

APPENDIX A**WORKPLACE RELATIONS ACT 1996****SECTION 358A REPORTS ABOUT DEVELOPMENTS IN MAKING AGREEMENTS****358A(1) [Regularity of reports] For:**

- (a) the period from the commencement of this section until the end of 31 December 1997; and
- (b) the period of 2 years starting on 1 January 1998 and each following period of 2 years;

the Minister must cause a person to review and report to the Minister in writing about:

- (c) developments, in Australia during that period, in bargaining for the making of agreements covered by Parts VIB and VID; and
- (d) in particular, the effects that such bargaining has had in Australia during that period on the employment (including wages and conditions of employment) of women, part-time employees, persons from a non-English speaking background and young persons.

358A(2) [Person who reviews and reports]

The person who reviews and reports as mentioned in subsection (1) must be someone who, in the Minister's opinion, is suitably qualified and appropriate to do so.

358A(3) [Report to be provided to Minister]

The person preparing the report must give it to the Minister as soon as practicable, and in any event within 6 months, after the end of the period to which it relates.

358A(4) [Report to be tabled in Parliament]

The Minister must cause a copy of the report to be tabled in each House of the Parliament within 15 sitting days of that House after the Minister receives the report.

APPENDIX B**TECHNICAL NOTES****B.1 The Workplace Agreements Database**

The Workplace Agreements Database is maintained by the Workplace Relations and Legal Policy Group of the Department of Employment and Workplace Relations (DEWR). The database contains information on all known federal enterprise agreements that have been certified or approved by the Australian Industrial Relations Commission (AIRC) since the introduction of the Enterprise Bargaining Principle in October 1991. The database covers general details (such as sector, Australian and New Zealand Standard Industry Classification, duration, employees covered), wage details (quantum and timing of increases), and employment conditions. Information entered on the database is drawn from copies of federal agreements lodged with the Australian Industrial Registry.

B.2 Employee coverage

Information on the number of employees covered by an agreement is drawn from the statutory declarations provided to the AIRC by the parties, along with AIRC transcripts and decisions, and employer or employee organisation contacts.

Actual employee numbers are known for over 80 per cent of all new agreements. Where an agreement's employee coverage is not known and the agreement replaces an earlier agreement where employee coverage is known, the employee coverage of the earlier agreement is used. For those agreements still lacking employee coverage a 'modified mean' is used to estimate employee coverage. The modified mean is generated for each industry group for the preceding year removing the largest 5 per cent and smallest 5 per cent of agreements, and then calculating the mean of the remainder.

B.3 Duration of agreements

The Workplace Agreements Database uses the 'effective duration' of each agreement rather than formal duration (that is, the period from certification to expiry) to measure agreement duration. The effective duration of a wage agreement is the difference in months between: (1) certification and expiry date; (2) commencement and expiry date; or (3) the date of the first wage increase and expiry date, whichever period is the greatest.

B.4 Measuring agreement coverage

Formalised agreements made on a collective basis contain the terms and conditions of employment for a group of employees. Both the number of agreements and the number of employees they cover can be examined.

This report primarily focuses upon federally formalised collective agreements made in the two-year period between 1 January 2000 and 31 December 2001. These agreements are referred to as 'agreements certified during the reporting period'. However, because agreements often have a duration in excess of two years, a significant share of those in paid employment over the past two years had their terms and conditions regulated by agreements that were formalised prior to 2000. Combining these continuing agreements with agreements certified during the reporting

period that have not yet expired creates a category of agreements referred to in this report as ‘current agreements’.¹

This report differentiates between three categories of collective agreements — total agreements, total wage agreements and quantifiable wage agreements. As the name suggests, total agreements comprises all federal collective certified agreements. This total includes wage agreements and conditions-only agreements. Conditions-only agreements are agreements that do not contain identifiable wage-related provisions.² Wage agreements contain wage-related provisions,³ and may also contain provisions relating to the conditions of employment. The third category, quantifiable wage agreements, are wage agreements for which data on wage increases are recorded in the Workplace Agreements Database.

While most wage agreements state explicitly the wage increase for employees, it is not uncommon for an agreement to provide new wage levels without base rates (requiring reference to a previous agreement to obtain the amount of a wage increase) or to introduce new classification structures. These types of agreements do not contain enough information to calculate the size of the wage increase so the agreement is classified as a non-quantifiable agreement for the purposes of wage-related data.

B.5 Average Annualised Wage Increases (AAWIs)

Estimates of average wage increases are calculated for those federal wage agreements that paid quantifiable increases. Wage agreements for which an average percentage increase could not be quantified (for example, those introducing a new salary structure) are excluded from these estimates.

For quantifiable wage agreements, the average annualised wage increase (AAWI) per agreement is calculated by: (1) summing the percentage wage increases to give a total percentage wage increase for each agreement (flat dollar increases are converted to a percentage using average weekly ordinary time earnings for the relevant Australian and New Zealand Standard Industry Classification industry division and quarter); and (2) annualising the total percentage wage increase by dividing it by the effective duration and multiplying it by 12. For the few agreements with duration of less than one year, a twelve-month duration is assumed when calculating AAWI.

AAWI per agreement provides only a simple unweighted average and tends to overstate the average wage increase received by employees. For this reason the *AAWI per employee*, which is calculated by weighting the AAWI per agreement by the number of employees covered by that agreement is most often used.

Estimates of AAWI generally exclude increases paid in the form of conditional performance pay, one-off bonuses, profit sharing or share acquisition, because these data cannot readily be

¹ Because Sections 2.1 and 2.2 attempt to provide a general overview of the influence of federally formalised agreement making, and compare the spread of agreement making under the WR Act with the pre-1997 period, both current agreements and new agreements are examined. The remaining chapters of the report are primarily focused on agreements certified during 1998 and 1999.

² Although employees covered by a conditions-only agreement are not identified as gaining wage increases through formal enterprise bargaining, it is still possible that wage increases could have been achieved through informal negotiations or some other means.

³ A wage related provision is generally a clause in the agreement that specifies the wage increase (either a percentage or flat dollar rate) that employees will receive through the duration of the agreement.

quantified or annualised. This, along with the use of a simple rather than compound percentage wage increase, may result in a small under-estimation of average wage increases.

B.6 Employment Conditions Provisions in the Workplace Agreements Database

The data that are recorded in the WAD have evolved over successive years to better reflect the content of agreements. When compared with previous reports, there are no changes to employment conditions issues reported on for the 2000 and 2001 reporting period, though a few provisions have been modified or renamed in the interests of greater accuracy. Some provisions have been included in the WAD in 2001 on matters such as return to work and extended definitions of family. Where these are relevant, they are discussed separately from the main analysis as data for the entire reporting period are not available.

B.7 1998-99 Comparative Data for Conditions of Employment

Comparisons with 1998-99 (the last reporting period) throughout sections 3.5 and 4.5 in relation to conditions of employment provisions have been derived from two different sources. Where possible, comparisons have, in the first instance, been made using data extracted from the *1998 and 1999 Report of Agreement Making Under the Workplace Relations Act*. The data used for this report was obtained from the Department of Employment and Workplace Relations Workplace Agreements Database (WAD).

Where the 1998 and 1999 report did not include comparable data, the WAD was further interrogated and new data obtained for that period. The total number of agreements on which this second set of data is based differs from the number of agreements that were used in relation to the 1998 and 1999 report. The differences are accounted for by the fact that the data on the WAD is continually reviewed, cleaned and updated to ensure continual improvement and accuracy. It is not considered that these differences would be statistically significant.

B.8 Impact of awards and legislation on employment conditions data

It is important to note that the vast majority of agreements with conditions of employment provisions are not comprehensive in nature (only seven per cent of agreements certified in 2000-01 were comprehensive).⁴ That is, the certified agreements are not the only documents providing the basis of conditions of employment for employees covered by the agreements. Other conditions of employment may be contained in federal and State awards or legislation. In most cases it will be a combination of both.

Many agreements rely on awards and legislation for core conditions of employment such as sick leave, parental leave, weekly hours of work, overtime and penalty rates but include a range of provisions providing additional flexibility over and above that prescribed by the award or legislation.

The data can also be affected by changes in awards that lead to a greater or lesser reliance on award provisions and to a reduced or increased incidence of such provisions in agreements. This may have occurred, for example, where provisions have been removed from awards as part of the award simplification process or inserted through a test case, or introduced by legislative

⁴ Section 3.8.ii provides analysis of comprehensive agreements.

reform. For example, parental leave for long-term casual employees is being introduced into awards following the test case decision of 31 May 2001.⁵

B.9 Impact of the mix of industries on employment conditions data

A key part of agreement making is the ability to tailor employment conditions to the specific needs of different employers and employees. As a result, the incidence of particular employment conditions provisions can vary significantly between industries, depending on their different operational requirements and on the type of employees who tend to work in the industry.

Changes to the mix of industries from one reporting period to the next can significantly impact on the incidence of particular employment conditions in those periods. For example, the relative predominance of agreements in an industry where there is general a greater focus on work and family provisions could boost the incidence of those provisions in that reporting period compared with others.

Of particular note is the increase in the proportion of construction agreements, from 36 per cent of all agreements in 1998–99 to 45 per cent of all agreements in 2000–01. This means that the content of construction agreements had a substantial impact on data concerning the incidence of provisions in all agreements in this reporting period.

Other notable changes were the decrease in the proportion of health and community services agreements (from ten per cent to six per cent of all agreements) and government administration and defence agreements (from six per cent to four per cent of all agreements) between 1998–99 and 2000–01.⁶

B.10 Impact of agreement size on employment conditions data

Agreement size (number of employees covered) can also vary significantly within an industry sector and across the board from reporting period to reporting period. Employment conditions outcomes vary significantly between small and large agreements, in part reflecting the different needs of such workplaces. In particular, larger agreements tend to be more comprehensive, with a greater number of provisions than smaller agreements.

Therefore, it is important to note the potential impact of agreement size in analysing industry outcomes—particularly in construction, mining, manufacturing and wholesale trade which had low average agreement sizes (13 to 78 employees), and in communication services, education and finance and insurance which had large average agreement sizes in 2000–01 (779 to 1391 employees).⁷

⁵ Print PR904631

⁶ Unpublished data from the DEWR Workplace Agreements Database.

⁷ These data are sourced from Appendix P.

APPENDIX C

CODING FRAMEWORK FOR WORKPLACE AGREEMENTS DATABASE

VARIABLE NAME	DEFINITION
Long service leave and annual leave	
Long service leave	The agreement contains one or more long service leave provisions.
Annual leave	The agreement contains one or more annual leave provisions.
Flexible annual leave	The use of and access to annual leave is not limited by the agreement; or access to annual leave or any change over access to leave is negotiated between the employer and employee.
Access to single days annual leave	The agreement provides for some annual leave to be taken as single days rather than as a block.
48/52 career break	The agreement provides for employees to purchase additional annual leave by way of salary sacrifice (eg increasing four weeks leave to eight weeks in return for receiving only 48 weeks pay for the 52 weeks of the year); or the agreement provides for employees to take career breaks (eg an employee can elect to be paid four years salary over a five-year period and have the fifth year off).
Personal/carer's leave	
Personal/carer's leave	The agreement has one or more of a number of personal/carer's leave provisions including: sick leave, family/carer's leave, compassionate or bereavement leave, and parental leave.
All purpose paid leave	The agreement does not differentiate between types of leave – ie sick, bereavement and carer's leave are combined as all purpose leave or form part of a paid time off account.
Unlimited sick leave	The agreement does not limit the number of days of sick leave available to the employee.
Family/carer's leave	The agreement contains one or more family carer's leave provisions (eg paid family leave, access to other leave for caring purposes, or make-up time).
Paid family leave	The agreement provides for paid family/carer's leave (leave to care for a member of the employee's family or household who is ill).
Unpaid family leave	The agreement provides for unpaid leave for employees to care for a sick family member.
Access to other leave for caring purposes	Employees are able to access their sick leave, annual leave or all purpose paid leave to care for a family member or some other person. In 1998, this provision was defined as employees being able to access their sick leave entitlement only.
Compassionate/bereavement leave	The agreement provides for paid or unpaid leave for bereavement purposes.
Overtime	
Overtime	The agreement contains one or more overtime provisions.
Time-off-in-lieu at ordinary rates	The agreement allows employees time-off-in-lieu of paid overtime and the time-off-in-lieu accumulates at a rate of time-for-time, that is one hour off for every one hour worked.
Time-off-in-lieu at penalty rates	The agreement allows employees time-off-in-lieu of paid overtime and the time-off-in-lieu accumulates at a rate greater than time-for-time, for example 1.5 hours off for every 1 hour worked.
Penalty rates apply	Rather than taking time off, employees are paid for overtime at penalty rates of pay, for example at time and one half, double time etc.

Salary-related matters	
Salary-related matters	The agreement contains one or more provisions dealing with non-wage salary-related issues.
Annualised salary	The agreement incorporates payments which are additional to the employee's salary – such as penalty rates, overtime payments and allowances – into an annualised salary.
Allowances absorbed	Allowances (regular payments of amounts in excess of minimum rates of pay) are absorbed or incorporated into base rates of pay.
Salary packaging	The agreement allows employees to elect to give up part of their salary for non-cash benefits such as the lease of a motor vehicle or additional superannuation benefits.
Public holidays	
Public holidays	The agreement contains one or more provisions concerning public holidays.
Public holidays may be varied by mutual agreement	The agreement contains provisions allowing the parties (ie the employer, employee and/or union) to mutually agree to change the day that a public holiday will be taken, or whether or not an employee will work on that day.
Union picnic day	The agreement designates the union picnic day as an additional public holiday.
Employee representation	
Employee representation	The agreement contains one or more employee representation provisions.
Trade union training leave	The agreement provides for trade union training leave. Trade union training leave is time off for any employee, whether a trade union representative or not, to attend a trade union training course.
Trade union business leave	The agreement provides for trade union business leave. Trade union business leave is time off for any employee, whether a trade union representative or not, to attend to trade union business.
Union preference	The agreement requires the employer to give preference to union employees in recruitment, promotion or retrenchment.
Union encouragement	The agreement requires the employer to encourage trade union membership in the workplace.
Right of entry	The agreement gives union officials the right to enter a place of work in order to conduct union business and/or inspect time/wages record books.
Termination, change and redundancy	
Termination, change and redundancy	The agreement contains one or more termination, change or redundancy provisions.
Redundancy/income protection scheme	The agreement has provisions for payments to be made to redundancy schemes for employees.
Access to termination, change and redundancy provisions for regular casuals	The agreement provides casual employees with access to termination and/or redundancy provisions.
Occupational health and safety	
Occupational health and safety	The agreement contains one or more occupational, health and safety provisions including general commitment to occupational health and safety, reference to relevant State legislation, occupational health and safety training, protective clothing and top-up pay and workers' compensation.
Equity issues	
Equity issues	The agreement contains one or more provisions whose objective is to provide equity at the workplace, including those listed below.

