

## DATA SOURCES

Following are the data sources for the tables and charts in each chapter of this publication. Also set out are the catalogue numbers for ABS data sources and page references for the related technical notes.

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United Nations Monthly Bulletin of Statistics, April 1994	..	..
World Population Data Sheet of the Population Reference Bureau Inc 1992, 1993	..	..
OECD Quarterly Labour Force Statistics, No. 1/1994	..	..
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ILO Yearbook of Labour Statistics, 1992 and 1993	..	..
ILO Bulletin of Labour Statistics, 1994-1	..	..
Manufacturing: Details of Operation by Industry Class, Australia	8203.0	..
Manufacturing Industry, Australia, 1991-92	8221.0	..
Industrial Disputes, Australia, February 1994	6321.0	172
Department of Employment Gazette, Great Britain, December 1993	..	..

## SUPPLEMENTARY AND SPECIAL SURVEYS RELATING TO THE LABOUR FORCE

Although emphasis in the population survey is placed on the regular collection of data on demographic and labour force characteristics, supplementary and special surveys of particular aspects of the labour force are carried out from time to time. The results of these surveys on labour force and related topics are published separately as shown below.

<i>Title of Publication</i>	<i>Catalogue No.</i>
Alternative Working Arrangements, Australia, March to May 1982, September to November 1986	6341.0
Annual and Long Service Leave Taken, Australia, May 1988 to April 1989	6317.0
Career Experience, Australia. Three-yearly. First issue February 1993	6254.0
Career Paths of Persons with Trade Qualifications, Australia, 1989	6243.0
Career Paths of Qualified Nurses, Australia, 1989	6277.0
Child Care, Australia, May 1969, 1973, 1977; June 1980; November 1984; June 1987; November 1990; June 1993	4402.0
Employment Benefits, Australia. Two-yearly. Latest issue August 1992	6334.0
How Workers Get Their Training, Australia, 1989	6278.0
Survey of Income and Housing Costs and Amenities, Persons with Earned Income, 1986, 1990	6546.0
Job Search Experience of Unemployed Persons, Australia. Annually. Latest issue July 1993	6222.0
Labour Force Experience, Australia. Annually. Latest issue March 1994	6206.0
Labour Force Status and Educational Attainment, Australia. Annually. Latest issue February 1993	6235.0
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Labour Force Status and Other Characteristics of Migrants, Australia, September 1993	6250.0
Labour Mobility, Australia. Two yearly. Latest issue February 1994	6209.0
Multiple Jobholding, Australia. Four-yearly. Latest issue July 1991	6216.0
Participation in Education, Australia. (Formerly Labour Force Status and Educational Attendance). Annually. Latest issue September 1993	6272.0
Persons Employed at Home, Australia, April 1989, March 1992	6275.0
Persons Not in the Labour Force, Australia. Annually. Latest issue September 1993	6220.0
Persons Who Had Re-entered the Labour Force, Australia, May 1985, May 1987, May 1990, May 1993	6264.0
Persons Who Have Left the Labour Force, Australia, November 1985, April 1988, April 1991	6267.0
Retirement and Retirement Intentions, Australia, November 1986, November 1989, October 1992	6238.0
Successful and Unsuccessful Job Search Experience, Australia. Two-yearly. Latest issue July 1992	6245.0
Superannuation, Australia, February 1974, September to November 1982, November 1988, 1991 and 1993	6319.0
Trade Union Members, Australia. Two-yearly. Latest issue August 1992	6325.0
Transition From Education to Work, Australia. Annually. Latest issue May 1993	6227.0
Underemployed Workers, Australia, May 1988, May 1991	6265.0
Weekly Earnings of Employees (Distribution), Australia. Annually. Latest issue August 1993	6310.0
Working Arrangements, Australia. Two-yearly. First issue August 1993	6342.0

## TECHNICAL NOTES

1. Data for tables and charts included in the chapters of this publication have been obtained from a number of different sources. Information on the method of collection and concepts used, etc. is set out below.

2. Reference should be made to the publication *A Guide to Labour Statistics* (6102.0) which describes the concepts, methodology and sources of the ABS labour market data within the conceptual frameworks underlying the collection of these data. The Guide is structured broadly according to subject matter topics similar to the chapter headings used in this publication.

3. Many of the data presented in the publication have been obtained from sample surveys, especially household surveys (such as the Labour Force Survey and its supplementaries) and surveys of employers. Estimates for all surveys are subject to two sources of error:

(a) *sampling error*—since the estimates are based on information obtained from a sample of employers or households they, and the movements derived from them, may differ from the figures that would have been produced if all employers or households had been included in the survey. Specific publications relating to those surveys include technical details on the size of sampling errors for the various estimates.

(b) *non-sampling error*—inaccuracies may occur because of imperfections in reporting by respondents and interviewers and errors made in coding and processing data. These inaccuracies may occur in any enumeration, whether it be a full count or a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers, and efficient operating procedures.

4. The individual publications referred to below generally contain more information on statistical error in respect of the series they contain.

### CHAPTER 1—SOCIO-DEMOGRAPHIC CHARACTERISTICS OF THE POPULATION

#### Australian Demographic Statistics (3101.0)

5. This publication contains estimated resident populations for the States, Territories and Australia. It also includes quarterly estimates of the components of population change by State of usual residence as well as other demographic series, rates and measures. Estimated resident population statistics are based on full census counts of usual residents adjusted to compensate for census underenumeration and to include an estimate of Australian residents overseas at the time of the census. These census-date population estimates are up-dated quarterly (again from full counts) using birth and death registration data, overseas arrival and departure statistics (permanent and

long term only), and, for the State populations, estimates of interstate migration. (There is therefore no sampled component in the estimated resident population series.) After each census, final estimates for the preceding intercensal period are provided by incorporating an additional adjustment (intercensal discrepancy) to ensure that the total intercensal increase agrees with the difference between the estimated resident population at the two successive census dates.

6. These adjustments are the reason for the apparent anomalies in Chart 1.2 between the sum of the components of population increase (natural increase and net overseas migration gain) and total population increase.

7. An explanation of the 'usual residence' conceptual basis for population estimates is given in the ABS information paper entitled *Population Estimates: An Outline of the New Conceptual Basis of ABS Population Estimates* (3216.0), released on 29 March 1982. An ABS technical paper, *Methods and Procedures in the Compilation of Estimated Resident Population 1981 and in the Construction of the 1971-81 Time Series* (3103.0), was issued on 11 March 1983.

8. The overseas migration component of population change comprises net permanent and long-term overseas movements as recorded on passenger cards completed by incoming and outgoing travellers, for the Department of Immigration and Ethnic Affairs. Short-term movements as such are excluded but an adjustment for the net effect of *category jumping* has been included since July 1976. This adjustment is necessary because net permanent and long-term migration figures can be affected by changes in travel intentions, as when an Australian resident departing for a short-term visit overseas (stating that he/she intends to stay abroad for less than 12 months) in fact stays for more than 12 months, thereby changing his/her travel category from short-term to long-term. An ABS technical paper, *Estimates of Residents Temporarily Overseas, Visitors in Australia and Category Jumping* (3104.0), was published on 10 March 1983.

9. In this publication (6101.0), population estimates have generally been rounded to the nearest hundred. The unrounded figures shown in Table 1.1 are published only for the convenience of readers who may wish to calculate their own per capita rates and indexes. They should not be assumed to be accurate to the last digit.

#### Projections of the Populations of Australia, States and Territories, 1993 to 2041 (3222.0)

10. This publication contains projections of population by age and sex for Australia, the States and Territories for the period 1993 to 2041. This series of projections supersedes the 1989 series, published in November 1990, *Projections of the Populations of Australia, States and Territories, 1989 to 2031* (3222.0).

11. The ABS currently publishes population projections twice in each intercensal period in order to regularly service the needs of users of population projections.

12. The projection results published by the ABS are not intended as predictions or forecasts, but are illustrations of growth and change in the population which would occur if the assumptions about future demographic trends prevail over the projection period.

13. While the assumptions for the projections are formulated on the basis of an assessment of past demographic trends, both in Australia and overseas, and their likely future dynamics, there is no certainty that any of the assumptions will or will not be realised. In addition, no assessment has been made of changes in non-demographic conditions.

14. Accordingly, alternative projections have been provided in recognition of this uncertainty and to provide users with a range of options.

15. The process of developing population projections involves research, analysis, consultation and computation. Analysis of demographic trends, research into the determinants of population growth and consultation with Government and academic institutions at both national and State levels are necessary to formulate the various assumptions and to ensure their general relevance for the projection period.

16. For fertility three alternative assumptions were selected and for overseas migration and interstate migration two alternative assumptions were selected. Only one assumption has been used for mortality.

17. There are many techniques which may be used for population projections, ranging from simple extrapolations through broad economic, social and time-series analysis to detailed component methods. The choice of technique is largely dependent on the resources at hand and the availability of reliable data.

18. The ABS uses the cohort-component method which begins with a base population for each sex by single years of age and advances it year by year by applying assumptions regarding future mortality and migration. Assumed age-specific fertility rates are applied to the female populations of child-bearing ages to provide the new cohort of births. This procedure is repeated for each year in the projection period for each State and Territory and for Australia. The resulting population projections for each year for the States and Territories, by sex and single years of age, are adjusted to sum to the Australian results.

19. The assumptions pertaining to each component of population change and the time period to which they apply for the 1993-2041 series are as follows:

*Mortality.* 1990-92 mortality rates decline to the year 2000 according to short-term rates of decline and from 2001 to 2041 according to long-term rates of decline.

*Fertility I.* The total fertility rate for 1993 of 1.88 children per woman remains unchanged.

*Fertility II.* The total fertility rate rises from 1.92 children per woman in 1993 to 2.10 in the year 2002, after which it remains unchanged.

*Fertility III.* The total fertility rate declines from 1.88 children per woman in 1993 to 1.70 in the year 2002, after which it remains unchanged.

*Interstate migration I.* 'Large' net gains and losses for most States and Territories, commensurate with annual net gains of 28,000 for Queensland and 4,000 for Western Australia. After a transitional period from 1993 to 1997 annual net gains and losses remain unchanged.

*Interstate migration II.* 'Small' net gains and losses for most States and Territories commensurate with annual net gains of 20,000 for Queensland and 2,000 for Western Australia. After a transitional period from 1993 to the year 2001 annual net gains and losses remain unchanged.

*Overseas migration I.* Annual net migration gain rising from 40,000 in 1993-94 to 70,000 in 1999-2000 and then remaining unchanged.

*Overseas migration II.* Annual net migration gain rising from 40,000 in 1993-94 to 100,000 in 2000-01 and then remaining unchanged.

20. Selected combinations of the various assumptions have been made to generate eight series of projections for the States and Territories. These are identified as Series A to H, of which series A to D are shown below. Corresponding projections for Australia as a whole have been generated using the same combinations, but because of repetition of the interstate migration assumption, these combinations are identical for Series A and B, Series D and F, and Series G and H. There are therefore only five different series for Australia as a whole. These are A (or B), C, D (or F), E and G (or H).

21. This publication contains the results of Series A, B, C and D only. Series E, F, G and H, although not published, are available on request.

A	Mortality
(M)	Fertility I
(L)	Overseas migration I
(H)	Interstate migration I
B	Mortality
(M)	Fertility I
(L)	Overseas migration I
(L)	Interstate migration II
C	Mortality
(H)	Fertility II
(L)	Overseas migration I
(H)	Interstate migration I
D	Mortality
(M)	Fertility I
(H)	Overseas migration II
(H)	Interstate migration I

Note — (L): Low level  
(M): Medium level  
(H): High level

22. The base population for this series of projections is the estimated resident population at 30 June 1993.

### Labour Force Projections, Australia, 1995–2011 (6260.0)

23. This publication contains projections of the labour force and participation rates for Australia for the period 1995–2011. The projections are not intended to be predictions or forecasts but are illustrations of growth and change in the age-sex structure of the labour force if certain stated demographic, social and economic assumptions apply over the projection period.

24. Two sets of labour force projections are presented, by age and sex, employing the assumptions embodied in Series A and D of the current ABS population projections.

### Overseas Arrivals and Departures (3404.0)

25. Persons arriving in or departing from Australia are required to complete prescribed questionnaires in the form of Incoming and Outgoing Passenger cards. These cards serve as the source of statistics of overseas arrivals and departures.

26. Overseas arrival and departure statistics are derived from a combination of full enumeration and sampling. All permanent movements and all movements with a duration of stay of one year or more are fully enumerated. All movements with a duration of stay of less than one year are sampled. Statistics relating to these movements are therefore estimates which may differ from statistics which would have been obtained if details of all these movements had been processed. Further information on this topic can be obtained from the publication *Overseas Arrivals and Departures* (3404.0).

### Labour Force Status and Other Characteristics of Migrants, Australia (6250.0)

27. For technical details see paragraph 39 below.

### Labour Force Status and Educational Attainment, Australia (6235.0)

28. For technical details see paragraph 45 below.

### Participation in Education, Australia (6272.0)

29. Information presented in this publication relates to current attendance of persons aged 15 to 24 years at an educational institution. Data include type of institution attending, level of course of study, whether studying full time or part time and type of school attending or last attended. The scope of this survey is the same as that of the Monthly Labour Force Survey except that it excludes persons aged 25 years and over, the institutionalised and persons permanently unable to work. Similar data have been collected in an annual supplementary survey since 1988 — prior to 1991, the publication was titled *Labour Force Status and Educational Attendance, Australia* (6272.0).

### Labour Force Status and Other Characteristics of Families, Australia (6224.0)

30. For technical details see paragraphs 46 and 47 below.

## CHAPTER 2—LABOUR FORCE

## CHAPTER 3—EMPLOYMENT AND UNDEREMPLOYMENT

## CHAPTER 4—UNEMPLOYMENT

## CHAPTER 5—PERSONS NOT IN THE LABOUR FORCE

31. Data pertaining to the labour force characteristics of the population as shown in Chapters 2 to 5 were obtained mainly from the ABS household surveys, especially the Labour Force Survey and the various supplementary surveys. Data pertaining to employed wage and salary earners and job vacancies are obtained from employer-based surveys.

