

Technical Paper

Labour Force Survey and Employee Earnings, Benefits and Trade Union Membership Survey

Basic Confidentialised Unit Record File

Australia

August 2004

New
Issue

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August 2004

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AUSTRALIAN BUREAU OF STATISTICS

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CONTENTS

page

CHAPTERS

1. Introduction 1

2. Survey methodology 3

3. Using CURF data 6

4. Conditions of release 8

ADDITIONAL INFORMATION

Appendix: Data Items List 10

Glossary 16

ABBREVIATIONS

ABS	Australian Bureau of Statistics
ANZSIC	Australian and New Zealand Standard Industrial Classification
ASCO	Australian Standard Classification of Occupations
CAI	computer assisted interviewing
CURF	Confidentialised Unit Record File
EEBTUM	Employee Earnings, Benefits and Trade Union Membership
LFS	Labour Force Survey
OMIE	owner manager of incorporated enterprise
RADL	Remote Access Data Laboratory
RSE	relative standard error
SACC	Standard Australian Classification of Countries
SE	standard error
TAFE	Technical and Further Education

CHAPTER 1

INTRODUCTION

OVERVIEW

This publication provides information about microdata available from the August 2004 Labour Force Survey (LFS) and Employee Earnings, Benefits and Trade Union Membership (EEBTUM) supplementary survey. The data are available through a Basic Confidentialised Unit Record File (CURF) released with the approval of the Australian Statistician. The CURF is available on CD-ROM and through the Remote Access Data Laboratory (RADL).

For further information about the data contained in the CURF, contact Labour Market Statistics on 02 6252 7206.

Further information about obtaining access to the CURF is available on the ABS website <<http://www.abs.gov.au>> (see Access to ABS CURFs, listed under ABS Products and Services).

More detailed information to assist in using the CURF, and in interpreting the data, is provided in the documentation accompanying the CURF, or through the ABS website.

ABOUT THE SURVEY

The monthly LFS provides information on the labour market activity of the usually resident civilian population of Australia aged 15 and over, including estimates of the number of employed and unemployed people, the unemployment rate and the labour force participation rate. Estimates from the August 2004 survey were published in *Labour Force, Australia, August 2004* (cat. no. 6202.0) in September 2004. This publication is included on the CURF CD-ROM as Acrobat file 62020_AUG 2004.PDF.

The EEBTUM survey is conducted in August each year as a supplement to the LFS. Information is collected on three survey topics: weekly earnings of employees, employment benefits and trade union membership. The survey provides information on the distribution of weekly earnings of employees, their entitlement to paid leave (holiday leave, sick leave, long-service leave, maternity/paternity leave), superannuation coverage and trade union membership. In 2004, additional information was collected on other benefits such as goods or services, transport, telephone and shares. Estimates from the survey were published in *Employee Earnings, Benefits and Trade Union Membership, Australia, August 2004* (cat. no. 6310.0) in March 2005. This publication is included on the CURF CD-ROM as Acrobat file 63100_AUG 2004.PDF.

FUTURE RELEASES

The August 2004 LFS and EEBTUM CURF is the first in the series of CURFs containing data from the LFS. It is planned to release a CURF every year, alternating between the February and August supplementary topics. The upcoming CURFs are:

- LFS and Labour Mobility, February 2006, planned for release in November 2006;
- LFS and EEBTUM, August 2006, planned for release in May 2007.

FUTURE RELEASES

continued

Depending upon user feedback, future CURFs may be released as Expanded CURFs, accessible only through the RADL, rather than Basic CURFs available on CD-ROM and the RADL. Expanded CURFs allow more detail to be presented for some data items, for example, geography, age, industry and occupation.

CHAPTER 2

SURVEY METHODOLOGY

SAMPLE DESIGN

The LFS is based on a multi-stage area sample of private dwellings and a list sample of non-private dwellings and covers about 0.45% of the population of Australia. Households are interviewed each month for eight months, with one-eighth of the sample being replaced each month. In August 2004, the number of fully responding individuals was approximately 61,200.

The EEBTUM survey is conducted on 7/8ths of the LFS sample and covers both urban and rural areas in all states and territories, but excludes people living in very remote areas of Australia. Information is collected about persons aged 15 years and over who worked in their main job for an employer or operated their own incorporated enterprise with or without employees. Employees who worked solely for payment in kind in their main job are excluded. In August 2004, the number of fully completed interviews (after taking into account scope, coverage and subsampling exclusions) was approximately 25,800.