Individual grievance procedure	The agreement includes mechanisms for resolving group or individual staff complaints about workplace issues such as unfair or discriminatory treatment. This mechanism is above and beyond the formal dispute settling procedure that parties are required to follow to resolve their differences.
Equal employment opportunity	The agreement includes management policies and practices that promote equal employment opportunity for women and members of disadvantaged groups (for example Aboriginals and Torres Strait Islanders, people from a non-English speaking background and people with disabilities).
Affirmative action	The agreement has provisions that are designed as a systematic means of eliminating discrimination and achieving equal opportunity for women.
Anti-discrimination	The agreement has policies that aim to achieve a workplace culture that eliminates discrimination.
Commitment to pay equity	The agreement contains commitments or a program of action to ensure that two or more groups who do the same work receive equal pay for work of equal value.
Gender/ethnicity balance	The agreement ensures that women, people from a non-English speaking background, people with disabilities, and Aboriginal and Torres Strait Islander people are represented on consultative forums.
Family responsibility	The agreement provides, or will consider, measures that allow employees to better balance family and work responsibilities
Childcare	The agreement contains employer based or funded/subsidised childcare arrangements.
Return to work	The agreements provides for measures that assist people returning to the workforce (eg people returning from parental leave, extended sick leave, carers leave and the long-term unemployed). Note: This provision was not coded for in the 2000 coding framework.
Extended definition of family	The agreement contains a definition of family that extends beyond the traditional definition (eg it may recognise same-sex couples or indigenous kinship systems). Note: This provision was not coded for in the 2000 coding framework.
Access and equity for Aboriginal and Torres Strait Islander people	The agreement has provisions that recognise the particular circumstances of Aboriginal and Torres Strait Islander people, eg for recruitment, conditions of employment and promotion.
Cultural/ceremonial leave	The agreement recognises and allows leave for cultural/ceremonial purposes for Aboriginal and Torres Strait Islander people or other distinct cultural/religious groups.
Access and equity for the disabled	The agreement has provisions that recognise the special needs of people with disabilities (eg provisions for supported wages or for reasonable adjustment in the workplace to allow greater accessibility for people with disabilities).
Training for part-time/casuals	The agreement has provisions which note that training will be provided for part-time, casual or seasonal workers.
English/numeracy training	Training arrangements that specifically provide for training in literacy, numeracy or the English language.

Consultative arrangements	
Consultative arrangements	The agreement contains one or more provisions on consultative arrangements (eg a joint consultative committee or a specific committee to monitor the agreement).
Superannuation	
Superannuation	The agreement contains one or more superannuation provisions (eg prescribed or voluntary employee contributions, choice of funds, or the contribution of the employer).
Parental leave	
Parental leave	The agreement contains one or more parental leave provisions (ie leave associated with childbirth or adoption).
Extended unpaid parental leave	The agreement provides for a period of unpaid leave beyond the award standard of 52 weeks.
Parental leave for long-term casuals	The agreement provides for paid or unpaid parental leave for long-term casuals. It may either make specific provisions for casuals or may not exclude them from the parental leave clause in the agreement. Note: This provision was not coded for in the 2000 coding framework.
Paid maternity/primary carer's leave	The agreement includes paid maternity leave or paid leave for the 'primary care giver' of a child/children. Agreements may stipulate maternity leave as time off work for a woman to have and be the primary care giver for her child. Other agreements are not gender-specific and use the term primary care giver.
Paid paternity/secondary carer's leave	The agreement includes paid paternity leave or paid leave for the 'secondary care giver' of child/children. Agreements may stipulate paternity leave as time off work for a man, at the time of the birth of his child, to be the secondary caregiver or, provider of partner support. Other agreements may be not gender-specific and use a term such as 'secondary care giver'.
Paid adoption leave	The agreement includes paid adoptive leave. Adoptive leave is time off work for an employee to adopt and provide primary care for an adopted child.
Type of employment	
Type of employment	The agreement contains one or more type of employment provisions.
Contract labour	The agreement contains contract labour provisions. Contract labour is defined as labour contracted on a fee for service basis, generally through a third party.
Restricted use of contract labour	The use of contract labour is restricted or reduced by the agreement.
Coverage by other agreement	The agreement covers employees who may be 'contracted or hired out' to another company and are then entitled to coverage by the contracting company's enterprise agreement conditions. Alternatively, the agreement may provide that employees may be covered by more than one agreement – ie a framework agreement and site-specific agreements coexist.
Probation	The agreement includes a period of probation during which an employee may be dismissed before becoming a member of the workforce. This includes apprentices and trainees.
Part-time employment	The agreement contains one or more part-time employment provisions. A part-time employee is defined as a continuing employee who works fewer than full-time hours, and is entitled to permanent employment benefits such as sick leave and annual leave on a pro-rata basis.

Part-time hours/employee/wage quotas	The agreement subjects part-time work to any form of minimum or maximum limit or other restriction on the number of hours that may be worked on a weekly basis, the number of employees who may be employed as part-time employees, or minimum or maximum wages.
Regular part-time work	The agreement contains a commitment to and/or provisions that encourage regularity and stability in part-time working hours (eg specified start and finish times for each day, the days on which those hours are to be worked, and change of hours by agreement).
Casual employment	The agreement contains one or more casual employment provisions. A casual employee is defined as someone who is not entitled to permanent employment benefits, such as leave, but usually receives an additional loading in lieu of these benefits. Casual employees may work full-time or part-time and are engaged on a day-by-day basis.
Casual hours/employee/wage quotas	The agreement sets a quota of the minimum/maximum hours that casual employees can work on a weekly basis and/or limits the number of casual employees who can be engaged and/or limits the minimum or maximum wages awarded to casual employees.
Casual loading quantum	The agreement specifies an extra hourly rate that must be paid to casual employees which is over and above the normal hourly award rate. Casual loading is to compensate for not accruing leave entitlements or being guaranteed work. The percentage loading is in addition to the ordinary rate of pay that casuals are entitled to.
Provision to transfer long-term casuals to full-time status	The agreement includes a process whereby casuals, after a period of time, are transferred to permanent status or are eligible to become permanent.
Fixed/short-term employment	The agreement contains provisions relating to fixed-term employment, short-term employment or temporary employment.
Restricted use of fixed/short-term employees	The use of fixed-term, short-term or temporary employees is restricted or reduced by the agreement.
Seasonal employment	The agreement includes one or more seasonal employment provisions. A seasonal employee is defined as someone who is hired to meet seasonal and peak workloads.
Job sharing	The agreement contains job-sharing arrangements or a commitment to introduce/discuss the introduction of job-sharing during the life of the agreement. Job-sharing is where two (or more) employees share a job that would normally be performed by one employee.
Home based work	The agreement includes home-based work provisions. Home-based work is where employees are able to perform some or all of their work at home during normal working hours.
Proportions of juniors, apprentices or trainees	Provisions that specify how many junior employees, apprentices or trainees can be employed. The number who may be employed is generally specified in relation to the number of adult full-time employees or to fully qualified tradespersons.
Provision for AWAs	The agreement allows an Australian Workplace Agreement (AWA) to be negotiated with employees covered by the agreement.
Exclusion of AWAs	The agreement states that the parties to the agreement cannot negotiate or offer an AWA during the term of operation of the agreement.

Hours of work	
Hours of work	The agreement contains one or more hours of work provisions.
Specified weekly hours	The agreement specifies the number of hours that are to be worked weekly.
Average weekly hours	The actual number of hours that are to be worked weekly, as specified in the agreement (eg 40 hours per week).
Make-up time	The agreement allows employees to take time off from work and at a later date make up the lost hours.
No restrictions on days to perform ordinary hours	There is no restriction on the days of the week during which ordinary hours can be worked. Ordinary hours are the hours during which an employee can expect to be rostered for work.
Ordinary hours of work may be averaged over an extended period	The agreement averages weekly hours of work over an extended period (usually longer than a month).
Compressed week	The agreement provides that the hours worked in a day can be increased so that the number of days worked in a week will be less.
Increase in ordinary hours	The agreement allows the number of daily ordinary hours to be increased beyond the previous amount. The hours of work may be increased through compulsory overtime or through accrual of additional time off after working longer hours per week. Note: The 2001 coding framework divided the increase in ordinary hours into two separate provisions: 'increased with compulsory overtime' and 'increased with additional time off'. These two provisions were combined with the 2000 provision 'increase in ordinary time hours' to determine total figures.
Hours of work decided by employee majority	The agreement allows the employees to decide some aspect of the hours they will work by a majority decision (eg employees have a fixed span of hours but can determine their own start/finish times and break times, by the majority decision).
Hours of work may be negotiated	The agreement allows for the employer and employees or union to negotiate the hours that employees will work.
Hours of work may be varied by employer after consultation	The agreement provides that management may change employee hours but only after consultation with employees.
Management may alter hours	The agreement allows management to change the actual hours an employee must work, without consultation.
Flexible start and finish times	The agreement allows individual employees to vary their start and finish times, but not to vary the number of hours worked per day.
Flexitime	The agreement gives employees options regarding the distribution (but not the amount) of hours they work.
Rostered day off	The agreement contains one or more rostered day off provisions. A rostered day off is a day off granted to an employee once per period (often a month or a fortnight). Employees work slightly longer hours for the rest of the period to make up for the day off.
Rostered days off may be banked/accrued	The agreement allows employees to work on a rostered day off and 'save' the day off for use at a later time. Some agreements allow the accrual of up to five rostered days off which can be taken consecutively at a mutually convenient time. To differentiate from 'time-off-in-lieu for working on a rostered day off', the emphasis here is on providing more choice for the employee.
Rostered days off may be varied by mutual agreement	The agreement requires the employer and employee or union to agree to any change in the days that rostered days off are taken.

Time-off-in-lieu for working on a rostered day off	The agreement allows employees to work on their rostered day off whether by choice or employer compulsion, but in return they receive time off work in the future. To differentiate from 'banking/accrual of rostered days off', the emphasis here is on the organisation's needs.
Breaks	The agreement contains break provisions, eg lunch breaks or tea breaks.
Staggered breaks	The agreement requires employees to take breaks at intervals so that there is always a person working.
Breaks not to interrupt continuity of work	The agreement stipulates that breaks may only be taken in a way that allows for an uninterrupted workflow.
Management may alter breaks	Management may direct employees to delay or shorten their break.
Shift work	
Shift work	The agreement contains one or more shift work provisions.
12-hour shifts	The agreement either provides for 12-hour shifts or states that employees can work up to 12 hours in a shift.
Shift penalties	The agreement provides for shift penalties, either at ordinary rates or penalty rates. Shift penalties may also be absorbed into an annualised salary or a loaded hourly rate.
Work organisation/performance indicators	
Work organisation/performance indicators	The agreement contains one or more work organisation or performance indicators provisions, eg benchmarking, new or revised classification structure, or multi-skilling/flexible deployment of labour.
Multi-skilling/flexible deployment of labour	The agreement contains provisions to broaden the range of tasks that employees perform (often linked to a training structure) to enable employees to work across different functional areas.
Training	
Training	The agreement contains one or more training provisions.
Entry level training	The agreement contains entry-level training provisions.
Apprentice/trainee wage	The agreement records wage arrangements for apprentices or trainees. Apprentices and trainees are employees who are receiving training in association with their employment to achieve a qualification or a level of competence.
Apprentice/trainee other provisions	Any provisions that relate to apprentices or trainees other than those that relate to wage provisions.
General training arrangements	The agreement contains one or more general training arrangement provisions.
Training consultative committee	The agreement provides for a training consultative committee (which deals with training issues and whose membership consists of management and employee and/or union representation).
Skills assessment	The agreement allows a review to be taken of employees' skills. Details from the process may be recorded, for example in a skills register.
Training obligations	The agreement notes the importance of training and/or provides a commitment to training. It may specify employer obligations to provide employees with training and/or may outline the obligation of the employee to participate in training for the benefit of the employer.
Training costs	The agreement specifies that costs incurred by employees will be met by the employer. Provisions may relate to direct purchase of items required for a course, direct payment of costs/fees incurred or procedures for the reimbursement of such costs.
Type of training	The agreement specifies the type or nature of the training that is to be undertaken. This relates to the type of qualification that the training will produce or its relevance throughout an industry.

Recognition of prior learning	The agreement provides for the recognition of prior learning. This is a process whereby an employee's competencies, skills and knowledge are assessed and recognised for the purpose of award classification. This is useful where an employee may not have a formal qualification that identifies their skills, knowledge or competence.
How training is provided	The agreement provides for training and specifies when and where it is to take place (eg on-the-job or off-the-job training, and training within or outside of normal work hours).
Training leave	The agreement provides for (paid or unpaid) leave for an employee to attend training. Provisions might relate to obligations on the employer to release an employee for defined training purposes, training obligations of the employee in relation to their attendance and attention to the training, or provisions may be associated with study/examination leave.
Training plan	The agreement outlines a formalised training arrangement for an organisation. Such provisions tend to relate to a commitment to training (by employees and/or employers), the determination of an organisation's training needs, the development of a training program, how employees are to be selected for training and then be trained, and the conditions under which people will be trained or their employment entitlements while being trained.

