

## EMPLOYMENT

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### RETRAINING SCHEMES IN VICTORIA

In October 1974 the Commonwealth Government introduced the National Employment and Training System (NEAT) as part of a national manpower programme. As well as offering some new provisions, NEAT consolidated a number of existing training schemes administered by several different Departments into one scheme administered by the Department of Employment and Industrial Relations through the Commonwealth Employment Service (CES). The CES had in the past been limited to its traditional role of finding labour for employers and jobs for people, but with NEAT it has been given the capacity to offer training assistance to unemployed persons. As well as unemployed persons there are special groups of people who, for various reasons, require retraining to join or return to the workforce.

For a retraining scheme to be successful, trainees should not be subjected to financial hardship. For this reason NEAT provides for a living allowance and payment of fees, books, and equipment. By providing such assistance NEAT enables assistance to be given to persons who have been unable to obtain a foothold in the labour market because they have been financially disadvantaged or lacked educational opportunity or suffered some other disability.

As well as being a comprehensive programme covering the full range of occupational skills NEAT is characterised by its flexibility. NEAT provides for the use of formal courses at institutions providing full-time, part-time, or correspondence training. It offers subsidies to employers for in-plant training and provides financial assistance to employers who retain apprentices. It can also provide special courses of various kinds when they are required.

NEAT is not a substitution for programmes of education assistance and the duration of training that may be offered to young people is related to the length of time they have been in the workforce. On the other hand, NEAT has provided bridging courses aimed at facilitating the transfer from education to employment. NEAT has demonstrated another aspect of its flexibility with the introduction of a special youth employment training programme designed to cater for the growing number of unemployed school leavers. It has also sponsored special work programmes for handicapped young people.

There were 12,762 approvals for NEAT assistance in Victoria for the two years from October 1975. Of these, 5,265 (41 per cent) were males and 7,497 (59 per cent) were females. This compares with the national figure for approvals of 16,228 (51 per cent) males and 15,790 (49 per cent) females. Approvals were spread throughout the State with 9,549 (75 per cent) from metropolitan areas and 3,213 (25 per cent) from the country.

Soon after its introduction NEAT was subjected to a flood of applications for formal training. This gave rise to administrative and budgetary pressures and it was necessary to introduce measures designed to ensure that training was related to labour market needs and not simply to the achievement of educational

objectives. In the early stages of NEAT, therefore, there were considerably more approvals for formal training at institutions than for in-plant training. However a greater emphasis has now been placed on in-plant training. At the end of December 1976 there were 1,292 persons in formal training in Victoria compared with 3,826 persons in in-plant training. These figures compare with 4,745 persons in formal training and 982 persons in in-plant training at the end of September 1975. NEAT is contributing to the long-term restructuring of the workforce to meet changing requirements and to bring about increases in general levels of skill. During 1975 approximately 25 per cent of approvals were to persons whose previous work history had been at the unskilled end of the occupational spectrum and this percentage increased to approximately 35 per cent during 1976. The following table shows the variation in numbers since the beginning of the Scheme:

VICTORIA—NATIONAL EMPLOYMENT AND TRAINING SYSTEM (NEAT):  
NUMBERS IN TRAINING

Quarter ended	Formal			In-plant			Total		
	Males	Females	Total	Males	Females	Total	Males	Females	Total
December 1974	1,038	1,773	2,811	152	109	261	1,190	1,882	3,072
1975—									
March	1,226	3,047	4,273	211	174	385	1,437	3,221	4,658
June	1,664	3,358	5,022	318	404	722	1,982	3,762	5,744
September	1,638	3,107	4,745	403	579	982	2,041	3,686	5,727
December	820	1,160	1,980	801	339	1,140	1,621	1,499	3,120
1976—									
March	864	1,075	1,939	253	267	520	1,117	1,342	2,459
June	861	983	1,844	436	503	939	1,297	1,486	2,783
September	910	899	1,809	1,099	1,092	2,191	2,009	1,991	4,000
December	670	622	1,292	2,067	1,759	3,826	2,737	2,381	5,118

#### MARRIED WOMEN\* IN THE LABOUR FORCE

The increase in the number of women in the Australian labour force since the end of the Second World War has resulted largely from the increased numbers of married women entering the labour force. In Victoria, the total female labour force, as enumerated at Censuses of Population and Housing, grew from 217,444 persons at the 1947 Census to 483,924 persons at the 1971 Census. Over the same period, the number of married women in the labour force increased from 45,076 persons at the 1947 Census to 296,596 persons at the 1971 Census. Thus, married women represented only 20.7 per cent of women in the labour force at 30 June 1947, but by 30 June 1971 they represented 61.3 per cent. The Australian Bureau of Statistics also undertakes a quarterly survey of the labour force. From the May 1977 survey, the total female labour force in Victoria was estimated to comprise 616,300 persons, of which 398,000, or 64.6 per cent, were married women.