SCOPE AND COVERAGE

The scope of the LFS was persons aged 15 years and over, excluding the following:

- members of the permanent defence forces;
- certain diplomatic personnel of overseas governments, customarily excluded from the census and estimated resident population figures;
- overseas residents in Australia;
- members of non-Australian defence forces (and their dependants).

Additional exclusions for EEBTUM are:

- students at boarding schools;
- institutionalised persons (e.g. patients in hospitals; residents of homes, such as retirement homes and homes for persons with disabilities; and inmates of prisons);
- persons living in very remote parts of Australia who would otherwise have been within scope of the survey. The exclusion of these persons will only have a minor impact on any aggregate estimates that are produced from EEBTUM for individual states and territories, with the exception of the Northern Territory where such persons account for around 20% of the population.

DATA COLLECTION METHODOLOGY

The information was collected using computer assisted interviewing (CAI). CAI was progressively implemented into the LFS, from October 2003. Under CAI, interviewers record responses directly onto an electronic questionnaire in a laptop computer. For more information see the article "Implementation of computer assisted interviewing in the Labour Force Survey" in *Australian Labour Market Statistics, January 2005* (cat. no. 6105.0).

Information was collected via face-to-face or telephone interviews conducted by trained interviewers who asked members of each household, or a responsible adult answering on behalf of other household members, LFS and EEBTUM questions.

WEIGHTING, ESTIMATION
AND BENCHMARKING

Weighting is the process of adjusting results from a sample survey to infer results for the total population. To do this, a weight is allocated to each sample unit. The weight is a value which indicates how many population units are represented by the sample unit. Separate weights were calculated for LFS and EEBTUM samples (as some units were in scope for LFS but not for EEBTUM).

The LFS weighting method ensures that LFS estimates conform to the benchmark distribution of the population by age, sex and geographic area, and also LFS region by sex (two sets of benchmarks). Weights are allocated to each sample respondent according to their state/territory of selection, state/territory of usual residence, part of state of usual residence, age group and sex. The weights are basically the inverse of the probabilities of selection, adjusted for any under-enumeration and non-response.

The EEBTUM survey is benchmarked to LFS estimates for the following variables: state of usual residence, part of state of usual residence, sex, age group and labour force status.

The weighting method accounts for the one eighth of the sample where the EEBTUM survey is not conducted and for non-respondents to the EEBTUM survey. The EEBTUM survey weighting excludes all residents in institutions, boarding schools, and very remote areas.

Survey estimates of the number of people with a particular characteristic are obtained by summing the weights of people who have that characteristic.

For more information on weights, see Chapter 3.

RELIABILITY OF
ESTIMATES

Since the information on the CURF is based on information from a sample of dwellings, any statistics produced from the CURF will be subject to sampling error and non-sampling error.

Sampling error

Sampling error arises because the estimates are based on a sample of possible observations and so will differ from estimates that would have been produced if all households had been included in the survey. One measure of the likely difference is given by the standard error (SE), which indicates the extent to which an estimate might have varied because only a sample of dwellings was included.

There are about two chances in three (67%) that a sample estimate will differ by less than one SE from the number that would have been obtained if all dwellings had been included, and about 19 chances in 20 (95%) that the difference will be less than two SEs. Another measure of the likely difference is the relative standard error (RSE), which is obtained by expressing the SE as a percentage of the estimate. Generally, only estimates with RSEs less than 25% are considered sufficiently reliable for most purposes.

Tables of standard errors are provided in the Technical Notes of the publications *Labour Force Survey, Australia, August 2004* (cat. no. 6202.0) and *Employee Earnings, Benefits and Trade Union Membership, Australia, August 2004* (cat. no. 6310.0), which are provided on the CURF CD-ROM. These figures do not give a precise measure of the SE for a particular estimate but will provide an indication of its magnitude.

Non-sampling error

Non-sampling error arises from inaccuracies in collecting, recording and processing the data. These inaccuracies may occur in any enumeration, whether it be a full count or a sample. Every effort is made to keep the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers, and efficient processing procedures.

SEASONAL FACTORS

Estimates are based on information collected in the survey month, and, due to seasonal factors, they may not be representative of other months of the year.

MORE INFORMATION

Further information on the survey methodology can be found in:

- *Labour Statistics: Concepts, Sources and Methods* (cat. no. 6102.0.55.001) which is available on the ABS web site <<http://www.abs.gov.au>> (Methods, Classifications, Concepts & Standards);
- *Information Paper – Labour Force Survey Sample Design, November 2002* (cat. no. 6269.0);
- *Information Paper – Labour Force Survey Standard Errors, 2003* (cat. no. 6298.0);
- *Information Paper: Questionnaires Used in the Labour Force Survey* (cat. no. 6232.0);
- *Australian Labour Market Statistics* (cat. no. 6105.0).