### The Labour Force, Australia (6203.0)

32. The Labour Force Survey is based on a multi-stage area sample of private dwellings (currently about 29,000 houses, flats, etc.) and non-private dwellings (hotels, motels, etc.) and covers about one-half of one per cent of the population of Australia. The information is obtained from the occupants of selected dwellings by specially trained interviewers. The interviews are generally conducted during the two weeks beginning on the Monday between the 6th and 12th of each month. The information obtained relates to the week before the interview (i.e. the reference week).

33. The Labour Force Survey includes all persons aged 15 and over except:

- (a) members of the permanent defence forces;
- (b) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (c) overseas residents in Australia; and
- (d) members of non-Australian defence forces (and their dependants) stationed in Australia.

34. The labour force category to which a person is assigned depends on the *actual activity* undertaken during the reference period (i.e. whether working, looking for work, etc.).

35. From April 1986, the definition of employed persons was changed to include persons who worked without pay between 1 and 14 hours per week in a family business or on a farm (i.e. unpaid family helpers). Previously, such persons who worked 1 to 14 hours, or had such a job but were not at work, were defined as either unemployed or not in the labour force, depending on whether they were actively looking for work. In this issue, estimates for months prior to April 1986 are on the old basis, and estimates for April 1986 and later months are based on the new definition. For further information, see paragraphs 36 and 37 of the Explanatory Notes in the February 1987 issue of *The Labour Force, Australia* (6203.0).

36. Survey estimates are not revised for the usually small amendments of population benchmarks arising from new data on deaths and overseas and internal migration. Revisions are made, however, after each Census of Population and Housing, and when population estimation bases are reviewed. These revisions affect original, seasonally adjusted and trend estimates. From February 1994, Labour Force Survey estimates are based on population estimates obtained from the 1991 Census of Population and Housing. Small revisions have been made to many of the historical estimates from January 1989 to January 1994.

37. Estimates from January 1984 to December 1988 are based on 1986 Census of Population and Housing population benchmarks. Estimates from February 1978 to December 1983 are based on 1981 census benchmarks and estimates prior to February 1978 are based on 1976 Census of Population and Housing benchmarks.

38. Following the change in official population estimates to a place of usual residence basis after the 1981 Census, the population benchmarks used in the estimation of labour force survey data are compiled according to place of usual residence. To coordinate with the new benchmarks, the labour force survey questionnaire was changed in October 1982 to enable identification of each respondent's place of usual residence. The estimates from October 1982 in this publication are wholly according to place of residence. Prior to October 1982, the estimates are based on a combination of place of enumeration and place of residence.

#### **Labour Force Status and Other Characteristics of Migrants, Australia (6250.0)**

39. All surveys prior to September 1990 were run in March. The estimates for this survey are not strictly comparable with those obtained from previous surveys. The scope of the surveys run prior to September 1990 included persons who arrived in Australia after 1960. In September 1990 and September 1993 the survey was restricted to persons who arrived in Australia after 1970. Historical estimates contained in this publication have been revised to enable comparisons of estimates from this survey to be made with those surveys conducted prior to September 1990.

#### **Labour Force Experience, Australia (6206.0)**

40. Data presented in this publication relate to the labour force experience of the civilian population aged 15 to 69 years during a given 12 month period. Information collected includes length of time people were working, looking for work or not in the labour force, the number of spells during which they were looking for work and other aspects of labour force experience. Similar data have been collected in a supplementary survey in most years since 1972.

41. It is impracticable to obtain information, relating to a 12 month reference period, which is strictly comparable with that obtained in the labour force survey (for which the reference period is one week). The definitions used in determining the labour force status of persons in the monthly survey depend on a detailed set of questions

asked about a person's labour force activity during the reference period. For the survey of labour force experience, a person is assigned to a labour force category for each of the weeks in the year on the basis of a more limited set of questions. It is for this reason that the terms *worked* and *looked for work* are used in this survey rather than the rigidly defined terms *employed* and *unemployed* used in the Monthly Labour Force Survey.

#### **Career Experience, Australia (6254.0)**

42. Information presented in this publication relates to the career experiences of employees, including their career prospects and expectations. Changes in their work with their current employer are outlined including promotions and transfers, training opportunities and the introduction of new technology. Other information presented includes the length of time employees have been in their current position or worked with their current employer, whether they had taken an extended break from work and the reason for that break. For employees with children aged under 12 years, this publication gives details of the age of youngest child and the type of childcare used for that child. This data was collected for the first time in 1993.

#### **Working Arrangements, Australia (6342.0)**

43. This topic provides information on characteristics of working arrangements of employees, including the flexibility of working arrangements and shift work. Details of hours worked, as well as use of flex time, rostered days off and overtime are also available. This topic also includes information on absences from work, the reasons for absences and the types of leave used. Other characteristics of employment, such as industry, occupation, full-time/part-time status, size of employer and weekly earnings are available, as well as data items relating to the use of child care.

#### **Transition from Education to Work, Australia (6227.0)**

44. Information presented in this publication relates to attendance of persons aged 15 to 64 years at an educational institution in both the previous and current year, their educational attainment and labour force status. The scope of this survey is the same as that of the Monthly Labour Force Survey except that it excludes persons aged 65 years and over, the institutionalised and persons permanently unable to work. Definitions of the principal labour force categories are the same as those for the labour force survey. Similar data have been collected in a supplementary survey in most years since 1964. The adoption of the *Australian Bureau of Statistics Classification of Qualifications (ABSCQ)* in May 1993 has led to major time series breaks with previously published data on attendance at an educational institution and educational attainment. For a detailed explanation refer to the May 1993 issue of *Transition from Education to Work, Australia* (6227.0).

#### **Labour Force Status and Educational Attainment, Australia (6235.0)**

45. Data presented in this publication relate to the highest educational qualifications attained by the civilian population. The scope of this survey is the same as that

of the Monthly Labour Force Survey except that it excludes persons aged 70 years and over, the institutionalised and visitors to private dwellings. Information relating to the educational attainment of persons in the labour force has been collected in an annual supplementary survey since 1979. For persons with post-school qualifications the information sought included field of study and year and country in which their highest qualification was obtained, and for those who did not complete their schooling it included the age at which they left school.

#### **Labour Force Status and Other Characteristics of Families, Australia (6224.0)**

46. Information presented in this publication relates to the labour force status of family members, their relationship to the family head and family composition.

47. Information about families in this survey was restricted to usual residents of private dwellings. In cases where it was not possible to obtain information relating to all family members (e.g. if a person was a member of the permanent defence forces and therefore excluded from the scope of the survey) the entire family was excluded.

#### **Persons Who Had Re-entered the Labour Force, Australia (6264.0)**

48. Information presented in this publication relates to characteristics of persons who had re-entered the labour force in the previous 12 months after a period of at least 12 months out of the labour force and who had worked continuously for at least 12 months at some earlier time. Details of previous job, reason left previous job and time since previous job are given.

49. It is impracticable to obtain information relating to a whole year which is strictly comparable with that obtained in the Monthly Labour Force Survey (for which the reference period is one week). The definitions used in determining the labour force status of persons in the monthly survey depend on a detailed set of questions asked about a person's labour force activity during the reference period. For the Survey of Persons Who Had Re-entered the Labour Force a person is assigned to labour force categories at various points in time on the basis of a more limited set of questions. It is for this reason that the terms *worked* and *looked for work* are used in this survey rather than the rigidly defined terms *employed* and *unemployed* used in the monthly labour force survey.

#### **Persons Who Have Left the Labour Force, Australia (6267.0)**

50. Information presented in this publication relates to characteristics of persons who were out of the labour force at the time of the survey and who had left the labour force during the previous 12 months. Data include whether intended to return to the labour force, time since last left the labour force and main source of income.

51. It is impracticable to obtain information relating to a whole year which is strictly comparable with that obtained in the Monthly Labour Force Survey (for which the refer-

ence period is one week). The definitions used in determining the labour force status of persons in the monthly survey depend on a detailed set of questions asked about a person's labour force activity during the reference period. For the Survey of Persons Who Have Left the Labour Force a person is assigned to a labour force category on the basis of a more limited set of questions. It is for this reason that the terms *worked* and *looked for work* are used in this survey rather than the rigidly defined terms *employed* and *unemployed* used in the monthly labour force survey.

#### **Retirement and Retirement Intentions, Australia (6238.0)**

52. Information presented in this publication relates to persons aged 45 years and over who had retired or intend to retire from full-time work. Persons who had retired were asked about their age at retirement; retirement scheme membership and type of payment derived from such schemes; housing arrangements; and main source of income at retirement. Those persons who had not yet retired were asked whether they intended to retire from full-time work and, if so, were asked about their intended age at retirement; retirement scheme membership and type of payment expected from these schemes; current and expected housing arrangements; expected main source of income; and expected form of disbursement for any lump sum received at retirement.

#### **Employed Wage and Salary Earners, Australia (6248.0)**

53. This publication contains results of the quarterly Survey of Employment and Earnings which was introduced in the September quarter 1983. The survey is designed to obtain, from employer units, information on numbers of wage and salary earners employed each month and their quarterly earnings. It replaces the civilian employees series, based principally on information obtained from payroll tax returns, which was discontinued after April 1980.

54. Background information on the reasons for the introduction of the new survey is provided in *Information Paper: Review of ABS Employment Statistics* (6239.0) published on 8 July 1981. Further information on the differences in concepts, methodology and coverage of the old and new employment series is provided in *Information Paper: New Statistical Series: Employment, Average Weekly Earnings, Job Vacancies and Overtime* (6256.0) issued on 21 June 1984.

55. The survey is conducted by mail each quarter with data collected on monthly number of employees and quarterly earnings. For the first and last month of each quarter, only the total number of persons is collected; for the mid-month of each quarter, details of males and females, full-time and part-time are collected. All wage and salary earners who received pay in any pay period ending within the quarter were represented in the survey except:

- (a) members of the Australian permanent defence forces;



- (b) employees of enterprises in the private sector primarily engaged in agriculture, forestry, fishing and hunting;
- (c) employees in private households employing staff;
- (d) employees of overseas embassies, consulates, etc;
- (e) employees based outside Australia; and
- (f) employees on workers' compensation who are not paid through the payroll.

56. Also excluded are the following persons who are not regarded as employees for the purposes of this survey:

- (a) directors who are not paid a salary;
- (b) proprietors/partners of unincorporated businesses; and
- (c) self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer.

57. For the *private sector*, a sample of approximately 7,500 private employer units was selected from the ABS register of businesses to ensure adequate State and industry representation. The statistical unit for the survey comprises all activities of an enterprise in a particular State. Each statistical unit was classified to an industry which reflected the predominant activity of the enterprise in the State. In a small number of cases where an enterprise had a significant number of employees in more than one industry, a separate statistical unit was created for each industry. The statistical units were stratified by State, industry and size of employment and a simple random sample was selected for each stratum.

58. From the September Quarter 1988, public sector sampling was introduced, which reduced the number of public sector statistical units from a complete enumeration of approximately 4,000 to a sample of 2,500.

59. To derive estimates for *employer size groups*, each of the approximately 7,500 statistical units (see paragraph 57) selected in the private sector is allocated a size classification based on the number of employees actually reported for the middle month of the quarter. This size classification reflects the employment size of an enterprise in a particular State or Territory and not the employment size of an enterprise Australia-wide. Over a period, the composition of these size categories will vary as units migrate from one size group to another. This will have some effect on changes over time in the distribution of employment by size of enterprise.

60. While estimates of employed wage and salary earners are published for each month of the quarter, the survey is conducted quarterly and the sample of employer units is updated each quarter to reflect changes in the ABS register of business units from which the sample is selected. These changes arise from the emergence of new busi-

nesses, takeovers and mergers, changes to industry classification, changes in the number of employees, and businesses which have ceased operations. Such updating of the register can contribute to sudden changes to the estimates of employed wage and salary earners, and earnings.

#### **Measuring Employment and Unemployment (6279.0)**

61. This publication contains information about the Monthly Labour Force Survey and provides a discussion of the Australian Labour Force framework. The publication also addresses the following issues relating to the measurement of employment and unemployment; the reliability of CES registrations as a measure of unemployment; the use of data on the number of persons receiving a Jobsearch/Newstart Allowance as a measure of unemployment; the labour force status of unpaid workers; the 'one hour criterion' as the basis for measuring employment; the effects of sample size on the accuracy of estimates; and the labour force status of students.

#### **Labour Mobility, Australia (6209.0)**

62. Information presented in this publication relates to the mobility of the civilian population aged 15 to 69 years with respect to duration of current job, number of jobs held and other information during a 12-month period. Similar data have been collected in a supplementary survey in most years from 1972 to 1992. From 1992 the survey will be conducted every two years.

#### **Multiple Job Holding, Australia (6216.0)**

63. Information presented in this publication relates to the nature and extent of multiple job holding. Similar data have been collected in a supplementary survey two-yearly since 1965 and four-yearly since 1987.

#### **Career Paths of Persons with Trade Qualifications, Australia (6243.0)**

64. This publication presents results from the survey of Career Paths of Persons with Trade Qualifications conducted throughout Australia during the months March, April, June and July 1989. Information collected includes frequency of use of trade skills, trade qualification details, and career paths (i.e. time in trade, reason left trade, field of trade, breaks from trade, etc.).

65. The survey covered both rural and urban areas in all States and Territories and included all persons aged 15 to 64 years except:

- (a) members of the permanent defence forces;
- (b) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (c) overseas residents in Australia;
- (d) members of non-Australian defence forces (and their dependants) stationed in Australia;
- (e) persons who were permanently unable to work;

(f) boarding school pupils not resident in households, some patients in hospitals and sanatoriums and inmates of gaols, reformatories, etc.; and

(g) persons aged 15 to 20 years still at school.

66. The survey was conducted on a sub-sample of the monthly population survey. In each of the months March, April, June and July 1989, one-eighth of the respondents to the Labour Force Survey were asked some additional questions by trained interviewers.

67. These questions were asked on an 'any responsible adult' basis to identify the target population. This effectively resulted in a sample equal in size to half a normal monthly population survey sample (about 15,500 houses, flats, etc. and non-private dwellings). Information was then collected from the target population through personal interviews.

68. The estimates refer to information collected over four months and, due to seasonal factors, may not be representative of other periods throughout the year.

