ In correspondence, please quote this number

Please complete this form for the Australian-based activities of the business named on this label.

### Purpose of Collection

The Business Growth and Performance Survey will be used in the development of government policy to assist and support Australian business, particularly small and medium businesses.

Office use only	
Markin	
DACC	
Attach.	

### Collection Authority

The information asked for is collected under the authority of the *Census and Statistics Act, 1905*. Your co-operation is sought in completing and returning this form by the due date. The Act provides me with the power, if needed, to direct you to provide the information sought.

### Confidentiality

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

### Due Date

Please complete this form and return it in the reply paid envelope to the Australian Bureau of Statistics by **24 February 1998**.

### Help Available

If you have problems in completing this form, or feel that you may have difficulties meeting the due date, please contact Small Business Statistics by:

#### Telephone

1800 633 667

#### Facsimile

(02) 6252 7004

#### Mail

PO Box 10  
Belconnen ACT 2616

W. McLennan

Australian Statistician

Person we should contact if any queries arise regarding this form

Name		Telephone Number	(    )
Signature		Facsimile Number	(    )
		Date	



## Please read this first

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

	2	8	5
--	---	---	---

 or
- Information reported on this form should comply with Australian accounting standards.
- **If exact figures are not available, please provide careful estimates.**
- Only the Australian-based activities (including exports) of the business shown on the label should be included on the form. Include details of this business's participation in any unincorporated joint ventures.
- Please report all monetary values in **thousands of dollars (\$,000)**. Where the value in your accounts is not expressed in thousands of dollars, round the value up or down to the nearest thousand dollars.
- **Please note:** The items listed under **Include** and **Exclude** are examples and should not be taken as a complete list of items to be included or excluded.

### Part 1 – General information

#### 1 Period covered by this form

**Note**

- This form is for the financial year ended **30 June 1997**.
- If this business has a different financial year, please report for a 12 month period which ends between 1 October 1996 and 30 September 1997 (e.g. a financial year ending 31 December 1996).

Please indicate the period covered by this form:

Tick appropriate box

1 July 1996 - 30 June 1997 ... ..

1 January 1996 - 31 December 1996 ... ..

Other (Please specify) ... ..

From / / 19  To / / 19

If the period covered by this form is not 12 months, please explain why

### Part 2 – Business location and activity

#### 2 Number of locations operated by this business as at 30 June 1997

**Exclude**

- Leased warehouse space
- Outlets operated by agents on behalf of this business

Locations

--	--	--	--	--

#### 3 During the financial year reported in Question 1, did this business:

Open any new locations?

No

Yes  Number of locations opened

--	--	--	--	--

Close any existing locations?

No

Yes  Number of locations closed

--	--	--	--	--

#### 4 Please describe the activity from which this business derives its **main income** (e.g. furniture manufacture, road freight transport, advertising service, legal service)

Office use only

--	--	--	--	--



**5 What is the legal status of this business?**

Tick one box

- Public company .....  Go to 7
- Other incorporated company (e.g. Pty Ltd) ...
- Sole proprietorship ...
- Partnership ...
- Trust ...  Go to 7
- Unincorporated co-operative ...
- Incorporated association ...
- Other (Please specify) ...

**6 How many years has this business been owned/controlled by the present owners?**

Go to 8

**7 How many years has this public company/trust been in operation?**

Foreign ownership

**8 What was the estimated percentage of foreign ownership (of company equity) of this business?**

*Note*

- Report as at 30 June 1997.

- None ...
- Up to 10% ...
- 11% - 49% ...
- 50% - 100% ...

Franchising

*Note*

- A franchise is a contract between a franchisor and a franchisee. The franchisee obtains the right to use a name, trademark, product, service or business system in return for the payment of a fee and/or royalty to the franchisor. Usually the franchisee gets a package of the above rights including a business system and management advice.

*Exclude*

- Buying groups
- Agencies

**9 Does this business:**

Operate as a franchisee?

- No
- Yes

Control a franchise system?

- No
- Yes

Major decision maker

**10 Does this business have a person, such as a managing director, who takes responsibility for the major decisions on the operations of this business?**

No  Go to **13**  
 Yes

**11 Please provide the following information about this person**

Sex

Male .....

Female .....

Number of years experience as a business proprietor or director .....

Highest completed education level

School .....  Go to **13**

Trade .....  Go to **13**

Tertiary .....

**12 Are this person's tertiary qualifications in business management, commerce or administration?**

No

Yes

Family business

**13 Do you consider this business to be a family business?**

No  Go to **17**  
 Yes

**14 Why do you consider this to be a family business?**

Tick appropriate box(es)

Family members are:

– working directors or proprietors ... ..

– employed in the business ... ..

– not working in business although contribute to decisions ... ..

This business was acquired from parents ... ..

There is a close working relationship between management and staff... ..

Other (Please specify) ... ..

**15 Including the current operators, how many generations of this family have been either working directors, partners or proprietors of this business?**

**16 If this business has more than one working proprietor, working partner or working director, how many are from the same family?**

*Note*

- If there is more than one family involved in the business report for the family with the largest number represented.

## Part 3 – Employment

### 17 Number of persons working for this business during the last pay period ending in June 1997

**Note**

- Full-time persons are those working 35 hours or more a week.
- **Working proprietors, working partners or working directors** operate their own business in a profession or trade. They can hire one or more employees, and may receive a salary or drawings from profits.
- **Managerial employees** are managerial, executive or senior professionals who are in charge of a significant number of employees or who have significant responsibilities in the conduct or operations of this business. They may not receive payment for overtime. This includes professionally qualified staff who primarily perform managerial tasks in conjunction with utilising their professional skills.
- **Other employees** are all wage and salary earners who received pay during the last pay period ending in June 1997 excluding casuals and managerial employees.
- **Casual employees** are those generally required on an as needed basis and who are not usually entitled to paid holidays or sick leave.

