



Technical Manual

Labour Force Survey and Employee Earnings, Benefits and Trade Union Membership - Basic and Expanded CURF

Australia

August 2010

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AUSTRALIAN BUREAU OF STATISTICS

EMBARGO: 11.30AM (CANBERRA TIME) FRI 26 AUG 2011

ABS Catalogue No. 6202.0.30.002

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ABBREVIATIONS

ABS	Australian Bureau of Statistics
ABSDL	Australian Bureau of Statistics Data Laboratory
ANZSCO	Australian and New Zealand Standard Classification of Occupations
ANZSIC	Australian and New Zealand Standard Industrial Classification
ARA	any responsible adult
AVCC	Australian Vice-Chancellors' Committee
CURF	confidentialised unit record file
EEBTUM	Employee Earnings, Benefits and Trade Union Membership
GST	goods and services tax
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
SAS	software package for preparing and executing computerised data analysis
SE	standard error
SPSS	software package for preparing and executing computerised data analysis
STATA	software package for preparing and executing computerised data analysis

INTRODUCTION

OVERVIEW

This Technical Manual provides information about the release of microdata from the August 2010 Labour Force Survey (LFS) and the Employee Earnings, Benefits and Trade Union Membership (EEBTUM) Survey. Microdata are the most detailed information available from a survey and are generally the answers provided by Any Responsible Adult (ARA) in the household to individual questions on the questionnaire or the data derived from answers to two or more questions.

The microdata are only released with the approval of the Australian Statistician. Data collected in the LFS and EEBTUM are available as a Basic Confidentialised Unit Record File (CURF) and an Expanded CURF. The Basic CURF is available on CD-ROM, and via the Australian Bureau of Statistics (ABS) Remote Access Data Laboratory (RADL). The expanded CURF is accessible only through the RADL. An expanded CURF provides access to more detailed information than would otherwise be available from a Basic CURF product.

This publication provides general information and technical details about the CURF and should be used as a reference document when interrogating the file. The CURF can be accessed through the Australian Bureau of Statistics (ABS) Remote Access Data Laboratory (RADL) or via an ABS Data Laboratory (ABSDL).

The ABS RADL is a secure online database query service that approved clients can access via the ABS website <<http://www.abs.gov.au>>. Within the RADL, users submit data queries in SAS, SPSS or STATA software languages to interrogate and analyse CURFs which are kept in the ABS environment. The results of the queries are automatically checked to ensure they meet confidentiality requirements prior to being made available to the users via their desktops.

The ABSDL is available to approved clients in a secure data laboratory in any ABS State or Territory office. This service provides researchers with a more responsive and interactive environment in which to analyse CURFs than that offered by the RADL. Because CURFs are kept within the ABS environment, the ABS is able to release more detailed confidentialised unit record data via the RADL and ABSDL than can be made available on CD-ROM.

Further information about the RADL and ABSDL services, and other information to assist users in understanding and using CURFs in general, is available from the CURF Microdata Entry Page on the ABS website (<<http://www.abs.gov.au/about/microdata>> or click on Services then Confidentialised Unit Record Files next to the ABS Microdata heading).

ABOUT THE SURVEYS

The monthly LFS provides information on the labour market activity of the usual resident civilian population of Australia aged 15 years 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 2010 LFS were published in *Labour Force, Australia* (cat. no. 6202.0) in September 2010. This publication is included on the CURF CD-ROM and the RADL website as the Acrobat file 6202_AUG2010.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

INTRODUCTION *continued*

ABOUT THE SURVEYS *continued*

leave, sick leave, long-service leave, maternity/paternity leave), superannuation coverage, shares benefits and trade union membership. Estimates from the survey were published in *Employee Earnings, Benefits and Trade Union Membership, Australia, August 2010* (cat. no. 6310.0) in May 2011. This publication is included on the CURF CD-ROM and RADL website as Acrobat file 63100_AUG2010.pdf.

FUTURE RELEASES

The August 2010 LFS and EEBTUM Survey CURFs are the eighth in a series of CURFs containing microdata from the LFS. The upcoming CURFs are:

- Pregnancy and Employment Transitions (PaETS), scheduled for release in December 2012;

It is planned that this CURF will be released as an Expanded CURF only.

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 0.33% 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 2010, the number of fully responding individuals was 55,469.

SCOPE AND COVERAGE

The scope of the LFS is restricted to persons aged 15 years and over and excludes the following:

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

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 the following:

- 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 Indigenous communities in very remote parts of Australia
- Employees who worked solely for payment in kind in their main job.

Information is collected about employed persons aged 15 years and over who worked in their main job for a public or private sector employer (and either received remuneration in wages or salary, received a retainer fee from their employer while working on a commission basis, or were paid in tips or piece-rates) or operated their own incorporated enterprise with or without employees. In August 2010, the number of responding individuals (after taking into account scope, coverage and subsampling exclusions) was 25,777.

SAMPLE SIZE

The LFS sample size in August 2010 was approximately 32% larger than the sample size in August 2009. This is due to the re-instatement of sample that was reduced from LFS and supplementary surveys from July 2008 to November 2009. Detailed information about the sample re-instatement is provided in *Information Paper: Labour Force Survey Sample Design, Nov 2007 (Third edition)* (cat. no. 6269.0).