69. Results of a similar survey of tradespersons were published in *Career Paths of Persons with Trade Qualifications, Australia, September to November 1982* (6243.0). Due to considerable change in scope, collection methodology and content, care should be taken in any comparisons with the survey conducted in September to November 1982.

70. Unless otherwise stated, all characteristics referenced relate to the week before the interview and, if job related, refer to main job.

#### **Underemployed Workers, Australia (6265.0)**

71. Information presented in this publication relates to characteristics of underemployed workers, including type and duration of current period of underemployment, educational attainment and preferred number of extra hours.

72. The Resolution of the International Labour Organisation (ILO) Thirteenth International Conference of Labour Statisticians in October 1982 defined underemployment as follows:

'Underemployment exists when a person's employment is inadequate in relation to specified norms or alternative employment, account being taken of his or her occupational skill.'

73. The ILO recommended that statistical measurement be limited to visible underemployment. Visible underemployment reflects an insufficiency in the volume of employment (ie. the hours worked). This is the approach adopted in this supplementary survey.

74. The term 'underemployment' has been used by the ABS for many years. It relates to persons working part-time who prefer to work more hours, plus full-time workers who did not work full-time hours in the reference week for economic reasons.

#### **Employment, Underemployment and Unemployment, Australia (6246.0)**

75. This publication analyses the trends in employment, underemployment, unemployment and marginal attachment to the labour force over the period 1966 to 1983.

76. The sources of data for tables and charts included in this publication are the ABS labour force surveys. References include *The Labour Force, Australia* (6203.0), *Labour Force Status and Other Characteristics of Families, Australia* (6224.0), *Job Search Experience of Unemployed Persons, Australia* (6222.0), *Labour Force Status and Educational Attainment, Australia* (6235.0) and *Persons Not in the Labour Force, Australia* (6220.0). A comprehensive explanation of survey concepts and definitions may be found in the relevant paragraphs of this Technical Note and in the Glossary.

#### **Superannuation, Australia (6319.0)**

77. Information presented in this publication relates to the superannuation arrangements of persons aged between 15 and 74. Demographic and employment characteristics are available, together with details relating to superannuation including expected main source of income after retirement, weekly contributions to superannuation and intended disbursement of lump sum payment.

78. For employees, additional data items include sector, whether permanent or casual and usual gross weekly pay. For people not covered by superannuation (who were previously covered) data available include reason not contributing personally to a superannuation scheme, time in previous scheme and amount of lump sum payment (if received within the past 2 years).

79. Similar surveys have been conducted in 1974, 1982, 1988, 1991 and 1993. Due to considerable changes in scope, collection methodology and content, care should be taken in making comparisons of the 1991 and 1993 surveys with surveys prior to 1988.

#### **Job Search Experience of Unemployed Persons, Australia (6222.0)**

80. Information presented in this publication relates to characteristics of unemployed persons including difficulties in finding work, steps taken to find work, past employment experience, whether they had had offers of employment and their educational attainment.

#### **Successful and Unsuccessful Job Search Experience, Australia (6245.0)**

81. Information presented in this publication relates to persons who had started a job for wages or salary during the previous 12 months, method of job attainment, whether they were out of work prior to starting a job and details of the job. For persons who had looked for a job for wages or salary but had not started one, this publication gives details of their job search experience and the type of job they were looking for.

**Job Vacancies, Australia (6231.0) (to May 1989)  
Job Vacancies and Overtime, Australia (6354.0)  
(from August 1989)**

82. Information presented in this publication refers to vacancies in private and public sectors. The information is obtained from a sample survey of employers conducted on a quarterly basis.

83. All vacancies for wage and salary earners are represented in the survey except those:

- (a) in the Australian permanent defence forces;
- (b) in enterprises primarily engaged in agriculture, forestry, fishing and hunting;
- (c) in private households employing staff;
- (d) in overseas embassies, consulates, etc.; and
- (e) located outside Australia.

84. A sample of approximately 5,000 employers is selected from the ABS register of businesses to ensure adequate State and industry representation. The sample is updated each quarter to take account of new businesses, those which have ceased operation and structural changes such as takeovers and mergers. The statistical unit for the survey comprises all activities of an enterprise in a particular State or Territory. Each statistical unit is classified to an industry which reflects the predominant activity of the enterprise in the State or Territory. In a small number of cases where an enterprise has significant employment in more than one industry, a separate statistical unit is created for each industry. The statistical units are stratified by State, industry and size of employment and a simple random sample is selected from each stratum.

**Persons Not in the Labour Force, Australia (6220.0)**

85. Information presented in this publication relates to the labour force aspirations, availability for work and reasons for not seeking employment of persons aged 15 to 69 who were not in the labour force. Similar data have been collected in supplementary surveys since 1975.

86. The criteria determining those in the labour force are based on actual activity (i.e. working or looking for work) during the survey week. The criteria associated with marginal attachment to the labour force, in particular the concepts of wanting to work, reasons for not actively looking for work and availability to start work, are more subjective and are not based on respondents' actual activity. Hence, the measurement of these criteria is affected by the respondents' own interpretation of the concepts used. An individual respondent's interpretation is affected by such factors as the respondent's work aspirations, as well as family, economic and other commitments.

**CHAPTER 6—AWARD RATES, EARNINGS, LABOUR COSTS AND EMPLOYMENT BENEFITS**

87. Data pertaining to earnings and wages have been obtained from a number of sources. Information on the

distribution of weekly earnings of wage and salary earners is a product of the ABS population survey. Details on average weekly earnings are obtained from regular surveys of employers. Indexes of award rates of pay are derived from information provided in industrial awards, determinations and agreements.

**Award Rates of Pay Indexes, Australia (6312.0)**

88. Information presented in this publication refers to index numbers of weighted average weekly and hourly award rates of pay for full-time adult employees, classified by sex, State, industry and occupation group.

89. The Award Rates of Pay Indexes are produced monthly and are designed, like other indexes, to depict movements. They measure general trends in award rates of pay.

90. The current series of Award Rates of Pay Indexes have been compiled on a monthly basis from June 1985. The indexes are constructed by weighting award rates of pay for selected award classifications according to the pattern of employment existing in May 1985. The source used to base the indexes is the May 1985 Survey of Employee Earnings and Hours. The survey collected information on the industry and occupation of individual employees, on the award under which they are covered and on their award classification.

91. In the majority of cases the rates are prescribed in awards or determinations of Federal or State industrial relations authorities or in collective agreements registered with them. Rates prescribed in unregistered collective agreements are used where these are significant in the particular industries to which they refer.

92. Payments and conditions of employment specified under enterprise bargaining awards and agreements established since October 1991 are generally excluded from the compilation of these indexes. Thus, the indexes exclude any awards coming into effect since May 1985, except where an old award has been completely superseded by a new award or agreement. Similarly, as at 1 March 1993 all Victorian State awards ceased to exist and changes from this source will not be reflected in the indexes unless an expired award is superseded by a new award.

93. As a result of the December 1993 National Wage Case, the \$8.00 pay rise will be included for *all* employees covered by awards whose application for a wage rise is ratified by the appropriate State or Federal arbitral authorities. This includes all employees formerly covered by Victorian State awards as well as all employees covered by awards but involved in the enterprise bargaining process. The current index methodology does not allow these employees to be excluded. Consequently these awards will be varied using the existing weights i.e. total employment levels as at May 1985.

**Average Weekly Earnings, States and Australia (6302.0)**

94. The Survey of Average Weekly Earnings is designed to obtain, from employers, information on earnings in re-

spect of a specified payweek each quarter. Background information about the average weekly earnings series is provided in *Information Paper: New Statistical Series: Employment, Average Weekly Earnings, Job Vacancies and Overtime* (6256.0) published on 21 June 1984, copies of which are available on request. A summary of the main differences in concepts, methods and coverage of the old and new earnings series is given in a further publication, *Information Paper: Average Weekly Earnings — New Series to Replace Former Payroll Tax Based Series* (6336.0) issued on 24 March 1982.

95. All wage and salary earners who received pay for the reference period are represented in the survey, except:

- (a) members of the Australian permanent defence forces;
- (b) employees of enterprises primarily engaged in agriculture, forestry, fishing and hunting;
- (c) employees in private households employing staff;
- (d) employees of overseas embassies, consulates, etc.;
- (e) employees based outside Australia; and
- (f) employees on workers' compensation who are not paid through the payroll.

96. Also excluded are the following persons who are not regarded as employees for the purposes of this survey:

- (a) directors who are not paid a salary;
- (b) proprietors/partners of unincorporated businesses; and
- (c) self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer.

97. The *reference period* for the survey refers to the last pay period ending on or before the third Friday of the middle month of the quarter.

#### **Average Weekly Earnings, Australia 1941-1990 (6350.0)**

98. This publication provides a historical series of Average Weekly Earnings (AWE) for Australia. A number of separate series have been linked together to form the series presented in this publication, in order to provide estimates of movements over time (1941-1990) in AWE. Links have not been able to be made for all series back to the same period of time. However, for key data such as average weekly total earnings for males, links have been established to provide data back to September quarter 1941. A comparison of annual percentage changes in average weekly total earnings and the Consumer Price Index for the period 1942-43 to 1989-90 is also included.

99. Comprehensive notes on the history and methodologies used by the ABS to collect and compile average weekly earnings estimates are presented as background to the data. Information about the method of linking different earnings series is also included.

#### **Consumer Price Index, Australia (6401.0)**

100. The Consumer Price Index (CPI) measures quarterly changes in the price of a 'basket' of goods and services which account for a high proportion of expenditures by metropolitan wage and salary earner households.

101. The results of the latest major review of the CPI were incorporated in the twelfth CPI series introduced in the September quarter 1992 issue of 6401.0. Details of the review are contained in the *ABS Information Paper: The Australian Consumer Price Index, 12 Series Review* (6450.0).

102. Further information about the CPI is contained in a booklet entitled *A Guide to the Consumer Price Index* (6440.0) and in the publication *The Australian Consumer Price Index: Concepts, Sources and Methods* (6461.0).

#### **Distribution and Composition of Employee Earnings and Hours, Australia (6306.0)**

103. Information presented in this publication relates to a sample survey of employers, the Survey of Employee Earnings and Hours, conducted annually in May. The survey is designed to provide statistics on the distribution of employees according to average weekly earnings and hours, and on the composition of average weekly earnings and hours for various categories of employees and occupations by sex, industry, State, sector (private/government), and size of firm.

104. The 1993 survey was based on a sample of approximately 9,500 employers who in turn randomly selected employees in accordance with instructions supplied by the ABS. Data for 75,000 employees were obtained in the survey.

105. Occupation is classified according to the Australian Standard Classification of Occupations (ASCO), based on the title and description of the employee's job. Care should be taken when comparing survey estimates based on ASCO groups with estimates based on the managerial/non-managerial status of employees. Status is determined and reported by the employer without reference to ASCO classifications.

106. Care should be taken when comparing the results of this survey with the quarterly Survey of Average Weekly Earnings. While the scope of the two surveys is the same, a different sample design and survey methodology is used. The Employee Earnings and Hours Survey is the preferred source of data when undertaking detailed analysis by industry and/or occupation, as the size of its sample is much larger than that for the Average Weekly Earnings Survey.

### **Weekly Earnings of Employees (Distribution), Australia (6310.0)**

107. In recent years supplementary surveys based on the population survey have been conducted throughout Australia every August to obtain information about the weekly earnings of wage and salary earners. Although similar data are available from other sources, e.g. surveys of employees, the essential cross classificatory data collected in this survey from persons interviewed at their dwelling can only be obtained from this source. This survey is a primary source for information on the distribution of earnings. For the sake of brevity in the survey data, wage and salary earners are referred to as employees.

### **Labour Costs, Australia (6348.0)**

108. This publication contains results of the Survey of Major Labour Costs and the 5-yearly supplementary Survey of Wage Costs. Information is collected on labour costs incurred by both public and private sector employers in the reference year.

109. The survey of Major Labour Costs covers only the components: gross wages and salaries; severance, termination and redundancy payments; payroll tax payments; workers' compensation; superannuation; fringe benefits; and fringe benefits tax, which are estimated to represent over 90 per cent of all labour costs.

110. The survey of Wage Costs, run for the second time in 1991-92, provided supplementary data to labour costs information collected in the Survey of Major Labour Costs. Specifically, the survey collected information to enable gross wages and salaries to be broken down by payments for time worked, and other payments e.g. leave and public holidays, and bonuses and gratuities. From this information estimates of employer 'on-costs' were made.

### **Employment Benefits, Australia (6334.0)**

111. In association with the August Labour Force Survey, information is obtained on a range of employment benefits provided by employers to employees (wage and salary earners). These data were first collected in 1979, and have been collected annually from 1983 to 1992 and two-yearly thereafter. Core benefits (sick, annual, long-service leave and superannuation) are collected annually.

112. The mere availability of, or entitlement to a benefit (as defined) was not sufficient reason for its inclusion in the tables in this publication; with the exception of leave entitlements, only those benefits which were used or taken up were counted.

## **CHAPTER 7—HOURS OF WORK**

113. Data pertaining to hours worked have been obtained from the ABS population survey system, which is discussed earlier in this Technical Note. Data on overtime hours worked are a product of the ABS sample survey of employers.

### **The Labour Force, Australia (6203.0)**

114. For technical details see paragraphs 32 to 38 above.

### **Overtime, Australia (6330.0) (to May 1989) Job Vacancies and Overtime, Australia (6354.0) (from August 1989) (See also paragraphs 82 to 84.)**

115. The ABS conducts a quarterly survey of employers to obtain information about overtime hours paid for and the number of people who received pay for overtime during a specified survey week. The survey is conducted in respect of the last week of the pay period ending on, or before the third Friday of the survey month.

## **CHAPTER 8—INDUSTRIAL RELATIONS**

### **Industrial Disputes, Australia (6322.0)**

116. The ABS publishes a time series of annual statistics (and monthly statistics in *Industrial Disputes, Australia* (6321.0)) on industrial disputes covering the number of industrial disputes, employees involved, working days lost and working days lost per thousand employees. These are classified by State, industry, duration, cause and method of settlement. The statistics are compiled mainly from data obtained from employers (both private and public sector), from trade unions and from reports of government authorities. The statistics relate to disputes which involved stoppages of work of ten working days or more at the establishments where the stoppages occurred.