**Include**

- Full-time and part-time employees
- Permanent, temporary and casual employees
- Managerial and executive employees
- Employees absent on paid or prepaid leave
- Working proprietors and partners
- Employees on workers' compensation who continue to be paid through the payroll

**Exclude**

- Non-salaried directors
- Self employed persons such as consultants, contractors and persons paid solely by commission without a retainer
- Volunteers

	Full-time		Part-time	
	Males	Females	Males	Females
Working proprietors, working partners or working directors ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managerial employees ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other employees ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casuals ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Total ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Labour turnover

**18 How many persons were newly employed by this business during the financial year reported in Question 1?**

*Include*

- Replacement employees
- Additional employees

*Exclude*

- Casual employees

**19 How many persons ceased to be employed by this business during the financial year reported in Question 1?**

*Include*

- Resignations
- Redundancies
- Dismissals
- Retirements
- Invalidation retirements

*Exclude*

- Casual employees

**20 Excluding casuals, did total employment in this business decrease over the financial year reported in Question 1?**

No   Go to **22**

Yes

**21 What was the major reason(s) for the decrease?**

Tick appropriate box(es)

Decrease in demand for goods or services ...

Contracted out tasks ...

Improvements in business efficiency ...

Replaced permanent employees with casuals...

Reduced range of activities ...

Temporary decrease in employment levels ...

Other ...

Out-sourcing

**22 During the financial year reported in Question 1, did this business contract out any activities that were previously performed by this business's employees?**

*Exclude*

- Contracting out solely to handle peaks in workload

No   Go to **24**

Yes

**23 Approximately how many employees were replaced by the contracting out of these activities?**

Industrial relations

**24 Please estimate the percentage of persons working for this business who were union members as at 30 June 1997**

Tick one box

None ...   Go to **26**

Up to 10% ...

11% - 25% ...

26% - 50% ...

51% - 75% ...

76% - 100% ...

**25 How many unions represented the employees of this business as at 30 June 1997?**

**26 Please estimate the number of employees of this business working under the following arrangements as at 30 June 1997:**

**(a) Registered enterprise agreement**

*Note*

- A registered enterprise agreement is a written agreement negotiated for this business that covers aspects of wages and conditions that has been registered with an industrial commission or tribunal.

Persons

Year registered enterprise agreement first introduced

**(b) Unregistered enterprise agreement**

*Note*

- An unregistered enterprise agreement is a verbal or written agreement negotiated between a group of employees and this business that covers aspects of wages and conditions .

Persons

**(c) Individual contract or agreement of employment**

*Note*

- An individual contract or agreement of employment (which can include a letter of appointment) is an agreement covering aspects of wages and conditions between an individual employee and the business.

*Exclude*

- Persons covered by any enterprise agreement

Persons

**(d) Covered by an award only**

*Include*

- Persons with arrangements based on award specifications
- Persons on above award payment

*Exclude*

- Persons covered by any enterprise agreement

Persons

**Part 4 – Business operations**

*Note*

- Report for the financial year reported in Question 1.

**27 On average, how many days per week did this plant operate?**

Days per week ... ..

**28 On average, how many hours per day did this plant operate?**

Hours per day ... ..

**Business practices**

**29 Did this business use any of the following business practices?**

Tick one box per row

	No/Not applicable	Yes
Documented formal strategic plan ... ..	<input type="checkbox"/>	<input type="checkbox"/>
A formal business plan ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Budget forecasting ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Regular income/expenditure reports (more than once a year) ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Formal networking with other businesses ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Electronic commerce (excluding banking) ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Comparison of performance with other businesses ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Export market planning ... ..	<input type="checkbox"/>	<input type="checkbox"/>

Government programs

**30 Did this business apply for any of the following Government programs administered by AusIndustry during the financial year reported in Question 1?**

*Note*

- If application was successful, please provide all details requested.
- If unsuccessful, provide application costs only.

	Applied		Application and ongoing reporting costs		Application successful		Value of grant or loan
	No	Yes	Labour (person days)	Other direct costs	No	Yes	
Grants for Research and Development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ <input type="checkbox"/>
AusIndustry concessional loans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ <input type="checkbox"/>
Enterprise improvement/development programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ <input type="checkbox"/>

	Applied		Application and ongoing reporting costs		Application successful		Value of Research & Development claim
	No	Yes	Labour (person days)	Other direct costs	No	Yes	
Research and Development tax concession	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$ <input type="checkbox"/>

**31 Did this business participate in any of the following Government programs during the financial year reported in Question 1?**

Tick one box per row

	No	Yes
Export Finance and Insurance Corporation (EFIC) facilities	<input type="checkbox"/>	<input type="checkbox"/>
<b>Austrade programs</b>		
Export Market Development Grants	<input type="checkbox"/>	<input type="checkbox"/>
International Trade Enhancement Scheme	<input type="checkbox"/>	<input type="checkbox"/>
Export Access	<input type="checkbox"/>	<input type="checkbox"/>
Other Austrade services	<input type="checkbox"/>	<input type="checkbox"/>
Commonwealth, State or Local Government employment programs	<input type="checkbox"/>	<input type="checkbox"/>
Other Commonwealth and State Government industry programs (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>

Business change

*Note*

- Report for the financial year reported in Question 1.

**32 Please indicate if there have been any major changes in this business's:**

Tick one box per row

	Not applicable to this business	No major change	Increased	Decreased
Range of products or services .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markets targeted - Domestic .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markets targeted - Export .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting software .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other administrative computer systems .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production technology .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management training .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
On-the-job training .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other training .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Other major changes**

	Not applicable to this business	No major change	Changed
Business structure .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other changes (Please specify) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Use of computers

**33 Does this business use computers in its business operations?**

No  **Go to 42**  
 Yes

**34 How long has this business used computers?**

Tick one box

Less than 2 years .....   
 2 years to less than 5 years .....   
 5 years or more .....

