

SA WINE INDUSTRY EMPLOYMENT STRATEGY – EMPLOYEE SURVEY

PLEASE CIRCLE THE NUMBER/S BEST MATCHING YOUR RESPONSE

1. In what region do you work in mainly? [PLEASE CIRCLE ONLY ONE NUMBER]
 - [1] Adelaide
 - [2] Barossa (includes Eden Valley)
 - [3] Far North (Southern Flinders Ranges)
 - [4] Fleurieu (includes Currency Creek, Langhorne Creek, McLaren Vale, Kangaroo Island)
 - [5] Limestone Coast (Coonawarra, Mt Benson, Padthaway, Robe, Wrattontully)
 - [6] Lower Murray (Riverland)
 - [7] Mount Lofty Ranges
(Adelaide Hills, Lenswood, Piccadilly Valley, Adelaide Plains, Clare Valley)
 - [8] the Peninsulas

2. What is your job title?

3. What area of the wine and grape industry do you work in mainly?
[PLEASE CIRCLE A SINGLE NUMBER]
 - [1] Vineyard (wine grape growing)
 - [2] Cellar operations
 - [3] Cellar door sales
 - [4] Administration and Management
 - [5] Laboratory operations
 - [6] Marketing and sales
 - [7] Warehouse and distribution
 - [8] Bottling and Packaging
 - [9] other please specify _____

4. On average how many hours a week do you work?
 - [1] less than 10 hours/week
 - [2] 10 – 19 hours
 - [3] 20 – 29 hours
 - [4] 30 – 38 hours
 - [5] more than 38 hours

5. Employment status:

[1] Full-time permanent	[5] Employee on fixed term contract
[2] Part-time permanent	[6] Temporary/seasonal worker.
[3] Full-time casual	[7] Independent contractor/consultant
[4] Part-time casual	[8] Apprentice/Trainee

6. How many years have you worked in the wine and grape industry?
 - [1] less than 5 years
 - [2] 5 - 9 years
 - [3] 10 – 19 years
 - [4] at least 20 years

7. How many wine/grape industry employers have you had in this time?
- 1 2 3 4 5 6 7 8 9 10+
8. What do you like about working in the wine and grape industry?
9. What don't you like about working in the wine and grape industry?
10. Which of these factors would have the most influence over whether you left an employer? [PLEASE CIRCLE A SINGLE NUMBER]
- [1] Wages not high enough
 - [2] Working hours not suited
 - [3] Limited career path
 - [4] Unfriendly workplace
 - [5] Wanted better conditions/entitlements
 - [6] Lack of challenging work
 - [7] Not enough recognition for achievements
 - [8] Commuting time to work too long
 - [9] other, please specify _____
11. Which of the following entitlements/benefits does your current employer offer to you:
- [1] Paid maternity leave
 - [2] Paid paternity leave (for male employees after birth of a child)
 - [3] Performance related pay component
 - [4] Bonus, profit-sharing scheme, or share ownership scheme
 - [5] Salary packaging
 - [6] Annualised salary
 - [7] Paying out accrued holidays
 - [8] Paying out accrued sick leave
 - [9] Time off for personal matters
 - [10] Compressed work week(more hours in less days) or banking of hours
 - [11] Formal system of job rotation
 - [12] Policy of allowing employees to engage in volunteer activities
 - [13] Support for education and training courses
 - [14] none of these
12. Which of these statements are true for your employer/workplace:
- [1] Pay staff well
 - [2] Friendly work environment
 - [3] Recognise staff for the work they do
 - [4] Ensure work still has new challenges
 - [5] Enable staff to work from home
 - [6] Provide flexible working conditions
 - [7] Help you balance work/life
 - [8] Provide opportunities to learn new skills
 - [9] none of these