CHAPTER 3

USING THE CURF DATA

ABOUT THE DATA

The LFS and EEBTUM data are released under the Census and Statistics Act 1905. The Act provides for the release of data in the form of unit records where the information is not likely to enable the identification of a particular person or organisation.

Intending purchasers should ensure that the data they need, at the level of detail they need, are available on the CURF. Data obtained in the survey but not contained in the CURF may be available as statistics in tabulated form on request. The full list of survey data items included on the CURF is provided in the Appendix.

Confidentiality

To ensure that the confidentiality of individuals is protected, the detail for some data items has been reduced, for example, earnings data are presented in ranges, and some individual records have been modified.

Structure and size of the CURF

The CURF contains 61,157 person records. Each person record has a unique person identifier (ABSPID).

CURF CONTENTS

The CD-ROM version of the CURF is available in SAS, SPSS and STATA formats.

Five types of files relating to LFS and EEBTUM 2004 data are provided on the CURF:

- Data and metadata - an ASCII data file holding approximately 61,200 records, and metadata files that document the data file and every data item on that file. The metadata are provided in plain text file, for reading;
- SAS user files - including a SAS version of the dataset, and the SAS programs that generated the SAS-formatted version;
- SPSS user files - including an SPSS version of the dataset;
- STATA user files - including a STATA version of the dataset; and
- Information files - including several in Adobe Acrobat format.

WEIGHTS

As the survey was conducted on a sample of households in Australia, it is important to take account of the method of sample selection when deriving estimates from the CURF. This is particularly important as a person's chance of selection in the survey varied depending on the state or territory in which they lived.

Each person record contains two weights, an LFS weight called WEIGHT and a weight to be used for EEBTUM called FINPRSWT. These weights indicate how many people are represented by that person. There are two weights because the scope of the LFS is different to the scope of the EEBTUM survey. For data items that are only applicable to EEBTUM (referred to as population 2 in the data items list in the Appendix), it is important to use the EEBTUM weight, FINPRSWT. Users should take care to ensure the appropriate weight is used for analysis.

WEIGHTS *continued*

The LFS weight is available on all records on the CURF. The EEBTUM weight, FINPRSWT, appears on approximately 55,000 records. The estimates in the EEBTUM publication are based on a subset of these records, employees in main job. Therefore when using FINPRSWT, in order to match published EEBTUM estimates, the filter EMPEEMJ=1 must be used.

Where estimates are derived from the CURF, it is essential that they are calculated by adding the weights of persons in each category and not just by counting the number in each category. If each person's 'weight' were to be ignored, then no account would be taken of a person's chance of selection or of different response rates across population groups, and the resulting estimates could be seriously biased. Some examples follow.

Example 1: To obtain an estimate of the number of unemployed persons in Australia in August 2004, (an LFS data item), sum the LFS weights (WEIGHT) for all records where LFSTATUS=2 (unemployed) .

Example 2: To obtain an estimate of the proportion of employees with leave entitlements in main job (an EEBTUM data item called ENTMJ), sum the EEBTUM weights (FINPRSWT) for all records where ENTMJ=1 (with leave entitlements) and divide by the sum of EEBTUM weights (FINPRSWT) for all records where EMPEEMJ=1 (ensures only in scope EEBTUM records are used).

The application of weights will ensure that the subsequent estimates conform to an independently estimated distribution of the population by age and sex, rather than to the age and sex distribution within the sample itself.

For further information see the Explanatory Notes in the publications *Labour Force, Australia, August 2004* (cat.no.6202.0) and *Employee Earnings, Benefits and Trade Union Membership, Australia, August 2004* (cat.no.6310.0) included on the CURF CD-ROM as Acrobat files 62020_AUG 2004.PDF and 63100_AUG 2004.PDF.

DATA RECONCILIATION

Steps to confidentialise the data set made available on the CURF are taken in such a way as to maximise the content of the file while maintaining the confidentiality of respondents. The steps taken to preserve confidentiality may include:

- reducing the level of detail for some items (e.g. geographic and demographic);
- ranging or collapsing the values of some variables; and
- modifying some records identified as high risk.

As a result, it may not be possible to exactly reconcile all statistics produced from the CURF with published statistics.

CHAPTER 4

CONDITIONS OF RELEASE

RELEASE OF CURF

The LFS and EEBTUM Basic CURF is released in accordance with a Ministerial Determination (Clause 7, Statutory Rules 1983, No.19) in pursuance of section 13 of the *Census and Statistics Act 1905*. As required by the Determination, the information contained in the CURF can only be disclosed in a manner that is not likely to enable the identification of the particular person or organisation to which the data relate.