The initial sample for the August 2010 LFS consisted of 36,010 private dwelling households and special dwelling units. Of the 28,885 private dwelling households and special dwelling units that remained in the survey after sample loss (e.g. households selected in the survey which had no residents in scope for the LFS, vacant or derelict dwellings and dwellings under construction), 27,483, or 95.1% were fully responding to the Employee Earnings, Benefits and Trade Union Membership Survey. The number of completed interviews obtained from these private dwellings and special dwelling units (after taking into account scope and coverage exclusions) was 25,777.

WEIGHTING, BENCHMARKING AND ESTIMATION

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 people are represented by the respondents.

Weighting

Separate weights were calculated for LFS and EEBTUM Survey samples (as some units were in scope for LFS but not for the EEBTUM Survey). 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 calculated using the inverse of the probabilities of selection, adjusted for any under-enumeration and non-response.

Benchmarking

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

Benchmarking to LFS estimates 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 because the sample scope excludes these people.

Estimation

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 the 'Using the CURF Microdata' chapter in this Technical Manual.

RELIABILITY OF THE ESTIMATES

All sample surveys are subject to error which can be broadly categorised as either sampling error or non-sampling error.

Sampling error occurs because only a small proportion of the total population is used to produce estimates that represent the whole population. Sampling error can be reliably measured as it is calculated based on the scientific methods used to design surveys.

Non-sampling error can occur at any stage throughout the survey process. For example, persons selected for the survey may not respond (non-response); survey questions may not be clearly understood by the respondent; responses may be incorrectly recorded by interviewers; or there may be errors when coding or processing the survey data.

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 is the difference between the survey estimate and the value that could have been produced had all dwellings in scope of the survey been included. One measure of the likely difference is given by the standard error (SE), which indicates the extent to which an estimate might have varied from the population value 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 (numbers, percentages, means and medians) with RSEs less than 25% are considered

SURVEY METHODOLOGY *continued*

Sampling error continued

sufficiently reliable for most purposes. In ABS publications, estimates with an RSE of 25% to 50% are preceded by an asterisk (e.g. *15.7) to indicate that the estimate should be used with caution. Estimates with RSEs over 50% are indicated by a double asterisk (e.g. **2.8) and should be considered unreliable for most purposes.

Non-sampling error

Non-sampling error arises from inaccuracies in collecting, recording and processing the microdata. 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 effective 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.

IMPUTATION

Information relating to earnings in main job and earnings in second job not provided by the respondent have been imputed. In August 2010 there were 3,020 cases where information relating to earnings in main job was not provided by the respondent, and 120 cases where information relating to earnings in second job was not provided by the respondent. Where this was the only information missing from the record, a value has been imputed based on answers provided from another respondent with similar characteristics (referred to as the donor). Donor records were selected for main job imputation by matching information on sex, age, state or territory of usual residence and labour force characteristics (full-time or part-time in main job, industry, occupation, hours worked in main job) of the person with missing information.

Donor records were selected for second job imputation by matching information on sex, age, state or territory of usual residence, area of usual residence and owner manager status. Depending on which values were to be imputed, donors were chosen from the pool of individual records with complete information for the block of questions where the missing information occurred.

MORE INFORMATION

Further information on the survey methodology can be found in:

- *Labour Statistics: Concepts, Sources and Methods* (cat. no. 6102.0.55.001);
- *Information Paper: Labour Force Survey Sample Design, November 2007 (Third edition)* (cat. no. 6269.0);
- *Labour Force Survey Standard Errors, 2005* (cat. no. 6298.0); and
- *Information Paper: Questionnaires Used in the Labour Force Survey, 2004* (cat. no. 6232.0).

USING THE CURF MICRODATA

ABOUT THE MICRODATA

The LFS and EEBTUM Survey microdata are released under the *Census and Statistics Act 1905*, which has provision for the release of microdata in the form of unit records where the information is not likely to enable the identification of a particular person or organisation. Accordingly, there are no names or addresses of survey respondents on the CURF.

Other steps have been taken to protect the confidentiality of respondents. These include removing some data items from the CURF, reducing the level of detail shown on the CURF for some other items and swapping some characteristics between records. Steps to confidentialise the data sets made available on the CURF are taken in such a way as to ensure the integrity of the data sets and optimise their content, while maintaining the confidentiality of respondents. The steps taken to preserve confidentiality include:

- reducing the level of detail for some items (e.g. geographic and demographic)
- ranging or collapsing the values of some variables
- modifying some records identified as high risk
- perturbation of all earnings items
- swapping weights between some of the Northern Territory and Australian Capital Territory records on the Basic CURF.

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

Intending purchasers should ensure that the data they require, at the level of detail they require, are available on the CURF they are intending to use. Data obtained in the survey but not contained in the CURF may be available in tabulated form on request. The full list of CURF survey data items is available on the ABS website. To view the data item list, refer to Appendix 1 of this *Technical Manual*.

The CURF contains 55,469 confidentialised respondent records. Each person record has a unique person identifier (ABSPID). Subject to the limitations of sample size and the data classifications used, it is possible to manipulate the microdata, produce tabulations and undertake statistical analyses to individual specifications.