117. The basis for the calculation of the number of disputes has been changed twice in recent years to conform with International Labour Office guidelines. For data prior to 1985, the number of disputes was calculated so that where the causes of several disputes were the same (e.g. national wage case disputes) the disputes were counted as one dispute in each State or Territory in which they occurred, irrespective of whether they were directed or organised by one person or organisation.

118. From January 1985 a dispute affecting several establishments is counted as a single dispute only if it is organised or directed by one person or organisation within one industry/State or Territory in which it occurs. Otherwise it is counted as a separate dispute at each establishment and in each industry in which it occurs.

119. The ABS changed the method of counting disputes which affected more than one industry (e.g. general strikes) from September 1991. From this date, a dispute affecting more than one industry and/or State is counted once in each industry and/or State, and once at the broader industry and Australia level.

120. The calculation of working days lost per 1,000 employees for the period 1975 to 1979 was based on numbers of employees as published in *Civilian Employees, Australia* (6213.0). As this series was suspended from April 1980, estimates from 1980 have been calculated by using estimates of employees from *The Labour Force, Australia* (6203.0). In January 1987 the basis for calculation of working days lost per thousand employees was changed to include estimates of employees from the Survey of Employment and Earnings. They are combined with estimates of the number of employees in agriculture and in private households obtained from the Labour Force Survey. The estimates have been recalculated on this basis

back to June 1984. The effect of the change is minimal at the 'all industries' level but is quite significant, in some cases, for individual industry groups.

121. Further information about the industrial relations system in Australia and a framework for classifying disputes can be found in *A Guide to Labour Statistics* (6102.0).

#### **Trade Union Members, Australia (6325.0)**

122. In association with the August Labour Force Survey, information is obtained about the membership of trade unions and employee associations. The topic aims to provide details of social and demographic characteristics of union members and non-members. Similar surveys were previously conducted in November 1976, during the period March to May 1982, and in August 1986, 1988, 1990 and 1992.

123. Although some persons may be union members in their second job only, this survey collected characteristics only of respondents who were trade union members in connection with their main job. (See paragraph 128 below).

#### **Trade Union Statistics, Australia (6323.0)**

124. The figures presented in this publication have been compiled from questionnaires completed by individual trade unions in respect of their membership as at 30 June from 1985 onwards and as at 31 December in previous years.

125. From 30 June 1985, the proportion of employees has been calculated from estimates of employees from the Survey of Employment and Earnings published in *Employed Wage and Salary Earners, Australia* (6248.0). These estimates of employees have been adjusted by adding estimates of employees in agriculture, forestry, fishing and hunting and in private households employing staff, from the Labour Force Survey. Prior to 30 June 1985, estimates of employees from *The Labour Force, Australia* (6203.0) have been used.

126. The percentages shown should be regarded as giving only a broad indication of the extent of union membership among employees, because they are based on estimates of employed wage and salary earners, and the degree of unemployment of reported union members will affect the percentages for a particular year and comparisons over time.

127. The published number of reporting trade unions varies from year to year as a result of amalgamations and mergers of unions, unions ceasing to operate, new unions being formed, existing organisations changing their status such that it brings them within the scope of the definition of a trade union and existing unions reporting for the first time.

#### **Comparison between Trade Union Members, Australia (6325.0) and Trade Union Statistics, Australia (6323.0)**

128. Statistics on trade union membership obtained from a supplementary survey to the Labour Force Survey are published biennially in *Trade Union Members, Australia* (6325.0). The estimates in that publication are lower than those in *Trade Union Statistics, Australia* (6323.0) for a number of reasons, including the following:

- (i) estimates in the Trade Union Members publication relate only to trade union membership in the respondent's main job; a person who was a member of a trade union only by virtue of holding a second job was excluded;
- (ii) they relate only to trade union membership in one job, whereas a person who had recently changed jobs could be registered as a member of more than one union in the Trade Union Census;
- (iii) the estimates relate only to persons who were employees in their main job in the reference week. Other persons (e.g. unemployed and those not in the labour force) are excluded even though they may have retained union membership in respect of some earlier employment;
- (iv) some persons may elect to belong to more than one union, but would be counted only once in the supplementary survey; and
- (v) some unions may encounter difficulties in maintaining up-to-date registers of members. Numbers reported in the Trade Union Census may therefore include persons who are no longer members.

#### **Award Coverage, Australia (6315.0) (Previously: Incidence of Awards)**

129. This publication contains details of the award coverage of employees obtained as part of a sample survey which was conducted in May 1990. The survey was designed primarily to provide statistics of the distribution and composition of weekly earnings and hours of employees.

130. The information contained in this publication is based on responses to a question in the survey which asked if employees were covered by an award, determination, or collective agreement, and is cross-classified by other data items obtained from the survey.

131. Previous award coverage surveys were conducted in April 1954, May 1963, May 1968, May 1974, May 1983 and May 1985. As a result of the substantially improved coverage of employees provided by the ABS register of businesses and modifications to some definitions, results from surveys conducted after 1981 are not strictly comparable with those from surveys conducted between 1974 and 1981.

132. The publication includes details of the percentage of male and female employees covered by awards, etc. classified by industry, occupation, State or Territory and type of awards; and number of employees covered by selected major awards. The employee category is also dissected into managerial, non-managerial, full-time, part-time, juniors, etc.

## CHAPTER 9 — TRAINING

### Employer Training Expenditure, Australia (6353.0)

133. This publication contains results of the 1993 *Training Expenditure Survey* (TES). The survey collected information on employers' expenditure in providing formal training for their employees during the period 1 July to 30 September 1993 (September quarter).

134. Training expenditure included wages and salaries and other expenditure on formal training. The estimates of expenditure on training are expressed primarily as percentages of the employers' total gross wages and salaries expenditure for the September quarter. In addition, statistics are presented as expenditure in dollars or hours per employee and expenditure per training hour.

135. The survey covered employers in all States and Territories and all industries except for employers primarily engaged in agriculture, forestry, fishing and hunting; private households employing staff; overseas embassies, consulates, etc.; and the Australian permanent defence forces.

136. A sample of approximately 6,000 employers was selected from the ABS register of businesses for the 1993 and 1990 TES. The sample for the 1989 survey was 2,000 employers. The samples were stratified by sector, detailed industry and employer size, and were optimally allocated to ensure adequate representation in each of these areas. In order to achieve some comparability between the 1990 and 1993 results, approximately 42 per cent of employers were common to both surveys.

137. The surveys were designed to produce accurate estimates of total training expenditure at the national level and to produce accurate detailed industry results.

138. The statistical unit for the survey comprised all activities of a management unit in a particular State or Territory. Each statistical unit was classified to an industry which reflected the predominant activity of the management unit in the State or Territory. In the case where a management unit had a significant number of employees in more than one industry, a separate statistical unit was created for each industry.

139. The statistical units are referred to as employers for this collection.

140. The survey collected data on employers' formal training expenditure. Formal training is defined as training activities which have a structured plan and format designed to develop employment related skills and competencies.

141. Despite the importance of informal training in improving job skills, informal training has been excluded from the scope of the survey because of the considerable difficulties associated with its measurement. However, if on-the-job training is structured and so fits the definition of formal training, it is included in the survey.

142. The TES collected data on gross wages and salaries for employees' time receiving and providing formal training, the number of hours receiving training, fees and other training expenditure. The total number of employees, the number of males and females, full-time permanent, part-time permanent and casual employees and the gross wages and salaries for all employees were also collected. In addition, the number of apprentices, Australian Traineeship System employees, management trainees, professional and specialist trainees and other trainees were collected.

143. The survey covered all expenses incurred by employers in training their own employees. The survey excluded the cost of training volunteers, customers or dealers etc. since they are not defined as employees.

144. The survey collected direct costs associated with training time. It excluded the replacement costs of employees on training courses. For example, if a bank teller undertook a training course and his/her normal work was done by a replacement teller, then the training cost collected in the survey was the bank teller's gross wages and salary for the time attending the training course. The cost for the replacement teller was excluded. The survey excluded training undertaken outside normal working hours at no expense to the employer.

145. Data in the survey were recorded on a cash basis. Annual fees (such as enrolment fees for educational institutions) were only included if they were paid during the September quarter. Fees were not apportioned.

146. A three month reference period was used for the survey, in preference to a full year reference period, in order to minimise the inconvenience of the survey to respondents, to enable high quality data to be reported, and to satisfy the demand for timely results.

147. It was recognised that in adopting the September quarter as the three month reference period, seasonal influences may affect the results since the chosen period may not have been a typical period for all employers training in 1993. In developing the TES, investigation of the representativeness of the September quarter was undertaken. This was also targeted during analysis of the 1989 and 1990 surveys and it was found that the September quarter was representative of other quarters.

148. Employers were notified of their selection prior to the commencement of the survey reference period to ensure that they could provide accurate data. They were provided with a Guide containing: an example of the questionnaire; explanations of the concepts and definitions; and some worksheets to assist in the recording of data during the reference period. ABS officers discussed

the requirements of the survey in detail with many employers to assist them in preparing for the survey.

#### **Training and Education Experience, (6278.0)**

149. This publication presents results from the Survey of Training and Education, conducted throughout Australia during April and May 1993. The survey obtained information on training and education undertaken by persons during the preceding 12 months. Information collected includes socio-demographic characteristics (such as sex, age, earnings and educational attainment), work history details (such as occupation, industry and job tenure), recent study for educational qualifications, and details of training courses attended (such as time spent on, and employer support for, training courses).

150. The survey was conducted in both rural and urban areas in all States and Territories and covered both private and 'special' dwellings. Private dwellings are houses, flats, home units, and any other structures used as private places of residence at the time of the survey. Special dwellings are hotels, motels, hostels, hospitals, caravan parks, etc.

151. The survey included all persons aged 15 to 64 years who had worked as wage or salary earners ('employees') in the last 12 months as well as those who, at the time of the survey, were employees, employers, self-employed, unemployed or marginally attached to the labour force, except:

- (a) members of the permanent defence forces;
- (b) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (c) overseas residents in Australia;
- (d) members of non-Australian defence forces (and their dependants) stationed in Australia;
- (e) persons who were permanently unable to work;
- (f) boarding school pupils not resident in households, some patients in hospitals and sanatoriums and inmates of gaols, reformatories, etc.;
- (g) persons aged 15 to 20 years still at school; and
- (h) those working as unpaid family helpers or solely for payment in kind *unless* they had also held a wage or salary job in the last 12 months.

152. Households were selected at random using a sample similar to that of the monthly population survey. The monthly population survey, which is described in *The Labour Force, Australia* (6203.0), comprises the monthly labour force and supplementary topics and is based on a multi-stage area sample of private dwellings (about 31,000 houses, flats, etc.) and a list sample of special dwelling units.

153. The Survey of Training and Education was conducted over six weeks, during April and May 1993, with an initial sample of around 18,600 dwellings. After allow-

ing for sample loss (e.g. household selected in the sample had no residents in scope for the survey, derelict buildings, buildings under construction, etc.), the effective sample was some 12,600 dwellings, yielding approximately 24,500 completed interviews for the survey.

154. Data was collected in personal interviews with trained interviewers. The target populations were identified early in the interview and were then asked detailed questions about their training and education experience.

155. Unless otherwise stated, all characteristics referenced in this publication relate to the week before the interview.

156. It should be noted that due to differences in scope, sample size, definitions and estimation methodology, there will be differences between estimates in this publication and estimates given in *The Labour Force, Australia* (6203.0) and publications from surveys conducted as supplements to the monthly labour force survey.

157. Also, note that while the Employer Training Expenditure survey and the Survey of Training and Education ask conceptually similar questions, differences in scope (businesses vs. individuals) and methodology (company records vs. personal interview) mean that comparisons between the two will require qualification.

158. Results of the previous survey were published in *How Workers Get Their Training, Australia, 1989* (6278.0). However, the 1993 Survey of Training and Education expands on the 1989 survey in terms of both scope and content. There were also changes in the educational classification used as well as some methodological changes between the two surveys. Therefore, care should be taken with any comparisons between the 1989 and 1993 surveys.

159. For a detailed explanation, refer to *Training and Education Experience, Australia, 1993* (6278.0).

#### **CHAPTER 10 — INTERNATIONAL COMPARISONS**

160. The statistics shown are collected under the ILO Labour Statistics Convention No. 160, 1985.

161. The standardised unemployment rates shown give the numbers of unemployed persons as a percentage of the total labour force. The definitions of unemployment and total labour force conform with the definitions adopted by the 13th Conference of Labour Statisticians, which are generally referred to as the *ILO Guidelines*.

#### **Australian Demographic Statistics (3101.0)**

162. For technical details see paragraphs 5 to 9 above.

#### **The Labour Force, Australia (6203.0)**

163. For technical details see paragraphs 32 to 38 above.

#### **Industrial Disputes (6322.0)**

164. For technical details see paragraphs 116 to 121 above.



## GLOSSARY

*Absence from work.* An absence from the workplace during normal working hours for more than 3 hours. An absence due to normal working arrangements, such as a rostered day off, time off on flex leave or time off in lieu is *not* included under this definition. Absences due to workers compensation are not included.

*Active steps taken to find work/Actively looking for work.* Includes writing, telephoning or applying in person to an employer for work; answering a newspaper advertisement for a job; checking factory or Commonwealth Employment Service notice boards; being registered with the Commonwealth Employment Service; checking or registering with any other employment agency; advertising or tendering for work; and contacting friends or relatives.

*Active steps taken to find work in preferred occupation/occupation being sought.* Steps taken during the twelve months up to the time of the survey. They comprise: writing, telephoning or applying in person to an employer for work; answering a newspaper advertisement for a job; checking factory or Commonwealth Employment Service notice boards; being registered with the Commonwealth Employment Service; checking or registering with any other employment agency; advertising or tendering for work; and contacting friends or relatives.

*Adults.* Employees 21 years of age or over and those employees who, although under 21 years of age, are paid at the full adult rate for their occupation. *Junior* employees are all other employees.

*Aggregate hours worked.* The total number of hours a group of employed persons has actually worked during the reference week, not necessarily hours paid for.

*Annual leave (Labour Force Supplementary Surveys)* (also referred to as recreation leave, holiday leave, vacation leave). A period of paid absence from work for leisure or recreation purposes to which an employee becomes entitled each year after a continuous period of service with one employer or in an industry, as specified in awards, etc.