The Australian Statistician's approval is required for each release of the CURF. In addition, all organisations, and individuals within organisations, who request access to the CURF will, prior to being granted access to the CURF, be required to sign an Undertaking to abide by the legislative restrictions on use. Organisations and individuals who seek access to the LFS and EEBTUM Basic CURF are required to give an undertaking which includes, among other conditions, that in using the data they will:

- use the information only for statistical purposes specified in the Schedule to the Undertaking;
- not attempt to identify particular persons or organisations;
- not disclose, either directly or indirectly, the information to any other person or organisation other than members of this organisation who have been approved by the ABS to have individual access to the information;
- not attempt to match the information with any other unit level list of persons;
- comply with any other direction or requirement specified in the Responsible Access to ABS CURFs Training Manual; and
- not attempt to access the information after the term of their authorisation expires, or after their authorisation is rescinded by the organisation which provided it, or after they cease to be a member of that organisation.

Use of the data for statistical purposes means use of the information contained in the CURF to produce information of a statistical nature, i.e. the arrangement and classification of numerical facts or data, including statistical analyses or statistical aggregates. Examples of statistical purposes are:

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

All CURF users are required to read and abide by the "*Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual*" available on the ABS web site <<http://www.abs.gov.au>> (Services We Provide – CURFs). Use of the data for unauthorised purposes may render the purchaser liable to severe penalties. Advice on

RELEASE OF CURF

continued

the propriety of any particular intended use of the data is available from curf.management@abs.gov.au or telephone (02) 6252 5853.

Conditions of sale

All ABS products and services are provided subject to the ABS conditions of sale. Any queries relating to these Conditions of Sale should be referred to intermediary.management@abs.gov.au.

Price

The price of the 2004 Labour Force Survey and Employee Earnings, Benefits and Trade Union Membership Survey Basic CURF on CD-ROM or via the RADL as at June 2005 is \$8,000, including GST, freight and handling charges as appropriate.

While the utmost care is taken in handling each CURF on CD-ROM, deterioration may occur between the time of copying and receipt of the file. Accordingly, if the CD-ROM is unreadable on receipt and this is reported to the ABS within 30 days of receipt, it will be replaced free of charge.

Accessing the CURF

All clients wishing to access the LFS and EEBTUM Basic CURF should refer to the ABS Website <<http://www.abs.gov.au>> (see Access to ABS CURFs) and read the "*Responsible Access to ABS Confidentialised Unit Record Files (CURFs) Training Manual*", and other relevant information, before downloading the Application and Undertaking to apply for access.

ORDERING TABLES

Access to the full detail from the survey (including data items deleted from the CURF) is only available through tables produced by the ABS. Requirements for these tables should be discussed with the Labour Market Statistics section on 02 6252 7206.

APPENDIX

DATA ITEMS LIST

DATA ITEMS

This section lists the data items, SAS names and populations which relate to the LFS and EEBTUM CURF. Every record has an identifier ABSPID.

Population 1 (LFS): Civilian population aged 15 and over. The LFS weight is called WEIGHT.

Population 2 (EEBTUM): Persons aged 15 and over who were employees in their main job (EMPEEMJ=1). Employees who worked solely for payment in kind are excluded. The EEBTUM weight is called FINPRSWT.

<i>Name</i>	<i>SAS Name</i>	<i>Population</i>	<i>Name</i>	<i>SAS Name</i>	<i>Population</i>
State or Territory of usual residence	STATEURC	1, 2	Age group (years) cont.	AGEBC	1, 2
New South Wales			55 years		
Victoria			56 years		
Queensland			57 years		
South Australia			58 years		
Western Australia			59 years		
Tasmania			60 years		
ACT/NT			61 years		
Area of usual residence	AREAUR	1, 2	62 years		
State capital city			63 years		
Balance of state/territory			64 years		
Sex	SEX	1, 2	65 to 69 years		
Male			70 to 74 years		
Female			75 to 79 years		
Age group (years)	AGEBC	1, 2	80 years and over		
15 years			Social Marital Status	MARSTAT	1, 2
16 years			Married		
17 years			Not married		
18 years			Relationship in household	RELINHH	1, 2
19 years			Family member		
20 years			Husband, wife or partner: with dependants		
21 years			Husband, wife or partner: without dependants		
22 years			Lone parent (with or without dependants)		
23 years			Dependent student		
24 years			Non-dependent child		
25 to 29 years			Other family person		
30 to 34 years			Lone person		
35 to 39 years			Not living alone		
40 to 44 years			Not determined		
45 to 49 years					
50 to 54 years					