USE OF 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 LFSWTD and an EEBTUM Survey weight 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 the EEBTUM Survey (refer to Appendix 1, Data Items List), it is important to use the EEBTUM Survey weight, FINPRSWT. Users should take care to ensure the appropriate weight is used for analysis.

USING THE CURF MICRODATA *continued*

USE OF WEIGHTS *continued*

The LFS weight is available on all records on the CURF. The EEBTUM Survey weight, FINPRSWT, appears on 25,777 records. The estimates in the EEBTUM Survey publication are based on a subset of these records, that is employees in main job. Therefore when using FINPRSWT, in order to match published EEBTUM Survey estimates, the filter POPSUP1C = 1 ('Employees in main job') 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 is 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 significantly biased as they would represent distributions within the actual selected sample and not the population of interest.

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.

In addition, there are 30 replicate weights which can be used to derive estimates of standard error. Information on the use of these replicate weights is provided in the section, Standard Errors, below.

For further information see the Explanatory Notes in the publications *Labour Force, Australia* (cat. no. 6202.0) and *Employee Earnings, Benefits and Trade Union Membership, Australia, August 2010* (cat. no. 6310.0) on the CURF CD-ROM as Acrobat files 62020_AUG2010.pdf and 63100_AUG2010.pdf.

STANDARD ERRORS

Standard errors for each estimate produced from this CURF can be calculated using the replicate weights provided on the file.

Each person record contains two sets of replicate weights. Replicate weights applicable to LFS data items contain the prefix 'WPM01' and those applicable to EEBTUM Survey data items contain the prefix 'WPX02'. Using these replicate weights, it is possible to calculate standard errors for estimates produced from this file, using what is known as the 30 group Jack-knife standard error estimator. For data items that are only applicable to the EEBTUM Survey, refer to Appendix 1 of this *Technical Manual*.

To obtain the standard error of a weighted estimate y , calculate the same estimate using each of the 30 replicate weights. The variability between these replicate estimates (denoting $y_{(g)}$ for group number g) is used to measure the standard error of the original weighted estimate y using the formula:

$$SE(y) = \sqrt{(29/30) \sum_{g=1}^{30} (y_{(g)} - y)^2}$$

Where:

g = the replicate groups

$y_{(g)}$ = the weighted estimate, having applied the weights for replicate group 'g'

y = the weighted estimate from the full sample.

USING THE CURF MICRODATA *continued*

STANDARD ERRORS *continued*

The 30 group Jack-knife method can be applied not just to estimates of population total, but also where the estimate, y , is a function of estimates of population total, such as a proportion, difference or ratio. For more information on the 30 group Jack-knife method of SE estimation, see *Research Paper: Weighting and Standard Error Estimation for ABS Household Surveys (Methodology Advisory Committee), July 1999* (cat. no. 1352.0.55.029).

Use of the 30 group Jack-knife method for complex estimates, such as regression parameters from a statistical model, is not straightforward and may not be appropriate. The method as described does not apply to investigations where survey weights are not used, such as in unweighted statistical modelling.

The following table has been provided to enable CURF users to check some of the relative standard errors they have produced.

EMPLOYED PERSONS BY INDUSTRY—August 2010

	<i>Persons</i> <i>'000</i>	<i>Relative</i> <i>Standard</i> <i>Error</i>
Agriculture, forestry and fishing	182.4	8.2
Mining	196.4	4.7
Manufacturing	916.5	3.0
Electricity, gas, water and waste services	145.9	5.6
Construction	724.4	2.6
Wholesale trade	378.9	2.8
Retail trade	1 103.0	2.1
Accommodation and food services	667.8	2.9
Transport, postal and warehousing	477.9	3.2
Information media and telecommunications	200.2	5.5
Financial and insurance services	382.2	3.3
Rental, hiring and real estate services	176.2	6.2
Professional, scientific and technical services	704.6	3.0
Administrative and support services	293.2	3.4
Public administration and safety	690.6	2.5
Education and training	858.4	2.0
Health care and social assistance	1 179.3	1.4
Arts and recreation services	153.2	4.9
Other services	343.8	5.0

EARNINGS

Weekly earnings for main job and all jobs have been perturbed and are expressed in deciles on both the Basic and Expanded CURFs, and as perturbed continuous data items on the Expanded CURF. Perturbation is a process of altering the reported values for earnings to prevent identification of respondents. The distribution of values is not changed significantly through perturbation and the statistical validity of aggregate data is not affected.

To assist in the use and interpretation of these items, the dollar amounts contained in each decile are shown in the following table. OMIEs who 'Did not draw a wage or salary' were excluded from the decile calculations.

USING THE CURF MICRODATA *continued*

EARNINGS *continued*

<i>Decile</i>	<i>Main job earnings(a)</i>	<i>All job earnings(a)</i>
	\$ value	\$ value
1	1-250	1-260
2	251-460	261-475
3	461-619	476-630
4	620-750	631-750
5	751-870	751-885
6	871-1000	886-1000
7	1001-1187	1001-1200
8	1188-1400	1201-1429
9	1401-1841	1430-1854
10	1842 and over	1855 and over

(a) Excludes 'Did not draw a wage or salary'.

