



JOB VACANCIES

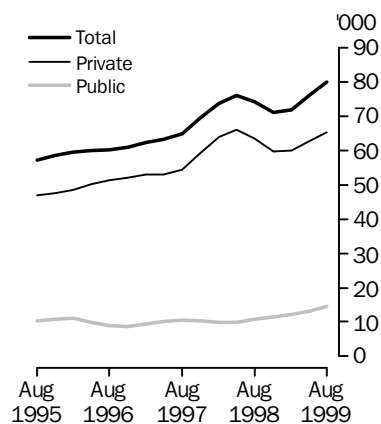
AUSTRALIA

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AUGUST 1999 KEY FIGURES

Job Vacancies

Trend



TREND ESTIMATES

	<i>Aug 1999</i>	<i>% change May 1999 to Aug 1999</i>	<i>% change Aug 1998 to Aug 1999</i>
Job vacancies—'000			
Private sector	65.5	4.1	3.1
Public sector	14.6	10.3	36.5
Private and public sectors	80.1	5.3	7.9

AUGUST 1999 KEY POINTS

TREND ESTIMATES

- Total job vacancies in August 1999 were 80,100, an increase of 5.3% from May 1999, and an increase of 7.9% from August 1998.
- The number of private sector job vacancies rose to 65,500 in August 1999, an increase of 4.1% from May 1999.
- The number of job vacancies in the public sector was 14,600 in August 1999, an increase of 10.3% from May 1999.

- For further information about these and related statistics, contact Glynis Franklin-Orell on Perth 08 9360 5304 or any ABS office shown on the back of this publication.

NOTES

FORTHCOMING ISSUES

<i>ISSUE</i>	<i>EXPECTED RELEASE DATE</i>
Nov 1999	13 January 2000
Feb 2000	30 March 2000



FORTHCOMING CHANGES

Improvements are being made to collection forms and procedures for this survey which will be reflected in improved quality estimates from the November 1999 issue of this publication.

An improvement to the survey estimation method was previously planned for introduction in this issue. This change will now occur in the November issue to coincide with the other collection improvements. The new method will enable estimates to more accurately relate to all businesses operating at the time of the survey.

These changes may require adjustments to previously published estimates in order to maintain consistency of time series.



CHANGES IN THIS ISSUE

As data on overtime are no longer collected quarterly, overtime statistics are no longer included in this publication. Tables 1 to 5 contain statistics on job vacancies only. Tables 6 to 9, included in previous issues of this publication, have been removed.

Biennial data on overtime will continue to be available from the Survey of Employee Earnings and Hours. For further information about the availability of statistics on overtime from that source, contact Renae Gibson on Perth 08 9360 5305.



SAMPLING ERRORS

For information on sampling errors see Technical Notes on page 11. Standard errors for the original estimates contained in this publication are in tables A and B of the Technical Notes.