13. How would you rate employee morale overall at your current workplace?
- [1] Excellent
 - [2] Generally good
 - [3] OK
 - [4] low
14. In your workplace, to what extent would you say that individual employees have control over how they perform their work?
- [1] Most people have a lot of control
 - [2] Most people have a little control
 - [3] A few people have a lot of control
 - [4] Effectively, individuals have no control
15. Which of these employment conditions are most important to you?
- [1] Family friendly policies and practices
 - [2] Recognition/reward programs
 - [3] Remuneration packages and employee entitlements
 - [4] Access to education and training, new technology
 - [5] Mentoring/coaching schemes
 - [6] Phased retirement/flexible practices for older workers
 - [7] Commitment to apprentices/traineeships
 - [8] Job redesign or rotation
 - [9] Profit sharing or share ownership schemes
 - [10] Flexible working hours
 - [11] other services (eg transport, accommodation) please specify below
-
16. What is the highest education level you have completed?
- [1] School – Year 10 (or lower)
 - [2] School – Year 11
 - [3] School – Year 12
 - [4] TAFE
 - [5] University
17. What qualifications do you have?
- [a] Specific to the wine and grape industry (eg Certificate II in Food Processing Wine)

 - [b] From other industries
18. What role/job did you have in the wine and grape industry before your current position?
19. Have you undertaken any training in the past 2 years?
- [1] yes
 - [2] no => go to Question 22

20. Was the training paid for/provided by your employer?
 [1] yes
 [2] no
21. Was the training provided during work hours?
 [1] yes
 [2] no
22. What training would you like to do to improve your skills in the wine and grape industry?
23. Are you prepared to contribute to the cost of that training?
 [1] yes
 [2] no
24. What do you consider your ideal retirement age to be?
 [1] 50
 [2] 51–55
 [3] 56–60
 [4] 61–65
 [5] above 65
 [6] Don't want to retire
25. Under what circumstances would you still want to work when you reach retirement age?
26. What are your main interests/hobbies outside of work?
27. Which of the following best describes your attitude to the role of work in your life?
 [PLEASE CIRCLE A SINGLE NUMBER]
 [1] Want-it-all (ambitious, need challenging, varied, well-paid work)
 [2] Work/life balancer (flexible hours/part-time, stimulating work with responsibility)
 [3] Pleasure seeker (don't want work to affect personal and social life)
 [4] Live-to-work (ambitious, work long hours, desire promotion, work before home life)
 [5] Work-to-live (don't mind repetitive tasks, not interested in long hours or promotions)
28. Where do you plan to be in 5 years time:
 [1] Doing same job
 [2] Raising children
 [3] Running own business/consultancy
 [4] Working in another industry – please specify _____
 [5] Retired
 [6] Working in a different position in the wine and grape industry – please specify below

29. Please indicate your age bracket:
- [1] 15–24
 - [2] 25-34
 - [3] 35-44
 - [4] 45-54
 - [5] 55-64
 - [6] 65 and above
30. Gender:
- [1] Male
 - [2] Female
31. Do you identify with any ethnic/cultural group?
- [1] yes – please specify _____
 - [2] no
32. Which of the following best describes your current life stage?
[PLEASE CIRCLE A SINGLE NUMBER]
- [1] Unattached
 - [2] Raising young children
 - [3] Supporting older children
 - [4] Dual career couple
 - [5] Empty nester (parents alone/children left home)
 - [6] Preparing for retirement
 - [7] Highly travelled/mobile
 - [8] Stay at home/living with parents
 - [9] other
33. What distance do you travel to work?
- [1] 5km or less
 - [2] 6 – 10 km
 - [3] 11 – 15 km
 - [4] 16 – 20 km
 - [5] 21 – 25 km
 - [6] 26 – 50 km
 - [5] over 50km
34. Are there any other factors that are barriers to your employment?
- [1] Accessing child care
 - [2] Lack of public transport
 - [3] Distance to work too far
 - [4] Affordable housing
 - [5] other – please specify
35. Thinking about your current job, which skills are most important to job success?