APPENDIX D

FEDERAL WAGE AGREEMENTS CURRENT AT YEARS' END BY ANZSIC
DIVISION

Industry	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
Agriculture, Forestry & Fishing	0	0	1	3	11	9	14	23	32	48	74
AAWI	*	*	*	4.8	4.3	5.4	4.2	3.5	3.1	3.3	3.4
Emps	0	0	57	183	803	1863	1489	1497	3205	5850	6817
Mining	0	9	38	40	53	134	199	263	268	218	237
AAWI	*	4.2	3.7	4.5	4.7	3.8	3.8	3.7	3.6	3.0	3.2
Emps	0	1222	3810	6118	5970	17168	17324	19864	17401	13635	16564
Manufacturing	4	352	438	922	1404	1777	1931	2306	2705	2386	2604
AAWI	4.0	4.3	3.4	3.8	4.5	4.8	4.7	4.4	4.1	3.9	4.1
Emps	1137	67277	82056	149950	162447	192130	194264	214230	230461	208570	195345
Electricity, Gas & Water	0	6	25	48	57	64	96	164	216	103	119
AAWI	*	2.6	4.6	4.2	4.2	3.9	3.8	3.7	3.5	3.6	4.0
Emps	0	3787	21637	14183	13558	16943	19236	18458	16327	16456	18549
Construction	0	6	46	262	618	1136	1479	3763	2539	3643	5964
AAWI	*	3.6	4.0	5.0	5.3	6.4	5.1	5.8	4.7	4.7	4.7
Emps	0	2785	11769	22125	21302	24136	28110	57293	40389	56409	75485
Wholesale Trade	0	34	4	25	56	59	50	59	93	98	71
AAWI	*	3.8	2.8	3.1	3.5	4.4	4.6	4.1	3.4	3.5	3.7
Emps	0	695	128	4547	6494	5782	4248	3579	5651	7381	6048
Retail Trade	0	4	6	28	48	79	109	168	194	246	343
AAWI	*	2.9	2.9	3.4	3.8	3.5	3.5	3.6	3.4	3.3	3.3
Emps	0	36039	36015	144137	144093	205426	202805	213700	271910	247196	235419
Accom, Cafes & Restaurants	0	0	12	20	30	31	42	82	100	131	132
AAWI	*	*	*	2.7	2.9	3.4	3.8	2.9	2.4	2.7	2.8
Emps	0		1151	11115	12623	7660	20038	21614	26730	15873	20623
Transport & Storage	0	29	78	225	318	505	597	869	857	851	980
AAWI	*	4.2	4.1	3.6	4.1	4.6	4.9	4.1	3.2	3.2	3.3
Emps	0	36991	84273	81927	68506	84036	110233	77620	93057	115370	88173
Communication Services	0	5	8	11	16	16	14	20	30	30	38
AAWI	*	5.3	5.6	4.0	4.6	4.8	4.2	4.0	4.0	3.9	3.8
Emps	0	41034	108627	106081	121207	118089	48132	79266	116988	82853	48399
Finance & Insurance	s	7	18	26	44	82	76	93	95	89	93
AAWI	*	5.0	2.7	3.5	4.1	6.3	4.8	4.0	4.0	4.1	4.2
Emps	0	39480	61866	158560	113941	159425	119185	144333	146036	95730	72858
Property & Business Services	0	12	3	43	54	109	134	191	212	234	254
AAWI	*	4.5	4.0	6.8	5.8	4.8	4.6	4.3	4.0	3.4	3.6
Emps	0	2341	861	8628	9784	17286	17734	13052	19775	21323	41523
Government Admin & Defence	0	8	50	83	228	326	449	578	662	587	546
AAWI	*	3.4	3.2	3.3	3.7	4.0	3.7	3.3	3.2	3.8	3.7
Emps	0	155244	190058	235943	245160	223599	104618	157805	142561	185638	178648
Education	0	0	41	91	57	100	117	209	167	216	289
AAWI	*	*	2.3	2.4	1.9	3.6	5.1	4.6	3.6	3.8	3.8
Emps	0	0	44732	62755	29778	97385	141171	148882	60547	102169	241043
Health & Community Services	0	1	5	21	228	605	218	709	766	695	660
AAWI	*	*	4.5	3.1	4.8	5.1	4.7	3.4	3.4	3.2	3.6
Emps	0	80	2987	8938	63277	125691	44954	111584	130065	110779	125640
Cultural & Recreational Services	0	3	12	24	43	68	182	162	184	141	188
AAWI	*	2.4	3.4	2.5	2.7	3.6	3.6	3.6	3.4	3.1	3.3
Emps	0	5365	9500	6537	8222	20659	38610	32524	34226	33232	43441
Personal & Other Services	0	3	9	17	31	98	95	107	85	115	142
AAWI	*	5.3	1.7	2.1	4.5	3.8	3.5	3.5	3.5	3.3	4.0
Emps	0	1140	3457	5213	3125	14715	13805	22655	27091	29648	24133

APPENDIX E

FIRST 100 AGREEMENTS WHERE CODE AND TITLE AVAILABLE (63 AGREEMENTS)

Code	Title	Certification Date
A0581	ASEA BROWN BOVERI TRANSPORTATION - DANDENONG (ENTERPRISE BARGAINING) AWARD 1991	19-Aug-92
A0584	ASTAAS (AVALON VIC)	15-Jul-92
A0585	ALCOA BAUXITE MINING (SITES IN DARLING RANGES WA)	26-Aug-92
A0594	AEROSPACE TECHNOLOGIES OF AUSTRALIA "ASTA" (6 BUSINESS UNITS)	15-Jul-92
A0597	AGM MAINTENANCE EMPLOYEES (ADELAIDE SA)	9-Apr-92
A0599	BRISTOL PAINTS (GLEN WAVERLEY VIC)	20-Mar-92
A0601	ADI INDUSTRIAL DECONTAMINATION DIVISION	26-Aug-92
A0612	ANDERSON REA (ARGENTON NSW) NO2 RENEWED	7-Jul-92
A0614	ALLIS MINERAL SYSTEMS (CARRINGTON NSW) NO2 RENEWED	7-Jul-92
A0623	ANZ ENTERPRISE BARGAINING AWARD 1992	3-Jun-92
A0625	ACL GASKET COMPANY (EAGLE FARM QLD)	24-Jun-92
A0650	AUSTRAL STEEL - EAGLE AND GLOBE (NO 2 - REPLACES A598 - RENEWED TILL 31/12/93)	14-Oct-92
B0176	BRIDGESTONE AUSTRALIA LTD - TYRE MANUFACTURING AND DEVELOPMENT	1-Jun-92
B0181	BORAL ELEVATORS (CHELTENHAM NSW)	18-Jun-92
C0280	CIVIL AVIATION AUTHORITY FIREFIGHTERS (NATIONAL) RENEWED 1/01/92	26-Jul-95
C0303	CONTAINERS PACKAGING (WEST FOOTSCRAY VIC) NO2 RENEWED	13-Jan-92
C0305	COASTLINE FOUNDRY (CURRUMBIN QLD) NO2 RENEWED	10-Feb-92
C0306	CRANE ENFIELD (PENRITH NSW) NO2 RENEWED	14-Feb-92
C0308	COMMONWEALTH BANK OF AUSTRALIA OFFICERS	10-Mar-92
C0309	CSR LTD PYRMONT REFINERY (PYRMONT NSW)	5-May-92
C0310	CIVIL AVIATION AUTHORITY CORPORATE	1-Jun-92
C0314	CBI CONSTRUCTORS (BLACKTOWN NSW) NO2 RENEWED	28-Apr-92
D0076	DEXION AUSTRALIA (SEVEN HILLS NSW) NO2 RENEWED	19-Aug-92
D0080	DELTA CORPORATION LTD, HERNE HILL (ENTERPRISE BARGAINING) AWARD 1992	17-Jun-92
E0086	EDI (XRAY INDUSTRIAL) AWARD 1991	21-Feb-92
E0087	EMAIL ORANGE NSW NO2 RENEWED	7-Jan-92
E0090	ELECTROLUX/ELECTROLUX TAMCO (GLEN WAVERLEY VIC) NO2 RENEWED	16-Mar-92
E0094	EMAIL WESTINGHOUSE SWITCHGEAR AND CONTROL (ROSEBERY NSW)	9-Jun-92
F0177	F MULLER (KINGSGROVE NSW) NO2 RENEWED	19-Aug-92
F0191	FORD AUSTRALIA (ALL PLANTS IN VIC, NSW & QLD)	4-May-93
G0103	GEC LIGHTING (AUBURN NSW) NO2 RENEWED	16-Apr-92
G0125	GOLDEN NORTH DISTRIBUTORS ASHWIN PARADE INDUSTRIAL DEVELOPMENT AGREEMENT	23-Oct-92
I0075	INCITEC LTD AWARD 1992*	2-Mar-92
I0076	INCITEC GRANULATION & NITROGEN PLANT (GIBSON ISLAND QLD)*	2-Mar-92
I0077	INCITEC CROP PROTECTION (STRATHPINE QLD)*	2-Mar-92
J0071	JAMES N KIRBY (ROCKDALE NSW) NO2 RENEWED	26-Feb-92
M0381	MM METALS (NO.5)	9-Mar-92
N0153	NATIONAL AUSTRALIA BANK	15-Jun-92
P0243	PENFOLDS WINES (NURIOOTPA SA) - EXTENDED 1.12.92-31.12.92	14-Feb-92
P0245	PRESTIGE GROUP AUSTRALIA PTY LTD (ENTERPRISE BARGAINING) AWARD 1992 NO 2	19-Aug-92
P0254	PORT PHILLIP TOPMAKING PTY LTD (WILLIAMSTOWN) AND THE AMALGAMATED FOOTWEAR AND TEXTILE WORKERS' UNION OF AUSTRALIA AGREEMENT 1992	6-Jul-92
R0078	RHEEM WATER HEATERS (RYDALMERE NSW) NO2 RENEWED	29-Nov-91

R0084	R J GILBERTSON AND GILBERTSON GROUP SERVICES VICTORIAN MAINTENANCE EMPLOYEES (ALTONA NORTH AND BROOKLYN VIC) NO2 RENEWED	1-May-92
S0252	SIMPSON COOKING PRODUCTS (DUDLEY PARK SA) NO2 RENEWED	17-Jan-92
S0254	BHP STAINLESS PRODUCTS REVESBY PERFORMANCE RELATED PAYMENTS SCHEME (REVESBY NSW)	10-Mar-92
S0255	BHP SHEET & COIL PRODUCTS WINGFIELD PERFORMANCE RELATED PAYMENT SCHEME (WINGFIELD SA)	10-Mar-92
S0257	BHP SHEET & COIL PRODUCTS BRAESIDE SUNSHINE PERFORMANCE RELATED PAYMENTS SCHEME (BRAESIDE & SUNSHINE VIC)	10-Mar-92
S0258	BHP SHEET & COIL PRODUCTS CHULLORA PERFORMANCE RELATED PAYMENTS SCHEME (CHULLORA NSW)	10-Mar-92
S0261	SMORGON STEEL MILL (LAVERTON NORTH VIC) NO2 RENEWED	30-Apr-92
S0263	SIMPSON AUTOMATION (BEVERLEY & WOODVILLE NTH SA) NO2 RENEW	19-Aug-92
S0265	SIMPSON WASHING PRODUCTS (BEVERLEY SA) NO2 RENEWED	19-Aug-92
S0268	SOUTHERN CROSS FOUNDRY (TOOWOOMBA QLD) NO2 RENEWED	19-Aug-92
S0273	STRATINT INTERNATIONAL (UNANDERRA NSW)	2-Jul-92
T0291	TAUBMANS PTY LTD YERONGA SITE ENTERPRISE AGREEMENT 1991	17-Jan-92
T0303	TUBEMAKERS OF AUSTRALIA BTM TUBE PRODUCTS SUNSHINE VIC (NO. 2)	25-Sep-92
T0305	TOYOTA MOTOR CORPORATION AUSTRALIA LIMITED (ENTERPRISE BARGAINING) AGREEMENT (NO 2) 1992	7-Oct-92
T0306	TUBEMAKERS DUCTILE IRON PIPELINES (YENNORA NSW) NO2 RENEWED	27-Mar-92
T0307	TRANSPORT WORKERS' UNION OF AUSTRALIA AND MAYNE NICKLESS TRANSPORT MANAGEMENT (JOYCE AUSTRALIA SITE AT MARIBYRNONG VIC)	5-May-92
T0312	TUBEMAKERS STEEL PIPELINES (WACOL NSW)	24-Jun-92
V0080	VAN LEER CLOSURE SYSTEMS BUSINESS UNIT (VILLAWOOD NSW) NO2 RENEWED	9-Jun-92
V0083	VAN LEER (TOWNSVILLE) INDUSTRIAL CONTAINER BUSINESS UNIT (ENTERPRISE BARGAINING) AWARD 1992 NO2	25-May-92
V0084	VAN LEER INDUSTRIAL CONTAINER BUSINESS UNIT (BRISBANE QLD) NO2	2-Jun-92
B0172	BRAKE AND CLUTCH INDUSTRIES AUSTRALIA AWARD PTY LTD (ENTERPRISE BARGAINING) AWARD 1991	7-Jul-92

APPENDIX F

REPLACEMENTS DATASET FOR AGREEMENTS CERTIFIED IN 2000

ANZSIC Division Name	First Generation			Checked for Replacements			All Agreements		
	Agts	Emps	AAWI	Agts	Emps	AAWI	Agts	Emps	AAWI
Agriculture, Forestry and Fishing	24	782	3.6	36	3 699	3.4	40	3 888	3.4
Mining	16	605	1.1	44	2 229	3.2	128	6 414	3.3
Manufacturing	133	7421	3.5	518	59 577	4.2	1 535	117 980	4.0
Electricity, Gas and Water Supply	7	277	3.9	28	6 295	3.6	57	8 620	3.8
Construction	107	1981	4.9	203	7 544	4.6	3 206	47 416	4.8
Wholesale Trade	16	1355	2.9	46	4 418	3.8	48	4 432	3.8
Retail Trade	50	5795	2.8	117	65 911	3.5	120	66 040	3.5
Accommodation, Cafes and Restaurants	46	3210	3.6	63	6 271	3.6	63	6 271	3.6
Transport and Storage	54	3720	4.3	186	45 872	3.4	529	61 158	3.4
Communication Services	4	212	3.8	11	44 394	3.8	18	45 369	3.8
Finance and Insurance	3	200	2.5	24	27 779	4.6	46	30 299	4.6
Property and Business Services	73	5358	2.7	122	12 317	3.4	141	13 680	3.5
Government Administration and Defence	11	20626	4.0	138	98 350	4.4	302	119 617	4.2
Education	13	3473	5.9	70	64 487	4.0	132	75 849	4.0
Health and Community Services	33	7028	3.1	98	42 453	3.0	402	60 953	3.0
Cultural and Recreational Services	11	507	3.2	41	19 165	3.3	84	23 171	3.3
Personal and Other Services	24	935	2.9	64	5 505	3.2	65	5 516	3.2
Total	625	63 485	3.8	1809	516 266	3.9	6 916	696 673	

REPLACEMENTS DATASET FOR AGREEMENTS CERTIFIED IN 2001

ANZSIC Division Name	First Generation			Checked for Replacements			All Agreements		
	Agts	Emps	AAWI	Agts	Emps	AAWI	Agts	Emps	AAWI
Agriculture, Forestry and Fishing	26	1 008	1.9	43	3 470	3.5	44	3 495	3.5
Mining	53	2 433	1.8	122	10 758	3.2	122	10 758	3.2
Manufacturing	476	26 900	3.8	1 464	120 008	4.1	1 577	122 553	4.1
Electricity, Gas and Water Supply	17	413	3.7	60	8 412	4.3	60	8 412	4.3
Construction	634	8 217	4.5	926	15 757	4.3	2 897	30 560	4.7
Wholesale Trade	20	1 234	3.6	36	2 152	3.9	36	2 152	3.9
Retail Trade	94	14 145	3.3	214	110 385	3.1	236	110 876	3.1
Accommodation, Cafes and Restaurants	38	2 839	2.8	64	15 210	2.6	66	15 401	2.6
Transport and Storage	184	6 112	4.0	481	33 965	3.6	487	34 089	3.6
Communication Services	8	477	3.9	17	3 306	3.9	17	3 306	3.9
Finance and Insurance	18	7 202	4.2	47	42 189	4.3	47	42 189	4.3
Property and Business Services	70	5 333	3.2	128	25 064	3.7	130	26 078	3.7
Government Administration and Defence	25	2 790	4.2	253	72 687	3.9	256	72 875	3.9
Education	38	54 320	3.1	142	172 990	3.8	142	172 990	3.8
Health and Community Services	185	22 856	4.0	339	75 623	4.1	413	77 864	4.1
Cultural and Recreational Services	50	4 946	3.5	93	19 909	3.7	120	22 332	3.7
Personal and Other Services	40	1 909	3.4	66	14 138	4.6	66	14 138	4.6
Total	1976	163 134	3.5	4 495	746 023	3.8	6 716	770 068	3.8

Notes on replacements dataset

Since the beginning of the December quarter 2000, the replacement status of agreements has been checked wherever it is feasible and practical to do so. Prior to the December quarter 2000 the replacement status of all those agreements with more than 500 employees was routinely checked. This is the reason that the proportion of agreements with more than 500 employees changed least of the four categories of agreements by size.