The growing involvement of married women in the labour force in Victoria has meant that, while only 9.4 per cent of all married women aged 15 years and over were in the labour force at 30 June 1947, the participation rate† had reached 35.7 per cent by 30 June 1971. The labour force survey conducted in May 1977 estimated the participation rate at 44.1 per cent. Married women have made an important contribution to the Victorian labour force, since in May 1977 it was estimated that married women constituted 23.6 per cent of the total Victorian civilian labour force, compared with 5.1 per cent at 30 June 1947 and 20.1 per cent at 30 June 1971.

\* Married women comprise those who are now married or permanently separated, but excludes those who have never married, or are widowed or divorced.

† The participation rate represents the number of married women aged 15 years and over who are in the labour force expressed as a percentage of the total number of married women aged 15 years and over.

Although married women now form a significant part of the labour force in Victoria, they are still concentrated in particular occupational groups, especially clerical and production-process work, followed by professional and technical, service, sport and recreation (which includes cleaners, hairdressers, and domestic workers), and sales. In May 1977, it was estimated that 92.4 per cent of the 398,000 married women in the labour force in Victoria were working in these occupational areas. This occupational concentration indicates that married women workers may need to undergo job training or re-training if they wish to upgrade or develop a wider range of skills.

Similarly, most married women in the labour force are employed in particular industry divisions. In May 1977, it was estimated that 71.5 per cent of the 382,500 employed married women in Victoria were concentrated in the manufacturing, community services (where they are largely employed as nurses, welfare workers, and school teachers), and wholesale and retail trade (mainly retail) industry divisions.

The tendency for married women to re-enter the labour force after a period of withdrawal for child bearing and rearing is reflected in the variation in their participation rates at different ages. For example, in May 1977, it was estimated that, while well over half (59.3 per cent) of all married women in Victoria aged 20-24 years were in the labour force, the participation rate for married women aged 25-34 years was significantly lower at 46.2 per cent. However, the participation rates for the 35-44 and 45-54 years age groups were higher, at 56.7 per cent and 47.2 per cent, respectively.

There is also a significant variation between the labour force participation rates of married women born overseas and those born within Australia. For example, in May 1977, it was estimated that 48.6 per cent of all overseas-born married women aged 15 years and over living in Australia were active in the labour force, compared with 39.8 per cent of Australian-born married women (this data is only available at the Australian level of aggregation).

Successive surveys of the labour force have shown the employment position of married women to be more secure than that of other women, but generally less secure than that of men. At the 1971 Census, 5,283 married women in the labour force in Victoria, or 1.8 per cent, were unemployed. In May 1977, it was estimated that 15,609 married women, or 3.9 per cent of married women in the labour force in Victoria, were unemployed. The unemployment rate was significantly higher than the overall rate in the 15-19 years age group, where it was 20.0 per cent, and in the 20-24 and 25-34 years age groups, where it was 5.0 per cent and 4.8 per cent, respectively.

As a result of the increase in the number of married women in the labour force, employers (mainly governments) have introduced provisions for maternity leave. In the Victorian Public Service, paid maternity leave for twelve weeks is available to women who have worked for at least twelve months. Leave without pay can extend the leave up to fifty-two weeks. Teachers employed by the Victorian Government who have taught full-time for at least thirteen weeks before taking confinement leave are entitled to twelve weeks paid maternity leave and leave without pay up to a total of eighteen months leave. Women employed in the Commonwealth Public Service, and in certain Commonwealth Government authorities prescribed under the *Maternity Leave (Australian Government Employees) Act 1973*, are entitled to fifty-two weeks maternity leave of which twelve weeks is on full pay. Other leave credits and leave without pay may also be used. Maternity leave without pay has been granted under a few awards to women in the non-government sector.

Many married women who are in paid employment also have domestic responsibilities. Child care is frequently a major responsibility, together with the associated tasks of after-school and holiday care and care for sick children. Other duties may include the care of older and sick relatives.