*Annual leave (Survey of Wage Costs).* Unused leave paid on termination of employment is not included in the estimate but is included in the value of termination payments. For purposes of this survey time not worked due to school holidays was recorded as paid leave for teaching staff of educational institutions.

*Annual leave loading.* Payments made during the reference year for annual leave loading. Unused leave loading paid on termination of employment is not included in the estimate but is included in the value of termination payments.

*Apprentices.* Employed persons aged 15 to 34 years who indicate in the survey that they are apprentices.

*Attended/attending an educational institution.* Prior to May 1993 *attended* refers to persons who were enrolled in

a course of study at an educational institution at some time in the previous year and *attending* refers to persons who were enrolled in a course of study at an educational institution during the survey reference period. From May 1993, attendance estimates, in the survey reference period and in the previous year, exclude persons who are not/were not studying to gain an educational qualification and persons who are studying/studied for a qualification where the duration of the course of study is the equivalent of less than one full-time semester.

*Available to start within four weeks.* Those persons who were available to start work within four weeks or could start work if child care was available.

*Average hours of overtime per employee.* Calculated by dividing total overtime hours paid for in a particular group by the total number of employees in the same group (including those who were not paid for any overtime).

*Average hours of overtime per employee working overtime.* Calculated by dividing total overtime hours paid for in a particular group (e.g. industry, State or Territory) by the number of employees who were paid for overtime in the same group.

*Average hours worked.* Aggregate hours worked by a group divided by the number of persons in that group.

*Average (mean) duration of underemployment*—see 'duration of current period of underemployment'.

*Average (mean) duration of unemployment*—see 'duration of unemployment'.

*Average weekly earnings.* Average gross (before tax) earnings of employees do not relate to average award rates nor to the earnings of the 'average person'. Estimates of average weekly earnings are derived by dividing estimates of weekly total earnings by estimates of employment. Changes in the averages may be affected not only by changes in the level of earnings of employees but also by changes in the overall composition of the labour force. There are several aspects which can contribute to compositional changes such as variations in the proportions of part-time, casual and junior employees, variations in the occupational distribution within and across industries and variations in the distribution of employment between industries.

*Award pay or agreed base rate of pay.* Award pay or agreed rate of pay for ordinary time hours paid for. It includes payments from enterprise bargaining awards and agreements. For employees covered by an award it includes all allowances (dirt, height, tool, etc.) and penalty payments (e.g. shift loadings) specified in the award. It excludes overaward pay and service increments not specified in the award. For employees not covered by an award, agreed base rate of pay is the agreed wage for ordinary time hours paid for.

*Award rates of pay.* The award rates of pay used in the compilation of the indexes include:

- (i) the base rate and any allowances or loadings that are applicable to *all* employees under a specific award classification (e.g. industry allowance); and
- (ii) supplementary payments when they are specified within the award.

They exclude:

- (i) remunerative allowances. It is considered that these allowances are paid to reimburse employees for expenses they are expected to incur during the course of their employment (e.g. tool allowances). The inclusion of these allowances would not reflect the true level of remuneration of these employees; and
- (ii) superannuation payments and other payments such as severance and termination payments which are paid to employees as part of an award agreement.

Payments negotiated under enterprise bargaining awards and agreements that were established since October 1991 are generally excluded.

*Birthplace.* From April 1991, statistics of birthplace derived from the Labour Force Survey are classified according to the *Australian Standard Classification of Countries for Social Statistics (ASCCSS)* (1269.0).

*Break from work.* A period of six months or more away from work since began working for current employer. Persons who had worked for their current employer for more than 10 years were only asked about breaks in the last 10 years.

*Casual employees.* Employees who were not entitled to holiday leave or sick leave in their main job.

*Category jumping.* Changing from one overseas migration category to another — see the Technical Notes.

*Ceased a job.* Persons who left or lost their last job.

*Certificate or diploma.* Completion of an approved certificate or diploma in secretarial or business studies, administration, teaching, nursing, etc.

*Collective agreements* (whether registered or unregistered). Agreements made by an employer or a number of employers with a group or organisation of employees. *Registered collective agreements* are those collective agreements registered with a Federal or State industrial relations authority, whilst *unregistered collective agreements* are those not so registered.

*Commonwealth government employees.* Persons employed by all departments, agencies and authorities created by or reporting to the Commonwealth Parliament, including trading bodies such as banks, airlines and communications

bodies. Those bodies, run jointly by Commonwealth and State governments, are classified to Commonwealth.

*Country of last residence.* The country in which the person last lived.

*Courses.* Represent a planned series of learning experiences in a particular range of subject matter or skills, offered by a sponsoring agency and undertaken by one or more students. See entries for *Training courses*, *In-house training courses* and *External training courses*.

*Current employer.* The employer that the employee worked for in his or her current position.

*Current position.* The position in which the employee worked in the reference week. A position is defined as work for an employer with a particular set of duties and level of responsibility.

*Degree.* Includes a bachelor degree (including honours), and higher qualifications such as a graduate or post-graduate diploma, masters degree or a doctorate where the course entry requirement for such qualifications is usually the successful completion of a bachelor degree or an undergraduate diploma.

*Dependants.* All family members under 15 years of age; and all family members aged 15 to 19 attending school or aged 15 to 24 attending a tertiary educational institution full time, except those classified as husbands, wives, sole parents or other family heads.

*Discouraged jobseekers.* Persons with marginal attachment to the labour force who wanted to work and were available to start work within four weeks but whose main reason for not taking active steps to find work was that they believed they would not be able to find a job for any of the following reasons: considered to be too young or too old by employers; difficulties with language or ethnic background; lacked the necessary schooling, training, skills or experience; no jobs in their locality or line of work; or no jobs at all.

*Duration of continuous period in the labour force before leaving.* The total number of weeks/years person worked and/or looked for work in an unbroken period immediately prior to leaving the labour force.

*Duration of current job.* The period between the commencement of the current job up to the week before interview.

*Duration of current period of underemployment.* The period from the time the person became underemployed to the end of the reference week. Periods of underemployment are recorded in full weeks and this results in a slight understatement of duration. *Average (mean) duration* is obtained by dividing the aggregate number of weeks a group has been underemployed by the number of persons in that group. *Median duration* is that which divides underemployed persons into two equal groups, one comprising persons whose duration of underemployment

is above the median and the other, persons whose duration is below it.

*Duration of last job.* The period between the commencement of the last job up to the week ceased working in that job.

*Duration of unemployment.* The period from the time the person began looking for work, or was stood down, to the end of the reference week. Thus the survey measures current (and continuing) periods of unemployment rather than completed spells. For persons who may have begun looking for work while still employed, the duration of unemployment is defined as the period from the time the person last worked full time for two weeks or more to the end of the reference week. *Average (mean) duration* is the duration obtained by dividing the aggregate number of weeks a group has been unemployed by the number of persons in that group. *Median duration* is the duration which divides unemployed persons into two equal groups, one comprising persons whose duration of unemployment is above the median and the other, persons whose duration is below it.

*Dwelling.* Contains one or more *households*.

*Earnings* — see 'gross earnings'.

*Education participation rate.* Persons attending an educational institution in any group expressed as a percentage of the civilian population in the same group.

*Educational attainment.* Measures the highest qualification obtained by the respondent, classified according to the *Australian Bureau of Statistics Classification of Qualifications (ABSCQ)*. Qualifications may include those obtained at other than educational institutions (e.g. nursing qualifications obtained at a hospital).

*Educational institution.* Any institution whose primary role is education. Included are schools, higher education institutions, TAFEs, public and private colleges, etc. A *tertiary institution* is any educational institution offering post-school courses. Excluded are institutions whose primary role is not education, for example hospitals.

*Employed persons.* Persons aged 15 and over who, during the reference week:

- (a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (including employees, employers and self-employed persons); or
- (b) worked for one hour or more without pay in a family business or on a farm (i.e. unpaid family helpers); or
- (c) were employees who had a job but were not at work and were: on paid leave; on leave without pay for less than four weeks up to the end of the reference week; stood down without pay because of bad weather or plant breakdown at their place of employment for less than four weeks up to the

end of the reference week; on strike or locked out; on workers' compensation and expected to be returning to their job; or receiving wages or salary while undertaking full-time study; or

- (d) were employers, self-employed persons or unpaid family helpers who had a job, business or farm, but were not at work.

*Employed persons (Survey of Training and Education).* Persons aged 15 to 64 who, during the reference week:

- (a) worked for 1 hour or more for pay, profit or commission in a job, business, or farm (comprising employees, employers and self-employed persons); or
- (b) had a job but were not at work.

*Employed wage and salary earners (Survey of Employment and Earnings).* All employees who received pay for any part of the relevant pay period. All permanent, temporary, casual, managerial and executive employees are included. Part-time and casual employees who may have worked only a few hours during the reference period are included. Employees on paid leave and those employees on workers' compensation who continue to be paid through the employer's payroll are also included. Casual employees who work on an irregular basis and who were not paid during the relevant pay period and employees on leave without pay, on strike or stood down without pay for the whole of the pay period are excluded.

*Employee (Survey of Training and Education).* An employed person who, during the reference week, worked for an employer for wages or salary.

*Employees (Employer surveys).* Includes all wage and salary earners who received pay for the reference period except: members of the Australian permanent defence forces; employees of enterprises primarily engaged in agriculture, forestry, fishing and hunting; employees in private households employing staff; employees of overseas embassies, consulates, etc.; employees based outside Australia; and employees on workers' compensation who are not paid through the payroll.

Also excluded are the following persons who are not regarded as employees for the purposes of the survey: directors who are not paid a salary; proprietors/partners of unincorporated businesses; and self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer. For employment statistics from the household based Labour Force Surveys see 'employed persons'.

*Employees covered by awards, etc.* Employees whose rates of pay and conditions of work are normally varied in accordance with variations in a specific Federal or State award, determination or registered collective agreement or a specific unregistered collective agreement.

*Employees involved in industrial disputes.* Includes employees directly and indirectly involved in disputes.

Employees indirectly involved are those who ceased work at the establishments where the stoppages occurred, but who are not themselves parties to the dispute.

*Employees not covered by awards, etc.* Those employees whose rates of pay and conditions of work are not normally varied in accordance with variations in a specific Federal or State award, determination or registered collective agreement or a specific unregistered collective agreement.

*Employees' wages and salaries for time receiving training.* Gross wages and salaries for the number of hours spent by employees receiving formal training including paid travel time. Amounts paid to employees who commenced or terminated employment during the Training Expenditure Survey reference period are also included.

*Employer (Survey of Training and Education).* An employed person who, during the reference week, worked in his or her own business (including limited liability companies) with one or more employees.

*Employer support.* Multi response categories comprising 'Paid for study materials or fees', 'Provided paid study leave', 'Paid for accommodation or travel expenses' or 'Other support'.

*Employer units.* The enterprises or statistical units which make up the population from which the sample was drawn.

*Employment benefits.* Concessions, allowances or other privileges, received by or provided to employees in their main job in addition to wages or salary while the employees were working for their current employer. Some benefits which were not included in the survey are certain allowances received in accordance with award provisions (e.g. safety clothing); maternity and paternity leave; and cash payments in the nature of wages and salary, over-award payments, bonuses or payments in lieu of leave. Not all benefits came directly from the current employer but were received by or provided to employees from other sources as a result of their employment in a particular occupation or industry (e.g. a concession airfare granted by an airline to a travel agency employee; long-service leave granted by an industry to an employee in that industry). For definitions of individual employment benefits, see *Employment Benefits, Australia, August 1992* (6334.0).

*Employment/population ratio.* For any group, the number of employed persons expressed as a percentage of the civilian population aged 15 and over in the same group.

*Employment status (Survey of Training and Education).* Classified according to the person's activity during the reference week. See entries for *Employed persons, Employer, Self-employed, Employee, Unemployed, and Marginally attached to the labour force.*

*Estimated resident population.* The official population estimates series compiled according to the place of usual residence of the population.

*External formal training (Training Expenditure Survey).* Training which is organised and conducted by training or educational institutions, agencies or consultants e.g. College of Technical and Further Education courses.

*External training courses (Survey Of Training And Education).* Training which is organised and conducted by training or educational establishments, agencies or consultants other than the respondent's employer/business. It excludes study for an educational qualification. Details were collected on up to four courses attended in the last 12 months.

*External training, employer supported (Training Expenditure Survey).* Persons who had a wage or salary job in the last 12 months were asked whether any of up to 4 external training courses undertaken in that time had been supported by an employer. Support comprises 'Paid for study materials or fees', 'Provided paid study leave', 'Paid for accommodation or travel expenses' or 'Other support'.

*Family.* Two or more related persons (*relationship* includes relationships by blood, marriage or adoption) usually resident in the same household at the time of the survey. A family comprises a married couple or a family head as defined, together with any persons having any of the following relationships to them:

- (a) sons or daughters of any age, if not married and with no children of their own present;
- (b) other relatives if not accompanied by a spouse, sons or daughters, or parents of their own; or
- (c) any children under 15 years of age who do not have a parent present.

*Family head.* Defined as:

- (a) Any person without a spouse present, but with a son or daughter aged under 15 present; or
- (b) persons without a spouse present, without a son or daughter aged under 15 present, but with a son or daughter aged 15 or over present (provided that the son or daughter has no spouse, son or daughter of his/her own present); or
- (c) where a family has no person falling into either of these categories, the family head is generally defined to be the eldest person in the family.

No family head is determined for a married-couple family.

*Federal awards, determinations or collective agreements.* Awards or determinations made by, and collective agreements registered with, the Australian Industrial Relations Commission or the Coal Industry Tribunal.

*Field of trade.* Respondents indicated which of the following best described the field of trade in which they had qualified or were undertaking an apprenticeship:

- (a) Metal fitting and machining;

- (b) Other metal;
- (c) Electrical and electronics;
- (d) Building;
- (e) Printing;
- (f) Vehicle;
- (g) Food;
- (h) Hairdressing; or
- (i) Other.

Respondents who had more than one trade qualification were asked about the first trade qualification that had been formally recognised in Australia (either through an Australian apprenticeship or a recognised Australian tradesperson's certificate).

*Flex leave.* Time off that must be made up elsewhere or that is granted for time that has already been made up by working extra hours.