The same trends are reflected when the proportion of agreements checked for replacements are examined on an industry basis (see Figure 3.6.2). In 2000, the proportion of agreements checked for replacements reflects the concentration of replacements analysis on a number of key industries. Six industry divisions had more than 86.5 per cent of agreements checked for replacements with the remaining eleven divisions had 61.1 per cent of agreements or less checked for replacements.

By 2001 this situation had been reversed with fourteen of the seventeen ANZSIC divisions having had more than 89.4 per cent of agreements checked for replacements status. The remaining three industry divisions; health and community services (72.6 per cent), cultural and recreational services (60.0 per cent), and the construction division (31.5 per cent) had lower proportions of agreements checked for replacements as they contain higher numbers of agreements with identical wage and conditions provisions.

These identical agreements are compiled and collated onto the Workplace Agreements Database using batch processing techniques that preclude the checking of individual agreements status. While it is possible to return to individual agreements after batch entry to determine and then enter the details of an agreements replacements status, the vast majority of agreements that have been certified since 1 October 2000 where replacements status is yet to be identified, are from these groupings of identical agreements. (See Pattern Bargaining).

As these identical agreements do not occur in all industries with equal frequency the proportion of agreements checked for replacement status is not equal across industries. The three industries discussed above all have a more of these identical agreements than average, with the health and community services division having a number of identical nursing agreements, the cultural and recreational services division having a number of identical performers agreements and the construction division having a whole series of identical agreements that account for 30 per cent of agreements certified in all industries in 2001. Another characteristic of these identical agreements is that they cover fewer than average employees. This is the reason that the proportion of agreements with between 0 and 19 employees that were checked for replacements did not increase as sharply between 2000 (14.7 per cent of agreements) and 2001 (48.9 per cent of agreements) as those agreements with between 20 and 99 employees or those agreements with between 100 and 499 employees.

APPENDIX G

Figure G.1: Main provisions in agreements by industry, 2000 and 2001

Industry	Number of agreements	Long service leave %	Annual leave %	Personal/carer's leave %	Overtime %	Salary related matters %	Public holidays %	Employee representation %	Termination, change and redundancy %	Occupational health and safety %
Agriculture, forestry & fishing	84	60	71	73	65	30	61	40	62	74
Mining	250	71	78	85	79	65	69	66	77	89
Manufacturing	3 112	61	65	75	53	24	46	67	79	81
Electricity, gas & water supply	117	68	72	70	74	68	62	74	89	87
Construction	6 103	26	65	89	82	38	83	90	95	99
Wholesale trade	84	52	75	77	65	20	52	56	74	71
Retail trade	356	81	88	91	85	33	82	37	58	47
Accommodation, cafes & restaurants	129	72	87	89	86	55	81	40	75	67
Transport and storage	1 016	45	66	61	60	35	47	60	58	79
Communication services	35	77	91	89	86	26	80	60	89	83
Finance & insurance	93	75	83	83	91	49	80	67	85	62
Property & business services	271	60	72	76	73	33	64	46	70	68
Government administration & defence	558	48	67	76	73	59	45	49	70	78
Education	274	73	76	72	58	72	64	57	73	54
Health & community services	815	54	65	74	40	64	43	37	53	51
Cultural & recreational services	204	59	78	77	76	36	75	57	79	85
Personal & other services	131	50	72	74	74	35	60	49	69	78
All industries	13 632	44	67	81	70	38	66	72	82	85

Source: DEWR, Workplace Agreements Database.

Note: All percentage figures have been rounded

Industry	Equity issues	Consultative arrangements	Superannuation	Parental leave	Type of employment	Hours of work	Shift work	Work organisation	Training	Number of employees
	%	%	%	%	%	%	%	%	%	
Agriculture, forestry & fishing	46	48	76	10	83	85	48	69	68	7 383
Mining	40	38	80	4	85	92	88	76	76	17 172
Manufacturing	36	67	70	7	79	84	56	80	75	240 533
Electricity, gas & water supply	49	65	74	26	82	85	63	81	85	17 032
Construction	29	84	95	1	93	97	36	86	95	77 976
Wholesale trade	46	44	65	7	73	85	57	65	62	6 584
Retail trade	46	23	78	6	88	96	86	40	49	176 916
Accommodation, cafes & restaurants	71	40	85	8	89	89	86	71	78	21 672
Transport and storage	37	57	68	5	75	88	70	74	79	95 247
Communication services	63	57	77	17	94	100	77	80	86	48 675
Finance & insurance	68	46	78	39	84	95	57	60	84	72 488
Property & business services	46	60	68	11	86	90	65	70	72	39 758
Government administration & defence	59	84	57	27	69	94	38	91	89	192 492
Education	69	61	64	54	84	68	32	53	73	248 839
Health & community services	52	37	80	34	72	60	54	61	68	138 817
Cultural & recreational services	68	58	84	25	92	84	84	73	71	45 503
Personal & other services	47	62	69	18	73	93	65	69	79	19 654
Total	37	70	82	8	85	90	49	79	84	1 466 741

Source: DEWR, Workplace Agreements Database.

Note: All percentage figures have been rounded

Figure G.2: Hours flexibility provisions in agreements by industry, 2000 and 2001

Industry	Number of agreements	Specified weekly hours %	Average weekly hours (Number)	Make-up time %	Time-off-in-lieu at ordinary rates %	Time-off-in-lieu at penalty rates %	No restrictions on days to perform ordinary hours %	Ordinary hours of work may be averaged over an extended period %
Agriculture, forestry & fishing	84	65	38.9	6	31	7	26	10
Mining	250	70	37.1	12	15	2	33	3
Manufacturing	3 112	54	38.4	13	15	5	13	6
Electricity, gas & water supply	117	67	38.1	9	26	5	13	12
Construction	6 103	43	38.1	2	2	1	4	1
Wholesale trade	84	62	37.9	19	20	10	18	7
Retail trade	356	75	39.6	12	12	39	55	10
Accommodation, cafes & restaurants	129	78	38.3	16	36	15	43	9
Transport and storage	1 016	52	38.1	9	14	5	18	6
Communication services	35	83	37.9	0	31	11	11	11
Finance & insurance	93	83	37.4	13	52	22	25	6
Property & business services	271	68	38.3	8	23	10	22	8
Government administration & defence	558	68	37.8	6	30	21	10	9
Education	274	58	36.5	9	16	30	9	7
Health & community services	815	40	37.9	13	15	11	11	6
Cultural & recreational services	204	68	38.4	8	23	9	33	8
Personal & other services	131	72	38.7	8	23	13	15	14
Total	13 632	51	38.1	7	11	6	11	4

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Industry	Compressed week %	Increase in ordinary hours %	Hours of work decided by employee majority %	Hours of work may be negotiated %	Hours of work may be varied by employer after consultation %	Management may alter hours %	Flexible starting and finishing times %	Flexitime %
Agriculture, forestry & fishing	4	#	11	11	5	5	6	11
Mining	6	6	14	4	7	6	2	1
Manufacturing	3	2	8	7	7	3	3	2
Electricity, gas & water supply	2	4	5	16	9	2	3	8
Construction	1	2	11	16	3	1	2	*
Wholesale trade	7	4	7	7	5	2	1	#
Retail trade	5	2	1	7	9	5	3	1
Accommodation, cafes & restaurants	3	8	4	12	22	13	1	2
Transport and storage	3	3	4	6	8	5	5	1
Communication services	#	3	17	11	14	11	9	6
Finance & insurance	1	5	2	26	20	5	6	20
Property & business services	3	2	5	9	10	5	6	8
Government administration & defence	3	5	5	14	10	3	11	27
Education	1	1	*	6	3	1	4	11
Health & community services	2	2	6	11	6	1	3	6
Cultural & recreational services	1	2	4	8	8	5	7	15
Personal & other services	5	5	2	7	6	5	8	8
Total	2	2	8	12	6	3	3	3

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Industry	12-hour shifts	Rostered days off may be banked/ accrued	Rostered days off may be varied by mutual agreement	Time-off-in-lieu for working on a rostered day off	Public holidays may be varied by mutual agreement	Staggered breaks	Breaks not to interrupt continuity of work	Management may alter break	Number of employees
	%	%	%	%	%	%	%	%	
Agriculture, forestry & fishing	15	19	13	1	24	8	8	6	7 383
Mining	42	8	8	7	19	22	35	3	17 172
Manufacturing	16	20	16	8	11	12	12	5	240 533
Electricity, gas & water supply	24	29	17	6	7	13	8	4	17 032
Construction	2	68	74	13	4	22	7	2	77 976
Wholesale trade	12	14	10	1	17	7	14	5	6 584
Retail trade	3	9	6	4	30	3	41	6	176 916
Accommodation, cafes & restaurants	37	8	7	5	13	2	8	18	21 672
Transport and storage	13	21	11	3	10	10	11	4	95 247
Communication services	11	29	6	9	9	11	9	11	48 675
Finance & insurance	8	10	3	4	26	#	2	4	72 488
Property & business services	15	14	7	5	10	4	8	4	39 758
Government administration & defence	4	31	20	12	10	2	6	2	192 492
Education	1	1	2	#	11	*	1	1	248 839
Health & community services	6	12	9	6	9	1	3	1	138 817
Cultural & recreational services	9	6	4	4	14	1	8	5	45 503
Personal & other services	16	20	12	1	9	7	11	5	19 654
Total	8	40	40	9	9	14	10	3	1 466 741

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Figure G.3: Family friendly provisions in agreements by industry, 2000 and 2001

Industry	Number of agreements	Flexible annual leave %	Access to single days annual leave %	48/52 career break %	Unlimited sick leave %	All purpose paid leave %	Family/carer's leave %	Access to other leave for caring purposes %	Paid family leave %	Unpaid family leave %
Agriculture, forestry & fishing	84	6	7	4	2	6	40	30	2	12
Mining	250	8	22	1	2	2	47	31	8	17
Manufacturing	3 112	7	14	1	2	3	34	23	3	11
Electricity, gas & water supply	117	7	7	2	3	3	38	27	6	14
Construction	6 103	3	13	*	*	1	8	4	*	3
Wholesale trade	84	4	18	2	4	5	44	29	8	18
Retail trade	356	6	17	#	1	3	73	63	20	13
Accommodation, cafes & restaurants	129	7	12	1	1	17	71	46	8	23
Transport and storage	1 016	7	12	1	1	4	28	21	4	13
Communication services	35	11	9	#	#	11	63	43	11	20
Finance & insurance	93	12	18	14	2	10	74	53	18	14
Property & business services	271	7	13	5	2	7	42	30	6	13
Government administration & defence	558	10	5	21	1	7	48	36	7	9
Education	274	14	11	27	2	7	58	45	12	20
Health & community services	815	6	19	5	*	12	53	46	5	20
Cultural & recreational services	204	24	11	12	1	9	65	38	12	15
Personal & other services	131	18	11	6	4	8	47	34	11	21
Total	13 632	6	13	3	1	3	27	19	3	9

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Industry	Extended unpaid parental leave %	Paid adoption leave %	Paid maternity /primary carer's leave %	Paid paternity/ secondary carer's leave %	Part-time work %	Regular part-time work %	Home based work %	Family responsibilities %	Childcare provisions %	Job sharing %	Number of employees
Agriculture, forestry & fishing	5	1	5	1	40	11	1	2	#	2	7 383
Mining	2	1	2	1	32	8	#	3	#	2	17 172
Manufacturing	2	1	4	3	26	8	*	2	*	2	240 533
Electricity, gas & water supply	3	15	24	17	39	13	8	10	4	5	17 032
Construction	*	1	1	1	4	1	*	*	*	*	77 976
Wholesale trade	1	#	6	4	44	15	1	5	#	#	6 584
Retail trade	3	1	2	1	80	25	*	8	#	1	176 916
Accommodation, cafes & restaurants	3	2	4	2	74	26	2	7	#	2	21 672
Transport and storage	1	1	3	3	40	10	1	3	#	3	95 247
Communication services	#	6	17	9	83	20	#	11	#	#	48 675
Finance & insurance	12	20	34	25	78	31	14	16	10	41	72 488
Property & business services	5	3	8	5	52	16	5	2	1	6	39 758
Government administration & defence	5	8	24	11	51	13	14	18	7	20	192 492
Education	11	34	51	33	68	15	4	16	7	11	248 839
Health & community services	3	5	32	13	54	16	2	10	2	3	138 817
Cultural & recreational services	7	8	21	10	54	18	5	12	4	10	45 503
Personal & other services	5	6	11	9	47	14	2	7	4	3	19 654
Total	2	2	7	4	25	7	1	3	1	3	1 466 741

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Figure G.4: Paid family leave provisions in agreements by industry, 2000 and 2001

Industry	Number of agreements	Paid family leave		Access to other leave for caring purposes		Paid maternity/primary carer's leave		Paid paternity/secondary carer's leave	
		% of Agreements	Days	% of Agreements	Days	% of Agreements	Weeks	% of Agreements	Weeks
Agriculture, forestry & fishing	84	2	4	30	8	5	9	1	1
Mining	250	8	3	31	5	2	5	1	1
Manufacturing	3 112	3	5	23	6	4	5	3	1
Electricity, gas & water supply	117	6	5	27	7	24	9	17	1
Construction	6 103	*	5	4	5	1	2	1	1
Wholesale trade	84	8	4	29	4	6	3	4	1
Retail trade	356	20	4	63	5	2	5	1	2
Accommodation, cafes & restaurants	129	8	7	46	5	4	5	2	1
Transport and storage	1 016	4	5	21	5	3	7	3	1
Communication services	35	11	4	43	5	17	10	9	1
Finance & insurance	93	18	6	53	10	34	8	25	1
Property & business services	271	6	5	30	5	8	9	5	2
Government administration & defence	558	7	5	36	6	24	10	11	1
Education	274	12	6	45	7	51	10	33	2
Health & community services	815	5	5	46	6	32	5	13	1
Cultural & recreational services	204	12	3	38	7	21	10	10	1
Personal & other services	131	11	6	34	5	11	8	9	3
Total	13 632	3	5	19	6	7	7	4	1

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) All percentage figures have been rounded.