COMPARISONS BETWEEN CURFS

COMPARISON BETWEEN THE 2008 AND 2010 CURFS

The differences between the 2008 and 2010 CURFs are detailed in Appendix 2.

Note that on the 2010 CURFs, the Identifiers for some data items differ from the 2008 CURFs for processing reasons. These data items are otherwise the same. Caution should be used when comparing items between the CURFs. Also, on the 2010 CURFs, some data item labels and categories differ from the 2008 CURFs to align with current ABS standards for CURFs.

Key changes to data items between the 2008 and 2010 CURFs are:

- The category 'Did not know' has been separated out for 'Whether entitled to paid holiday leave', 'Whether entitled to paid sick leave', 'Whether entitled to paid long service leave', 'Whether entitled to paid maternity/paternity leave', and 'Trade Union membership'.
- The ranges presented in 'Duration of unemployment (number of weeks since last full-time job)' have been expanded for the Basic CURF.

COMPARISON BETWEEN THE 2010 BASIC AND EXPANDED CURFS

The differences between the 2010 Basic and Expanded CURFs are detailed in Appendix 3.

Note that the Identifiers for some data items differ between the Basic and Expanded CURFs for processing reasons. These items are otherwise the same. Caution should be exercised if using both the Basic and Expanded CURFs.

Key changes to data items between the 2010 Basic and Expanded CURFs are:

- State/territory - The NT and ACT have been combined into 'Balance of Australia' on the Basic CURF.
- Country of birth - A second item with more detail is available on the Expanded CURF.
- Occupation in main job - The Basic CURF presents Major group level only, while the Expanded CURF presents Sub-major group level.
- Industry in main job - The Basic CURF presents Divisions only, while the Expanded CURF presents Sub-divisions.
- Weekly earnings in main job and Weekly earnings in all jobs - The Basic CURF presents earnings as deciles only, while the Expanded CURF also presents perturbed single dollar amounts. For more information, see 'Earnings' in the 'Using the CURF Microdata' chapter.
- A number of data items are presented as ranges on the Basic CURF and as continuous values on the Expanded CURF, e.g. age, hours worked and duration of unemployment, to align with current ABS standards for CURFs.

FILE CONTENT

The August 2010 Labour Force Survey (LFS) and Employee Earnings, Benefits and Trade Union Membership (EEBTUM) Survey Basic CURF is distributed on a single CD-ROM and via RADL. The LFS and EEBTUM Survey Expanded CURF is distributed via RADL only.

2010 LFS AND EEBTUM SURVEY BASIC CURF

The 2010 LFS and EEBTUM Survey Basic CURF contains the files listed below:

Test files

The test files mirror the actual data files, but have random data and random identifiers. These files are on the RADL website and can be downloaded so users can use these to trouble shoot their code prior to submitting RADL jobs.

Data and metadata

EEB10CRB.csv - this file contains the raw Basic confidentialised survey data in hierarchical comma delimited ASCII text format.

SAS files

EEB10B.sas7bdat - this file contains the data for the Basic CURF in SAS for Windows format.

EEB10B.sas - this file contains a SAS program to run the SAS formats.

SPSS files

EEB10B.sav - this file contains the data for the Basic CURF in SPSS for Windows format.

Stata files

EEB10B.dta - this file contains the data for the Basic CURF in STATA format.

Information Files

FORMATS.sas7bcat - this file is a SAS library containing formats.

FREQUENCIES_LFSWTD_EEB10B.txt; FREQUENCIES_UNWTD_EEB10B.txt;
FREQUENCIES_SUPWTD_EEB10B.txt

These frequency files contain documentation of the person level data. Data item code values and category labels are provided with frequencies of each value. These files are in plain text format.

README.txt - this file describes what is on the CD-ROM and is in plain text format.

6202030002_AUG2010.pdf - this is an Adobe Acrobat file that contains this *Technical Manual*

6202030002_data_items_list_LFS_EEBTUM10_BE_CURF.xls - this file contains the data items contained for both the Basic and Expanded CURFs.

62020_AUG2010.pdf - this is the complete publication *Labour Force, Australia* (cat. no. 6202.0) in Adobe Acrobat format.

63100_AUG2010.pdf - this is the complete publication *Employee Earnings, Benefits and Trade Union Membership, Australia, 2010* (cat. no. 6310.0) in Adobe Acrobat format.

FILE CONTENT *continued*

Information Files continued

ABS CONDITIONS OF SALE.pdf - this describes the ABS conditions of sale.

COPYRITE1.bat - this describes the copyright obligations for people using ABS data and products.

IMPORTANT INFORMATION FOR CURF USERS_300903.pdf - this file directs users to the ABS website for additional and updated information.

RESPONSIBLE ACCESS TO CURFS TRAINING MANUAL_MACROS.pdf - this is an Adobe Acrobat file explaining the CURF users' role and obligations when using confidentialised data.

2010 LFS AND EEBTUM SURVEY EXPANDED CURF

The 2010 LFS and EEBTUM Survey Expanded CURF contains the files listed below:

Test Files

The test files mirror the actual data files, but have random data and random identifiers. These files are on the RADL website and can be downloaded so users can use these to trouble shoot their code prior to submitting RADL jobs.