<i>Name</i>	<i>SAS Name</i>	<i>Population</i>	<i>Name</i>	<i>SAS Name</i>	<i>Population</i>
Age and whether attending an educational institution	EDSTAT	1, 2	Industry of current job <i>cont.</i>	INDCURF	1, 2
Not applicable			Communication services		
15–19 year old, left school, not studying full time			Finance and insurance		
15–19 year old, left school, studying full time			Property and business services		
15–19 year old attending school			Government administration and defence		
20–24 year old not studying full time			Education		
20–24 year old studying full time			Health and community services		
			Cultural and recreational services		
			Personal and other services		
Country of birth	COBPLACE	1, 2	Duration of current job	TENUREC	1, 2
Not collected			Not employed/Not applicable		
Australia			In current job for less than 6 months		
Main English-speaking countries			In current job for 6 months and less than 8 months		
Other			In current job for 8 months and less than 10 months		
Period of arrival	BIRTHARC	1, 2	In current job for 10 months and less than 12 months		
Not stated/Inadequately described			In current job for 12 months or more		
Arrived 1985 and before					
Arrived 1986–1995					
Arrived 1996 – year of collection					
Born in Australia					
Occupation of current job	OCCCURF	1, 2	Full-time or part-time status (all jobs)	FTPTEMP	1, 2
Not applicable			Not applicable		
Managers and administrators			Full-time employed		
Professionals			Part-time employed		
Associate professionals					
Tradespersons and related workers			Future employment expectations	FUTEMP	1, 2
Advanced clerical and service workers			Not employed/Not applicable		
Intermediate clerical, sales and service workers			Expects to be working in 12 months		
Intermediate production and transport workers			Does not expect to be working in 12 months: voluntary reasons		
Elementary clerical, sales and service workers			Does not expect to be working in 12 months: involuntary reasons		
Labourers and related workers					
Industry of current job	INDCURF	1, 2	Hours usually worked in all jobs	HRSUWAJ	1, 2
Not applicable			Not applicable/Less than 1 hour		
Agriculture, forestry and fishing			1–5		
Mining			6–10		
Manufacturing			11–15		
Electricity, gas and water supply			16–20		
Construction			21–24		
Wholesale trade			25–29		
Retail trade			30–34		
Accommodation, cafes and restaurants			35–39		
Transport and storage			40		
			41–44		
			45–49		
			50–59		
			60 and over		

<i>Name</i>	<i>SAS Name</i>	<i>Population</i>	<i>Name</i>	<i>SAS Name</i>	<i>Population</i>
Hours worked in all jobs (actual hours)	AHRSAJOB	1, 2	Duration of unemployment (Number of weeks since last full-time job)	WKSLFJOB	1
Not applicable/Less than 1 hour			Not applicable		
1–5			Under 52 weeks		
6–10			52 weeks and over		
11–15			Full-time or part-time status for unemployed	FTPTWRK	1
16–20			Not applicable		
21–24			Looking for full-time work		
25–29			Looking for part-time work only		
30–34			Full-time or part-time status of last job	FTPTLJ	1
35–39			Not applicable		
40			Full-time in last job		
41–44			Part-time in last job		
45–49			Never worked		
50–59			Labour force status	LFSTATUS	1
60 and over			Employed		
Hours worked in main job (actual hours)	AHRSWMJ	1, 2	Unemployed		
Not applicable/Less than 1 hour			Not in the labour force		
1–5			Multiple job holder status	LFMJSTC	1
6–10			Not applicable		
11–15			Multiple job-holder		
16–20			Not a multiple job-holder		
21–24			Not in the labour force status	NILFSTC	1
25–29			Not applicable		
30–34			Institutionalised/Boarding school pupil		
35–39			Permanently unable to work		
40			Permanently not intending to work		
41–44			Not looking for work		
45–49			Looking for work		
50–59			Reason stopped working in last job	REUNEMP	1
60 and over			Not applicable		
Reason worked less than 35 hours last week	RL35HRC	1, 2	Job losers		
Not applicable			Job leavers		
Own illness or injury			Last worked more than 2 years ago (former workers)		
Holiday or personal			Never worked for 2 weeks or more		
Other reasons			Status in employment	STEMPC	1
Whether part time and would prefer to work more hours	PTPREFER	1, 2	Not applicable		
Not applicable			Employee		
Employed full-time			Employer		
Employed part-time and does not prefer more hours			Own account worker/Contributing family worker		
Employed part-time and prefers more hours			Employee status	OMIESTC	2
Duration of unemployment (Number of weeks since any previous work)	DUNEMPLC	1	Not applicable		
Not applicable			Employee with leave entitlements		
Under 4 weeks			Employee without leave entitlements		
4 weeks and under 13 weeks			Owner manager of incorporated enterprise (OMIE)		
13 weeks and under 26 weeks					
26 weeks and under 52 weeks					
52 weeks and over					