Figure G.5: Type of employment provisions by industry, 2000 and 2001

Industry	Number of agreements	Contract labour	Restricted use of contract labour	Coverage by other agreement	Casual employment	Casual employee quotas	Casual employee loading quantum	Casuals transferred to permanent status	Part-time employment
		%	%	%	%	%	%	%	%
Agriculture, forestry & fishing	84	17	2	6	75	10	40	10	40
Mining	250	41	14	7	62	4	45	6	32
Manufacturing	3 112	35	13	11	64	10	30	17	26
Electricity, gas & water supply	117	41	15	10	60	4	39	7	39
Construction	6 103	48	26	12	80	4	21	22	4
Wholesale trade	84	14	7	5	69	18	44	12	44
Retail trade	356	5	2	1	79	11	60	5	80
Accommodation, cafes & restaurants	129	15	7	2	81	9	61	9	74
Transport and storage	1 016	22	10	2	62	5	37	8	40
Communication services	35	29	11	#	74	9	57	6	83
Finance & insurance	93	9	2	2	66	19	53	4	78
Property & business services	271	12	3	2	72	10	37	9	52
Government administration & defence	558	13	6	2	44	4	20	2	51
Education	274	9	4	#	70	14	43	3	68
Health & community services	815	4	2	*	54	4	31	15	54
Cultural & recreational services	204	36	5	12	75	8	61	4	54
Personal & other services	131	19	8	5	59	11	37	11	47
Total	13 632	35	16	9	71	6	29	16	25

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Industry	Part-time hours/quotas/ minimum weekly wage %	Fixed/ short-term employment %	Restricted use of fixed/ short-term employment %	Seasonal employment %	Probation %	Proportions of juniors, apprentices or trainees %	Provision for AWAs %	Exclusion of AWA during agreement %	Number of employees
Agriculture, forestry & fishing	14	18	20	5	45	2	13	18	7 383
Mining	9	#	33	12	40	*	5	4	17 172
Manufacturing	11	3	15	7	31	3	2	36	240 533
Electricity, gas & water supply	11	#	33	15	42	8	15	15	17 032
Construction	1	*	4	1	15	59	1	22	77 976
Wholesale trade	24	8	18	11	36	7	1	20	6 584
Retail trade	33	2	24	15	69	4	2	5	176 916
Accommodation, cafes & restaurants	46	4	40	12	69	8	9	16	21 672
Transport and storage	17	2	23	9	42	3	5	13	95 247
Communication services	29	#	49	9	63	#	40	3	48 675
Finance & insurance	27	1	32	8	51	2	32	2	72 488
Property & business services	20	2	18	6	48	#	13	14	39 758
Government administration & defence	11	1	30	12	18	*	20	8	192 492
Education	14	1	60	21	42	*	13	3	248 839
Health & community services	8	2	16	6	25	1	14	6	138 817
Cultural & recreational services	21	4	34	8	32	#	20	7	45 503
Personal & other services	20	2	21	9	47	#	10	8	19 654
Total	8	1	14	5	26	28	5	21	1 466 741

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Figure G.6: Training provisions by industry, 2000 and 2001

Industry	Number of agreements	Entry level training	Apprentice/trainee wage	Apprentice/trainee other provisions	General training arrangements	Training consultative committee	Skills assessment
		%	%	%	%	%	%
Agriculture, forestry & fishing	84	25	6	8	56	11	13
Mining	250	20	13	10	72	8	23
Manufacturing	3 112	33	12	18	68	12	17
Electricity, gas & water supply	117	41	28	26	78	13	18
Construction	6 103	86	77	70	83	54	21
Wholesale trade	84	29	8	10	48	5	8
Retail trade	356	30	11	11	33	1	4
Accommodation, cafes & restaurants	129	63	48	29	62	#	26
Transport and storage	1 016	17	7	6	73	9	14
Communication services	35	29	17	6	77	3	14
Finance & insurance	93	27	8	8	73	#	15
Property & business services	271	28	13	8	60	3	10
Government administration & defence	558	18	10	7	86	6	18
Education	274	15	9	6	60	5	13
Health & community services	815	10	6	3	54	2	8
Cultural & recreational services	204	36	15	9	61	3	10
Personal & other services	131	19	14	8	65	5	16
Total	13 632	53	41	38	74	28	18

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Industry	Training obligations %	Training costs %	Types of training %	Training plan %	Recognition of prior learning %	How training is provided %	Training leave %	Trade union training leave %	Number of employees
Agriculture, forestry & fishing	37	19	12	15	1	23	20	27	7 383
Mining	52	18	34	24	2	25	23	27	17 172
Manufacturing	50	26	24	28	2	28	24	42	240 533
Electricity, gas & water supply	56	24	21	31	3	18	41	44	17 032
Construction	65	41	34	32	25	30	26	72	77 976
Wholesale trade	33	17	15	12	#	14	14	42	6 584
Retail trade	23	8	10	7	1	13	11	27	176 916
Accommodation, cafes & restaurants	36	19	31	15	2	43	38	24	21 672
Transport and storage	51	33	31	29	1	35	31	23	95 247
Communication services	51	31	29	9	14	20	34	40	48 675
Finance & insurance	55	39	27	14	#	29	52	40	72 488
Property & business services	46	21	17	18	1	29	22	19	39 758
Government administration & defence	65	34	30	44	1	40	44	25	192 492
Education	42	20	22	19	6	20	42	34	248 839
Health & community services	39	14	14	15	1	16	34	23	138 817
Cultural & recreational services	48	29	24	28	10	28	30	21	45 503
Personal & other services	53	25	28	19	2	31	34	27	19 654
Total	56	32	28	28	12	29	28	50	1 466 741

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Figure G.7: Equity provisions by industry, 2000 and 2001

Industry	Number of agreements	Individual grievance procedure %	Equal employment opportunity %	Affirmative action %	Anti-discrimination %	Commitment to pay equity %	Gender/ethnicity balance %
Agriculture, forestry & fishing	84	1	17	6	38	#	#
Mining	250	4	11	2	27	1	*
Manufacturing	3 112	2	16	4	25	1	1
Electricity, gas & water supply	117	3	15	3	28	#	#
Construction	6 103	1	19	18	12	*	*
Wholesale trade	84	5	21	4	36	#	#
Retail trade	356	3	19	1	31	2	1
Accommodation, cafes & restaurants	129	2	12	#	64	#	#
Transport and storage	1 016	3	10	1	28	*	*
Communication services	35	11	11	#	37	#	#
Finance & insurance	93	6	32	3	40	1	1
Property & business services	271	6	12	3	34	1	#
Government administration & defence	558	9	38	1	29	1	1
Education	274	20	25	5	46	7	3
Health & community services	815	3	11	1	26	*	#
Cultural & recreational services	204	9	20	1	49	*	#
Personal & other services	131	7	16	3	35	#	1
Total	13 632	3	18	10	21	1	*

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

Industry	Access and equity for Aboriginal and Torres Strait Islander people %	Cultural/ceremonial leave %	Access and equity for the disabled %	English/numeracy training %	Training for part- time/ casuals %	Number of employees
Agriculture, forestry & fishing	#	1	5	2	#	7 383
Mining	1	*	*	1	2	17 172
Manufacturing	*	*	5	3	3	240 533
Electricity, gas & water supply	#	3	1	2	#	17 032
Construction	*	*	*	3	*	77 976
Wholesale trade	#	#	12	4	1	6 584
Retail trade	#	*	18	1	2	176 916
Accommodation, cafes & restaurants	#	2	5	1	1	21 672
Transport and storage	#	*	5	*	2	95 247
Communication services	#	6	#	#	#	48 675
Finance & insurance	1	8	11	1	12	72 488
Property & business services	#	6	5	1	*	39 758
Government administration & defence	3	16	11	3	2	192 492
Education	14	32	11	2	7	248 839
Health & community services	*	7	5	*	3	138 817
Cultural & recreational services	*	13	6	#	2	45 503
Personal & other services	1	4	5	1	2	19 654
Total	*	2	4	2	1	1 466 741

Source: DEWR, Workplace Agreements Database.

Notes: (a) * Represents less than 0.5 per cent.

(b) # No data available.

(c) All percentage figures have been rounded.

APPENDIX H

POPULATION DATASETS FOR DESIGNATED GROUPS: FEMALE AND PART TIME

Industry	Number of agreements where female populations are known	as a % of all agreements	Number of employees in agreements where female populations are known	as a % of all employees	Number of agreements where part time populations are known	as a % of all agreements	Number of employees in agreements where part time populations are known	as a % of all employees
Agriculture, Forestry & Fishing	60	71	6786	92	47	56	6142	83
Mining	109	44	9571	56	94	38	8435	49
Manufacturing	2117	68	201438	84	1670	54	156602	65
Electricity, Gas & Water Supply	75	64	13144	77	65	56	12348	72
Construction	2054	34	34360	44	1912	31	29333	38
Wholesale Trade	57	68	5113	78	52	62	5011	76
Retail Trade	301	85	144705	82	237	67	137297	78
Accommodation, Cafes & Restaurants	108	84	19261	89	98	76	18723	86
Transport & Storage	590	58	67231	71	502	49	56595	59
Communication Services	24	69	47610	98	20	57	46976	97
Finance & Insurance	81	87	65970	91	75	81	65752	91
Property & Business Services	190	70	34188	86	166	61	32253	81
Government Administration & Defence	489	88	172094	89	448	80	170890	89
Education	235	86	211628	85	224	82	203784	82
Health & Community Services	706	87	91700	66	672	82	90817	65
Cultural & Recreational Services	136	67	34788	76	112	55	32115	71
Personal & Other Services	92	70	17395	89	74	56	15524	79
All Industries	7424	54	1176982	80	6468	47	1088597	74

POPULATION DATASETS FOR DESIGNATED GROUPS: NESB AND YOUTH

Industry	Number of agreements where NESB populations are known	as a % of all agreements	Number of employees in agreements where nesb populations are known	as a % of all employees	Number of agreements where youth (under 21) populations are known	as a % of all agreements	Number of employees in agreements where youth (under 21) populations are known	as a % of all employees
Agriculture, Forestry & Fishing	48	57	6175	84	55	65	6548	89
Mining	98	39	8915	52	103	41	9921	58
Manufacturing	2063	66	188592	78	1876	60	178370	74
Electricity, Gas & Water Supply	67	57	11160	66	61	52	10831	64
Construction	2152	35	36657	47	2445	40	41123	53
Wholesale Trade	47	56	3618	55	53	63	4938	75
Retail Trade	203	57	30637	17	279	78	140410	79
Accommodation, Cafes & Restaurants	90	70	8074	37	98	76	18936	87
Transport & Storage	542	53	57137	60	498	49	57993	61
Communication Services	19	54	39728	82	20	57	47427	97
Finance & Insurance	56	60	45014	62	74	80	64523	89
Property & Business Services	157	58	29439	74	148	55	31871	80
Government Administration & Defence	381	68	156700	81	397	71	165515	86
Education	187	68	136049	55	156	57	153830	62
Health & Community Services	510	63	55244	40	492	60	78976	57
Cultural & Recreational Services	107	52	29676	65	116	57	32155	71
Personal & Other Services	79	60	5250	27	77	59	15710	80
All Industries	6806	50	848065	58	6948	51	1059077	72

APPENDIX I

Figure I.1: Main provisions in agreements by proportion of females covered, 2000 and 2001

Provision	% of female employees covered by agreements		
	Low %	Mixed %	High %
Long service leave	46	65	58
Annual leave	67	77	72
Personal/carer's leave	80	83	75
Overtime	67	72	59
Salary related matters	35	48	48
Public holidays	60	64	53
Employee representation	70	53	47
Termination, change and redundancy	81	73	67
Occupational health and safety	86	68	58
Equity issues	36	56	55
Consultative arrangements	72	57	50
Superannuation	79	74	75
Parental leave	6	23	29
Type of employment	82	82	82
Hours of work	89	85	76
Shift work	48	58	58
Work organisation/performance indicators	81	70	64
Training	84	74	72
Total agreements	5 148	883	1 393
Number of employees	420 367	319 974	436 708

Source: DEWR, Workplace Agreements Database

Notes: (a) All percentage figures have been rounded.

(b) Low = <40% female; Mixed = 40% - 60% female; High = >60% female.