*Formal childcare.* Any arrangements made for the care of children under 12 years of age at or by one of the following:

- a pre-school;
- a child care centre (such as creche or occasional care centre);
- family day care;
- a full day care centre;
- before and/or after school care;
- the workplace.

*Formal training.* All training activities which have a structured plan and format designed to develop job related skills and competence are defined as formal training. It consists of periods of instruction or a combination of instruction and monitored practical work. The instruction can take the form of workshops, lectures, tutorials, training seminars, audio-visual presentations, demonstration sessions or monitored self-paced training packages.

*Formally appraised.* An assessment of the employee's work performance made by his/her supervisor (or a person in a position of higher authority). This assessment is generally discussed with the employee and/or a written appraisal is provided.

*Former workers.* Unemployed persons who have previously worked full time for two weeks or more but not in the past two years.

*Fringe benefits.* The value of goods and services subject to fringe benefits tax in respect of employees as defined.

*Fringe benefits tax.* The tax actually paid in respect of employees as defined. Amounts paid in fines for late

payment are not included in the estimate of fringe benefits tax.

*Full-time attendance.* Attendance at an educational institution by persons who consider themselves to be attending full time or are so classified by the institution they are attending.

*Full-time employees.* Permanent, temporary and casual employees who normally work the agreed or award hours for a full-time employee in their occupation and received pay for any part of the reference period. If agreed or award hours do not apply, employees are regarded as full-time if they usually work 35 hours or more per week.

*Full-time employees in main job.* All employees for whom 'full time' was the response to the question 'Is your main job full time or part time?'

*Full-time workers.* Employed persons who worked 35 hours or more in the reference week (in all jobs) and others who, although actually working less than 35 hours in the reference week (including those temporarily absent), usually worked 35 hours or more a week.

*Full-time workers who wanted to work more hours.* Full-time workers who did not work full-time hours (i.e. did not work 35 hours or more) in the reference week for economic reasons, e.g. stood down, short time and insufficient work.

*Fully employed workers.* Employed persons who are voluntarily working part time, or who worked full-time hours in the reference week, or who are full-time workers who did not work full-time hours in the reference week for non-economic reasons. It should be noted that persons who are normally underemployed but who worked full-time hours in the reference week are classified as fully employed.

*Generalised strikes.* Industrial disputes following a call to strike common to several enterprises.

*Gross earnings.* Payments to employees before tax and other items (such as superannuation) are deducted. They comprise ordinary time and overtime earnings; overaward payments; penalty payments, shift and other remunerative allowances; commissions and retainers; bonuses and similar payments; payments under incentive or piecework; payments under profit-sharing schemes; leave loadings; annual and long service leave payments; sick leave payments; advance and retrospective payments; salaries and fees paid to company directors, members of boards, committees, commissions, councils, etc.; amounts paid to employees on workers' compensation who continue to be paid through the payroll; and severance, termination and redundancy payments.

*Higher Education Institutions.* Includes all (Australian) institutions providing higher education courses, e.g., Universities; Institutes of Technology (excluding former TAFE institutions); Institutes of Advanced Education; Institutes of Higher Education; Institutes of Tertiary Education; and Agricultural Colleges.

*Highest level of secondary school available.* The highest level of secondary schooling (or equivalent) offered by the education system at the time the respondent left school.

*Hourly award rates of pay.* The hourly award rates of pay series for full-time adult employees provide details of the movements in the hourly rates of pay for award classifications included in the index. These series include only those awards and classifications where hours of work are specified in the award.

*Hours of work.* The estimates of aggregate hours and of average hours refer to actual hours worked during the reference week, not hours paid for. The estimates may be affected by public holidays, leave, absenteeism; temporary absence from work due to sickness, injury, accident and industrial disputes; and stoppages of work due to bad weather, plant breakdown, etc. When hours of work are recorded, fractions of an hour are disregarded and this results in slightly lower figures than would be the case if actual time worked was recorded. Persons stood down for the whole of the reference week without pay because of bad weather or plant breakdown at their place of employment are regarded as employed and therefore are included (working no hours) in the calculation of average hours worked. Persons stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather and plant breakdown and waiting to be called back to their job are regarded as unemployed and are therefore excluded from the calculations.

*Hours paid for.* The number of hours and minutes for which an employee was paid and not necessarily the number of hours actually worked (e.g. an employee on paid leave for the week was asked to report the number of hours for which he or she was paid).

*Hours worked.* Actual hours worked during the reference week, not necessarily hours paid for.

*Household.* A group of one or more persons in a private dwelling who consider themselves to be separate from other persons (if any) in the dwelling, and who make regular provision to take meals separately from other persons, i.e. at different times or in different rooms. Lodgers who receive accommodation but not meals are treated as separate households. Boarders who receive both accommodation and meals are not treated as separate households. A household may consist of any number of families and non-family members.

*Industrial dispute.* An industrial dispute is defined as a withdrawal from work by a group of employees, or a refusal by an employer or a number of employers to permit some or all of their employees to work, each withdrawal or refusal being made in order to enforce a demand, to resist a demand, or to express a grievance.

A dispute affecting more than one industry and/or State is counted once in each industry and State but only once at the broader industry and Australia level. Prior to September 1991 disputes covering more than one industry and/or State were counted differently.

When there is a return to work between stoppages over the same issue, and the return to work is for less than two complete months, the stoppages are counted as a single dispute. When the return to work is for two or more months, the dispute is considered to have ended at the time of the return to work. Should a subsequent stoppage occur, it is counted as a new dispute. Prior to 1985 disputes were counted differently.

*Industry.* Industry is classified according to the *Australian Standard Industrial Classification (ASIC) 1983 Edition, Volume 1 — The Classification (1201.0)*.

*Informal training.* Unstructured on-the-job training, being shown how to do things as the need arises, learning by doing a job.

*Infrequent bonuses.* The total payments made during the reference year for bonuses paid less frequently than monthly. Included are performance, production, Christmas, staff suggestion and profit-sharing bonuses.

*In-house formal training (Training Expenditure Survey).* Training which is organised by employers primarily for their own employees, using the employers' own staff, or consultants e.g. where a consultant designs a program specifically for the employer.

*In-house training courses (Survey of Training and Education).* Training organised by a person's employer or business primarily for their own staff and using the employers' or business' staff or training consultants. Details were collected on up to four courses attended in the last 12 months.

*Intended to retire from full-time work.* Persons who were either working full-time or considered themselves to be working full-time; looking for full-time work; or would like to work full time at some time and who intended to retire from full-time labour force activity. Persons who were unpaid voluntary workers in their current job are excluded.

*Intended to retire from full-time work early.* Persons aged 45 and over who intended to retire from full-time work at age 45 or more but before the age of 60, if female, or 65, if male. Persons who did not know at what age they intended to retire from full-time work were not classified as intending to retire from full-time work early.

*Interstate.* Between States/Territories.

*Intrastate.* Within the State/Territory.

*Job.* A job is defined as either:

- (a) employment as a wage or salary earner (or unpaid family helper) by a particular employer in a particular locality; or
- (b) self-employment (with or without employees) in a particular locality.

*Job-holders.* Employees as defined above and persons who were away from work for four weeks or more without pay, or who were stood down for less than 4 weeks for reasons other than bad weather/plant breakdown, or who were away from work on workers' compensation and not returning (or unsure about returning) to their employer.

*Job leavers.* Unemployed persons who have worked full time for two weeks or more in the past two years and left that job voluntarily, that is, because of unsatisfactory work arrangements/pay/hours; the job was seasonal, temporary or a holiday job and they left that job to return to studies; their last job was running their own business and they closed down or sold that business for reasons other than financial difficulties; or any other reasons.

Note. For the *Survey of Labour Mobility*, 'job leavers' includes all persons who left a job in the previous twelve months for any of the above reasons.

*Job losers.* Unemployed persons who have worked full time for two weeks or more in the past two years and left that job involuntarily, that is: were laid off or retrenched from that job; left that job because of their own ill-health or injury; the job was seasonal, temporary or a holiday job and they did not leave that job to return to studies; or their last job was running their own business and the business closed down because of financial difficulties.

Note. For the *Survey of Labour Mobility*, 'job leavers' includes all persons who left a job in the previous twelve months for any of the above reasons.

*Job mobility.* Defined as a change of job. A change of job may involve a change of employer/business, regardless of whether a change in locality is involved, or a change of locality without a change of employer/business. For example, the movement of an employer's operations to premises in a different locality would entail a change of job for employees who moved to the new locality. It should be noted, however, that for a person who works at different sites for the same employer (for example, a construction worker), the person's base of operations (i.e. the employer's office, depot, yard, etc.) is considered to be the place of work.

*Job vacancy.* A job available for immediate filling on the survey reference date and for which recruitment action had been taken. Recruitment action includes efforts to fill vacancies by advertising, by factory notices, by notifying public or private employment agencies or trade unions and by contacting, interviewing or selecting applicants already registered with the enterprise or organisation. Excluded are jobs available only to persons already employed by the enterprise or organisation. This point is particularly relevant to the Australian Public Service and the Public Services of each of the States and Territories. Excluded are vacancies:

- (a) of less than one day's duration;
- (b) to be filled by persons already hired, or by promotion or transfer of existing employees;

- (c) to be filled by employees returning from paid or unpaid leave or after industrial dispute(s);
- (d) not available for immediate filling on the survey reference date;
- (e) not available within the particular State or Territory to which the return relates;
- (f) for work carried out under contract;
- (g) for which no effort is being made to fill the position.

*Job vacancy rate.* The number of job vacancies expressed as a percentage of the number of employees plus vacancies.

*Juniors*—see 'adults'.

*Labour costs.* Costs incurred by employers in the employment of labour. They include:

- (a) Earnings of employees:
  - Payments for time worked
  - Annual leave
  - Sick leave
  - Other leave
    - maternity leave
    - long service leave
    - other leave
  - Public holidays
  - Annual leave loading
  - Infrequent bonuses
  - Termination payments
  - Fringe benefits
- (b) Superannuation;
- (c) Payroll tax
- (d) Workers' compensation
- (e) Fringe benefits tax.

*Labour force.* All persons who, during the reference week, were employed or unemployed, as defined. For some supplementary surveys a person is assigned to the labour force categories *worked* and *looked for work* rather than *employed* and *unemployed* for each of the weeks in a year. Persons who worked or looked for work were in the labour force.

*Labour force (Survey of Training and Education).* Persons who, during the reference week, were employed or unemployed, as defined.

*Labour force status.* A classification of the civilian population aged 15 and over into employed, unemployed or not in the labour force, as defined. The definitions conform closely to the international standard definitions adopted by the International Conferences of Labour Statisticians.

*Labour mobility.* The frequency of movement between jobs over a 12-month period.

*Last 12 months (Survey of Training and Education).* The 12 months prior to being interviewed. Interviews were conducted in April and May 1993.

*Leavers.* Persons who were full-time students at any time in the previous calendar year but were not full-time students at the time of the survey. It should be noted that persons who attended school full time at some time in the previous year and left, but were attending full-time education at any tertiary institution at the time of the survey are not included in the definition of leavers.

*Length of time with current employer.* The total length of time the employee has worked for that employer/business in all positions.

*Level of educational attainment (Survey of Training and Education).* Measures the highest post-school qualification attained by the respondent. For the purposes of the *Australian Bureau of Statistics Classification of Qualifications (ABSCQ), 1993*, level of attainment is the recognition, by an accredited authority, that a person possesses knowledge and practical ability of a certain quality and quantity. The seven categories of level of attainment are:

- (a) Higher degree;
- (b) Postgraduate diploma;
- (c) Bachelor degree;
- (d) Undergraduate diploma;
- (e) Associate diploma;
- (f) Skilled vocational qualifications; and
- (g) Basic vocational qualifications.

Note. Persons who could not categorise their post-school qualification to one of these levels were classified to 'Other'. Persons who reported attaining a certificate qualification that required the equivalent of less than one semester full-time study to complete, or who reported having returned to complete a secondary school certificate, are not considered to have attained a post-school qualification.

*Living alone.* A person who is the sole member of a household.

*Local government employees.* Persons employed by Municipalities and Shires and other local authorities created

by or subject to the provisions of local government legislation such as county councils in New South Wales.

*Localised strikes.* Industrial disputes following a call to strike within the establishment.

*Locality.* In capital cities and major towns each suburb is considered to be a different locality.

*Long-service leave (or furlough).* A period of paid absence from work to which an employee becomes entitled after a number of years of continuous service with one employer, or in an industry, the initial entitlement usually being three months after 10 or 15 years service, as specified in Federal or State legislation.

*Long-term movement.* The arrivals of visitors (except those who hold migrant visas) and the temporary departures by Australian residents with the intention to stay, in Australia or abroad respectively, for 12 months or more, together with the departure of visitors and the return of Australian residents who had stayed, in Australia or abroad, for 12 months or more. Movements of travellers whose intended or actual period of stay is less than 12 months are classified as *short-term*, except those who, on arrival, hold migrant visas. Some travellers state an intended or actual duration of stay of one year exactly. Such travellers are allocated to short-term or long-term in proportion to the number of travellers who stated an actual duration of stay of 11 months or one year one month respectively.

*Long-term unemployed.* Unemployed persons who have been unemployed for a period of 52 weeks or more.

*Looked for work.* Applies to those persons who reported having been out of work and looking for a job.

*Looking for work with more hours.* Looking for work with more hours at some time during the four weeks up to the end of the reference week.

*Main difficulty in finding work.* The main difficulty experienced during the current period of unemployment.

*Main English-speaking countries.* Comprises the United Kingdom, Ireland, Canada, South Africa, United States of America and New Zealand.

*Main external training course attended in the last 12 months.* The external training course on which the respondent spent the most time over the last 12 months.

*Main external training course attended in the last 12 months while working.* Of the external training course attended while employed, the one on which most time was spent.

*Main in-house training course.* The in-house training course on which the respondent spent the most time over the last 12 months.

*Main job.* The job at which most hours were usually worked. The *second job* is defined to include all remain-



ing jobs, in which some hours were worked during the reference week (i.e. the week before the interview week). Work as an unpaid family helper or service in the reserve defence forces is not regarded as a second job. A person who held more than one job as an employee is classified to the industry and occupation of the main job.

*Main source of income.* The current main source of income in the reference week.

