



In correspondence, please quote this number ▼

Please correct
any errors

Purpose of Collection

Results of the Accommodation Survey are used by organisations in the public and private sectors to analyse trends in the availability and use of accommodation facilities.

Collection Authority

The information asked for is collected under the authority of the *Census and Statistics Act 1905*. Your cooperation 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 and personal information remain 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 **22 July 2016**.

Help Available

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

Telephone

1800 304 488

Freecall (excluding mobile phones)

Mail

Australian Bureau of Statistics

Reply Paid 76746

Sydney NSW 2000



Australian Statistician

Person we should contact if any queries arise regarding this form

Name		Date		/		/		
Signature		Telephone						
Email								
Name of legal owner of this establishment								

- The workbook, which can be downloaded from www.abs.gov.au/accom, will help you to complete the questions in this form.
- If exact figures are not available, please provide careful estimates.
- Please report all monetary values in *whole Australian dollars* (A\$).
- The items listed under *Including* and *Excluding* are examples and should not be taken as a complete list of items to be included or excluded.
- You will need to report an estimate of time taken when you have completed this form.

- 1 Were there any significant changes to the establishment named on the front of this form?**

Including

- Change of ownership
- Change of name
- Change of postal address

No ☐

Yes ☐ Please specify the change(s)

2 Capacity at the last day of each quarter

Note

- Only report details for rooms/units/apartments/suites which provide short-term non-residential accommodation (i.e. not on a lease basis).
- Please report each set of bunk beds as one bed in Double/queen/king/bunk beds.

Including

- Fold away and sofa beds permanently in the room

Excluding

- Beds not permanently in the room (i.e. cots and temporary beds)

	Total Rooms/units/ apartments/suites	Total Single beds	Total Double/queen/ king/bunk beds
30 September 2015	<input type="text"/>	<input type="text"/>	<input type="text"/>
31 December 2015	<input type="text"/>	<input type="text"/>	<input type="text"/>
31 March 2016	<input type="text"/>	<input type="text"/>	<input type="text"/>
30 June 2016	<input type="text"/>	<input type="text"/>	<input type="text"/>

3 Number of room/unit nights

Definition

- Room/unit nights are the total number of rooms/units/apartments/suites occupied each night over the month. Add nightly figures to obtain monthly totals.

Note

- The number of room/unit nights must not exceed the number of guest nights reported in Question 4.

Excluding

- Rooms/units booked, but **not** occupied

2015

July	<input type="text"/>
August	<input type="text"/>
September	<input type="text"/>
October	<input type="text"/>
November	<input type="text"/>
December	<input type="text"/>

2016

January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<input type="text"/>

Definition

- Including*

- Excluding*

2015

December ,

2016

June ,

Note

Including

Excluding

2015

December 31, 2017 \$ 1,000,000.00

2016

June \$, , .00

6 Do the figures you provided in Question 5 include GST?Yes ☐No ☐**7 Is the information provided (Questions 3-5) representative of exact calendar months?****Note**

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

Yes ☐ ► Go to Question 8No ☐ ► Please specify days actually reported**2015**July ☐August ☐September ☐October ☐November ☐December ☐**2016**January ☐February ☐March ☐April ☐May ☐June ☐**8 Were there any significant factors that affected occupancy rates during the period July 2015 to June 2016?****Including**

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

No ☐Yes ☐ ► Please specify the factor(s) in the relevant quarter(s) belowSeptember quarter 2015
(July, August and September)

March quarter 2016
(January, February and March)

December quarter 2015
(October, November and December)

June quarter 2016
(April, May and June)

Note

- Thank you for completing the questions so far. This year, there are new questions relating to how you obtain the information you need to answer this survey.
- Research is being undertaken to identify a more efficient collection method using Property Management Systems which could make completing this survey faster and easier in the future. A Property Management System is computer software used to manage reservations, room availability and day to day requirements of running accommodation operations.
- Common examples include: Oracle Hospitality OPERA or Suite8, RMS, Little Hotelier, Starfleet, roomMaster or a product specific to your chain or group.
- Many operators already obtain information from these systems to answer questions in this survey.
- Your response to the following questions will provide an understanding of how widely Property Management Systems are used.

9 Where did you obtain the data needed to answer the questions in this survey?

 Select **all**
that apply

(a) Property Management System (as described above)

☐

 Go to Question **10**

(b) Paper records

☐

 Go to Question **12**

(c) Other (please specify in BLOCK letters)

☐

 Go to Question **12**
10 What is the name/names of that Property Management System?
Common examples include:

- Oracle Hospitality OPERA or Suite8
- RMS
- Little Hotelier
- Starfleet
- roomMaster

11 Which questions in this survey did you answer using information from the Property Management System?

 Select **all**
that apply

(a) Capacity (Question 2)

☐

(b) Number of room/unit nights (Question 3)

☐

(c) Number of guest nights (Question 4)

☐

(d) Accommodation takings (Question 5)

☐
12 Do you have any further comments or suggestions in relation to using Property Management Systems to obtain information for this survey?

13 Please provide comments

- on any information you have supplied on this form or the workbook
(e.g. related to unusual movements or other factors)
(Please use BLOCK letters)

- on any difficulties you had in providing the requested information,
or suggested improvements to this form or the workbook
(Please use BLOCK letters)

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

Including

- The time actually spent reading the instructions, working on the questions and obtaining the information
- The time spent by all employees in collecting and providing this information
- The time spent by all employees to complete the Excel workbook from the beginning of the financial year

hrs

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mins

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Thank you for completing this form

Sample only