Figure I.2: Main provisions in agreements by proportion of part-time staff covered, 2000 and 2001

Provision	% of part-time employees covered by agreements		
	Low %	Mixed %	High %
Long service leave	43	67	56
Annual leave	67	76	72
Personal/carer's leave	80	80	76
Overtime	67	69	57
Salary related matters	34	48	53
Public holidays	62	59	54
Employee representation	72	57	48
Termination, change and redundancy	81	77	66
Occupational health and safety	88	71	61
Equity issues	34	55	58
Consultative arrangements	73	64	51
Superannuation	81	72	78
Parental leave	4	24	28
Type of employment	83	82	81
Hours of work	89	86	76
Shift work	46	58	59
Work organisation/performance indicators	81	74	65
Training	85	80	76
Total agreements	3 924	1 472	1 081
Number of employees	138 192	632 564	318 383

Source: DEWR, Workplace Agreements Database.

Notes: (a) All percentage figures have been rounded.

(b) Low = no part-time; Mixed = 0% to 20% part-time; High = >20% part-time.

Figure I.3: Main provisions in agreements by proportion of NESB covered, 2000 and 2001

Provision	% of NESB employees covered by agreements		
	Low %	Mixed %	High %
Long service leave	42	48	55
Annual leave	68	69	63
Personal/carers leave	80	79	80
Overtime	70	68	58
Salary related matters	39	40	25
Public holidays	63	61	57
Employee representation	68	65	71
Termination, change and redundancy	78	78	81
Occupational health and safety	83	81	82
Equity issues	37	41	38
Consultative arrangements	70	69	68
Superannuation	81	79	75
Parental leave	7	11	10
Type of employment	83	82	82
Hours of work	89	88	83
Shift work	46	50	47
Work org/performance indicators	77	78	80
Training	84	83	80
Total agreements	3 512	5273	1 533
Total employees	175 578	707 297	140 827

Source: DEWR, Workplace Agreements Database.

Notes: (a) All percentage figures have been rounded.

(b) Low = no NESB; Mixed = 0% to 20% NESB; High = >20% NESB.

Figure I.4: Main provisions in agreements by proportion of young people covered, 2000 and 2001

Provision	% of young employees covered by agreements		
	Low %	Mixed %	High %
Long service leave	45	56	45
Annual leave	69	68	71
Personal/carers leave	80	79	87
Overtime	66	67	80
Salary related matters	40	36	40
Public holidays	61	59	82
Employee representation	69	64	65
Termination, change and redundancy	80	79	80
Occupational health and safety	83	80	78
Equity issues	38	45	39
Consultative arrangements	68	72	63
Superannuation	80	75	89
Parental leave	9	13	4
Type of employment	83	80	90
Hours of work	86	88	95
Shift work	46	55	56
Work org/performance indicators	78	81	69
Training	83	84	80
Total agreements	3504	2599	854
Total employees	158 144	751 954	149 309

Source: DEWR, Workplace Agreements Database.

Notes: (a) All percentage figures have been rounded.

(b) Low = no young people; Mixed = 0% to 20% young people; High = >20% young people

Original	Title	Cert Date	Emps	AAWI	Replaced Agt code	Title	Cert Date	AAWI	Emps
A0594	Aerospace Technologies of Australia "ASTA" (6 Business Units)	15-Jul-92	1100	4.5	AG766011	Aerospace Technologies of Australia Ltd Certified Agreement 1994	06-Jul-94	3.3	521
					AG766265	Aerospace Technologies of Australia Pty Ltd Certified Agreement 1995	26-May-95		
					AG766759	ASTA Certified Agreement 1996 (A1858)	29-May-96	6.4	
					AG767676	ASTA Certified Agreement 1998 (A2818)	15-Jun-98	4.5	
					AG805685	ASTA Certified Agreement 2001		5.0	
					AG809210	ASTA Components Certified Redundancy Agreement 2001	26-Jul-01		
B0176	Bridgestone Australia Ltd – Tyre Manufacturing and Development	01-Jun-92	580	4.5	AG769554	Bridgestone Australia Ltd – Tyre Manufacturing and Development Division Certified Agreement 1993	02-Dec-93	3.0	634
					AG769821	Bridgestone Australia Ltd – Tyre Manufacturing and Development Division Certified Agreement 1995	31-Jul-95	5.6	
					AG770230	Bridgestone Australia Ltd – Tyre Manufacturing and Development Division Certified Agreement 1996	09-Oct-96	5.0	
					AG771227	Bridgestone Australia Ltd – Tyre Manufacturing and Development Division 1998 Staff Agreement No. 2	31-Mar-99	3.1	
					AG771545	Bridgestone Australia Ltd Tyre Manufacturing and Development Division Certified Agreement 1999	02-Dec-99	4.1	
					AG771828	Bridgestone Australia Ltd, Tyre Manufacturing and Development Division, Redundancy/Retrenchment Certified Agreement 2000	02-Aug-00		
					AG810893	Bridgestone Australia Ltd., Tyre Manufacturing and Development Division, Redundancy/Retrenchment Certified Agreement 2001.	25-Sep-01		
					AG810891	Bridgestone Australia Ltd., Tyre Manufacturing and Development Division, Certified Agreement 2001.	25-Sep-01	5.4	
D0076	Dexion Australia (Seven Hills NSW) No.2 Renewed	19-Aug-92	150	4.5	D0077	Dexion (Australia) Blacktown and Marayong NSW (Enterprise Bargaining) Award 1992 No2 Renewed	19-Aug-92	4.5	2
					AG778764	Dexion (Australia) Pty Ltd Blacktown Certified Agreement 1994	12-May-94	3.0	
					AG778848	Dexion (Australia) Pty Ltd (Blacktown and Kings Park) Certified Agreement 1995	23-May-95	4.6	
					AG779179	Dexion (Australia) Pty Ltd (Blacktown and Kings Park) Certified Agreement 1997	07-Apr-97	6.0	
					AG779401	Dexion (Australia) Pty Ltd (Blacktown, Kings Park and Wacol) Certified Agreement 1998	06-Apr-98		
					AG779690	Dexion (Australia) Pty Ltd (Blacktown and Kings Park) Certified Agreement 1999	05-Jul-99		
					AG779875	Dexion (Australia) Pty. Ltd (Blacktown and Kings Park) Certified Agreement 2000	18-Apr-00	4.0	
					AG779896	Dexion (Australia) Pty Ltd (Blacktown and Kings Park) Certified Redundancy Agreement 2000	01-May-00		
					AG811235	Dexion (Australia) Pty. Ltd (Blacktown and Kings Park) Certified Agreement 2001	15-Oct-01	4.3	
F0191	Ford Australia (All Plants in VIC, NSW & QLD) Concurrent	04-May-93		5.0	AG781162	Ford Australia – Enterprise Agreement 1993	14-May-94	2.5	8600
					AG781165	Ford Australia and Automotive, Metals and Engineering Union Vehicle Division Enterprise Agreement 1993	17-Jun-94	5.3	
					AG781283	Ford Australia Enterprise Bargaining Agreement 1995	28-Jul-95	5.1	
					AG781529	Ford Australia Enterprise Bargaining Agreement 1997	08-Sep-97	5.0	
					AG782042	Ford Australia Enterprise Agreement 2000	09-Oct-00	5.0	

Original Agt Code	Title	Cert Date	Emps	AAWI	Replaced Agt code	Title	Cert Date	AAWI	Emps
G0103	GEC Lighting (Auburn NSW) No 2 Renewed	16-Apr-92	80	4.5	AG782268/ G0175	GEC Auburn Manufacturing Operation Agreement 1993	20-Dec-93	4.3	80
					AG782446/ G0375	GEC Auburn Manufacturing Operation Agreement 1995	06-Nov-95	6.0	28
					AG782771/ G0718	GEC Auburn Manufacturing Operation Agreement 1997	29-Sep-97	5.0	
					AG782777/ G0724	GEC Auburn Manufacturing Operation -Redundancy Agreement 1997	07-Oct-97	N/A	45
N0153	National Australia Bank Plus N150 National Australia Bank temporary and part-time employees agreement	15-Jun-92	1200 0	3.0	AG790772	National Australia Bank Rostered Day Off Agreement 1992	15-Dec-92	RD O Agt	
					AG790883	National Australia Bank and Finance Sector Union of Australia Enterprise Agreement 1994 - 1995	27-May-94	3.9	
					AG791074	National Australia Bank Enterprise Agreement 1996-97	06-May-96	7.0	
					AG791294	National Australia Bank Enterprise Agreement 1997	24-Nov-97	4.1	
P0243	Penfolds Wines (Nuriootpa SA) – Extended 1.12.92-31.12.92	14-Feb-92	509	4.5	AG792515	Penfolds Wines Pty Ltd Barossa Wineries Enterprise Agreement 1993	11-Aug-93	4.3	509
					AG796362	Southcorp Wines Pty Ltd, Barossa Wineries, Enterprise Agreement 1995	18-Jan-95	4.0	58
					AG797107	Southcorp Wines Pty Ltd, Barossa Wineries, Enterprise Agreement, 1997	30-Apr-97	5.8	
					AG798217	Southcorp Wines Pty Ltd Barossa Wineries Enterprise Agreement 1999	18-Jun-99	4.4	350
					AG810840	Southcorp Wines Pty Ltd Barossa Wineries Enterprise Agreement - 2001	03-Sep-01	4.3	45
T0303	Tubemakers of Australia BTM Tube Products Sunshine VIC (No. 2)	25-Sep-92	40	4.5	AG799748	Tubemakers of Australia BTM Tube Products Sunshine Works Joint Certified Agreement 1994	13-Jul-94	3.0	72
					AG800144	Tubemakers of Australia BTM Tube Products Sunshine Works Joint Certified Agreement 1995	12-Aug-96	5.5	100
					AG770595	BTM Tube Products (Tubemakers of Australia Limited ACN 007 519 646 Trading as:-) Sunshine Works Joint Certified Agreement 1997	20-Oct-97	5.0	103
					AG771437	BTM Tube Products (Trading as Tubemakers of Australia Limited ACN 007 519 646) Sunshine Works Joint Certified Agreement 1999	20-Sep-99	3.7	73
					AG771934	BTM Tube Products Sunshine Works Joint Certified Agreement 2000	23-Oct-00	4.7	73
T0305	Toyota Motor Corporation Australia Ltd (Enterprise Bargaining) Agreement (No 2) 1992	07-Oct-92	2000	4.6	AG799725	Toyota Motor Corporation Australia Ltd Enterprise Agreement 1994	12-Apr-94	6.9	2000
					AG799840	Toyota Australia Workplace Agreement (Altona) 1995	16-Feb-95	3.7	2000
					AG800244	Toyota Australia Workplace Agreement (Altona) 1996	09-Dec-96	5.2	2310
					AG801033	Toyota Australia Workplace Agreement (Altona) 1999	04-Oct-99	4.2	2583
					AG814598	Toyota Australia Workplace Agreement Altona 2002	21-Mar-02	5.0	2429
V0084	Van Leer Industrial Container Business Unit (Brisbane Queensland) No 2	02-Jun-92	50		AG801936	Van Leer Industrial Packaging Business Unit -Brisbane Certified Agreement 1995	8-Sept-95	5.2	42
					AG802033	Van Leer Industrial Packaging Business Unit -Brisbane Certified Agreement 1997	24-Jul-97	5.0	40
					AG802199	Van Leer Industrial Packaging Business Unit -Brisbane Certified Agreement 1999	9-Jul-99	3.7	23
					AG812429	Van Leer Industrial Packaging Business Unit -Brisbane Certified Agreement 2001	5-Dec-01	4.4	24

Notes:

The left hand side of the figure shows the title code and some of the characteristics of the original agreements while the right hand side shows the progression of replacement agreements where it was possible to identify these replacement relationships.

Identifying replacements relationships can be a difficult process as the information is not necessarily contained within the provisions of agreements or included in the statutory declarations submitted with agreements at certification. Where no other information is available, replacement analysis begins with key word title searches of the Workplace Agreements Database. After a sub-set of possible replacement agreements is identified it is possible to use other characteristics of agreements to identify genuine replacement relationships.

Consequently, when enterprises change the titles of agreements between bargaining rounds, the identification of replacement relationships becomes more difficult. For instance AEROSPACE TECHNOLOGIES OF AUSTRALIA (A0594) made three agreements before the government sold it shares in the company on 27 June 1995 to Rockwell Australia Limited resulting in the abbreviation of the company title to the acronym, ASTA, for the remaining four agreements. Similarly, the buy-out of the E-Mail Orange plant (E0087) by Electrolux and Southcorp's takeover of Penfolds (P0243) represent cases where title changes add to the difficulty of systematic replacements analysis. While these examples were successfully identified, it is possible that other replacement agreements amongst this subset of ten agreements have not been identified.

APPENDIX K**MAIN INFORMATION SOURCES FOR THE REPORT**

This report draws from several data sources. The Workplace Agreements Database (WAD), maintained by the DEWR, provides information on federally formalised collective agreements. The Australian Workplace Agreements Management System (AWAMS) database and the Workdesk database, maintained by the OEA, provide quantitative information on AWAs and survey data on AWAs is also provided.

K.1 Workplace Agreements Database (WAD)

The WAD contains information on all federal enterprise agreements certified by the AIRC. The data analysed in this report cover agreements that were certified in the period 1 January 2000 to 31 December 2001. This census of agreements contains information on key characteristics of agreements, including:

- the title of the agreement;
- formal duration;
- the section of the WR Act under which the agreement was certified;
- trade unions involved;
- number of employees covered;
- size and timing of wage increases; and
- incidence of employment conditions.

The WAD is the largest, most comprehensive database of federal agreements certified by the AIRC. The main limitation of this database is that, while it contains extensive details on the content and characteristics of agreements, information is not available about actual workplace changes that result from the implementation of the agreement. Specific information on CAs which relates to women, part-time workers, persons from non-English speaking backgrounds and young people is provided in Chapter 4.

K.2 The AWA section of the Report on Agreement Making utilised four different information sources:

- WorkDesk;
- The Australian Workplace Agreement Management System (AWAMS);
- the OEA Employer Survey; and
- the AWA Employee Attitudes Survey.

(i) *WorkDesk*

Workdesk is the workflow/document management system used by the Office of the Employment Advocate (OEA) to file and assess AWAs. The Workdesk database holds the following information about employers and employees with AWAs:

- Industry (by Australian and New Zealand Standard Industry Classification code);
- Occupation (by Australian Standard Classification of Occupations code);
- Sector;
- Size of employer (by number of employees);
- Location of employer and employee;
- Hours worked by employee (full-time and part-time);
- Type of employment (casual/permanent);
- Trainees/apprentices
- Junior employees (under 21 years old);
- Gender of employees;
- Employer Association Name; and
- Franchise name.