*Managerial employees.* Adult managerial, executive, senior professional and higher supervisory staff, generally defined as those employees who are ineligible to receive payment for overtime, or, although subject to payment for overtime, are in charge of a significant number of employees in a separate establishment. *Non-managerial employees* are those who are not managerial employees as defined. Note that this definition on the managerial/non-managerial status of employees (as reported by the employer) is different to the definition of 'Managers and Administrators' in the Australian Standard Classification of Occupations (ASCO), which is used in most labour statistics.

*Marginal attachment to the labour force.* Persons who were not in the labour force in the reference week, wanted to work and:

- (a) were actively looking for work but did not meet the criteria to be classified as unemployed; or
- (b) were not actively looking for work but were available to start work within four weeks or could start work within four weeks if child care was available.

*Marginally attached to the labour force (Survey of Training and Education).* Persons aged 15 to 64 who were not in the labour force in the reference week, who wanted to work and who were either:

- (a) actively looking for work but did not meet the criteria to be classified as unemployed; or
- (b) not actively looking for work but were available to start work within 4 weeks if childcare was available (for any children aged under 12 years).

*Marital status.* Persons are classified as married (husband and wife) if they are reported as being married (including de facto) and their spouse was a usual resident of the household at the time of the survey. The *not-married* category comprises persons who have never married, or are separated, widowed or divorced, as well as those who, although reported as being married, did not have a spouse who usually lived in the household.

*Married*—see 'marital status'.

*Married-couple families.* Families in which there are two married persons and these persons are husband and wife — see 'marital status'.

*Mean (or average) earnings or hours.* Obtained by dividing the total earnings or hours of a group (e.g. full-time employees) by the number of employees in that group.

*Mean weekly earnings.* Obtained by dividing the total earnings of a group by the number of employees in that group.

*Median age.* The age above which half the population is older and below which half the population is younger.

*Median duration of underemployment*—see 'duration of current period of underemployment'.

*Median duration of unemployment*—see 'duration of unemployment'.

*Median earnings or hours.* The amount which divides the distribution into two equal groups of employees, one half having amounts below the median and the other half having amounts above it.

*Membership of trade unions.* Financial members are dues-paying members no more than 6 months in arrears. The total number of members includes all persons (financial, unfinancial, honorary, suspended, junior, etc.) regarded by unions as members.

*Method of job attainment.* Determined by the respondents' answer to the question 'How did you find out that particular job was available?' and is described according to whether an employer approached the jobseeker or a jobseeker approached the employer. In the latter case, the job is described according to whether or not the jobseeker knew that the particular job was available before approaching the employer.

*Migrant (Labour Force Status and Other Characteristics of Migrants, Australia, September 1993 (6250.0)).* A person who was not born in Australia, arrived after 1970, was aged 18 and over on arrival and was a permanent resident of Australia at the time of the survey. A migrant could be *sponsored* to come to Australia or arrive *unsponsored*.

*Multiple jobholders.* Employed persons who during the reference week:

- (a) worked in a second job or held a second job from which they were absent because of holidays, sickness or any other reason; and
- (b) were an 'employee' in at least one of their jobs.

*Multi-response categories.* Respondents were asked to nominate as many of the listed categories as were applicable to them. Note that sub-totals relate to the number of persons giving responses, not the number of responses given. Consequently, the sum of individual multi-response categories will be greater than the sub-total.

*Net training expenditure.* Total training expenditure by employers minus subsidies received for training.

*Non-managerial employees*—see 'managerial employees'.

*Not a member of a family.* A person not related to any other member of the household in which he or she is living. A person is considered to be *living alone* if he or she is the sole member of a household. Thus, a person who is the sole occupant of a self-contained flat attached to another dwelling is considered to be living alone.

*Not in the labour force*—see 'Persons not in the labour force'.

*Not-married* — see 'marital status'.

*Number of spells of looking for work during the year.* The number of different periods, including the current period, during which persons were reported as having been out of work and looking for a job.

*Occupation.* Occupation is classified according to the *Australian Standard Classification of Occupations (ASCO) — First Edition, Statistical Classification (1222.0)*. An Information Paper: *ASCO-Australian Standard Classification of Occupations, April 1991 (1221.0)* is available to assist users. There is a comprehensive range of other more detailed publications and manuals relating to ASCO and its use.

*On-costs.* Costs incurred in relation to the employment of labour for which there is no direct productive return, i.e. all costs other than payments for time worked. These costs comprise annual leave, sick leave, other leave, public holidays, infrequent bonuses, termination payments, fringe benefits, annual leave loading, superannuation payments made by the employer, payments for workers' compensation, payroll tax and fringe benefits tax.

*On-the-job training.* Respondents were asked to indicate whether any of the following activities were undertaken to improve their job skills while employed in any job over the last 12 months:

- (a) being shown how to do the job;
- (b) watching others work (including examining other workers' product);
- (c) asking questions of co-workers; and
- (d) teaching self.

*One-parent families.* Families in which there is a family head together with at least one dependent son or daughter of his/her own.

*Ordinary time earnings* — see 'Weekly ordinary time earnings'.

*Ordinary time hours paid for.* Award, standard or agreed hours of work. It includes stand-by or reporting time which are part of standard hours of work, and that part of paid annual leave, paid sick leave and long-service leave taken during the reference period.

*Other earnings.* Amounts paid to employees for annual leave, sick leave, other leave, public holidays, annual

leave loading, infrequent bonuses, termination payments and fringe benefits.

*Other educational institution.* Includes business, commercial and secretarial colleges; religious colleges; overseas institutions; and instances where insufficient information was available to determine the type of educational institution.

*Other expenditure on formal training.* The total of expenditure on training equipment, travel, accommodation, meals, consumables, training rooms and payments to industry training bodies.

*Other families.* Families which are not married-couple families or one-parent families, as defined. They include families in which there is a parent with only non-dependent children present, and families in which there is no parent, for example a family head living with a brother or sister.

*Other labour costs.* Labour costs other than earnings of employees.

*Other leave payments.* The total payments made or time taken during the reference year for paid leave other than annual leave and sick leave. Included are long service, maternity, compassionate, study and special leave.

*Other post-school qualifications.* Completion of other types of education i.e. not identified as degree, trade qualification, or certificate or diploma.

*Overaward pay.* Amounts of ordinary time pay (regular or otherwise) that are over the award (e.g. attendance, good time-keeping, profit-sharing). For 1992 it includes pay (additional to prescribed award rates) resulting from enterprise bargaining awards and agreements. It excludes payments in the form of a reimbursement for expenses incurred whilst carrying out the employer's business (e.g. payments from petty cash).

*Overtime (Survey of Job Vacancies and Overtime).* Time worked in excess of award, standard or agreed hours of work for which payment is received. Excluded is any overtime for which employees would not receive payment, e.g. unpaid overtime worked by managerial, executive, etc. staff, normal shiftwork and standard hours paid for at penalty rates.

*Overtime (Survey of Working Arrangements).* Work undertaken which is outside, or in addition to, the normal working hours of the respondent in his or her main job. Paid and unpaid overtime is included.

*Overtime hours paid for.* Hours in excess of award, standard or agreed hours of work.

*Owner-manager.* Persons who reported that they worked in their own business, either with or without employees, and that business was a limited liability company.

*Participation rate.* For any group, the labour force expressed as a percentage of the civilian population aged 15

and over in the same group. Participation rates for persons classified by birthplace are calculated using population estimates which exclude those in institutions. Participation rates for persons classified by school or tertiary educational institution attendance are calculated using population estimates which include those in institutions.

*Part-time attendance.* Attendance at an educational institution by persons who consider themselves to be attending part-time or are so classified by the institution they are attending.

*Part-time employees.* Permanent, temporary and casual employees who are not classified as full-time employees as defined.

*Part-time employees in main job.* All employees for whom 'part time' was the response to the question 'Is your main job full time or part time?'

*Part-time workers.* Employed persons who actually worked one to 34 hours in the reference week and usually did so, or who were temporarily absent and usually worked one to 34 hours.

*Part-time workers who wanted to work more hours.* Part-time workers who indicate that they would prefer to work more hours. Additional information was collected about those part-time workers who would prefer to work more hours, had been looking for work with more hours at some time in the four weeks up to the end of the reference week and who were available to start such work within four weeks.

*Payment by measured result.* Earnings which vary according to measured performance (e.g. piecework, production and task bonuses, and commission).

*Payments for time worked.* Payments to employees for hours actually worked. (Hours actually worked include 'wash-up' time, tea breaks, other paid breaks during normal work hours, and unrecorded leave.) Payments for time worked are sometimes referred to as direct wages and salaries.

*Payroll tax.* The amount of tax paid during the reference year in respect of the gross wages and salaries of employees, net of any rebates. Payroll tax assessed for payments to contractors and other persons not considered employees, are excluded.

*Percentiles.* Any of a hundred divisions of an earnings or hours series. For example, 25 per cent of employees earn less than or equal to the 25th percentile and 75 per cent of employees earn less than or equal to the 75th percentile.

*Permanent employees.* Employees who were entitled to paid holidays or leave pay in their main job.

*Permanent movement.* Arrivals of settlers (i.e. persons who hold migrant visas, regardless of stated intended period of stay), New Zealand citizens who indicate an intention to settle and those who are otherwise eligible to

settle (e.g. overseas-born children of Australian citizens), and permanent departures of Australian residents (including former settlers) i.e. those who on departure state they do not intend to return to Australia.

*Persons covered by a superannuation scheme.* Persons who, at the time of the survey, belonged to a superannuation scheme towards which contributions were being made. If persons were covered by more than one superannuation scheme, details were collected about the scheme to which they contributed most.

*Persons not in the labour force.* Persons who, during the reference week, were not in the categories employed or unemployed. They include persons who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, persons in institutions (hospitals, gaols, sanatoriums, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the reference week was jury service or unpaid voluntary work for a charitable organisation. Specific surveys of persons not in the labour force indicate that a number want to work but are not classified as unemployed because they were not actively looking for work and/or were not available to begin work in the reference week. Included in this group are the discouraged jobseekers and other persons marginally attached to the labour force. For some supplementary surveys a person is assigned to the labour force categories *worked* and *looked for work* rather than *employed* and *unemployed* for each of the weeks in a year. Persons who did not work or look for work were not in the labour force.

*Persons not in the labour force who wanted to work.* Persons who:

- (a) in the four weeks up to the end of the reference week had taken active steps to find work but did not meet the criteria to be classified as unemployed; or
- (b) although claiming to have looked for work in the four weeks up to the end of the reference week, had not taken active steps to find work; or
- (c) in the four weeks up to the end of the reference week had not looked for work but in the survey answered 'yes' or 'maybe' to the question 'Even though you have not been looking for work would you like a full-time or part-time job?'; or
- (d) in the four weeks up to the end of the reference week, had not looked for work but were responsible for children under twelve years of age and answered 'yes' or 'maybe' to the question 'If you had child care arrangements for your child(ren) under twelve, would you like a job?'; or
- (e) were employees who had a job but had been away from work without pay for four weeks or more.

*Persons who had a wage or salary job in the last 12 months.* Those who stated that they worked in a job for

wages or salary in the 12 months prior to being interviewed.

*Persons who had re-entered the labour force.* Persons who were working or looking for work in the reference week, had a period out of the labour force of at least 12 months' duration that finished within the last 12 months and had worked continuously for at least 12 months at some earlier time.

*Persons who have left the labour force.* Persons who worked or looked for work (as defined) at some time in the 12 months prior to the survey and were not in the labour force in the week prior to the interview (i.e. the reference week).

*Persons who started a job for wages or salary during the previous twelve months.* Persons who had started work for an employer for wages or salary lasting two weeks or more during the 12 months up to the time of the survey. If more than one job was started during this period, details were obtained about the most recent job started.

*Persons with marginal attachment to the labour force.* Persons who were not in the labour force in the reference week, wanted to work and:

- (a) were actively looking for work but did not meet the criteria to be classified as unemployed; or
- (b) were not actively looking for work but were available to start work within four weeks or could start work within four weeks if child care was available.

*Post-graduate degree or graduate diploma.* Completion of a graduate diploma (including those titled simply diploma but which require a prior degree or diploma), masters degree, doctorate or higher doctorate.

*Post-secondary certificate.* Completion of an approved certificate in secretarial or business studies, administration, nursing, etc.

*Post-school qualifications.* Qualifications held by those persons who had left school and answered 'Yes' to the question: 'Since leaving school have you completed a trade, certificate, diploma, degree or any other educational qualification?'. Respondents indicated which of the following groups best described their highest qualification: Degree; Trade qualification; Certificate or diploma; Other post-school qualification.

*Present* — see 'usual resident'.

*Previous job.* The job, full-time or part-time, that a person who had re-entered the labour force reported having worked in continuously for at least 12 months at some earlier time.

*Principal applicant.* The family member who is considered to have the best chance of being accepted to migrate and whose eligibility to migrate is determined.

*Promoted.* A permanent increase in wage or salary and an increase in responsibility or complexity of work. Temporary promotions, acting and higher duties are excluded from this category.

*Proportion of all employees who were members of a trade union.* The approximate percentages of wage and salary earners in employment (i.e. employees) who were members of trade unions. From 30 June 1985, the proportions of employees have been calculated using estimates of employees from the ABS Survey of Employment and Earnings. These estimates have been adjusted by adding Labour Force Survey estimates of employees in Agriculture, forestry, fishing and hunting and in Private households employing staff. For statistics for periods prior to 30 June 1985, estimates of employees were taken from *The Labour Force, Australia* (6203.0). The percentages shown should be regarded as giving only a broad indication of the extent of union membership among employees, because they are based on estimates of employed wage and salary earners. The numbers of union members who were not employed (i.e. were unemployed, retired, etc.) will affect the percentages for a particular year and comparisons over time.

*Proportion of employed persons who were multiple jobholders.* The number of multiple jobholders as a proportion of employed persons in the same category.

*Public holiday costs.* The total payments made or time taken during the reference year for time paid but not actually worked in respect of public holidays. Included is time taken by employees who worked on the public holiday and received another day off in lieu. Excluded is time taken by employees who were not entitled to the paid holiday (casuals), and time taken by employees who worked on the public holiday and received additional annual leave.