**35 Are most of the computers in this business:**

Tick one box

Networked within the business .....   
 Stand-alone .....

**36 Does this business have any of the following electronic links with another business?**

Tick one box per row

	No	Yes
Dial-up modem link other than via the Internet .....	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated line .....	<input type="checkbox"/>	<input type="checkbox"/>

**37 Are any of the following facilities used by this business?**

Tick one box per row

	No	Yes
Electronic stock monitoring .....	<input type="checkbox"/>	<input type="checkbox"/>
Electronic ordering/purchasing using modem or dedicated links with another business.....	<input type="checkbox"/>	<input type="checkbox"/>
Electronic financial transactions eg banking, eftpos...	<input type="checkbox"/>	<input type="checkbox"/>

**38 How many employees of this business are required to use a computer at least once a week?**

**39 Does this business have access to the Internet?**

No  **Go to 42**  
 Yes

**40 What does this business use the Internet for?**

Tick appropriate box(es)

Purchasing .....   
 Selling .....   
 Marketing or advertising .....   
 Gathering information .....   
 Voice/video communication .....   
 Email.....   
 Data transfer .....   
 Other (Please specify) .....

**41 Does this business have a web-site/home page?**

No   
 Yes



Business intentions

**42 Please indicate if this business intends to do any of the following during the next 3 years (i.e. 1998-2000):**

Tick appropriate box(es)

- Significantly increase production ... ..
- Maintain existing production ... ..
- Significantly decrease production ... ..
- Open new locations ... ..
- Close locations ... ..
- Commence exporting ... ..
- Maintain exporting ... ..
- Increase exporting ... ..
- Establish a partnership or office overseas ... ..
- Introduce new goods or services ... ..
- Sell the whole business ... ..
- Open the same business elsewhere ... ..
- Sell equity in the business ... ..
- Close the business ... ..

Business innovation

*Note*

- Report for the financial year reported in Question 1.

**43 Did this business:**

- **develop any new products, or**
- **introduce any substantially changed products, or**
- **develop or introduce any new or substantially changed processes**

No  Go to **Part 5**  
 Yes

**44 What was the estimated expenditure on the development of the new products or processes for:**

Research and Development (R &D) ... .. \$  ,  ,000

Acquisition of technology developed by others (e.g. patents, trademarks and licences) ... .. \$  ,  ,000

Training and further education expenditure related to the introduction of new products or processes ... \$  ,  ,000

Expenditure for tooling-up, industrial engineering and start-up ... .. \$  ,  ,000

Marketing of new or improved products ... \$  ,  ,000

Other (Please specify) \$  ,  ,000

Total expenditure ... .. \$  ,  ,000











**70 Please estimate the percentage breakdown of this business's equity or ownership**

*Note*

- Report for the financial year reported in Question 1.
- In this question owners are defined as directors, proprietors or partners.

Working owners .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Non-working owners - family .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Non-working owners - non-family .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Parent company .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Venture or development capitalists .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Other unrelated businesses .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Employees (excluding directors) ...	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Other (including shareholders) ...	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Total .....	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/>	%

**71 Please indicate an approximate breakdown of this business's liabilities (both current and non-current)**

Trade and other creditors .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Overdrafts .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Bank bills and other short term facilities .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Loans from:		
- banks and other financial institutions .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
- parent company .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
- individuals involved in the business (or their families) ...	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
- other individuals .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
- unrelated businesses .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Provisions (eg long service leave) ...	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Other .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	%
Total .....	<input type="text" value="1"/> <input type="text" value="0"/> <input type="text" value="0"/>	%

**72 Did this business obtain any equity finance during the financial year reported in Question 1?**

*Note*

- Equity finance is where another business or individual invests money in the business in return for equity in that business, ie a share in the business. Equity finance is not a loan as the equity provider does not expect the money to be repaid.

No   Go to **75**  
 Yes

**73 Where did the business obtain this equity finance?**

Tick appropriate box(es)

Family .....	<input type="checkbox"/>
Acquaintances or business colleagues .....	<input type="checkbox"/>
People you did not previously know .....	<input type="checkbox"/>
Unrelated businesses .....	<input type="checkbox"/>
Parent Company .....	<input type="checkbox"/>
Other related businesses .....	<input type="checkbox"/>
Employees .....	<input type="checkbox"/>
Banks .....	<input type="checkbox"/>
Other financial institutions .....	<input type="checkbox"/>
Venture or development capitalists .....	<input type="checkbox"/>
Existing shareholders .....	<input type="checkbox"/>

**74 What was the approximate total value of this equity investment(s)?**

Tick one box

Up to \$20,000 .....	<input type="checkbox"/>
\$20,001 to \$50,000 .....	<input type="checkbox"/>
\$50,001 to \$100,000 .....	<input type="checkbox"/>
\$100,001 to \$500,000 .....	<input type="checkbox"/>
\$500,001 to \$1,000,000 .....	<input type="checkbox"/>
Over \$1,000,000 .....	<input type="checkbox"/>





## Business Growth and Performance Survey 1997/98

▼ In correspondence, please quote this number

Please complete this form for the Australian-based activities of the business named on this label.

### Purpose of Collection

The Business Growth and Performance Survey will be used in the development of government policy to assist and support Australian business, particularly small and medium businesses.

Of office use only	
Markin	
DACC	
Attach.	

### Collection Authority

The information asked for is collected under the authority of the *Census and Statistics Act 1905*. Your co-operation is sought in completing and returning this form by the due date. The Act provides me with the power, if needed, to direct you to provide the information sought.