SAS files

EEB10E.sas7bdat - this file contains the data for the Expanded CURF in SAS for Windows format.

SPSS files

EEB10E.sav - this file contains the data for the Expanded CURF in SPSS for Windows format.

Stata files

EEB10E.dta - this file contains the data for the Expanded CURF in STATA format.

Information Files

FORMATS.sas7bcats - this file is a SAS library containing formats.

FREQUENCIES_LFSWTD_EEB10E.txt; FREQUENCIES_UNWTD_EEB10E.txt;
FREQUENCIES_SUPWTD_EEB10E.txt

These frequency files contain documentation of the person level data. Data item code values and category labels are provided with frequencies of each value. These files are in plain text format.

6202030002_AUG2010.pdf - this is an Adobe Acrobat file that contains this *Technical Manual*.

6202030002_data_items_list_LFS_EEBTUM10_BE_CURF.xls - this file contains the data items contained for both the Basic and Expanded CURFs.

62020_AUG2010.pdf - this is the complete publication *Labour Force, Australia* (cat. no. 6202.0) in Adobe Acrobat format.

63100_AUG2010.pdf - this the complete publication *Employee Earnings, Benefits and Trade Union Membership, Australia, 2010* (cat. no. 6310.0) in Adobe Acrobat format.

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CONDITIONS OF RELEASE

CONDITIONS OF RELEASE

The August 2010 LFS and EEBTUM Survey Basic and Expanded CURFs are 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 CURF has been designed so that the information on the file is not likely to enable the identification of the particular person to which it relates.

The Australian Statistician's approval is required for each release of the CURF. Prior to being granted access to the CURF, all organisations, and individuals within organisations, who request access to the CURF will be required to sign an Undertaking to abide by the legislative restrictions on use. Organisations and individuals who seek access to the 2010 LFS and EEBTUM Survey Basic and Expanded CURFs are required to give an undertaking which includes, among other conditions, that in using the CURF data they will:

- use the information only for the statistical purposes specified in the Deed of 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 their organisation who have been given prior approval by the ABS to have individual access to the information
- not attempt to match the data, with or without using identifiers, to any other list of persons or organisations
- in relation to data made available via the Remote Access Data Laboratory (RADL) or the ABS Site Data Laboratory (ABS DL), access the data only in a manner specifically authorised in writing by the ABS
- not attempt to access the data 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)
- 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 CURFs Training Manual* (cat. no. 1406.0.55.003) which is available on the ABS website (<<http://www.abs.gov.au/about/microdata>> then click on CURF User Tool Kit).

Use of the data for unauthorised purposes may render the purchaser liable to severe penalties. Advice about the propriety of any particular intended use of the data should be sought from the Microdata Access Strategies Section of the ABS (email: <microdata.access@abs.gov.au>) or on (02) 6252 7714.

CONDITIONS OF RELEASE *continued*

CONDITIONS OF SALE

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

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. Expanded CURFs are only accessible via the ABS Remote Access Data Laboratory (RADL).

PRICE

CURF access is priced according to ABS Pricing Policy and Commonwealth Cost Recovery Guidelines. For these details refer to <<http://www.abs.gov.au>> click on About Us then ABS Pricing Policy.

The price for the August 2010 LFS and EEBTUM Survey CURFs, as at July 2011, on CD-ROM or via the RADL is \$1,540 including GST, freight and handling charges as appropriate.

CURF prices are also listed on the ABS website (<<http://www.abs.gov.au/about/microdata>> then click on Frequently Asked Questions then How much do CURFs cost).

HOW TO ORDER

All clients wishing to access the August 2010 LFS and EEBTUM Survey Basic or Expanded CURFs are required to sign and submit a Deed of Undertaking. This Deed legally binds the client to comply with the ABS terms and conditions of CURF access. Assistance in applying for CURF access and submitting relevant documentation is provided in *Managing ABS Confidentialised Unit Record files (CURFs): A Step by Step Guide* (cat. no. 1406.0.55.004). To access this guide on the ABS website <<http://www.abs.gov.au/about/microdata>> click on Applying for CURF Microdata which is located on the left menu panel.

Before completing the application form, clients should read the *Responsible Access to ABS CURFs Training Manual* (cat. no. 1406.0.55.003) and other related CURF information which are available on the CURF Microdata web pages <<http://www.abs.gov.au/about/microdata>>).

Australian universities

The ABS/Universities Australia Agreement provides participating universities with access to a range of ABS products and services. This includes access to the 2010 LFS and EEBTUM Survey Basic and Expanded CURFs for research and teaching purposes. For further information, university clients should refer to the ABS website <<http://www.abs.gov.au/about/microdata>> then click on ABS/Universities Australia Agreement located on the left menu panel.

FURTHER INFORMATION

The CURF Microdata entry page on the ABS website <<http://www.abs.gov.au/about/microdata>> contains links to all the information required for understanding and accessing CURFs. However, if other information is required, clients should contact the Microdata Access Strategies Section of the ABS (email: <microdata.access@abs.gov.au> or phone: (02) 6252 7714). The CURF is not available on CD-ROM to overseas customers.