TASK AUDIT

In the table below are a list of tasks that can be performed as part of work in the wine and grape industry. For each task listed, please indicate whether you are able to perform that task, and if yes, how often you perform it. There are some tasks common to all areas of the industry and they are listed first. Other tasks are grouped under these headings:

- Bottling and packaging
- Cellar door sales
- Cellar operations
- Laboratory operations
- Warehouse and distribution
- Marketing and sales
- Management and administration

You may find that your job requires you to complete tasks across a range of areas, so please indicate all the tasks you do, regardless of the grouping they are listed under.

TICK IF YOU PERFORM THE TASK AND THEN CIRCLE HOW OFTEN YOU DO THIS TASK - Hourly (H), Daily (D), Weekly (W), Monthly (M)

TASK description	DO YOU PERFORM THIS TASK? Tick if YES	HOW OFTEN DO YOU DO THIS TASK? please circle
General tasks/skills		
Follow work procedures to maintain food safety		H D W M
Follow work procedures to maintain health and safety		H D W M
Follow work procedures to maintain quality		H D W M
Communicate workplace information		H D W M
Use basic mathematical concepts		H D W M
Implement the food safety program and procedures		H D W M
Implement OH & S systems and procedures		H D W M
Implement quality systems and procedures		H D W M
Present and apply workplace information		H D W M
Monitor the implementation of OH&S policies and procedures		H D W M
Monitor the implementation of quality and food safety programs		H D W M
Report on workplace performance		H D W M
Implement environmental policies and procedures		H D W M
Monitor the implementation of environmental management policies and procedures		H D W M
Establish effective workplace relationships		H D W M
Participate in work teams and groups		H D W M
Lead work teams and groups		H D W M
		H D W M
Management & Administration		
Undertake basic office administration		H D W M
Undertake basic warehouse administration		H D W M
Manage human resources		H D W M
Develop and review business plans		H D W M
Analyse business performance		H D W M
Manage risk		H D W M
Manage knowledge and information		H D W M
Monitor staff performance		H D W M
Manage environmental management systems		H D W M
Address legal and administrative requirements		H D W M
Manage workplace information systems		H D W M
Monitor and manage business operations		H D W M
Promote the business/brand		H D W M
Manage financial operations		H D W M
Manage physical assets		H D W M

TASK description	DO YOU PERFORM THIS TASK? Tick or cross if YES	FREQUENCY OF USE			
		Hourly, daily, weekly, monthly			
Sales & Marketing		H	D	W	M
Identify sales prospects		H	D	W	M
Manage online sales systems		H	D	W	M
Self-manage sales performance		H	D	W	M
Develop a sales strategy		H	D	W	M
Coordinate sales performance		H	D	W	M
Coordinate promotional activities		H	D	W	M
Manage sales teams		H	D	W	M
Analyse and achieve sales targets		H	D	W	M
Build sales relationships		H	D	W	M
Develop export markets		H	D	W	M
Undertake marketing activities		H	D	W	M
Identify marketing opportunities		H	D	W	M
Evaluate marketing opportunities		H	D	W	M
Evaluate international marketing opportunities		H	D	W	M
Establish and adjust the marketing mix		H	D	W	M
Develop a marketing plan		H	D	W	M
Implement a marketing solution		H	D	W	M
Review marketing performance		H	D	W	M
Develop marketing strategies		H	D	W	M
Manage the marketing process		H	D	W	M
Develop and manage direct marketing campaigns		H	D	W	M
Manage international marketing programs		H	D	W	M
Bottling and packaging					
Operate the bottle capsuling process		H	D	W	M
Operate the bottle filling process		H	D	W	M
Operate the bottle sealing process		H	D	W	M
Operate the bottle supply process		H	D	W	M
Operate the carton erection process		H	D	W	M
Operate the carton packing process		H	D	W	M
Operate the electronic coding process		H	D	W	M
Operate the labelling process		H	D	W	M
Operate manual bottling and packaging processes		H	D	W	M
Operate the palletising process		H	D	W	M
Perform packaging equipment changeover		H	D	W	M
Operate the softpack filling process		H	D	W	M
Operate traditional sparkling wine processes		H	D	W	M
Operate the tirage and transfer process		H	D	W	M
Operate processes in a packaging system		H	D	W	M
Operate a forklift		H	D	W	M
Conduct specialised forklift operations		H	D	W	M