### Confidentiality

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

### Due Date

Please complete this form and return it in the reply paid envelope to the Australian Bureau of Statistics by

### Help Available

If you have problems in completing this form, or feel that you may have difficulties meeting the due date, please contact Small Business Statistics by:

#### Telephone

1800 633 667

#### Facsimile

(02) 6252 7004

#### Mail

PO Box 10  
Belconnen ACT 2616

W . McLennan

Australian Statistician

Person we should contact if any queries arise regarding this form

Name		Telephone Number	( )
Signature		Facsimile Number	( )
		Date	/ /

## Please read this first

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

	2	8	5
--	---	---	---

 or
- Information reported on this form should comply with Australian accounting standards.
- **If exact figures are not available, please provide careful estimates.**
- Only the Australian-based activities (including exports) of the business shown on the label should be included on the form. Include details of this business' participation in any unincorporated joint ventures.
- Please report all monetary values in **thousands of dollars (\$,000)**. Where the value in your accounts is not expressed in thousands of dollars, round the value up or down to the nearest thousand dollars.
- **Please note:** The items listed under **Include** and **Exclude** are examples and should not be taken as a complete list of items to be included or excluded.

If the period covered by this form is not 12 months, please explain why

## Part 2 - Business location and activity

### 2 Number of locations operated by this business as at 30 June 1998

**Exclude**

- Leased warehouse space
- Outlets operated by agents on behalf of this business

Locations

### 3 During the financial year reported in Question 1, did this business:

Open any new locations?

No

Yes  Number of locations opened

Close any existing locations?

No

Yes  Number of locations closed

### 4 Please describe the activity from which this business derives its main income (eg. furniture manufacture, road freight transport, advertising service, legal service)

Of office use only

## Part 1 - General information

### 1 Period covered by this form

**Note**

- This form is for the financial year ended **30 June 1998**.
- If this business has a different financial year, please report for a 12 month period which ends between 1 October 1997 and 30 September 1998 (e.g. a financial year ending 31 December 1997).

Please indicate the period covered by this form:

Tick appropriate box

1 July 1997- 30 June 1998 ... ..

1 January 1997 - 31 December 1997 ... ..

Other (Please specify) ... ..

From  /  / 19  To  /  / 19

**5 What is the legal status of this business?**

Tick one box

Public company ... ..  Go to 7

Other incorporated company (e.g. Pty Ltd) ... ..

Sole proprietorship ... ..

Partnership ... ..

Trust ... ..  Go to 7

Unincorporated co-operative ...

Incorporated association ... ..

Other (Please specify) ... ..

.....

.....

**6 How many years has this business been owned/controlled by the present owners?**

Go to 8

**7 How many years has this public company/trust been in operation?**

Foreign ownership

**8 What was the estimated percentage of foreign ownership (of company equity) of this business?**

**Note**

- Report as at 30 June 1998.

None ... ..

Up to 10% ... ..

11% - 49% ... ..

50% - 100% ... ..

Franchising

**Note**

- A franchise is a contract between a franchisor and a franchisee. The franchisee obtains the right to use a name, trademark, product, service or business system in return for the payment of a fee and/or royalty to the franchisor. Usually the franchisee gets a package of the above rights including a business system and management advice.

**Exclude**

- Buying groups
- Agencies

**9 Does this business:**

Operate as a franchisee?

No

Yes

Control a franchise system?

No

Yes

Major decision maker

10 Does this business have a person, such as a managing director, who takes responsibility for the major decisions on the operations of this business?

No  Go to 13
Yes

11 Please provide the following information about this person

Sex

Male ... .. 
Female ... ..

Number of years experience as a business proprietor or director ... ..

Highest completed education level

School ... ..  Go to 13
Trade ... ..  Go to 13
Tertiary ... ..

12 Are this person's tertiary qualifications in business management, commerce or administration?

No 
Yes

Family business

13 Do you consider this business to be a family business?

No  Go to 17
Yes

14 Why do you consider this to be a family business?

Tick appropriate box(es)

Family members are:

- working directors or proprietors ... .. 
- employed in the business ... .. 
- not working in business although contribute to decisions ... ..

This business was acquired from parents ... ..

There is a close working relationship between management and staff... ..

Other (Please specify) ... ..

[Empty text box for specifying other reasons]

15 Including the current operators, how many generations of this family have been either working directors, partners or proprietors of this business?

16 If this business has more than one working proprietor, working partner or working director, how many are from the same family?

Note

- If there is more than one family involved in the business report for the family with the largest number represented.

**Part 3 – Employment**

**17 Number of persons working for this business during the last pay period ending in June 1998**

**Note**

- Full-time persons are those working 35 hours or more a week.
- **Working proprietors, working partners or working directors** own and/or operate their own business.
- **Managerial employees** are those who are in charge of a significant number of employees or who have significant responsibilities in the conduct or operations of this business.
- **Other employees** are all wage and salary earners who received pay during the last pay period ending in June 1998 excluding casuals and managerial employees.
- **Casual employees** are those generally required on an as needed basis and who are not usually entitled to paid holidays or sick leave. (Report only those who received pay during the last pay period ending in June 1998).

**Include**

- Full-time and part-time employees
- Permanent, temporary and casual employees
- Managerial and executive employees
- Employees absent on paid or prepaid leave
- Working proprietors and partners
- Employees on workers' compensation who continue to be paid through the payroll

**Exclude**

- Non-salaried directors
- Self employed persons such as consultants, contractors and persons paid solely by commission without a retainer
- Volunteers

	Full-time		Part-time	
	Males	Females	Males	Females
Working proprietors, working partners or working directors ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Managerial employees ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other employees ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Casuals ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total ... ..	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**18 How many persons were newly employed by this business during the financial year reported in Question 1?**

**Include**

- Replacement and additional employees

**Exclude**

- Casual employees

**19 How many persons ceased to be employed by this business during the financial year reported in Question 1?**

**Include**

- Resignations
- Redundancies
- Dismissals
- Retirements and invalidity retirements

**Exclude**

- Casual employees

20 Please estimate the number of employees of this business working under the following arrangements as at 30 June 1998:

(a) Registered enterprise agreement

**Note**  
 • A registered enterprise agreement is a written agreement negotiated for this business that covers aspects of wages and conditions that has been registered with an industrial commission or tribunal.