CONDITIONS OF RELEASE *continued*

FURTHER INFORMATION *continued*

Access to the full detail from the LFS and EEBTUM surveys (including data items excluded from the CURF) may be available as a customised data request. Contact the Labour Market Statistics Section on (02) 6252 7206 or by email to labour.statistics@abs.gov.au for availability of additional data.

APPENDIX 1 DATA ITEMS LIST

DATA ITEMS LIST

For data items and structure, see the Excel spreadsheet available as a data cube '6202030002_data_items_list_LFS_EEBTUM10_BE_CURF.xls' accompanying this *Technical Manual*. This spreadsheet provides the data items, SAS names and populations which relate to the LFS and EEBTUM Survey CURF. Every record has an identifier, ABSPID.

- CURF SURVEY A (LFS): Civilian population aged 15 and over. The LFS weight is called LFSWTD.
- CURF SURVEY B (EEBTUM Survey): Persons aged 15 and over who were employees in their main job (POPSUP1C=1). Employees who worked solely for payment in kind are excluded. The EEBTUM Survey weight is called FINPRSWT.

APPENDIX 2 COMPARISON BETWEEN 2008 AND 2010 CURFS

COMPARISON BETWEEN 2008 AND 2010 CURFS

Note that on the 2010 CURFs, the Identifiers for some data items differ from the 2008 CURFs for processing reasons. These data items are otherwise the same. Caution should be used when comparing items between the CURFs. Also, on the 2010 CURFs, some data item labels and categories differ from the 2008 CURFs to align with current ABS standards for CURFs.

A comparison between the 2008 and 2010 CURFs is presented below. The table shows the Data Item label, the Identifier and notes key differences in the presentation of data items where applicable.

<i>Data Item label</i>	<i>2008 CURF</i>	<i>2010 CURF</i>
Employees who were members of a trade union	Not available in 2008	POPSUP6C
Employees in main job excluding owner managers of incorporated enterprises	POPSUP6C	POPSUP7C - data item label change only
Owner managers of incorporated enterprises in their main job	POPSUP7C	POPSUP8C - data item label change only
Employees who worked less than 35 hours in all jobs	POPSUP8C	POPSUP9C - data item label change only
Hours paid for in main job	HPDMJBC	HPDMJBC - additional 'less than one hour' category
Whether self identified as casual employees	SELFEMPC	EEBQ137 - data item label change only
Type of standard benefit - No standard benefit	TYPBENA	Not available in 2010
Type of standard benefit - Superannuation	TYPBENB	Not available in 2010
Type of standard benefit - Paid holiday leave	TYPBENC	Not available in 2010
Type of standard benefit - Paid sick leave	TYPBEND	Not available in 2010
Type of standard benefit - Paid long service leave	TYPBENE	Not available in 2010
Type of standard benefit - Paid maternity/paternity leave	TYPBENF	Not available in 2010
Type of standard benefit	NUMSTBBC	Not available in 2010
Whether received casual loading as part of pay	Not available in 2008	EEBQ138
Whether paid a set amount or by the hour	Not available in 2008	EEBQ113
Whether paid full adult rate of pay	Not available in 2008	FAROP
Whether current employer made superannuations contributions on behalf of employee	Not available in 2008	EEBQ144
Whether salary sacrificed to superannuation in the last pay period	Not available in 2008	EEBQ145
Whether salary sacrificed to superannuation in the last 12 months	Not available in 2008	SALSACLS
Trade union membership	Not available in 2008	TRADEAJ
Length of current trade union membership	Not available in 2008	LGHTUMCU
Duration since previously a trade union member	Not available in 2008	DURSINTM
Previous trade union membership	Not available in 2008	DURSINTM
Superannuation coverage	SUPERC	Not available in 2010
Whether received a share benefit	OTHBENBC	Not available in 2010
Trade union membership in main job	TUMCURF	TRADEMJ - data item label change only

APPENDIX 3 COMPARISON BETWEEN 2010 BASIC AND EXPANDED CURFS

COMPARISON BETWEEN 2010 BASIC AND EXPANDED CURFS

Identifiers for some data items differ between the Basic and Expanded CURFs for processing reasons. These items are otherwise the same. Caution should be exercised if using both the Basic and Expanded CURFs.

A comparison between the 2010 Basic and Expanded CURFs is presented below. The table shows the Data Item label, the Identifier and notes key differences in the presentation of data items.