W. McLennan
Australian Statistician

1

JOB VACANCIES, States & Territories

Reference date	ORIGINAL.....									SEASONALLY ADJUSTED	TREND
	New South Wales	Victoria	Queens-land	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia	Australia	Australia
('000)											
1998											
May	20.5	20.2	* 15.4	* 2.7	11.0	* 0.6	1.6	1.4	73.3	80.0	76.0
August	26.4	17.6	15.7	3.0	6.3	* 1.0	* 1.2	1.8	73.0	69.0	74.2
November	24.1	26.9	11.7	* 4.8	6.9	* 0.6	0.8	1.5	77.4	76.5	71.1
1999											
February	24.4	12.5	14.5	4.2	6.3	* 1.0	1.3	2.3	66.6	65.7	72.0
May	29.7	17.6	8.8	3.5	6.7	* 1.6	* 1.0	2.2	71.1	77.4	76.1
August	36.3	24.7	8.7	* 5.1	7.1	1.3	* 1.1	3.5	88.0	83.4	80.1
PERCENTAGE CHANGE (from previous quarter)											
1998											
May	-12.7	-15.6	10.3	-19.5	43.6	-2.5	2.3	30.8	-3.0	7.0	2.9
August	28.8	-13.3	1.9	11.0	-42.1	77.3	-21.5	34.5	-0.3	-13.7	-2.4
November	-8.5	53.5	-25.2	61.1	9.3	-38.4	-35.7	-18.5	6.0	10.9	-4.2
1999											
February	1.1	-53.4	24.0	-12.7	-9.8	67.6	69.9	52.7	-14.0	-14.1	1.3
May	21.6	40.3	-39.4	-16.4	7.8	54.7	-23.5	-3.2	6.9	17.8	5.7
August	22.2	40.4	-1.1	47.4	5.1	-14.6	10.9	58.7	23.6	7.7	5.3
PERCENTAGE CHANGE (from corresponding quarter of previous year)											
1997											
August	-23.4	27.8	84.9	-2.8	-4.7	46.3	6.9	5.3	9.1	10.1	7.7
1998											
August	36.7	1.2	-6.1	-38.8	-11.3	-49.0	25.7	85.2	5.4	5.6	14.2
1999											
August	37.5	40.8	-44.5	73.3	11.7	36.4	-7.3	91.3	20.5	20.9	7.9

JOB VACANCIES, Private Sector—States & Territories

Reference date	ORIGINAL.....									SEASONALLY ADJUSTED	TREND
	New South Wales	Victoria	Queens-land	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia	Australia	Australia
	('000)										
1998											
May	17.2	18.7	* 14.0	* 2.2	* 9.9	* 0.4	* 1.2	* 0.5	64.0	70.4	66.0
August	22.5	15.7	* 14.0	2.3	5.2	* 0.8	* 1.0	* 0.6	62.1	57.9	63.5
November	20.2	25.0	9.6	* 4.2	5.6	* 0.5	* 0.4	0.3	65.8	65.1	59.7
1999											
February	20.5	10.2	12.6	* 3.6	4.8	* 0.8	* 1.0	* 0.5	53.9	53.7	59.9
May	25.9	15.1	* 6.9	* 2.9	5.3	* 1.4	* 0.8	* 0.7	59.1	64.9	62.9
August	31.2	21.8	6.6	* 4.5	5.9	1.0	* 0.8	* 1.2	72.9	68.1	65.5
	PERCENTAGE CHANGE (from previous quarter)										
1998											
May	-13.1	-15.4	12.9	-22.5	53.0	-12.0	-6.4	41.2	-2.5	7.7	3.4
August	31.2	-16.2	0.4	3.2	-47.7	124.4	-15.6	15.4	-3.0	-17.7	-3.8
November	-10.2	59.4	-31.5	81.1	9.0	-38.7	-58.5	-53.8	6.0	12.4	-6.0
1999											
February	1.3	-59.3	31.5	-14.9	-15.2	62.1	141.4	86.0	-18.1	-17.5	0.2
May	26.8	48.2	-45.3	-17.6	12.1	72.3	-21.5	28.2	9.5	20.9	5.0
August	20.4	44.0	-3.7	51.5	9.5	-31.1	8.3	72.9	23.4	5.0	4.1
	PERCENTAGE CHANGE (from corresponding quarter of previous year)										
1997											
August	-28.0	25.4	83.2	-11.1	-10.6	58.6	16.7	14.0	5.4	6.1	6.0
1998											
August	41.3	5.3	-3.4	-45.5	-11.0	-50.1	39.6	6.0	6.5	6.9	16.7
1999											
August	38.7	38.6	-52.6	92.5	13.5	17.9	-14.9	90.4	17.4	17.6	3.1