Persons

Year registered enterprise agreement first introduced

(b) Unregistered enterprise agreement

**Note**  
 • An unregistered enterprise agreement is a verbal or written agreement negotiated between a group of employees and this business that covers aspects of wages and conditions.

Persons

(c) Individual contract or agreement of employment

**Note**  
 • An individual contract or agreement of employment (which can include a letter of appointment) is an agreement covering aspects of wages and conditions between an individual employee and the business.

**Exclude**  
 • Persons covered by any enterprise agreement

Persons

(d) Covered by an award only

**Include**  
 • Persons with arrangements based on award specifications  
 • Persons on above award payment

**Exclude**  
 • Persons covered by any enterprise agreement

Persons

21 Please estimate the percentage of persons working for this business who were union members as at 30 June 1998

Tick one box

- None ... ..  Go to 23
- Up to 10% ... ..
- 11% - 25% ... ..
- 26% - 50% ... ..
- 51% - 75% ... ..
- 76% - 100% ... ..

22 How many unions represented the employees of this business as at 30 June 1998?

Part 4 - Business practices

**Note**  
 • Report for the financial year reported in Question 1.

23 Did this business use any of the following business practices?

Tick one box per row

	No/Not applicable	Yes
A formal strategic or business plan ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Budget forecasting ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Regular income/expenditure reports (more than once a year)	<input type="checkbox"/>	<input type="checkbox"/>
Formal networking with other businesses ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Comparison of performance with other businesses ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Export market planning ... ..	<input type="checkbox"/>	<input type="checkbox"/>

Business disputes

**Note**

- Report for the financial year reported in Question 1.

**24** Was this business involved in a dispute where a third party was used in attempts to resolve it?

**Note**

- For the purpose of this question a **dispute** includes a disagreement (resolved or unresolved) with an employee(s), with a client, supplier, unrelated business or with government.
- The **third party** might include independent advisors, external legal services, Small Claims Court, mediators, industry associations etc.

No  Go to **28**  
 Yes

**25** Did this business hire the services of a lawyer in resolving or attempting to resolve a dispute?

No   
 Yes  Go to **28**

**26** What was the main reason for not employing the services of a lawyer?

Tick one box per row

	No	Yes
Cost ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Concern about your time involved if legal services used ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Concern about potential delay in resolving the issue ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Dislike of lawyers ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Loss of control over resolution...	<input type="checkbox"/>	<input type="checkbox"/>
Third party hired legal services	<input type="checkbox"/>	<input type="checkbox"/>
Not necessary ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify) ... ..	<input type="checkbox"/>	<input type="checkbox"/>

**27** Did this business use the services of any of the following in the process of resolving a dispute?

Tick one box per row

	No	Yes
Government agency ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Industry association ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Private advisor (e.g. accountant)	<input type="checkbox"/>	<input type="checkbox"/>
Small Claims Court ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Insurance company ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify) ... ..	<input type="checkbox"/>	<input type="checkbox"/>

Health and safety

**28** Does this business have any of the following processes in place to manage health and safety?

Tick one box per row

	No/Not applicable	Yes
A written statement of management commitment to health and safety ... ..	<input type="checkbox"/>	<input type="checkbox"/>
A program of consultation with employees ... ..	<input type="checkbox"/>	<input type="checkbox"/>
An Occupational Health and Safety training program ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Provision of information for employees (e.g. visible safety signs, labelling etc) ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Regular workplace inspections ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Guidelines for identifying and controlling hazards in the workplace ... ..	<input type="checkbox"/>	<input type="checkbox"/>

Training

29 Comparing the financial year reported in Question 1 with the previous 12 months, please show how the number of people being trained by this business has changed:

**Include**

- On-the-job training, training courses, seminars, workshops, conferences etc and job rotation

Please specify main reason

Tick one box

Increased ... ..

Decreased ... ..

Stayed the same ... ..

No training provided ... ..

Go to 33

30 Please estimate the percentage of persons employed in this business that participated in the following training methods during the financial year reported in Question 1:

**Include**

- Training provided directly as well as funded
- Working proprietors, working partners or working directors

Tick one box per row

**Structured training courses**

**Note**

- Structured training courses are planned periods of training conducted either internally or externally by teacher/tutor/specialist for a time set in advance by those organising the course.

	None	Up to 25%	26% to 50%	51% to 75%	76% to 100%
-	<input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>

**On-the-job training**

**Note**

- On-the-job training is informal training usually given one to one at the workplace.

-	<input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>
---	--------------------------	----------------------------	----------------------------	----------------------------	----------------------------

**Seminars, workshops, conferences etc**

**Note**

- Include only when purpose of attendance was to extend or update knowledge of workers.

-	<input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>
---	--------------------------	----------------------------	----------------------------	----------------------------	----------------------------

**Job rotation, exchanges etc**

**Note**

- Include only when planned in advance to develop the knowledge and skills of workers concerned.

-	<input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>	- <input type="checkbox"/>
---	--------------------------	----------------------------	----------------------------	----------------------------	----------------------------



31 Please estimate the percentage of persons employed in this business that were trained in the following fields during the financial year reported in Question 1:

**Include**

- Training provided directly as well as funded by this business
- Working proprietors, working partners or working directors

**Exclude**

- On-the-job training

Tick one box per row

	Up to 25%	26% to 50%	51% to 75%	76% to 100%
None				

**(a) Management training**

**Exclude**

- Basic supervision training (report in item f below)

-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>
---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------

**(b) Professional training**

**Include**

- Further professional training for those persons whose occupation requires at least a three year degree/diploma
- Funding for persons completing a three year (or more) degree/diploma

**Exclude**

- Computer and management training

-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>
---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------

**(c) Training for computer specialists**

**Exclude**

- Basic computer training for non-computer specialists e.g. software package training (report in item f below)

-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>
---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------

**(d) Trade and Apprenticeship training and traineeships ... ..**

<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>
--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------

**(e) Health and safety training**

**Note**

- Legal/administrative training (OHS laws etc), hazard related training, management or supervision responsibilities, first aid training, workers compensation training.