<i>Name</i>	<i>SAS Name</i>	<i>Population</i>	<i>Name</i>	<i>SAS Name</i>	<i>Population</i>
Leave entitlements in main job	ENTMJ	2	Provision of maternity/paternity leave	MATPATC	2
Not applicable			Not applicable		
With leave entitlements			Entitled to paid maternity/paternity leave		
Without leave entitlements			Not entitled to paid maternity/paternity leave		
Whether self identified as casual employee	SELFEMP	2	Did not know		
Not applicable/Employees with leave entitlements/OMIEs			Provision of paid holiday leave	HOLLEAVE	2
Self-identified as casual employee			Not applicable		
Not self-identified as casual employee			Entitled to paid holiday leave		
Full-time or part-time status (main job)	FTPTMJC	2	Not entitled to paid holiday leave/Did not know		
Not applicable			Provision of paid long service leave	LSLMJC	2
Full-time employees			Not applicable		
Part-time employees			Entitled to paid long service leave		
Hours usually worked in main job	HUWMJHC	2	Not entitled to paid long service leave		
Not applicable/Less than 1 hour			Did not know		
1–5			Provision of paid sick leave	SICKLCRF	2
6–10			Not applicable		
11–15			Entitled to paid sick leave		
16–20			Not entitled to paid sick leave/Did not know		
21–24			Type of leave benefit		
25–29			No leave benefit	TLVBENA	2
30–34			Holiday leave	TLVBENB	2
35–39			Sick leave	TLVBENC	2
40			Long service leave	TLVBEND	2
41–44			Maternity/paternity leave	TLVBENE	2
45–49			Ability to accrue holiday leave	WEHOLACC	2
50–59			Not applicable		
60 and over			Can accrue holiday leave		
Multiple job holder status (employees in both jobs)	MJHCURF	2	Cannot accrue holiday leave		
Not applicable/not a multiple job-holder			No holiday leave		
Multiple job-holder			Amount of holiday leave	WKSPHOL	2
Sector of main job	SECTORC	2	Not applicable		
Not applicable			1 to 3 weeks		
Public			4 weeks		
Private/Could not be determined			5 weeks		
Size of location in main job (employees)	LOCSIZE	2	6 weeks		
Not applicable			7 weeks and over		
Less than 10			No holiday leave/Did not know		
10–19			Whether able to choose when holiday leave is taken	HOLILVE	2
20–99			Not applicable		
100 or more			Can choose when holidays are taken		
Did not know			Sometimes can choose		
Trade union membership	TUMCURF	2	Cannot choose		
Not applicable					
Trade union member					
Not a trade union member/Did not know					

<i>Name</i>	<i>SAS Name</i>	<i>Population</i>	<i>Name</i>	<i>SAS Name</i>	<i>Population</i>
Number of leave benefits	NUMSTLB	2	Frequency of pay in main job	FRQPAYMC	2
Not applicable			Not applicable		
No benefits			Weekly		
One benefit			Fortnightly		
Two benefits			Four-weekly/Monthly		
Three benefits			Other		
Four benefits			Hours paid for in main job	HRSWAJ	2
Superannuation coverage	SUPERC	2	Not applicable/Doesn't draw wage/salary/Workers compensation		
Not applicable			1–5		
Belongs to a superannuation scheme provided by current employer			6–10		
Belongs to a superannuation scheme provided by other than current employer			11–15		
Does not belong to a superannuation scheme/Did not know			16–20		
Type of standard benefit			21–24		
No standard benefit	TSTBENA	2	25–29		
Superannuation	TSTBENB	2	30–34		
Holiday leave	TSTBENC	2	35–39		
Sick leave	TSTBEND	2	40		
Long service leave	TSTBENE	2	41–44		
Maternity/paternity leave	TSTBENF	2	45–49		
Number of standard benefits	NUMBTOTL	2	50–59		
Not applicable			60 and over		
No benefits			Weekly earnings in all jobs	ERNALHC	2
One benefit			Not applicable or Did not draw a wage or salary		
Two benefits			Under \$100		
Three benefits			\$100 and under \$200		
Four benefits			\$200 and under \$300		
Five benefits			\$300 and under \$400		
Type of other benefit			\$400 and under \$500		
Goods or services	OTHRBENA	2	\$500 and under \$600		
Transport	OTHRBENB	2	\$600 and under \$700		
Telephone	OTHRBENC	2	\$700 and under \$800		
Shares	OTHRBEND	2	\$800 and under \$900		
No other employment benefit	OTHRBENE	2	\$900 and under \$1,000		
Type of transport benefit	TYPETRAN	2	\$1,000 and under \$1,100		
Vehicle provided			\$1,100 and under \$1,200		
Transport costs provided			\$1,200 and under \$1,400		
No transport or transport costs provided			\$1,400 and under \$1,600		
			\$1,600 and under \$2,000		
			\$2,000 and over		
			Note: collected in single \$'s		