JOB VACANCIES, Public Sector—States & Territories

Reference date	ORIGINAL.....									SEASONALLY ADJUSTED	TREND
	New South Wales	Victoria	Queensland	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia	Australia	Australia
	('000)										
1998											
May	3.3	1.5	1.5	0.4	1.1	0.2	0.4	0.8	9.2	9.6	9.9
August	3.9	1.9	1.7	0.6	1.2	0.2	0.2	1.2	10.9	11.1	10.7
November	3.9	1.9	2.1	0.6	* 1.3	0.1	0.4	* 1.2	11.6	11.4	11.4
1999											
February	4.0	* 2.4	1.9	0.6	* 1.5	0.2	0.4	1.8	12.6	12.1	12.1
May	3.7	2.5	1.9	0.5	* 1.4	0.2	0.3	1.5	12.1	12.6	13.2
August	5.1	3.0	2.1	0.7	1.2	* 0.4	0.3	2.3	15.0	15.3	14.6
	PERCENTAGE CHANGE (from previous quarter)										
1998											
May	-10.3	-17.8	-9.7	1.4	-7.0	22.1	39.7	24.8	-6.4	2.1	0.0
August	16.8	23.5	15.5	52.6	8.0	-10.9	-38.5	47.1	18.0	15.1	7.4
November	1.2	3.0	26.7	-11.4	10.7	-37.0	55.0	-0.1	6.2	3.4	6.7
1999											
February	0.4	22.9	-9.7	3.8	13.0	93.0	-6.0	44.7	9.2	5.3	6.6
May	-5.3	6.1	-0.5	-9.7	-5.9	-13.0	-29.1	-12.9	-4.6	4.4	8.8
August	35.7	18.7	8.3	24.9	-11.7	111.3	18.9	52.3	24.7	21.5	10.3
	PERCENTAGE CHANGE (from corresponding quarter of previous year)										
1997											
August	9.9	44.3	96.9	204.9	33.4	3.0	-12.0	-5.3	34.7	34.9	17.9
1998											
August	15.0	-24.1	-24.2	9.9	-12.3	-42.7	-10.0	202.4	-0.6	-0.6	1.4
1999											
August	30.6	59.5	23.3	3.8	4.0	123.5	22.8	91.8	38.0	38.0	36.5

JOB VACANCIES, Industry—Australia: **Original**

Industry	1998.....			1999.....		
	May '000	August '000	November '000	February '000	May '000	August '000
Mining	0.8	1.0	0.9	1.0	0.8	0.8
Manufacturing	6.4	4.9	7.3	8.0	9.4	12.8
Electricity, gas and water supply	0.2	0.3	* 0.7	0.4	0.3	* 0.4
Construction	* 6.0	* 6.4	* 4.6	* 4.5	* 3.6	* 3.8
Wholesale trade	* 5.9	* 2.9	* 4.8	* 4.4	* 5.1	* 6.1
Retail trade	11.9	5.5	9.8	5.1	7.0	7.9
Accommodation, cafes and restaurants	* 3.5	5.9	* 9.4	* 8.1	6.9	6.6
Transport and storage	* 1.3	* 0.9	* 0.8	* 1.9	* 2.1	2.1
Communication services	0.2	0.3	* 0.6	0.4	0.9	1.3
Finance and insurance	2.4	2.7	1.7	1.7	2.4	3.9
Property and business services	* 17.4	* 21.2	* 15.3	6.9	* 13.2	* 18.1
Government administration and defence	3.8	4.3	4.6	4.8	4.7	6.1
Education	3.2	3.2	2.6	3.5	2.8	2.7
Health and community services	6.5	7.6	7.4	11.2	6.7	8.1
Cultural and recreational services	1.0	1.6	* 3.5	2.6	* 2.5	* 3.2
Personal and other services	* 2.8	* 4.3	* 3.7	* 2.3	* 2.7	* 4.4
All industries	73.3	73.0	77.4	66.6	71.1	88.0