-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>
---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------

**(f) Other training**

**Include**

- All other training not included separately in items above
- Computer training for non-computer specialists

-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>	-	<input type="checkbox"/>
---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------	---	--------------------------

**32 Did this business use any of the following training providers to train its employees during the financial year reported in Question 1?**

Tick one box per row

	No/Not applicable	Yes
Employees or owners of this business providing on-the-job training ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Employees or owners of this business providing structured training ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Professional associations ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Industry associations ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Equipment manufacturer/supplier	<input type="checkbox"/>	<input type="checkbox"/>
Private training consultant ... ..	<input type="checkbox"/>	<input type="checkbox"/>
TAFE ... ..	<input type="checkbox"/>	<input type="checkbox"/>
University ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify) ... ..	<input type="checkbox"/>	<input type="checkbox"/>

**33 Does this business belong to an industry or business association?**

No  Go to **34**  
 Yes

Please specify the association most used

Internet

**34 Did this business have access to the Internet at 30 June 1998?**

No  Go to **36**  
 Yes

**35 Did this business use the Internet for any of the following during 1997/98?**

Tick one box per row

Purchase of Goods and Services

	No	Yes
Making payments ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Placing purchase orders ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Receiving invoices ... ..	<input type="checkbox"/>	<input type="checkbox"/>

Sales of Goods and Services

Web site/home page ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Other Marketing/promotional activities ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Receiving payments ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Sending invoices ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Receiving sales orders ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordinating delivery arrangements ... ..	<input type="checkbox"/>	<input type="checkbox"/>

Other Uses

E-mail ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Interactive lodging of forms/tenders ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Business to business data transfer ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Gathering information ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Business networking ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Intranet ... ..	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify) ... ..	<input type="checkbox"/>	<input type="checkbox"/>

Business change

**Note**

- Report for the financial year reported in Question 1.

**36 Please indicate if there have been any major changes in this business':**

Tick one box per row

	Not applicable to this business	No major change	Increased	Decreased
Range of products or services ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advertising ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Distribution ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markets targeted - Domestic ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Markets targeted - Export ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting software ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other administrative computer systems ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Production technology ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of personal computers (PCs) ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of staff using computers ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic stock monitoring ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic ordering/purchasing via internet or otherwise ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electronic banking or funds transfer ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Other major changes</b>	Not applicable to this business	No major change	Changed
Business structure ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other changes (Please specify) ... ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Business intentions

**37 Please indicate if this business intends to do any of the following during the next 3 years (i.e. 1999-2000):**

Tick appropriate box(es)

- Significantly increase production ... ..
- Maintain existing production ... ..
- Significantly decrease production ... ..
- Open new locations ... ..
- Close locations ... ..
- Commence exporting ... ..
- Maintain exporting ... ..
- Increase exporting ... ..
- Establish a partnership or of fice overseas ... ..
- Introduce new goods or services ... ..
- Sell the whole business ... ..
- Open the same business elsewhere ... ..
- Sell equity in the business ... ..
- Close the business ... ..

### Business innovation

**Note**  
 • Report for the financial year reported in Question 1.

**38 Did this business:**

- develop any new products, or
- introduce any substantially changed products, or
- develop or introduce any new or substantially changed processes

No  Go to **Part 5**

Yes

**39 What was the estimated expenditure on the development of the new products or processes for:**

Research and Development (R &D) ... .. \$  ,  ,000

Acquisition of technology developed by others (e.g. patents, trademarks and licences) ... .. \$  ,  ,000

Training and further education expenditure related to the introduction of new products or processes ... \$  ,  ,000

Expenditure for tooling-up, industrial engineering and start-up ... .. \$  ,  ,000

Marketing of new or improved products ... \$  ,  ,000

Other (Please specify) \$  ,  ,000

Total expenditure ... .. \$  ,  ,000

**Part 5 – Income items**

**Note**

- Report for the financial year reported in Question 1.

**Include**

- Income from abnormal items under the relevant headings below

**Exclude**

- Extraordinary items

**40 Income from sales of goods and services**

**Note**

- Report net of discounts given.

**Include**

- Income from rent and hiring
- Income from operating leases
- Income from consulting services
- For long term contracts include progress payments billed
- Repair and service income and fees
- Contract, sub-contract and commission income
- Sales or transfers to related businesses or to overseas branches of this business
- Management fees/charges from related and unrelated businesses
- Export sales (f.o.b.)
- Subscription and membership fees
- Delivery charges not separately invoiced to customers

**Exclude**

- Sales tax, excise and duties received (on behalf of the Government)
- Sales of fixed tangible assets (include in Question 71)
- Export freight charges
- Interest income (include in Question 41)
- Income from finance leases
- Payments received under hire purchase arrangements
- Royalties income (include in Question 41)

**41 Other income**

\$  ,000

**Include**

- Interest income
- Funding from Federal, State and/or Local Government
- Donations
- Dividend income
- Royalties income
- Capital grants
- Net profit (loss) on the sale of non-current assets
- Net profit (loss) on foreign loans as a result of variations in foreign exchange rates/transactions
- Net profit (loss) on share trading

**Exclude**

- Capital payments received
- Extraordinary profit (loss), i.e. not associated with the normal operations of this business and of a non-recurring nature

\$  ,000

**42 Total income**

(Sum of Questions 40 to 41)

\$  ,000

**43 Please estimate the expected change in total income for the year following the financial year reported in Question 1**

**Note**

- Report either as an expected percentage increase or decrease over the total income reported in Question 42 above **OR** tick no change if total income is expected to be about the same as this financial year.

Percentage increase ... ..  %

**OR**

Percentage decrease ... ..  %

**OR**

No change expected ... ..