<i>Data item label</i>	<i>Basic CURF</i>	<i>Expanded CURF</i>
State/territory	STATURCB NT and ACT combined as 'Balance of Australia'	STATEURE All states/territories listed separately
Age	AGECB Single years for 15 to 24 and 55 to 64. 5 year range categories for 25–54 and 65–79. Top coded at 80 years and over	AGECE Single years. Top coded at 85 years and over
Relationship in household	RELHHC B With or without dependents not separated for Husband, wife or partner, and Lone parent categories	RELHHC E With or without dependents not separated for Husband, wife or partner, and Lone parent categories
Country of birth	Not on dataset, see Country of birth (MESC) - COBPLACE	COBPLCE C Top 10 countries then major groups
Year of arrival	YOACB Born in Australia, Arrived 1985 and before, Arrived 1986-1995, Arrived 1996 to year of collection	YOACE Born in Australia, Arrival years grouped commencing 1955 and before, then in 5 year groups until 2000, and 2001 to year of collection
Occupation in main job	ANZSCOB C 8 major group categories	ANZSCOEC 51 sub-major group categories
Industry of main job	INDNEWBC 19 division categories	INDNEWEC 66 sub-division categories
Hours usually worked in all jobs	HRUWAJCB Ranges from 1–39, then 40 hours, then ranges from 41–59 hours. Top coded at 60 hours and over	HRUWAJCE Bottom coded 1–5 hours, single hours from 6 to 59 hours. Top coded at 60 hours or over
Hours actually worked in all jobs	HRACAJCB Ranges from 1–39, then 40 hours, then ranges from 41–59 hours. Top coded at 60 hours and over	HRAWAJCE Bottom coded 1–5 hours, single hours from 6 to 59 hours. Top coded at 60 hours or over
Hours usually worked in main job	HUWMJBC Ranges from 1–39, then 40 hours, then ranges from 41–59 hours. Top coded at 60 hours and over	HUWMJEC Bottom coded 1–5 hours, single hours from 6 to 59 hours. Top coded at 60 hours or over
Hours actually worked in main job	HAWMJBC Ranges from 1–39, then 40 hours, then ranges from 41–59 hours. Top coded at 60 hours and over	HAWMJEC Bottom coded 1–5 hours, single hours from 6 to 59 hours. Top coded at 60 hours or over
Hours paid for in main job	HPDMJBC Ranges from 1–9, then 40 hours, then ranges from 41–59 hours. Top coded at 60 hours and over	HPDMJEC Bottom coded 1–5 hours, single hours from 6 to 59 hours. Top coded at 60 hours or over
Duration of unemployment (number of weeks since any previous work)	DUNEMPBC Under 4 weeks, 4 and under 13 weeks, 13 and under 26 weeks, 26 and under 52 weeks, 52 weeks and over	DUNEMPEC Under 4 weeks, single weeks from 4 to 103. Top coded at 104 weeks and over
Duration of unemployment (number of weeks since last full-time job)	DURUNFTJ Under 4 weeks, 4 and under 13 weeks, 13 and under 26 weeks, 26 and under 52 weeks, 52 weeks and over	DUNFTJEC Under 4 weeks, single weeks from 4 to 103. Top coded at 104 weeks and over
Weekly earnings in main job	ERNMJDEC Gross weekly earnings in deciles and Did not draw a wage or salary	EARNMJDEC Perturbed earnings shown in single dollar amounts, also available in deciles
Weekly earnings in all jobs	ERNAJDEC Gross weekly earnings in deciles and Did not draw a wage or salary	EARNAJEC Perturbed earnings shown in single dollar amounts, also available in deciles
Length of current trade union membership	LGHTUMCU Less than 1 year, 1 year, 2 years, 3–4 years, 5–9 years, 10 years or more, Previously a trade union member, Never been a trade union member	TMETUMEX Less than 1 year, single years 1 to 9, 10 years or more, Previously a trade union member, Never been a trade union member
Duration since previously a trade union member	DURSINTM Less than 1 year ago, 1 year ago, 2 years ago, 3–4 years, 5–9 years, 10 years or more ago, Never been a trade union member, Currently a trade union member	SINTUMEX Less than 1 year ago, single years ago 1 to 9, 10 years or more ago, Never been a trade union member, Currently a trade union member

GLOSSARY

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.
Contributing family worker	A person who works without pay, in an economic enterprise operated by a relative.
Country of birth	Classified according to the <i>Standard Australian Classification of Countries (SACC), Second Edition</i> (cat. no. 1269.0).
Dependants	All family members under 15 years, and all children aged 15–24 years attending full-time education (except those who have a partner or child of their own usually resident in the household).
Dependent student	A child who is 15–24 years of age, who is attending full-time education, and who has no partner or child of his or her own usually resident in the same household.
Did not draw a wage or salary	Persons who worked in their own incorporated enterprise only.
Duration of unemployment	The period of time from when an unemployed person began looking for work, until the end of the reference week; or the period of time since an unemployed person last worked in any job for two weeks or more, until the end of the reference week; whichever was the shorter period.
Employed	All persons aged 15 years and over who, during the reference week: <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.
Employees	Persons who: <ul style="list-style-type: none"> ■ worked for a public or private employer; and ■ received remuneration in wages or salary; or are paid a retainer fee by their employer and worked on a commission basis; or for tips or piece-rates or payment in kind; or ■ operated their own incorporated enterprise with or without hiring employees. <p>For the EEBTUM survey, employee relates to employee in his/her main job and excludes payment in kind.</p>
Employer	A person who operates their own unincorporated economic enterprise or engages independently in a profession or trade, and hires one or more employees.
Full-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 35 hours or more a week, or usually work fewer 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 fewer than 35 hours or more in their main job, worked 35 hours or more in the reference week.