JOB VACANCY RATES(a), States & Territories: **Original**

Reference date	New South Wales	Victoria	Queensland	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia
PER CENT									
1998									
May	0.89	1.00	1.21	* 0.49	1.58	* 0.40	2.04	1.05	1.02
August	1.10	0.84	1.26	0.55	0.95	* 0.70	* 1.62	1.42	1.00
November	0.98	1.30	0.95	* 0.95	1.07	* 0.42	1.04	* 1.08	1.06
1999									
February	0.94	0.61	1.16	0.80	0.96	* 0.71	1.79	1.59	0.89
May	1.17	0.90	0.76	0.70	1.00	* 1.16	* 1.34	1.59	0.99
August	1.49	1.26	0.75	* 1.03	1.05	0.99	* 1.48	2.51	1.23
PERCENTAGE CHANGE (from previous quarter)									
1998									
May	-11.80	-17.00	9.80	-19.40	41.90	-4.10	-3.10	25.40	-3.50
August	23.70	-15.30	4.10	11.10	-39.70	75.00	-20.40	35.30	-1.60
November	-10.90	54.10	-25.00	74.20	12.20	-40.50	-36.00	-24.00	5.90
1999									
February	-5.00	-52.80	22.90	-15.70	-10.40	70.30	72.20	47.80	-15.90
May	25.40	46.70	-35.10	-12.50	4.20	63.40	-25.00	-0.10	10.80
August	27.35	39.90	-1.10	46.90	5.10	-14.50	10.80	57.20	24.00
PERCENTAGE CHANGE (from corresponding quarter of previous year)									
1997									
August	-24.0	17.2	78.9	-14.9	-12.2	71.7	13.6	6.8	4.4
1998									
August	29.5	-12.9	-6.6	-40.1	-4.5	-51.2	15.6	76.9	-0.4
1999									
August	35.5	49.3	-40.8	88.6	10.0	41.7	-8.4	76.5	22.4

EXPLANATORY NOTES

INTRODUCTION	<p>1 This publication contains estimates of job vacancies for August 1999 based on information obtained from a sample survey of employers.</p>
SCOPE	<p>2 All wage and salary earners who received pay for the reference period are represented in the Job Vacancies Survey (JVS), except:</p> <ul style="list-style-type: none">▪ members of the Australian permanent defence forces;▪ employees of businesses primarily engaged in agriculture, forestry and fishing;▪ 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. <p>3 Also excluded are the following persons who are not regarded as employees for the purposes of this survey:</p> <ul style="list-style-type: none">▪ directors who are not paid a salary;▪ proprietors/partners of unincorporated businesses;▪ self-employed persons such as subcontractors, owner/drivers, consultants; and▪ persons paid solely by commission without a retainer. <p>4 All vacancies (as defined in the Glossary) for wage and salary earners are represented in the JVS, except those:</p> <ul style="list-style-type: none">▪ in the Australian permanent defence forces;▪ in businesses primarily engaged in agriculture, forestry and fishing;▪ in private households employing staff;▪ in overseas embassies, consulates, etc.; and▪ located outside Australia.
SURVEY DESIGN	<p>5 A sample of approximately 4,500 employers is selected from the Australian Bureau of Statistics (ABS) Business Register to ensure adequate State and industry representation. The sample is updated each quarter to reflect changes in the ABS register of businesses. These changes arise from the emergence of new businesses, 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 changes in the estimates of job vacancies.</p> <p>6 The statistical unit for the survey comprises all activities of an employer in a particular State or Territory. Each statistical unit is classified to an industry which reflects the predominant activity of the business in the State or Territory. The statistical units are stratified by State, industry and size of employment and an equal probability sample is selected from each stratum.</p>

EXPLANATORY NOTES



7 For some time now the ABS has been using Australian Taxation Office information on Group Employer (GE) registrations to add new businesses to the ABS Business Register. The ABS has now started using GE information to delete from the Business Register those businesses which have ceased trading, or which are no longer employing staff. The result is that a large number of inactive businesses were deleted from the population for the JVS for May 1999. This process will be ongoing, but the number of deletions after May 1999 is expected to be relatively small. The impact of these deletions on the estimates for May 1999 was negligible and no adjustments have been made to previous estimates.