(ii) *The Australian Workplace Agreements Management System (AWAMS)*

AWAMS is a workflow/document management system formerly used by the OEA in the filing and assessment of AWAs. AWAMS has been utilised to provide the yearly AWA data up to the end of 1999 and the cumulative AWA data in the following areas:

- Industry (by Australian and New Zealand Standard Industry Classification code);
- Occupation (by Australian Standard Classification of Occupations code);
- Sector;
- Size of employer (by number of employees);
- Location of employer and employee;
- Hours worked by employee (part-time/full-time);
- Type of employment (casual/permanent); and
- Gender of employees.

(iii) *The OEA Employer Survey*

The OEA Employer Survey was conducted in 2000 by the OEA in conjunction with Paul Gollan from the London School of Economics. The survey was conducted on a total of 688 employers who had filed AWAs between 1997 and February 2000.

The Employer Survey focused on the trends in the processes used by employers making AWAs. In particular the research looked at the reasons for making AWAs, the outcomes from introducing AWAs and the communication methods utilised in the process. Further details on the methodology of the survey are available at Appendix N.

(iv) *The AWA Employee Attitudes Survey*

The AWA Employee Attitude Survey was conducted during May/June 2001. NCS Pearson conducted the telephone survey of over 2000 wage and salary earners on behalf of the OEA. Half of these wage and salary earners were sourced from the OEA as employees with AWAs and half were randomly selected from the Australian White Pages. Paul Gollan from the London School of Economics reported on the survey findings in September 2001.

The AWA Employee Attitude Survey canvassed the views of employees on a range of issues relating to the workplace, with particular emphasis placed on change. Included in the survey were questions about satisfaction, influence, change, remuneration, work-life balance, stress and relations with management. The data has been weighted by occupation. Further details on the methodology are available at Appendix O.

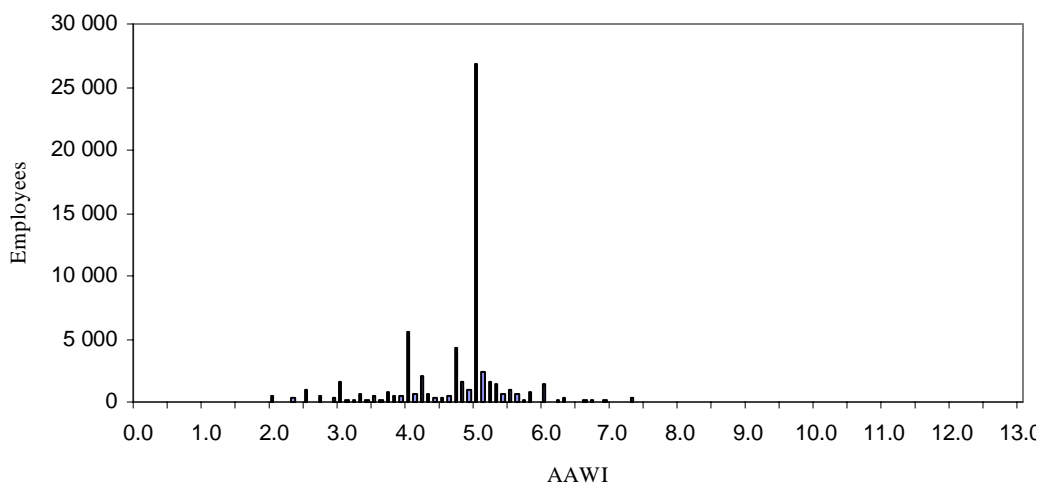
APPENDIX L

COMMON WAGE OUTCOMES FOR SELECTED INDUSTRIES

Construction

Figure L.1 shows the distribution of employees through the range of AAWIs in the construction industry for wage agreements that were current in the reporting period. Clearly dominating the chart is the peak in employee coverage (an estimated 26 800 employees) for agreements with an AAWI of 5.0 per cent. This is largely accounted for by two Victorian patterns, involving either the Construction, Forestry, Mining and Energy Union or the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia pattern agreements. Two much lower spikes are evident, with 4300 employees receiving an AAWI of 4.7 per cent and 5500 receiving 4.0 per cent. These common outcomes are mainly attributable to identified patterns involving the Construction, Forestry, Mining and Energy Union in NSW or the Communications, Electrical, Electronic, Energy, Information, Postal, Plumbing and Allied Services Union of Australia respectively. These three outcomes (5.0, 4.7 and 4.0 per cent) account for 58 per cent of employees in construction under current quantifiable wage federal agreements for the reporting period.

Figure L.1: AAWI outcomes in construction, 31 December 2001



Source: DEWR Workplace Agreements Database.

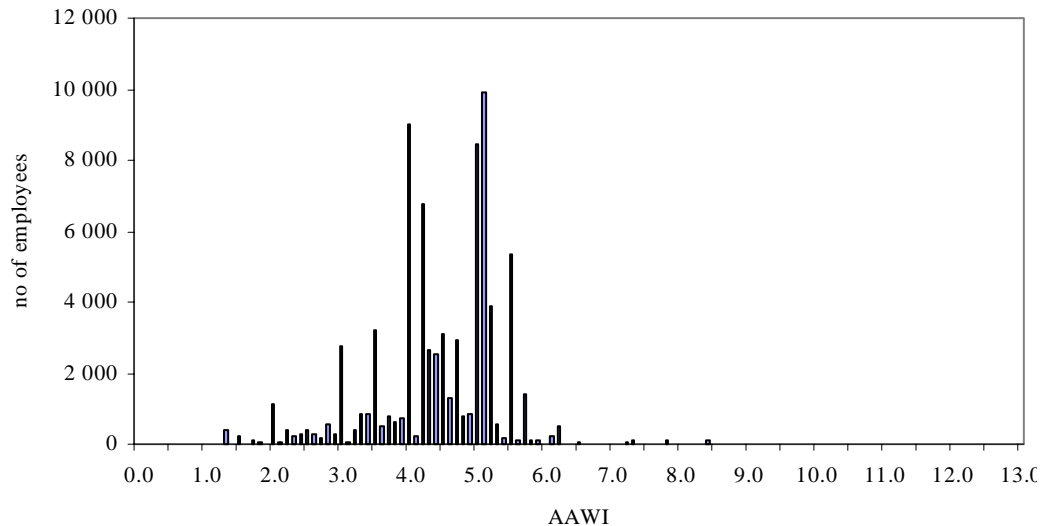
Note: Represents construction agreements with quantifiable wage increases that were current at 31 December 2001

Metals manufacturing

Common wage outcomes are evident in metals manufacturing as shown in Figure L.2. although they are over a much wider range than the common outcomes in construction. There are significant common outcomes at AAWIs of 4.0, 4.2, 5.0 and 5.1 per cent (an estimated 9000, 6700, 8500 and 9900 employees respectively). Less significant common outcomes are evident at AAWIs of 3.0, 3.5, 5.2 and 5.5 per cent (an estimated 2800, 3200, 3900 and 5400 respectively). Of all these, only the outcome at 5.5 per cent is associated with an identified pattern of agreements – involving the Automotive, Food, Metals, Engineering, Printing and Kindred Industries Union in Victoria. The high number of employees covered by agreements providing AAWIs of 5.0, 5.1 and 5.2 per cent are associated with three large motor vehicle manufacturing

agreements and involve multiple unions. The first agreement provides an AAWI of 5 per cent expires mid 2003 and covers an estimated 4700 employees. The second provides an AAWI of 5.1 per cent, expires late 2004 and covers an estimated 6800 employees. The third provides an AAWI of 5.2 per cent, expires in mid 2004 and covers an estimated 2800 employees.

Figure L.2: AAWI outcomes in metals manufacturing, 31 December 2001

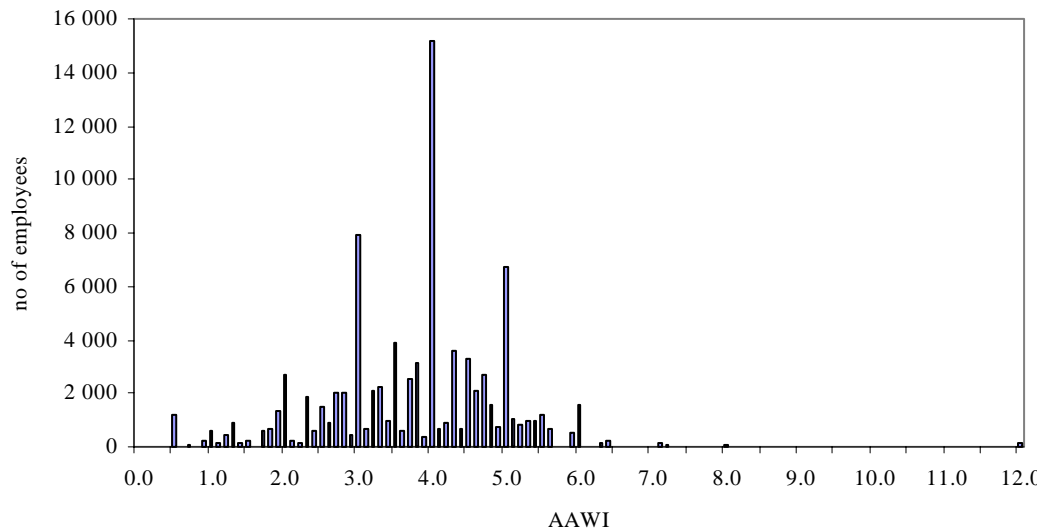


Source: DEWR Workplace Agreements Database.

Note: Represents metals manufacturing agreements with quantifiable wage increases that were current at 31 December 2001

Non-metals manufacturing

Common wage outcomes are evident in non-metals manufacturing with spikes in employee numbers at AAWIs of 3.0, 4.0 and 5.0 per cent. Many smaller spikes are also evident ranging from 2.5 to 6.0 per cent. Only the relatively minor spike of around 1600 employees at an AAWI of 6.0 per cent is associated with an identified pattern of 70 current agreements involving the Construction, Forestry, Mining and Energy Union in the furnishing industry in Victoria. Many of the common outcomes in non-metals manufacturing appear not to be associated with pattern agreements or with single large agreements and overall the dispersion of outcomes is quite widely spread.

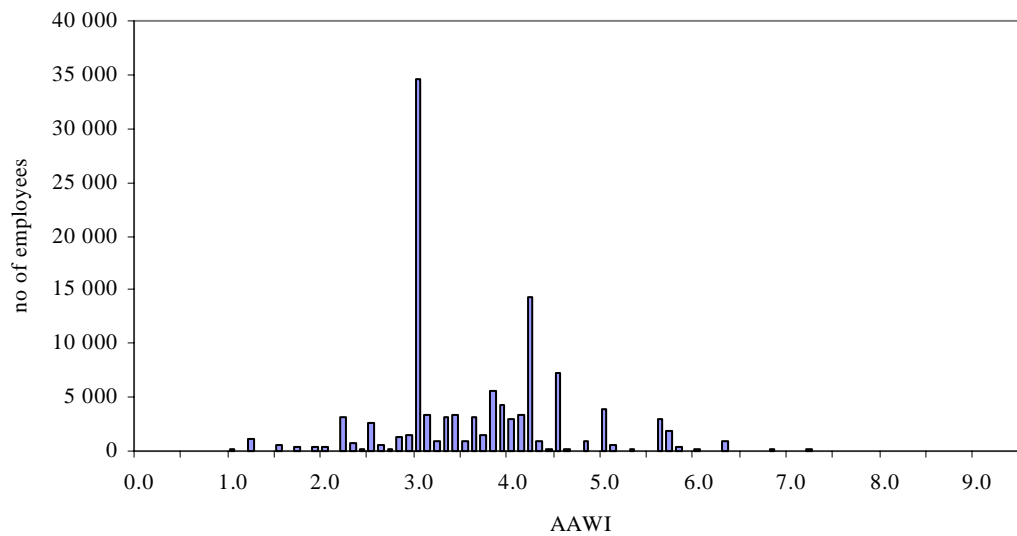
Figure L.3: AAWI outcomes in non-metals manufacturing, 31 December 2001

Source: DEWR Workplace Agreements Database.

Note: Represents non-metals manufacturing agreements with quantifiable wage increases that were current at 31 December 2001

Health and community services

There is little evidence in Figure L.4 of widespread common outcomes within the Health and community services industry. The significant spikes in employee numbers at AAWIs of 3.0, 4.2 and 4.5 per cent are caused primarily by large public sector health agreements. At an AAWI of 3.0 per cent, a Victorian public sector health agreement with the HSUA accounts for 5000 employees, a Queensland public sector health agreement accounts for 23 200 employees and a small identified pattern in the Victorian public sector involving the HSUA accounts for 55 agreements covering 600 employees. A public health sector agreement covering 11 100 employees accounts for much of the spike at an AAWI of 4.2 per cent. A further public health sector agreement in Western Australia accounts for 7000 employees being provided with an AAWI per employee of 4.5 per cent. While there is evidence of identified patterns contributing to AAWIs at 2.2, 3.5, 3.9 and 4.0 per cent, their influence on the dispersion of wage outcomes in the industry overall is not significant.

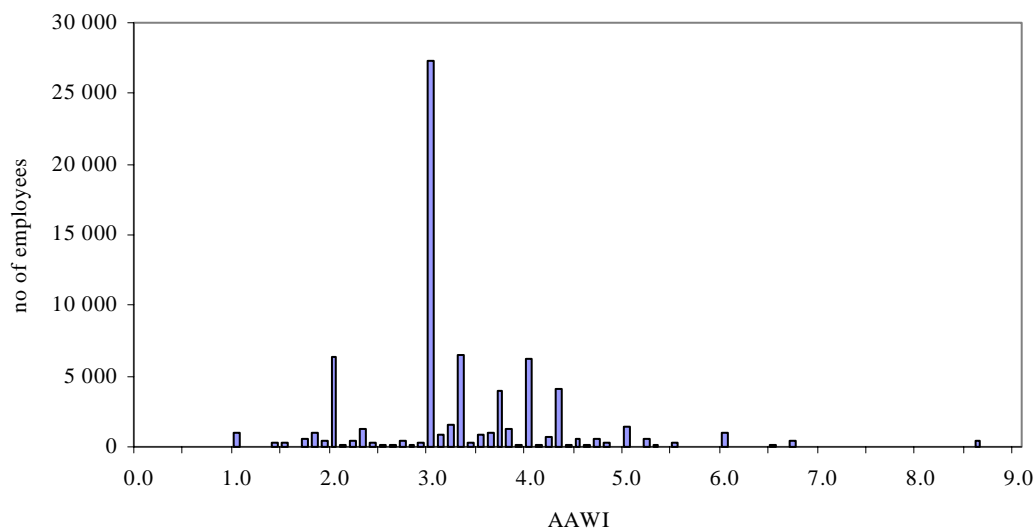
Figure L.4: AAWI outcomes in health and community services, 31 December 2001

Source: DEWR Workplace Agreements Database.