*Public sector employees.* Administrative employees and all other employees of Commonwealth, State and Local government businesses and financial undertakings engaged in services such as railways, road transport, banks, postal and telecommunications, air transport, education, radio, television, police, public works, factories, marketing authorities, hospitals and welfare institutions. The public sector includes all agencies created by or reporting to the Commonwealth or State Parliaments.

*Re-entrants* — see 'Persons who had re-entered the labour force'.

*Reference week.* The week before the interview.

*Registered collective agreements*—see 'collective agreements'.

*Reported frequency of use of trade skills.* Employed persons not working in the trade were asked which of the following categories best described the use of their trade skills:

- (a) use trade skills daily;

- (b) use trade skills at least once a week;
- (c) use trade skills occasionally;
- (d) never use trade skills.

For the data published in this publication categories (a) and (b) have been combined under the heading 'use trade skills at least once a week'.

*Retired from full-time work.* Persons aged 45 and over who had had a full-time job at some time and who had ceased full-time labour force activity (i.e. were not working full-time, were not looking for full-time work and did not intend to work full time at any time in the future). Persons who were unpaid voluntary workers in their last full-time job are excluded.

*Retired from full-time work early.* Persons aged 45 and over who retired from full-time work at age 45 years or more but before the age of 60 years, if female, or 65 years, if male. Persons who were unpaid voluntary workers in their last full-time job are excluded.

*Retirement scheme.* Superannuation schemes, life assurance policies or similar schemes that provide a financial benefit when a person leaves full-time work.

*Retraining.* Training done with the specific purpose of enabling the respondent to do a kind of work different to that performed in the job held at the time of training. Multi-response categories were collected from persons who had a wage or salary job in the last 12 months.

*Rostered day off.* A rotating system of days off for employees whose work demands above standard hours. Employees working under this arrangement are entitled to a rostered day off, with pay, to compensate for the hours worked above standard hours.

*Second job.* A job, other than the main job, in which some hours were worked during the reference week. A person who held more than one job is classified to the industry and occupation of the main job. Service in the reserve defence forces is not regarded as a second job. Persons who by the nature of their employment worked for more than one employer, e.g. domestics, odd-job workers, baby-sitters, etc., are not counted as having a second job unless they also held another job of a different kind, nor are those who worked for more than one employer solely by reason of changing jobs during the reference week.

*Sector.* Public sector includes all local government authorities and government departments, agencies and authorities created by, or reporting to the Commonwealth or State Parliaments. All remaining employees are classified as private sector.

*Self-employed.* An employed person who, during the reference week, worked in his or her own business (including limited liability companies) with no employees.

*Shift work.* A system of working whereby the daily hours of operation at the place of employment are split into at

least 2 set work periods (shifts), for different groups of workers.

*Short-term movement*—see 'long-term movement'.

*Sick leave payments.* The total payments made or time taken during the reference year for paid sick leave. Unused leave paid on termination of employment is not included in the estimate but is included in the value of termination payments.

*Size of business.* The number of persons employed by a respondent's employer/own business throughout Australia.

*Size of location.* The number of persons employed at the location of the respondent's job with his or her employer/own business.

*Sole parent.* The head of a one-parent family.

*Some training undertaken.* Refers only to whether a respondent has undertaken at least one of the following types of training:

- (a) study in 1992;
- (b) in-house training course(s);
- (c) external training course(s); or
- (d) on-the-job training.

If none of these were undertaken, then the respondent was classified to 'No training undertaken'. There were an estimated 51,000 persons (or 0.5% of those in, or marginally attached to, the labour force) whose *only* form of training was 'Study in 1993' who were not classified to 'Some training undertaken'.

*Sponsored.* Migrants who were sponsored include those who had a family already in Australia who sponsored them under the Family Reunion criteria, and those who were sponsored by an employer, or some other person or organisation (other than the Australian Government). Sponsorship is a commitment, signed on a government form by a permanent resident, Australian citizen or organisation, to assist an applicant after arrival in Australia.

*Standardised unemployment rate.* The number of unemployed persons as a percentage of the total labour force. The definitions of unemployment and the total labour force conform to ILO guidelines.

*State awards, determinations or collective agreements, etc.* Awards or determinations made by, and collective agreements registered with, State industrial relations authorities. The estimates shown for employees covered by State awards, etc. include a small proportion of employees covered by awards, etc. of State tribunals in other States. Similarly, in each Territory there is a small proportion of employees covered by awards, etc. of State tribunals in adjacent States.

*State government employees.* Persons employed by all State government departments and authorities created by, or reporting to, State Parliaments, including organisations for which the Commonwealth has assumed financial responsibility, e.g. universities. Following self-government, the Northern Territory and the Australian Capital Territory administrations have been classified to 'State' governments. Employees of State governments employed interstate are included in the estimates of the State in which they are based.

*Status of worker.* Employed persons classified by whether they were employers, self-employed persons, wage and salary earners (employees), or unpaid family helpers.

*Studied for an educational qualification.* Study done with the intention of it leading to a higher degree, postgraduate diploma, bachelor degree, undergraduate diploma, associate diploma, skilled vocational qualifications, basic vocational qualifications or any other qualification. It is not necessary to have completed the course or to have been awarded the qualification. Details were collected on the first qualification studied for.

*Superannuation (Survey of Major Labour Costs).* Employer or agency funded contributions to superannuation funds on behalf of employees. Superannuation includes only those amounts met from annual budgets of individual agencies. Payments made from Commonwealth and State government consolidated revenue funds have not been included. Due to the different funding arrangements adopted in the public and private sectors, estimates of superannuation are not directly comparable between the sectors.

*Superannuation scheme.* Any fund, association or organisation set up for the purpose of providing financial cover for members when they retire. Overseas superannuation funds are excluded.

*TAFE.* College of technical and further education.

*Termination payments.* Lump sum payments made to employees, on termination of employment, for unused leave and eligible termination payments including severance and redundancy payments.

*Tertiary institution.* Any educational institution offering post-school courses.

*Time spent on in-house/external training courses.* The average number of hours spent on a training course per day (as stated by the respondent), multiplied by the number of days spent on that course.

*Total employees involved in industrial dispute.* The sum of the number of employees involved in each industrial dispute in a period. For any period of time the figures may include details of the same employees involved in more than one dispute. The longer the period of reference the more chance there is of some double counting in the number of employees involved. Where there are varying numbers of employees involved during the progress of a dispute the number of employees involved included in the statistics relate to the largest number of individual em-

ployees involved on any one day. Generally the *total* number of employees involved for each year will equal the sum of the *total* number of employees involved in the first month of a year plus the number of employees *newly* involved in subsequent months (as published monthly in *Industrial Disputes, Australia* (6321.0)). Differences between monthly and annual aggregates can occur due to temporary cessations of stoppages which resume in subsequent months. Employees re-involved in this type of dispute are not classified as employees *newly* involved in stoppages in the second period in which the dispute occurs.

*Total membership of trade unions.* The aggregate of the membership of individual reporting trade unions. Persons who are members of more than one union are counted more than once in the totals. The extent of this duplication is not known. Membership figures may be affected by differences in the concept of membership adopted by different unions or by the same union at different times.

*Total training expenditure.* The sum of employers' expenditure for employees' gross wages and salaries for time receiving and providing formal training, fees paid to consultants and institutions and other expenditure on formal training during the reference period.

*Trade qualification or apprenticeship.* Completion of an approved trade/technical apprenticeship in fitting and turning, hairdressing, plumbing, carpentry, etc.

*Trade union members.* Employees with membership in a trade union in connection with their main job.

*Trade union (or employee association).* An organisation, consisting predominantly of employees, the principal activities of which include the negotiation of rates of pay and conditions of employment for its members. Non-operating unions or branches, i.e. those with no members at the date of collection, are not included in the statistics.

*Trades qualified persons.* Persons aged 15 and over who had:

- (a) completed an Australian apprenticeship; or
- (b) obtained tradesperson's status under a recognised Australian tradesperson's certificate either under the Tradesmen's Rights Regulation Act in the metal, electrical or footwear trades; or from an Australian Apprenticeship Training Authority.

*Trainers' costs (including fees).* Employees' wages and salaries for time providing training plus fees paid to consultants and training institutions.

*Training courses (Survey of Training and Education).* Training activities which are designed and/or undertaken to maintain, develop or learn skills related to job performance and/or competency. They consist of periods of instruction or a combination of instruction and monitored practical work. The instruction can include workshops, lectures, tutorials, training seminars, audio-visual presentations, demonstration sessions or monitored self-paced

training packages. Details were collected on up to four in-house and up to four external training courses attended in the last 12 months. This means that the tables in this publication relating to 'Number of training courses' underestimate the training courses undertaken by persons who attended more than four in-house and/or more than four external training courses. See entries for *In-house training courses* and *External training courses*.

*Training expenditure per employee.* Estimated training expenditure divided by the estimated total number of employees. The Training Expenditure Survey did not collect information on the number of employees receiving training.

*Training expenditure per training hour.* Estimated total training expenditure divided by the estimated total hours of training.

*Training hours per employee.* The estimated total number of hours of training received divided by the estimated total number of employees. The Training Expenditure Survey did not collect information on the number of employees receiving training.

*Transferred.* A change of position without a change in either the level of responsibility or wages or salary. Both employer-initiated and employee-initiated transfers are included.

*Unemployed persons.* Persons aged 15 and over who were not employed during the reference week, and:

- (a) had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week and:
  - were available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the reference week); or
  - were waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or
- (b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the reference week (including the whole of the reference week) for reasons other than bad weather or plant break-down.

In the *Job Search Experience of Unemployed Persons* survey persons who were stood down as defined in (b) above are excluded.

*Unemployed (Survey of Training and Education).* Persons aged 15 to 64 who were not employed during the reference week, had actively looked for full-time or part-time work at any time in the 4 weeks up to the end of the reference week, and:

- (a) were available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than 4 weeks to the end of the reference week); or
- (b) were waiting to start a new job within 4 weeks from the end of the reference week and would have started in the reference week if the job had been available then.

*Unemployed persons classified by industry and occupation.* Unemployed persons who had worked full time for two weeks or more in the last two years are classified according to the industry and occupation of their most recent full-time job.

*Unemployed persons looking for first job.* Unemployed persons who had never worked full time for two weeks or more.

*Unemployment rate.* The unemployment rate for any group is the number unemployed expressed as a percentage of the labour force (i.e. employed plus unemployed) in the same group.

*Unregistered collective agreements*—see 'collective agreements'.

*Un-sponsored.* Includes those migrants who came to Australia under special eligibility criteria. This category includes persons who came to Australia as migrants who did not require a visa, or who had some entitlement to come to Australia such as New Zealanders. Refugees were regarded as un-sponsored and include any person who came to Australia under a refugee program. Other persons who were un-sponsored include: persons who applied in their own country to come to Australia; Australians born overseas; persons who came to Australia on a temporary visa, on a working holiday, as a student, etc., and had since gained permanent residence.

*Usual resident.* A person identified by the respondent as a usual resident of the household at the time of the survey. The terms 'usually resident' and 'present' are synonymous.

*Weekly award rates of pay.* The weekly award rates of pay series for full-time adult employees provide details of the movements in the weekly rates of pay for award classifications included in the index.

*Weekly earnings.* The amount of 'last total pay' from wage and salary jobs prior to interview (i.e. before taxation and other deductions have been made). For persons paid other than weekly, earnings were converted to a weekly equivalent. No adjustment was made for any back payment of wage increases or pre-payment of leave, etc.

*Weekly ordinary time earnings.* One week's earnings of employees for the reference period attributable to award, standard or agreed hours of work. It is calculated before taxation and any other deductions (e.g. superannuation, board and lodging) have been made. Included in ordinary time earnings are award payments, base rates of pay,

overaward payments, penalty payments, shift and other allowances; commissions if a retainer is also paid; bonuses and similar payments related to the reference period; payments under incentive or piecework; payments under profit-sharing schemes normally paid each pay period; payments for leave taken during the reference period; all workers' compensation payments made through the payroll; and salary payments made to directors. Payments not related to the reference period such as overtime payments, retrospective pay, pay in advance, leave loadings, severance, termination and redundancy payments and other payments are excluded.

*Weekly overtime earnings.* Payment for hours in excess of award, standard or agreed hours of work.

*Weekly total earnings.* Weekly ordinary time earnings plus weekly overtime earnings.

*Weekly total hours paid for.* The hours for which payment was made. It comprises ordinary time hours and overtime hours. For employees paid other than weekly, hours were converted to a weekly basis. For employees who began or ceased work, or were absent without pay for any reason during the reference period, only the hours actually paid for were included. Where agreed hours of work were less than award hours, hours were based on agreed hours. Hours of work were not reported for managerial employees.

*Worked.* Persons who were reported as having either worked or been on paid leave.

*Workers' compensation.* The cost to the employer of providing workers' compensation cover for employees. There are three ways to meet these costs:

- (a) The majority of employers pay a premium to an insurer. In this case, workers' compensation costs are considered to comprise:
  - premiums paid during the reference year including that component that covers the employee for common law damages; and
- (b) Some larger employers may become 'self-insurers' and cover most costs themselves. Workers' compensation costs are considered to comprise:
  - any workers' compensation costs not reimbursed by the insurer including 'make-up' and 'excess' pay (which cover payments made by employers directly to employees as part of earnings, over and above the amount paid as compensation by the workers' compensation insurer).
  - lump sum payments and payments made as part of employee earnings
  - premiums paid during the year to offset liability at common law for workers' compensation
  - any other costs, including Common Law costs not reimbursed by the insurer, such as legal, accounting, medical and administrative costs.

*Working arrangement.* An award or work entitlement which helps define the working hours of an employee. Examples are flexible start or finish times, an allowance to accumulate extra hours worked, shiftwork, overtime and differences in days of the week usually worked.

*Working days lost.* Time lost by employees directly and indirectly involved in the dispute, generally as reported by parties to the dispute. For some disputes working days lost are estimated on the basis of the number of employees involved and the duration of the dispute.

*Working days lost per thousand employees.* Working days lost per thousand employees are calculated for the 12-month period from working days lost and estimates of numbers of employees obtained from the ABS Survey of Employment and Earnings and the ABS Labour Force Survey.

*Working in the trade.* Persons working in the trade in which they first qualified in Australia. See also *employment status*.





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