NOTES ON ESTIMATES

8 From 17 March 1998, changes in public service regulations have meant that most Australian Public Service vacancies, previously only available to current public service employees, are open to all Australian citizens. These vacancies now fall within the definition of a job vacancy used for compiling statistics in this publication, and have therefore been included from the May 1998 reference period.

HISTORICAL SERIES

9 Job vacancies series in this publication were introduced with the November 1983 issue of the Job Vacancies and Overtime survey publication. Estimates contained in this publication are not strictly comparable with those obtained prior to November 1983.

SEASONAL ADJUSTMENT

10 Seasonal adjustment is a means of removing the estimated effects of normal seasonal variation from the series so that the effects of other influences on the series can be more clearly recognised. Seasonal adjustment does not aim to remove the irregular or non-seasonal influences which may be present in any particular period. Influences that are volatile or unsystematic can still make it difficult to interpret the movement of the series even after adjustment for seasonal variation. This means that quarter-to-quarter movements of seasonally adjusted estimates may not be reliable indicators of trend behaviour.

11 The series have been seasonally adjusted from February 1984 and the historical series can be made available on request. The seasonal factors are reviewed annually to take account of each additional year's original data. The review takes place for the November reference period each year.

12 Details about the method of seasonal adjustment of these series are available on request.

TREND ESTIMATES

13 The ABS considers that trend estimates provide a more reliable guide to the underlying direction of the data, and are more suitable than either the seasonally adjusted or original estimates for most business decisions and policy advice.

14 The trend estimates in this publication, obtained by dampening out the irregular component from the seasonally adjusted series, are calculated using a centred 7-term Henderson moving average of the seasonally adjusted series. Estimates for the three most recent quarters cannot be calculated using this centred average method; instead an asymmetric average is used. This can lead to revisions in the trend estimates for the last three quarters when data become available for later quarters. Revisions of trend estimates will also occur with revisions to the original data and re-estimation of seasonal adjustment factors.



EXPLANATORY NOTES

15 If a series is highly volatile then the trend estimates will be subject to greater revision for the latest few quarters as new data become available. However, it is important to note that this does not make the trend series inferior to the seasonally adjusted or original series. In some cases the effect of the irregular component on overall movements will remain in the seasonally adjusted and the original estimates but not in the trend series.

16 For more information, see *A Guide to Interpreting Time Series — Monitoring 'Trends': an Overview* (Cat. no. 1348.0), or contact the Assistant Director, Time Series Analysis on Canberra 02 6252 6345.

17 Two feature articles which have appeared in the ABS monthly publication *Australian Economic Indicators* (Cat. no. 1350.0) may also be of interest:

- Picking Turning Points in the Economy (April 1991); and
- Smarter Data Use (March 1992).

RELATED PUBLICATIONS

18 Users may also wish to refer to the following publications which are available from ABS Bookshops:

- *Labour Force, Australia* (Cat. no. 6203.0)—issued monthly
- *Average Weekly Earnings, States and Australia* (Cat. no. 6302.0)—issued quarterly
- *Average Weekly Earnings, Australia 1941–1990* (Cat. no. 6350.0)—issued February 1992
- *Wage Cost Index, Australia* (Cat. no. 6345.0)—issued quarterly
- *Wage and Salary Earners, Australia* (Cat. no. 6248.0)—issued quarterly
- *Employee Earnings and Hours, Australia* (Cat. no. 6306.0)—issued biennially.

19 Current publications produced by the ABS are listed in the *Catalogue of Publications and Products* (Cat. no. 1101.0). The ABS also issues, on Tuesdays and Fridays, a *Release Advice* (Cat. no. 1105.0) which lists publications to be released in the next few days. The Catalogue and Release Advice are available from any ABS office.