Note: Represents health and community agreements with quantifiable wage increases current at 31 December 2001

Transport

In the transport industry there are small numbers of agreements involved (617 current agreements at 31 December 2001) often covering large numbers of employees. As Figure L.5 illustrates there is quite a wide spread of wage outcomes for current transport agreements during 2000/01 with significant spikes in employee numbers at AAWIs of 2.0, 3.0, 3.3, 3.7, 4.0 and 4.3, almost all of which are attributable to large agreements. The largest provides for an AAWI of 3.0 per cent for an estimated 12 800 employees and this combines with the only two identified patterns of agreements in transport to produce the most significant spike at 3.0 per cent.

Figure L.5: AAWI outcomes in transport, 31 December 2001

Source: DEWR Workplace Agreements Database.

Note: Represents transport industry agreements with quantifiable wage increases current at 31 December 2001

APPENDIX M

Figure M.1: Parent Awards operating in conjunction with the first 63 agreements at August 92 and operating in conjunction with those first 63 agreements with replacement agreements current at 1 January 2000

Award Code	Award Title	First 63 agts linked to Award Aug 92	First 63 agts with replacements agts current at Jan 00 linked to Award
A0583	AeroSpace Technologies of Australia Pty Ltd Award 1991	1	1
AW765519	Alcoa of Australia (Western Australia) Award, 1982	1	-
AW765711	Australian Defence Industries (Paid Rates Employees) Award 1989	1	-
AW769405	Brass, Copper and Non-Ferrous Metals Industry Consolidated Award 1991	2	2
AW769488	BHP Steel, Coated Products Division, Steel Market Service Industries Award, 1990	2	-
AW772057	Cement and Concrete Products Award 1987	1	
AW785026	Incitec Ltd Award 1992	2	1
AW795979	Steel Distributing Award 1982	1	1
AW795986	Storemen and Packers (Materials Handling) Award, 1986	1	1
AW799036	Textile Industry Award, 2000	1	1
AW799474	Transport Workers Award, 1983	1	
AW799602	Toyota Australia Vehicle Industry Award 1988	1	1
C0280	Civil Aviation Authority Award 1990	2	2
F0019	Ford Australia Vehicle Industry Award, 1978	1	1
M0039	Metal Industry Award 1984 - Part I	35	15
M0327	Meat Preservations etc. Award 1985	1	-
Y9999	Mentions an award that can not be located	1	-
Z9999	The parent award is not known or the award code cannot be determined	8	5
Agreements linked to unidentified State Parent Award		0	0
Total		63	31

Source: DEWR, Workplace Agreements Database.

Figure M.2: Parent Awards operating in conjunction with the 32 agreements replacing first 63 agreements and current at 1 January 2000.

Award Code	Award Title	Replacement agreements current at 1 Jan 2000 linked to Award(s)
A0583	AeroSpace Technologies of Australia Pty Ltd Award 1991	1
AW767005	Airservices Australia (Consolidated) Award 1996	1
AW769403	Bank Officials' (Federal)(1963) Award	1
AW769405	Brass, Copper and Non-Ferrous Metals Industry Consolidated Award 1991	2
AW772290	Commonwealth Bank of Australia Officers Award 1990	3
AW772406	Commonwealth Bank of Australia Casual Officers (ADIA) Award 1993	1
AW781158	DK (NOT YET ALLOCATED)	1
AW784988	Insurance Officers (Clerical Indoor Staffs) Consolidated Award 1985	1
AW785026	Incitec Ltd Award 1992	1
AW787948	Metal Industry Award 1971 - Part III - Professional Engineers	1
AW789529	Metal, Engineering and Associated Industries Award, 1998 - Part I	13
AW792320	Plastics, Resins, Synthetic Rubbers and Rubbers (Bridgestone) Consolidated Award 1988	1
AW792773	Professional Engineers and Professional Scientists' Interim Award 1995	1
AW794720	Rubber, Plastic and Cable Making Industry (Part I - Consolidated) Award 1983	3
AW795979	Steel Distributing Award 1982	1
AW799036	Textile Industry Award, 2000	1
AW799602	Toyota Australia Vehicle Industry Award 1988	1
AW799630	Toyota Australia (Professional Engineers and Scientists) Consent Award 1992	1
AW801831	Vehicle Industry (Long Service Leave) Award 1977	2
F0018	Ford Australia Plant Supervisors' Award 1978	1
F0019	Ford Australia Vehicle Industry Award, 1978	1
F0020	Ford Australia Salaried Technical Employees' Award 1978	1
M0039	Metal Industry Award 1984 - Part I	3
M0041	Metal Industry Award, 1984 - Part II - Draughtsmen, Production Planners and Technical Officers	3
M0043	The Metal Industry Award 1976 - Part IV - Professional Scientists	1
M0177	Metal Industry Award 1984 - Part V - Foremen and Supervisors	3
V0035	Vehicle Industry Occupational Health and Safety Award	1
Z9999	The parent award is not known or the award code cannot be determined	3
Agreements linked to unidentified State Parent Award		3
Total		57

Source: DEWR, Workplace Agreements Database.

APPENDIX N**METHODOLOGY FOR THE OEA EMPLOYER SURVEY****N.1 Background**

Paul Gollan (the Consultant) was commissioned by the OEA to undertake research into the processes and outcomes of employers making AWA. The research was focussed on negotiation processes and communication methods utilised in workplaces, with particular emphasis on communication and discussions associated with the introduction of AWAs in the workplace.

N.2 Data source and collection

The employers surveyed were sourced from an OEA database of employers who had filed AWAs between March 1997 and February 2000.

The Consultant created a written questionnaire which was forwarded to the nominated contact person of every employer who had had an AWA filed between March 1997 and February 2000. The questionnaires were collated by the OEA and the responses entered into a statistical database (SPSS) by the OEA using a statistical protocol designed by the Consultant. All survey responses were confidential.¹

In total there were 688 useable responses out of 2000 questionnaires.² This provided a response rate just over 34 per cent.³ The survey is one of the most comprehensive reviews of AWA processes ever undertaken, and is one of the largest Australian surveys of non- and lightly unionised organisations.

N.3 Analysis of and reporting of the data collected

The Consultant provided a detailed analysis of the survey results focussing on the identification of types of negotiation processes and their relation to the specific circumstances of the employer to the OEA. The results of the survey were reported by the Consultant and have been published on the OEA's web site.

¹ The consultant and OEA staff were unable to identify the respondents.

² These 2000 questionnaires were sent out on 16 May 2000. All responses were coded up until 22 June 2000. A further 213 employers with AWAs did not receive questionnaires due to administration irregularities and insufficient contact data.

³ This response rate compares favourably with other workplace and organisational based mail-out surveys (Wooden, 1999; Brosnan & Walsh, 1998; Wooden & VandenHeuvel, 1996).

APPENDIX O

EMPLOYEE ATTITUDE SURVEY METHODOLOGY

The questionnaire used in conducting the Employee Survey was based partly on previous research such as AWIRS. It was developed by the OEA and Paul Gollan of the London School of Economics and was refined with the assistance of NCS Pearson—the firm engaged by the OEA to undertake the survey on its behalf. The questionnaire was piloted in the middle of May 2000 and the survey conducted between 21 May 2001 and 12 June 2001. The final version of the questionnaire comprised 32 questions and took around 14 minutes to complete for each respondent.

The Employee Survey was conducted by telephone interview using an automated system to rotate questions and sub-questions to eliminate any possible bias from the order of the questions. The OEA aimed to achieve 2000 completed questionnaires comprising 1000 AWA employees and 1000 wage and salary earners randomly selected from the Australian White Pages Directory. Details of the samples used are provided below.¹

O.1 Sample Groups

(i) *AWA Sample*

The AWA employees were sourced from the OEA's databases and included only those employees who had had AWAs approved between six months and two years prior to the start of the survey period. Those employees whose AWA had been approved within six months of the survey date were eliminated as it was assumed that such employees were unlikely to have had sufficient time in their workplace to provide useful responses (particularly where the questions attempt to gauge changes in the workplace). The upper limit of two years was applied to try to minimise the number of employees who might have changed jobs or employers since their AWAs were approved. In order to provide greater reliability in the sample, respondents were also asked whether they had been working for their present employer for less than six months. Any respondents who answered in the affirmative were eliminated from the survey as it was clear that they had moved on since their AWA had been approved.

Despite these measures, it was considered likely that some employees within the AWA sample would no longer be on an AWA. As a test, respondents were therefore asked whether or not they were still on an AWA. The results showed that around 13 per cent said that they were not working under an AWA, while 4.8 per cent indicated they were not sure.

(ii) *The Random Sample*

As noted earlier, the random sample employees were sourced from the latest edition of the Australian White Pages Directory. In order to identify employees, a number of simple questions were asked to exclude self-employed persons, owner operators and chief executive officers from the sample. Where more than one qualifying wage and salary earner belonged to the household

¹ A total of 2050 surveys were completed with 1040 of the surveys conducted with employees under an AWA and 1,010 surveys conducted with randomly selected wage or salary earners throughout Australia. The response rate for the survey was 24 per cent for the AWA list and nine per cent for the random sample.

being surveyed, NCS Pearson were asked to request the person who had enjoyed the most recent birthday in order to eliminate any age or gender bias in the sample.²

O.2 Weighting of the survey results

Weighting is the procedure carried out to correct the distributions in the sample data so that they approximate those of the population from which the data is drawn. Weights constructed for the random sample population used ABS workforce occupational data (wage and salary earners). OEA population data was applied to the AWA sample in the survey.

Given that the sample groups have been weighted using the total size of the Australian workforce, the random sample becomes very large, in effect 98 per cent of the working population. This has major implications when averaging overall responses, as the average will be very strongly influenced by the 'size' of the random sample. As a consequence, 'Totals' - which are an average of AWA and random sample responses - are not reported as they invariably produce a very similar figure to that gained from the random sample.

O.3 Past two years questions

The survey aimed to gauge recent changes experienced by employees by asking whether certain things about their workplace, jobs, level of influence or satisfaction had changed over the previous two years. To avoid confusion, and to ensure greater accuracy, employees who had been employed in their current workplace for less than two years were asked whether the things about their workplaces, jobs, influence or satisfaction had changed in the period since they commenced with their employer.³

O.4 Respondents with English as a second language or no English

To ensure that a diversity of views was captured, NCS Pearson attempted to provide interviews in other languages wherever necessary. When a respondent was identified as having insufficient English language skills to respond to an interview conducted in English, the interviewer attempted to identify the preferred language. Those respondents whose preferred language was identified as being Spanish, Filipino, Greek, Italian, Vietnamese or Cantonese were called back by an interviewer fluent in that language. A total of 87 attempts at call back were made yielding fourteen (14) completed interviews. Four (4) of these interviews were in the AWA employee sample and ten (10) were in the random sample. The small numbers of completed surveys conducted in a language other than English are unlikely to have any significant influence over the findings as a whole.⁴

O.5 Occupation and industry

Respondents were requested to nominate their occupation and the industry of their employer. The interviewer recorded the job title and business of the employer verbatim, probed to verify that the title was correct, and then coded the occupation and industry according to the

² Please note that the random sample is not statistically representative of all wage and salary earners in Australia and should be seen as a broad indicator only.

³ The automated survey system made the necessary changes to questions that related to 'the previous two years' where respondents indicated they had been employed less than two years.

⁴ The results for the interviews in a language other than English have not been reported separately because the sample size is too small to provide reliability.

appropriate ABS classification. ASCO codes were listed with second level descriptors, and ANZSIC codes were recorded at the divisional level.

O.6 Pregnancy and Maternity Leave Questions

The questionnaire included some specific questions about awareness of rights at work and special leave during pregnancy, leave rights following the birth of a child and whether employees felt confident in using their maternity leave and returning to the same employer. For simplicity, these questions were asked only of female respondents who indicated they were not casual employees.

O.7 Comparisons to AWIRS 95

While some comparisons will be made with the results from AWIRS 95, there are some very important differences between the methodology used for this survey and that utilised for AWIRS 95. Firstly, the main survey for AWIRS 95 sampled only workplaces with 20 or more employees which were identified from the ABS register of all establishments in Australia. In addition, AWIRS utilised face-to-face interviews with senior managers, workplace relations managers and union delegates or written surveys with employees rather than using telephone interviewers as the Employee Survey has done.

APPENDIX P

Average employee coverage per agreement by industry: 2000 and 2001

Industry	Average coverage per agreement
Agriculture, Forestry and Fishing	88
Mining	69
Manufacturing	77
Electricity, Gas and Water Supply	146
Construction	13
Wholesale Trade	78
Retail Trade	497
Accommodation, Cafes and Restaurants	168
Transport and Storage	94
Communication Services	1391
Finance and Insurance	779
Property and Business Services	147
Government Administration and Defence	345
Education	908
Health and Community Services	170
Cultural and Recreational Services	223
Personal and Other Services	150
All industries	108

APPENDIX Q

Figure Q.1: s.170LJ and s.170LK agreements by sector

Private sector		Public sector	
s.170LJ	83	s.170LJ	85
s.170LK	17	s.170LK	15
	100 (n = 10171)		100 (n = 788)

Figure Q.2: s.170LJ and s.170LK agreements by industry

Industry	Private sector		Public sector	
	s.170LJ	s.170LK	s.170LJ	s.170LK
Agriculture, Forestry and Fishing	0	2	0	1
Mining	1	2	0	0
Manufacturing	23	33	0	1
Electricity, Gas and Water Supply	1	1	2	0
Construction	55	17	0	1
Wholesale Trade	1	1	0	0
Retail Trade	1	11	0	1
Accommodation, Cafes and Restaurants	0	4	0	0
Transport and Storage	9	7	5	3
Communication Services	0	0	1	0
Finance and Insurance	0	2	2	3
Property and Business Services	1	6	2	6
Government Administration and Defence	0	0	35	46
Education	1	2	19	5
Health and Community Services	3	6	27	24
Cultural and Recreational Services	1	2	5	7
Personal and Other Services	1	2	2	3
	100 (n = 8394)	100 (n = 1777)	100 (n = 672)	100 (n = 116)