An indication of the extent of persons (mostly women) in the labour force with child care responsibilities can be gained from examining the results of a special child care survey undertaken by the Australian Bureau of Statistics in May 1973. At that date, it was estimated that 150,600 persons\* in the labour force in Victoria were responsible for the care of children aged 0-11 years. Of this total, 77,500 persons were estimated to be responsible for children aged 0-5 years. Various child care arrangements had been made for the estimated 102,500 children aged 0-5 years who were the responsibility of persons in the labour force in Victoria. An estimated 32,900 of these children were cared for at home by relatives or friends, including older brothers and sisters of the children, while an estimated 30,900 other children were minded by relatives or others, but not at the child's home. Only 11,000 children were estimated to be in a nursery, crèche, or child care centre. Of those persons in the labour force in Victoria who were responsible for children aged 0-5 years, an estimated 32,300 persons, or 41.7 per cent of the total of 77,500 persons involved, were working part-time (i.e., less than 35 hours per week), while the remainder were full-time workers.

A significant proportion of married women in the labour force are engaged in part-time, rather than full-time, employment. In May 1977, it was estimated that 48.9 per cent of the 382,500 employed married women in Victoria worked less than 35 hours per week, and that the hours worked by all employed married women in Victoria averaged 27.7 hours per week. On the other hand, it was estimated that only 15.3 per cent of employed males and 29.7 per cent of employed women who were never married, widowed, or divorced, worked less than 35 hours per week in Victoria in May 1977. The hours worked by all employed males and all employed women who were never married, widowed, or divorced in Victoria were estimated to average 39.3 hours per week and 32.3 hours per week, respectively. The preference shown by married women for part-time work may indicate in part their need for more flexible working hours to carry out their dual role of domestic work at home and paid work in the labour force.

#### ADMINISTRATION

##### **Commonwealth Department of Employment and Industrial Relations**

The functions of the Commonwealth Department of Employment and Industrial Relations include the formulation and implementation of national manpower policy; the development and operation of the labour market services of the Commonwealth Employment Service, including the administration of the National Employment and Training System, the Commonwealth Rebate Apprentice Full-time Training Scheme (CRAFT), and other Youth Training schemes; the formulation of national industrial relations policy and administration of sections of the *Conciliation and Arbitration Act 1904* concerning the settlement of interstate industrial disputes through conciliation and arbitration, particularly in respect of the coal, stevedoring, and maritime industries; the analysis and interpretation of labour market data and provision of intelligence on the employment situation; the provision of assistance and advice to industry on food services matters; secretarial services to the National Training Council, and on its behalf, advice and assistance to industry and commerce on systematic industrial training arrangements in the interests of effective deployment of manpower resources; secretarial services to National and State Committees on Discrimination in Employment and Occupation; formulation of government policy on issues affecting the employment of women; research into these issues

\* In classifying the persons surveyed as being responsible for children, responsibility was assigned, wherever possible, to a woman (mother, step-mother, foster-mother, or female guardian). A male was classified as being responsible for a child only if there was no such woman. For Australia as a whole, males comprised less than 1 per cent of those responsible for child care.

and dissemination of information to the Commonwealth Government and the public; and liaison and exchange of information with outside organisations on community attitudes and the needs of women in employment.

The Women's Bureau of the Department is responsible for contributing to the formulation of government policy on issues affecting women and employment. These include questions of equality of opportunity, entry and re-entry into the labour force, welfare, and conditions of work. The Bureau conducts research into these issues and disseminates information to the Commonwealth Government and the public. Liaison is maintained and information exchanged with outside organisations on the employment needs of women, and on community attitudes.

### *Commonwealth Employment Service*

Statutory warrant for the Commonwealth Employment Service can be found in the *Re-establishment and Employment Act* 1945, sections 47 and 48. The principal functions of the Service are to help people seeking employment by facilitating their placement in positions best suited to their training, experience, abilities, and qualifications, and to help employers seeking labour to obtain those employees best suited to their needs. The CES functions on a decentralised basis with offices in metropolitan and large provincial centres. There were 52 CES offices in Victoria in January 1978.

The National Employment and Training System aims at providing the opportunity for those who are unable to obtain employment with their current skills to train for employment in occupations which are in demand. The System has beneficial effects for the long-term restructuring of the work force. It replaces a number of employment schemes previously administered by the former Commonwealth Department of Labor and Immigration.