UNPUBLISHED STATISTICS

20 In some cases, the ABS can also make available information which is not published. This information may be made available in one or more of the following forms: hardcopy, data tape, floppy disk and Internet Email. Generally, a charge is made for providing unpublished information. Inquiries should be made to Glynis Franklin-Orell on Perth 08 9360 5304 or Client Services in the nearest ABS office.

ROUNDING

21 Where figures have been rounded, discrepancies may occur between sums of the component items and totals. Percentage changes in the Key Figures, Key Points and publication tables are based on unrounded numbers and consequently could differ from percentage changes that are calculated from the published rounded statistics.

SYMBOLS AND OTHER USAGES

- * Subject to sampling variability too high for most practical purposes. See paragraph 6 of the Technical Notes on page 11.
- Nil or rounded to zero.

TECHNICAL NOTES

RELIABILITY OF ESTIMATES

1 As the estimates in this publication are based on information relating to a sample of employers rather than a full enumeration, they are subject to sampling variability. That is, they may differ from the estimates that would have been produced if the information had been obtained from all employers. This difference, called *sampling error*, should not be confused with inaccuracy that may occur because of imperfections in reporting by respondents or in processing by the ABS. Such inaccuracy is referred to as *non-sampling error* and may occur in any enumeration whether it be a full count or a sample. Efforts have been made to reduce non-sampling error by careful design of questionnaires, detailed checking of returns and quality control of processing.

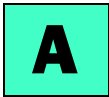
2 The sampling error associated with any estimate can be estimated from the sample results. One measure of sampling error is given by the *standard error* which indicates the degree to which an estimate may vary from the value which would have been obtained from a full enumeration (the 'true value'). There are about two chances in three that a sample estimate differs from the true value by less than one standard error, and about nineteen chances in twenty that the difference will be less than two standard errors.

3 An example of the use of a standard error on levels is as follows. If the estimated number of job vacancies was 25,000 with a standard error of 2,500, then there would be about two chances in three that a full enumeration would have given an estimate in the range 22,500 to 27,500 and about nineteen chances in twenty that it would be in the range 20,000 to 30,000.

4 An example of the use of a standard error for a quarterly change estimate is as follows. If the estimated standard error for a quarterly change estimate of job vacancies was 1,000 and the quarterly change estimate between two quarters was 4,500, then there would be about two chances in three that a full enumeration would have given a quarterly change estimate in the range 3,500 to 5,500 and about nineteen chances in twenty that it would be in the range 2,500 to 6,500.

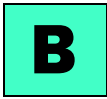
5 Quarterly movements in estimates of job vacancies are considered to be statistically significant where they exceed two standard errors.

6 Another measure of the sampling error is the relative standard error, which is obtained by expressing the standard error as a percentage of the estimate. Level estimates with a relative standard error of 25% or more, denoted with an asterisk in this publication, are subject to sampling variability generally considered to be too high for most practical purposes.



STANDARD ERRORS, Job Vacancies—States & Territories

LEVEL.....	QUARTERLY MOVEMENT.....							
	JOB VACANCIES.....				JOB VACANCIES.....			
	JOB VACANCY RATES			JOB VACANCY RATE	JOB VACANCY RATES			JOB VACANCY RATE
	<i>Total</i>	<i>Private</i>	<i>Public</i>	<i>Total</i>	<i>Total</i>	<i>Private</i>	<i>Public</i>	<i>Total</i>
<i>States & Territories</i>	'000	'000	'000	%	'000	'000	'000	%
New South Wales	4.2	4.1	0.9	0.17	6.0	6.0	0.8	0.26
Victoria	4.7	4.7	0.2	0.23	4.2	4.1	0.6	0.21
Queensland	1.3	1.2	0.4	0.11	2.4	2.4	0.2	0.21
South Australia	1.5	1.5	0.1	0.29	1.0	1.0	0.1	0.21
Western Australia	1.4	1.4	0.2	0.21	1.3	1.3	0.3	0.20
Tasmania	0.2	0.2	0.1	0.19	0.7	0.7	0.1	0.54
Northern Territory	0.3	0.2	0.0	0.38	0.4	0.4	0.0	0.53
Australian Capital Territory	0.4	0.4	0.3	0.29	0.5	0.3	0.3	0.35
Australia	6.8	6.6	1.1	0.10	8.0	7.9	1.2	0.11