<i>Name</i>	<i>SAS Name</i>	<i>Population</i>	<i>Name</i>	<i>SAS Name</i>	<i>Population</i>
Weekly earnings in main job	EARNMJC	2	Weekly earnings in main job <i>cont.</i>	EARNMJC	2
Not applicable or Did not draw a wage or salary			\$900 and under \$1,000		
Under \$100			\$1,000 and under \$1,100		
\$100 and under \$200			\$1,100 and under \$1,200		
\$200 and under \$300			\$1,200 and under \$1,400		
\$300 and under \$400			\$1,400 and under \$1,600		
\$400 and under \$500			\$1,600 and under \$2,000		
\$500 and under \$600			\$2,000 and over		
\$600 and under \$700			Note: collected in single \$'s		
\$700 and under \$800			Imputation flag	IMPFLG	2
\$800 and under \$900			Not applicable		
			Earnings in main job imputed		

GLOSSARY

Actively looking for work	Includes writing, telephoning or applying in person to an employer for work; answering an advertisement for a job; checking factory noticeboards or the touchscreens at the Centrelink offices; being registered with Centrelink as a jobseeker; checking or registering with any other employment agency; advertising or tendering for work; and contacting friends or relatives.
Attending an educational institution	Persons aged 15 to 19 years who were still attending school, and persons 15 to 24 years who are full-time at a Technical and Further Education (TAFE) college, university, or other educational institution in the reference week.
Attending school	Persons aged 15 to 19 years enrolled at secondary or high school in the reference week.
Civilian population aged 15 years and over	All usual residents of Australia aged 15 years and over except members of the permanent defence forces, certain diplomatic personnel of overseas governments customarily excluded from census and estimated population counts, overseas residents in Australia, and members of non-Australian defence forces (and their dependants) stationed in Australia.
Employed	<p>All persons aged 15 years and over who, during the reference week:</p> <ul style="list-style-type: none"> ■ worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (comprising employees, employers and own account workers); or ■ worked for one hour or more without pay in a family business or on a farm (i.e. contributing family workers); or ■ were employees who had a job but were not at work and were: <ul style="list-style-type: none"> ■ away from work for less than four weeks up to the end of the reference week; or ■ away from work for more than four weeks up to the end of the reference week and received pay for some or all of the four week period to the end of the reference week; or ■ away from work as a standard work or shift arrangement; or ■ on strike or locked out; or ■ on workers' compensation and expected to return to their job; or ■ were employers or own account workers, who had a job, business or farm, but were not at work.
Employee	A person who works for a public or private employer and receives remuneration in wages, salary, a retainer fee by their employer while working on a commission basis, tips or piece-rates, or a person who operates his or her own incorporated enterprise with or without hiring employees.
Full-time employees in main job	<p>Persons who were employees in their main job and:</p> <ul style="list-style-type: none"> ■ (for single job holders) usually work 35 hours or more a week, or usually work less than 35 hours but worked 35 hours or more in the reference week. ■ (for multiple job holders) usually work 35 hours or more in their main job and those who, although usually working less than 35 hours or more in their main job, worked 35 hours or more in the reference week.
Full-time workers	Employed persons who usually worked 35 hours or more a week (in all jobs) and those who, although usually working less than 35 hours a week, worked 35 hours or more during the reference week. In EEBTUM full-time workers relates to full-time workers who were employees in their main job.