**Export income**

**Note**

- If both goods and services are exported, and the value cannot be split, report total value of exports in the predominant category.

**Include**

- Goods or services that were exported directly by this business, or by this business' agent
- Inter-company transfers from overseas

**Exclude**

- Income received from overseas visitors

**44 Value of goods exported by this business**

\$  ,000

**45 Value of services exported by this business**

\$  ,000

## Part 6 – Expense items

### **Include**

- Expenses from abnormal items under the relevant headings below

### **Exclude**

- Extraordinary items

## 46 W ages and salaries including provision expenses for employee entitlements

### **Note**

- Refers to gross earnings before taxation and other deductions.
- Report wages and salaries as recorded in this business' profit and loss statement, including provision expenses for employee entitlements.

### **Include**

- Severance, termination and redundancy payments
- W ages or salaries of all full-time and part-time employees
- W ages or salaries of all permanent, temporary and casual employees
- Salaries and fees of directors and executives
- Overtime earnings, penalty payments and shift allowances
- Retainers and commissions of persons who received a retainer
- Payments made under incentive or profit sharing schemes
- Amounts paid through the payroll to employees on workers' compensation
- Bonuses

### **Exclude**

- Amounts paid from provisions accounts
- Drawings from profits
- Payments to self-employed persons such as consultants, contractors and persons paid solely by commission without a retainer (include in Question 54)
- Payments to proprietors/partners of unincorporated businesses
- Reimbursements or allowances to employees for travel, entertainment, etc. (include in Question 54)
- Fringe benefits tax and payroll tax (include in Question 54)
- Capitalised wages and salaries (include in Question 70)
- Provisions for employer contributions to superannuation funds (include in Question 47)
- Provisions for workers' compensation costs (include in Question 48)

\$  ,000

## 47 Employer contributions to superannuation funds

### **Include**

- All employer contributions to superannuation funds (including the employer productivity contribution)
- Provisions for employer contributions to superannuation funds

### **Exclude**

- Employee contributions

\$  ,000

## 48 W orkers' compensation costs

### **Include**

- W orkers' compensation insurance premiums/levies
- Non-payroll costs (e.g. medical costs) not reimbursed
- Provisions for workers' compensation costs

\$  ,000

## 49 Interest expenses

### **Include**

- Interest on bank loans
- Interest on loans made to this business from related as well as unrelated businesses
- Interest in respect of finance leases
- Interest paid on loans from partners
- Interest equivalents, such as hedging costs
- Expenses associated with discounted bills

### **Exclude**

- Bank charges other than interest (include in Question 54)
- Capital repayments

\$  ,000

## 50 Rent, leasing and hiring expenses

### **Include**

- Operating lease payments

### **Exclude**

- Finance lease payments (interest component should be included in Question 49)

\$  ,000

## 51 Depreciation and amortisation

### Note

- Report depreciation and amortisation as recorded in this business' financial or management accounts.

### Include (for lessees only)

- Depreciation/amortisation expenses in respect of assets acquired under finance leases

### Exclude (for lessors only)

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

\$ \_\_\_\_\_,000

## 52 Bad and doubtful debts

### Note

- Report the expense item as recorded in this business' profit and loss statement as bad debts, doubtful debts, and/or provision for bad and doubtful debts.
- Report net of bad debts recovered.

\$ \_\_\_\_\_,000

## 53 Purchases

### Include

- Purchases of materials, components, containers and packaging materials
- Purchase of electricity, fuels and water where the purchase contributed to the production and/or sale of the goods and services
- Purchase of goods for resale
- Purchases of fuels for off-road vehicles (e.g. forklifts, mobile plant and quarry dump trucks)

### Exclude

- Contract, sub-contract and commission expenses (include in Question 54)
- Purchases of parts and fuels for motor vehicles (include in Question 54)
- Capitalised purchases of materials (include in Question 70)
- Change in stocks

\$ \_\_\_\_\_,000

## 54 Other operating expenses

### Include

- All other operating expenses not included as a separate expense item on this form, other than the accompanying exclusions to this question

### Exclude

- Extraordinary losses
- Sales tax and excise duty payable to the Government
- Dividends
- Income and other direct tax
- Costs associated with the transfer of real estate
- Capital repayments including those associated with finance leases
- Export freight charges
- Unrealised gains/losses from revaluation of assets
- Losses on sales of assets (include in Question 41)
- Foreign exchange losses (include in Question 41)
- Change in stocks
- Donations made to related and unrelated organisations/individuals

\$ \_\_\_\_\_,000

## 55 Total expenses

(Sum of Questions 46 to 54)

\$ \_\_\_\_\_,000

## Part 7 – Trading stocks

### Include

- Raw materials, fuels, containers, etc.
- Work-in-progress
- Finished goods
- Stocks for resale

## 56 Opening trading stocks

### Note

- Report the total book value of trading stocks as at the beginning of the reporting period.
- Valuation should be on the same basis as used in this business' balance sheet.

\$ \_\_\_\_\_,000

## 57 Closing trading stocks

### Note

- Report the total book value of trading stocks as at the end of the reporting period.
- Valuation should be on the same basis as used in this business' balance sheet.

\$ \_\_\_\_\_,000

**Part 8 – Profit or loss before tax and extraordinary items**

**58 Reported operating profit or loss (surplus or deficit) before tax and extraordinary items**

**Note**

- Show the actual profit (loss) figure as in the profit and loss statement of this business for the reporting period.
- Report the result before taking into account previous years' losses, if any.