GLOSSARY *continued*

Full-time workers	Employed persons who usually worked 35 hours or more a week (in all jobs) and others who, although usually working fewer than 35 hours a week, worked 35 hours or more during the reference week. For the EEBTUM survey, full-time workers relates to full-time workers who were employees in their main job.
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 was asked to report 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 of main job	An industry is a group of businesses or organisations that undertake similar economic activities to produce goods and/or services. In this product, industry refers to ANZSIC Division for the Basic CURF and Subdivision for the Expanded CURF, as classified according to the <i>Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006</i> (cat. no. 1292.0).
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 Conference of Labour Statisticians.
Lone parent	A person who has no spouse or partner present in the household but who forms a parent-child relationship with at least one dependent or non-dependent child usually resident in the household.
Main English-speaking countries	The list of main English-speaking countries provided here is not an attempt to classify countries on the basis of whether or not English is the predominant or official language of each country. It is a list of the main countries from which Australia receives, or has received, significant numbers of overseas settlers who are likely to speak English. These countries comprise the United Kingdom, the Republic of Ireland, New Zealand, Canada, South Africa and the United States of America.
Main job	The job in which most hours are usually worked.
Multiple jobholder	<p>Employed persons who, during the reference week, worked in a second job. Multiple jobholders exclude those who changed employer and those who held a second job from which they were absent during the reference week because of holidays, sickness or any other reason.</p> <p>For the EEBTUM survey, a multiple jobholder relates to only those who were employees in their main job.</p> <p>Information on earnings in main job is collected from all multiple jobholders.</p> <p>Information on earnings in second job is only collected from multiple jobholders who were employees in their second job.</p>
Non-family member	A person who is not related to any other member of the household in which they are living.
Not in the labour force	Persons who were not in the categories employed or unemployed as defined.
Occupation of main job	An occupation is a collection of jobs that are sufficiently similar in their title and tasks, skill level and skill specialisation which are grouped together for the purposes of classification. In this product, occupation is classified according to ANZSCO— <i>Australian and New Zealand Standard Classification of Occupations, First Edition, 2006</i> (cat. no. 1220.0).
Own-account worker	A person who operates his or her own unincorporated economic enterprise or engages independently in a profession or trade, and hires no employees.

GLOSSARY *continued*

Owner managers of incorporated enterprises (OMIE)	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). These people are classified as 'Employees' under 'Status in Employment'.
Paid holiday leave	The entitlement of an employee to paid holiday, paid vacation or paid recreation leave in their main job.
Paid leave entitlements	The entitlement of employees (excluding OMIEs) to either paid holiday leave, paid sick leave, paid long service leave and/or paid maternity/paternity leave in their main job.
Paid long service leave	The entitlement of an employee to paid long service leave in their main job.
Paid maternity/paternity leave	The entitlement of an employee to paid maternity/paternity leave in their main job.
Paid sick leave	The entitlement of an employee to paid sick leave in their main job.
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 fewer than 35 hours a week, and did so in the reference week■ (for multiple job holders) actually worked fewer than 35 hours in their main job in the reference week, or were away from their main job but usually work fewer than 35 hours a week in their main job.
Part-time workers	Employed persons who usually worked fewer 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. For the EEBTUM survey, part-time workers relates to part-time workers who were employees in their main job.
Perturbation	Adjustment of estimates to disguise individual values without affecting the statistical validity of aggregate data.
Reference week	The week preceding the week in which the interview was conducted.
Salary sacrifice	An arrangement under which an employee agrees contractually to forgo part of the remuneration, which the employee would otherwise receive as wages and salaries, in return for the employer or someone associated with the employer providing benefits of a similar value. (<i>Australian Tax Office</i>)
Second job	A job, other than the main job, in which some hours were worked during the reference week.
Sector of main job	A respondent's employer is classified 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. The private sector includes all other employers.
Share benefit	Receipt or provision of shares, rights or options in the employer's business as an employee entitlement.
Size of location in main job	The number of persons employed at the location of the respondent's main job by their employer.
Social marital status	Social marital status is the relationship status of an individual with reference to another person who is usually resident in the household. A marriage exists when two people live together as husband and wife, or partners, regardless of whether the marriage is formalised through registration. Individuals are, therefore, regarded as married if they are in a de facto marriage, or if they are living with the person to whom they are registered as married.
Standard benefit	The entitlement of an employee to paid holiday leave, paid sick leave, paid long service leave, paid maternity/paternity leave or a superannuation benefit.

GLOSSARY *continued*

Status in employment	Employed persons classified by whether they were employees, employers, own account workers or contributing family workers.
Superannuation coverage/ superannuation benefit	<p>Membership of a superannuation or retirement benefits scheme regardless of whether the scheme was arranged or provided by the person's current employer.</p> <p>Under the <i>Superannuation Guarantee Act</i>, employers are obliged to make superannuation contributions on behalf of most employees. There are some exempt employees: for example, employees aged less than 18 years who are not working more than 30 hours a week, employees aged 70 years and over, or employees who are paid less than \$450 in a calendar month.</p>
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.
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, or bonuses etc.
With paid leave entitlements	Employees (excluding OMIEs) who were entitled to either paid holiday leave or paid sick leave (or both) in their main job.
Without leave entitlements	Employees (excluding OMIEs) who were entitled to neither paid holiday leave nor paid sick leave, or did not know whether they were entitled to paid holiday leave or paid sick leave in their main job.

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