STANDARD ERRORS, Job Vacancies—Industry

Industry	1998.....			1999.....		
	May '000	August '000	November '000	February '000	May '000	August '000
Mining	0.2	0.2	0.2	0.2	0.1	0.1
Manufacturing	1.3	0.8	1.4	1.7	2.0	2.4
Electricity, gas and water supply	0.0	0.1	0.2	0.0	0.0	0.1
Construction	3.3	2.7	2.1	3.0	1.8	1.5
Wholesale trade	2.1	1.0	1.2	1.4	2.1	1.6
Retail trade	2.9	0.7	2.2	0.8	1.3	1.7
Accommodation, cafes and restaurants	0.9	1.2	2.4	2.6	1.4	1.3
Transport and storage	0.5	0.4	0.2	0.7	1.0	0.5
Communication services	0.0	0.1	0.1	0.0	0.0	0.0
Finance and insurance	0.5	0.5	0.3	0.3	0.4	0.7
Property and business services	5.4	5.6	5.7	1.6	3.3	4.6
Government administration and defence	0.2	0.3	0.6	0.3	0.4	0.5
Education	0.7	0.6	0.4	0.7	0.7	0.2
Health and community services	1.2	1.3	1.3	1.9	0.8	1.2
Cultural and recreational services	0.1	0.3	0.9	0.6	0.8	0.9
Personal and other services	1.3	1.6	1.4	1.2	1.1	1.5
All industries	7.8	6.9	7.5	5.5	5.5	6.8

GLOSSARY

Industry	Industry is classified according to the Australian and New Zealand Standard Industrial Classification. For more details refer to the <i>Australian and New Zealand Standard Industrial Classification 1993 (ANZSIC)</i> (Cat. no. 1292.0).
Job vacancy	<p>A job vacancy is 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.</p> <p>Excluded are vacancies:</p> <ul style="list-style-type: none">▪ for jobs which became vacant on the survey date and were filled that same day;▪ for jobs of less than one day's duration;▪ to be filled by persons already hired, or by promotion or transfer of existing employees;▪ to be filled by employees returning from paid or unpaid leave or after industrial dispute(s);▪ not available for immediate filling on the survey reference date;▪ not available within the particular State or Territory to which the return relates;▪ for work to be carried out by contractors;▪ for which no recruitment action has been taken;▪ where a person has been appointed but has not yet commenced duty; and▪ to be filled by staff from contract labour agencies.
Job vacancy rate	The job vacancy rate is calculated by expressing the number of job vacancies as a percentage of the number of employees plus vacancies.
Number of employees	All wage and salary earners who received pay for any part of the relevant pay period. The relevant pay period is the last pay period ending on or before the survey reference date. All permanent, temporary, casual, managerial and executive employees are included. Part-time and casual employees who may have received pay for 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. Excluded are casual employees who work on an irregular basis and who were not paid during the relevant pay period, employees on leave without pay, and employees on strike or stood down without pay for the whole of the pay period.
Reference date	The reference date is the third Friday of the middle month of each quarter. The current survey reference date is 20 August 1999.
Sector	Public sector includes all local government authorities and government departments, agencies and authorities created by, or reporting to the Commonwealth Parliament and State/Territory Parliaments. All remaining employees are classified as private sector.

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