TASK description	DO YOU PERFORM THIS TASK?	FREQUENCY OF USE			
	Tick or cross if YES	Hourly, daily, weekly, monthly			
Laboratory operations		H	D	W	M
Analyse laboratory data		H	D	W	M
Perform basic analytical tests		H	D	W	M
Perform basic microbiological tests		H	D	W	M
Perform basic packaging tests and inspections		H	D	W	M
Use computer technology for laboratory applications		H	D	W	M
Use basic laboratory equipment		H	D	W	M
Prepare laboratory solutions and stains		H	D	W	M
Maintain aseptic environment		H	D	W	M
Perform non-routine or specialised tests		H	D	W	M
Prepare and pour culture media		H	D	W	M
Perform packaging quality control procedures		H	D	W	M
Prepare product or show samples		H	D	W	M
Record laboratory data		H	D	W	M
Standardise laboratory solutions		H	D	W	M
Perform routine troubleshooting procedures		H	D	W	M
Calibrate testing equipment and assist with its maintenance		H	D	W	M
Perform instrumental tests/procedures		H	D	W	M
Warehouse and distribution					
Co-ordinate goods to bond premises		H	D	W	M
Package goods		H	D	W	M
Pick and process orders		H	D	W	M
Receive goods		H	D	W	M
Use product knowledge to complete work operations		H	D	W	M
Complete receipt/despatch documentation		H	D	W	M
Use inventory systems to organise stock control		H	D	W	M
Apply product knowledge to organise work operations		H	D	W	M
Organise despatch operations		H	D	W	M
Organise receipt operations		H	D	W	M
Replenish stock		H	D	W	M
Despatch stock		H	D	W	M
Participate in stocktakes		H	D	W	M
Organise warehouse records operations		H	D	W	M
Monitor storage facilities		H	D	W	M
Complete and check import/export documentation		H	D	W	M
Check conveyor operational status		H	D	W	M
Operate a forklift		H	D	W	M
Conduct specialised forklift operations		H	D	W	M
Shift materials safely using manual handling methods		H	D	W	M
Conduct weighbridge operations		H	D	W	M
Shift a load using manually-operated equipment		H	D	W	M
Handle dangerous goods/hazardous substances		H	D	W	M
Load and unload goods/cargo		H	D	W	M
Use information technology devices and computer applications in the workplace		H	D	W	M
Prepare and process financial documents		H	D	W	M