Profit (Surplus) ... \$  ,000

**or**

Loss (Deficit) ... .. \$  ,000

**59 Derived profit or loss (surplus or deficit) before tax and extraordinary items**

Total income (Question 42) ... .. \$  ,000

**Minus**

Total expenses (Question 55) ... .. \$  ,000

**Minus**

Opening trading stocks (Question 56) ... .. \$  ,000

**Plus**

Closing trading stocks (Question 57) ... .. \$  ,000

**Equals**

Profit (Surplus) ... \$  ,000

**Or**

Loss (Deficit) ... .. \$  ,000

If this figure is different from the figure for profit or loss (surplus or deficit) reported in Question 58, please indicate the reason below

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Part 9 – Assets and liabilities**

**Note**

- Report the total book value of assets and liabilities as at the end of the reporting period.
- The distinction between current and non-current assets and liabilities can best be summarised by applying the "12 month rule".
- If an asset or liability is current, it will generally cease to exist or have been used up within a period of 12 months. For example, cash at bank is a current asset, while money owed on a 60 day credit account is a current liability.
- Conversely, if an asset or liability is non-current, it will generally be an item on this business' books for a period longer than 12 months. For example, tangible assets such as a building or a piece of machinery are non-current assets, while a bank loan taken out over a number of years is a non-current liability.

**60 Current assets (including trading stocks)**

**Note**

- Report net of provisions for doubtful debts.

**Include**

- Cash
- Accounts receivable

\$  ,000

**61 Non-current assets**

Plant, machinery and equipment

**Include**

- Plant, machinery and equipment needed for normal operations
- Motor vehicles needed for normal operations

\$  ,000

Other

**Include**

- Property (land and buildings) needed for normal operations
- Capitalised interest
- Goodwill

\$  ,000

Total non-current assets ... .. \$  ,000



**62 Current liabilities**

**Include**

- Accounts payable
- Provision for employee entitlements

\$  ,000

**63 Non-current liabilities**

**Include**

- Provision for employee entitlements

**Exclude**

- Owners' equity (shareholders' equity)

\$  ,000

**64 Owners' equity**

**Note**

- Owners' equity equals total assets minus total liabilities and should be reported as in this business' balance sheet.

\$  ,000

**65 Please indicate an approximate breakdown of this business' liabilities (both current and non-current)**

Trade and other creditors ... ..	<input type="text"/>	%
Overdrafts ... ..	<input type="text"/>	%
Bank bills and other short term facilities ... ..	<input type="text"/>	%
Loans from:		
- banks and other financial institutions ... ..	<input type="text"/>	%
- parent company ... ..	<input type="text"/>	%
- individuals involved in the business (or their families) ... ..	<input type="text"/>	%
- other individuals ... ..	<input type="text"/>	%
- unrelated businesses ... ..	<input type="text"/>	%
Provisions (eg long service leave) ... ..	<input type="text"/>	%
Other ... ..	<input type="text"/>	%
Total ... ..	<input type="text"/>	%

**Part 10 – Equity**

**66 Did this business obtain any equity finance during the financial year reported in Question 1?**

**Note**

- Equity finance is where another business or individual invests money in the business in return for equity in that business, ie a share in the business. Equity finance is not a loan as the equity provider does not expect the money to be repaid.

No  Go to **69**

Yes

**67 Where did the business obtain this equity finance?**

Tick appropriate box(es)

Family ... ..	<input type="checkbox"/>
Acquaintances or business colleagues ... ..	<input type="checkbox"/>
People you did not previously know ... ..	<input type="checkbox"/>
Unrelated businesses ... ..	<input type="checkbox"/>
Parent company or related businesses ... ..	<input type="checkbox"/>
Employees ... ..	<input type="checkbox"/>
Banks or other financial institutions ... ..	<input type="checkbox"/>
Venture or development capitalists ... ..	<input type="checkbox"/>
Existing shareholders ... ..	<input type="checkbox"/>

**68 What was the approximate total value of this equity investment(s)?**

Tick one box

Up to \$20,000 ... ..	<input type="checkbox"/>
\$20,001 to \$50,000 ... ..	<input type="checkbox"/>
\$50,001 to \$100,000 ... ..	<input type="checkbox"/>
\$100,001 to \$500,000 ... ..	<input type="checkbox"/>
\$500,001 to \$1,000,000 ... ..	<input type="checkbox"/>
Over \$1,000,000 ... ..	<input type="checkbox"/>

**69 Please estimate the percentage breakdown of this business' equity or ownership**

**Note**

- Report for the financial year reported in Question 1.
- In this question owners are defined as directors, proprietors or partners.

Working owners ... ..	<input type="text"/>	%
Non-working owners - family ... ..	<input type="text"/>	%
Non-working owners - non-family ... ..	<input type="text"/>	%
Parent company ... ..	<input type="text"/>	%
Venture or development capitalists ... ..	<input type="text"/>	%
Other unrelated businesses ... ..	<input type="text"/>	%
Employees (excluding directors) ...	<input type="text"/>	%
Other (including shareholders) ... ..	<input type="text"/>	%
Total ... ..	<input type="text" value="100"/>	%

**Part 11 - Capital expenditure and disposal of assets**

**70 Capital expenditure on selected assets including capital work done by own employees**

**Include**

- All costs capitalised in this business' books (include legal fees, real estate transfer costs and assets acquired under finance leases)
- Progress payments made to contractors for capital work done by them

**Exclude**

- Interest paid (include in Question 49)

Plant, machinery and equipment ...	\$ <input type="text" value=","/> ,000
Land ... ..	\$ <input type="text" value=","/> ,000
Dwellings, other buildings and structures (include roads, warehouses, of fences, bridges, etc.)	\$ <input type="text" value=","/> ,000
Intangible assets (include patents, licences, computer software and goodwill)	\$ <input type="text" value=","/> ,000

**71 Total disposal of plant, machinery, equipment, land, dwellings, other buildings and structures and intangible assets**

**Note**

- Report the proceeds from sales of assets.

\$  ,000

**Part 12 - Comments**

**72 Please provide an estimate of the time taken to complete this form**

**Include**

- 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

hs  mins

**73 Please provide comments**

- On any of the information you have supplied on this form
- On any questions which caused problems
- If you would like to suggest improvements to this form

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

**Thank you for completing this form**