Goods and services	Goods and services (not included under other headings) provided free or at a discounted price to an employee (e.g. an employee discount on goods sold in the retail outlet where they work).
Holiday leave	The entitlement of an employee to paid holiday, vacation or recreation leave.
Hours paid for in main job	The number of hours for which employees were paid, not necessarily the number of hours actually worked during the reference week (e.g. an employee on paid leave for the week reported the number of hours for which they were paid).
Hours worked	The number of hours actually worked during the reference week.
Incorporated enterprise	An enterprise which is registered as a separate legal entity to its members or owners (also known as a limited liability company).
Industry	Classified according to the <i>Australian and New Zealand Standard Industrial Classification (ANZSIC), 1993</i> (cat. no. 1292.0). Industry relates to the main job.
Labour force	For any group, persons who were employed or unemployed, as defined.
Labour force status	A classification of the civilian population aged 15 years 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.
Leave benefits	The entitlement of employees to paid holiday leave, sick leave, long service leave or maternity/paternity leave in their main job.
Leave entitlements	The entitlement of employees to either paid holiday leave or paid sick leave (or both) in their main job.
Long service leave	The entitlement of an employee to paid long service leave.
Main English speaking countries	The United Kingdom, Ireland, South Africa, Canada, the United States of America and New Zealand.
Main job	The job in which a person usually works the most hours.
Maternity/paternity leave	The entitlement of an employee to paid maternity/paternity leave.
Multiple jobholder	<p>Employed persons who, during the reference week, worked in a second job or held a second job from which they were absent because of holidays, sickness or any other reason. Multiple jobholders exclude those who changed employer.</p> <p>In EEBTUM, a multiple jobholder relates to only those who were employees in their main job, however information on earnings relates to only those multiple jobholders who were employees in both their main and second jobs.</p>
Not in the labour force	Persons who were not in the categories employed or unemployed, as defined.
Occupation	Classified according to the <i>Australian Standard Classification of Occupations, Second Edition</i> (cat. no. 1220.0). Occupation relates to the main job and is shown at the ASCO Major Group level.
Other benefits	Benefits are 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, including benefits received or provided from other sources as a result of employment in a particular occupation or industry.
Owner managers of incorporated enterprises	Persons who work in their own incorporated enterprise, that is, a business entity which is registered as a separate legal entity to its members or owners (also known as a limited liability company).

Part-time employees in main job	Persons who were employees in their main job and: <ul style="list-style-type: none"> ■ (for single job holders) usually work less than 35 hours a week, and did so in the reference week ■ (for multiple job holders) actually worked less than 35 hours in their main job in the reference week, or were away from their main job but usually work less than 35 hours a week in their main job.
Part-time workers	Employed persons who usually worked less than 35 hours a week (in all jobs) and either did so during the reference week, or were not at work in the reference week. In EEBTUM part-time workers relates to part-time workers who were employees in their main job.
Reference week	The week preceding the week in which the interview was conducted.
Second job	A job, other than the main job, in which some hours were worked during the reference week.
Sector of main job	Is used to classify a respondent's employer as a public or private enterprise. The public sector includes all government units, such as government departments, non-market non-profit institutions that are controlled and mainly financed by government, and corporations and quasi-corporations that are controlled by government.
Shares	Receipt or provision of shares, rights or options in the employer's business as an employee entitlement.
Sick leave	The entitlement of an employee to paid sick leave.
Size of location in main job (employees)	The number of persons employed at the location of the respondent's main job.
Standard benefit	The entitlement of an employee to paid holiday leave, sick leave, long service leave, maternity/paternity leave or a superannuation benefit.
Superannuation benefit	Membership of a superannuation or retirement benefits scheme, arranged or provided by the person's current employer even if the employer did not contribute to the fund.
Superannuation coverage	Membership of a superannuation or retirement benefits scheme regardless of whether the scheme was arranged or provided by the person's current employer.
Telephone	Payment or subsidisation by the employer of an employee's home telephone rental, home telephone calls or mobile phone calls.
Trade union	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.
Trade union member	Employees with membership in a trade union in conjunction with their main job.
Transport	Assistance with day-to-day travelling for private purposes by the provision of a vehicle or by other means (e.g. travelling allowance). Transport benefits provided for less frequent purposes were classified as another type of benefit (e.g. holiday-related travel was classified as holiday expenses).
Unemployed	Persons aged 15 years and over who were not employed during the reference week, and: <ul style="list-style-type: none"> ■ 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 ■ were waiting to start a new job within four weeks from the end of the reference week and could have started in the reference week if the job had been available then.
Unemployed looking for full-time work	Unemployed persons who: <ul style="list-style-type: none"> ■ actively looked for full-time work; or ■ were waiting to start a new full-time job.
Unemployed looking for part-time work	Unemployed persons who: <ul style="list-style-type: none"> ■ actively looked for part-time work only; or ■ were waiting to start a new part-time job.

Weekly earnings	Amount of 'last total pay' (i.e. before taxation and other deductions had been made) from wage and salary jobs prior to the interview. 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 prepayment of leave, etc.
With leave entitlements in main job	Employees who were entitled to either paid holiday leave or paid sick leave (or both) in their main job.
Without leave entitlements in main job	Employees who were entitled to neither paid holiday leave nor paid sick leave in their main job.

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