TASK description	DO YOU PERFORM THIS TASK? Tick or cross if YES	FREQUENCY OF USE Hourly, daily, weekly, monthly			
Cellar Door sales					
Operate retail IT systems		H	D	W	M
Provide responsible service of alcohol		H	D	W	M
Apply point of sale handling procedures		H	D	W	M
Interact with customers		H	D	W	M
Coordinate interaction with customers		H	D	W	M
Balance register/terminal		H	D	W	M
Minimise theft		H	D	W	M
Merchandise products		H	D	W	M
Coordinate sales performance		H	D	W	M
Perform cellar door banking duties		H	D	W	M
Process cellar door debtors and creditors		H	D	W	M
Evaluate wines		H	D	W	M
Coordinate promotional activities		H	D	W	M
Perform cellar door stock control procedures		H	D	W	M
Sell cellar door products and services		H	D	W	M
Conduct a specialised product tasting		H	D	W	M
Conduct a standard product tasting		H	D	W	M
Coordinate winery hospitality activities		H	D	W	M
Conduct winery and/or site tours		H	D	W	M
Promote wine tourism information		H	D	W	M
Cellar operations					
Prepare and make additions and finings		H	D	W	M
Operate the continuous clarification by separation (flotation) process		H	D	W	M
Operate the concentration process		H	D	W	M
Operate the crushing process		H	D	W	M
Operate clarification by separation (centrifugation) process		H	D	W	M
Propagate and maintain wine cultures		H	D	W	M
Perform dual column distillation (continuous still brandy) operations		H	D	W	M
Perform de-aromatising, de-alcoholising or de-sulphuring operations		H	D	W	M
Perform first distillation (pot still brandy) operations		H	D	W	M
Perform fermentation operations		H	D	W	M
Operate the fine filtration process		H	D	W	M
Carry out inert gas handling operations		H	D	W	M
Perform heat exchange operations		H	D	W	M
Handle spirits		H	D	W	M
Operate the ion exchange process		H	D	W	M
Perform single column lees stripping (continuous still brandy) operations		H	D	W	M
Perform must draining operations		H	D	W	M
Perform oak handling activities		H	D	W	M
Operate the pressure leaf filtration process		H	D	W	M
Operate the pressing process		H	D	W	M
Perform rectification (continuous still) operations		H	D	W	M
Operate the rotary vacuum filtration process		H	D	W	M
Perform second distillation (pot still brandy) operations		H	D	W	M
Carry out transfer operations		H	D	W	M
Prepare and wax tanks		H	D	W	M

TASK description	DO YOU PERFORM THIS TASK?	FREQUENCY OF USE			
	Tick or cross if YES	Hourly, daily, weekly, monthly			
Wine grape growing					
Bench graft vines		H	D	W	M
Apply chemical and biological agents		H	D	W	M
Coordinate canopy management activities		H	D	W	M
Coordinate crop harvesting activities		H	D	W	M
Carry out basic canopy maintenance		H	D	W	M
Operate specialised canopy management equipment		H	D	W	M
Coordinate nursery activities		H	D	W	M
Carry out potting operations		H	D	W	M
Dig up rootlings		H	D	W	M
Field graft vines		H	D	W	M
Perform field nursery activities		H	D	W	M
Coordinate hand pruning activities		H	D	W	M
Hand prune vines		H	D	W	M
Carry out hot water treatment		H	D	W	M
Install irrigation components		H	D	W	M
Identify and treat nursery plant disorders		H	D	W	M
Deliver injection requirements		H	D	W	M
Operate the irrigation system		H	D	W	M
Implement an irrigation schedule		H	D	W	M
Undertake irrigation system maintenance activities		H	D	W	M
Maintain callusing environment		H	D	W	M
Operate a mechanical harvester		H	D	W	M
Support mechanical harvesting operations		H	D	W	M
Monitor and maintain nursery plants		H	D	W	M
Install and maintain vine trellis		H	D	W	M
Operate nursery cold storage facilities		H	D	W	M
Recognise disorders and identify pests and diseases		H	D	W	M
Pick grapes by hand		H	D	W	M
Process vine cuttings		H	D	W	M
Plant vines by hand		H	D	W	M
Process vine rootlings		H	D	W	M
Implement a soil management program		H	D	W	M
Perform shed nursery activities		H	D	W	M
Operate spreading and seeding equipment		H	D	W	M
Tend containerised nursery plants		H	D	W	M
Train vines		H	D	W	M
Take vine cuttings		H	D	W	M
Monitor and control vine disorders and damage		H	D	W	M
Operate vineyard equipment		H	D	W	M
Perform vertebrate pest control activities		H	D	W	M
Apply chemicals under supervision		H	D	W	M
Implement a plant establishment program		H	D	W	M
Operate tractors		H	D	W	M

Thank you for taking time to complete this survey.

The survey can be returned via your employer or if you prefer, mailed direct to the project manager via the Reply Paid address below. Please note that no stamp is required.

**MAIL TO: FTH Skills Council
Reply Paid 83326
KENT TOWN DC SA 5071**

Please return the survey by July 15th.