Specialist facilities are provided for young people (including the new Youth Job Centre concept), handicapped persons, older workers, ex-members of the defence forces, migrants, rural workers, and persons with professional and technical qualifications. Vocational counselling is provided free of charge by a staff of qualified psychologists. Counselling is available to any person, but is provided particularly for young people who are leaving school and adults experiencing employment difficulties, as well as ex-servicemen and handicapped persons. The CES assists in the administration of the unemployment and sickness benefits provisions of the *Social Services Act* 1947.

All applicants for unemployment benefit under the *Social Services Act* 1947 must register at an office or agency of the CES, which is responsible for certifying whether or not suitable employment can be offered to them. The CES is responsible for assisting migrant workers, sponsored by the Commonwealth Government under the Commonwealth nomination and similar schemes, to obtain suitable employment. This includes recommending the hostels to which migrants should be allocated on arrival and, where necessary, arranging their movement to initial employment. Assistance is also offered to other migrants. Since 1951, the CES has been responsible for recruiting Australian experts for overseas service under the Colombo Plan and the United Nations Expanded Programme of Technical Assistance (now replaced by the United Nations Development Programme). The principal spheres in which experts have been supplied are agriculture, education, engineering, geology, health, and economic and scientific research and development.

In association with placement activities, regular surveys of the labour market are carried out and detailed information is supplied to interested Commonwealth and State Government departments and instrumentalities and to the public. Employers, employees, and other interested persons are advised on labour availability and employment opportunities in various occupations and areas and on other matters concerning employment.

## VICTORIA—COMMONWEALTH EMPLOYMENT SERVICE

Particulars	1972-73	1973-74	1974-75	1975-76	1976-77
Applications for employment (a)	330,853	294,705	453,802	467,843	471,371
Number placed in employment	145,739	126,592	118,356	134,248	137,093
Number of vacancies notified	225,707	233,872	187,027	200,556	194,394
Vacancies at 30 June	16,522	23,561	7,868	7,187	6,816

(a) Includes unemployed persons and persons already in employment who are seeking improved positions.

**Further reference, 1976 ; International Womens Year, 1976**

## EMPLOYMENT STATISTICS

**Labour force**

The labour force comprises two categories of persons : those who are either employed or unemployed. The first category comprises employers, self-employed persons, wage and salary earners, and unpaid helpers. Comprehensive details in respect of persons in the labour force, classified according to industry, occupation, and occupational status, and personal characteristics such as age, sex, marital status, and birthplace, are obtained only at a general census of the population.

For periods between population censuses, estimates of the labour force are obtained through a population survey which is carried out by means of personal interviews at sampled households in February, May, August, and November each year (see page 274).

Estimates by industry of wage and salary earners (excluding employees in agriculture and private domestic service) are also obtained through a monthly collection from employers (see pages 276-7).

*Population Census*

At the 1971 Census the following questions were asked to determine a person's labour force status :

- (1) Did this person have a full or part-time job, or business or farm of any kind last week?
- (2) Did this person do any work at all last week for payment or profit ?
- (3) Was this person temporarily laid off by his employer without pay for the whole of last week?
- (4) Did this person look for work last week ?

This approach conforms closely to the recommendations of the Eighth International Conference of Labour Statisticians held in Geneva in 1954 and to the approach used at the 1966 Census.

According to the definition, any labour force activity during the previous week, however little, results in the person being counted in the labour force.

Thus many persons whose main activity is not a labour force one (e.g., housewives, full-time students) are drawn into the labour force by virtue of part-time or occasional labour force activity in the previous week. Answers to the question on usual major activity indicate that there were substantially more of such persons at the 1971 Census than at the 1966 Census and that they were predominantly females.

On the other hand, the definition excludes persons who may frequently or usually participate in the labour force but who in the previous week happened to have withdrawn from the labour force. Answers to the question on usual major activity indicate that there were substantially more of such persons at the 1971 Census than at the 1966 Census, especially among males.

A similar definition of the labour force is used in the quarterly population sample survey conducted by the Australian Bureau of Statistics by the method of personal interview. This survey is used to measure changes in the labour force from quarter to quarter in the intercensal period.

Evidence from post-enumeration surveys and pilot tests indicates that the personal interview approach tends to identify a larger number of persons as in

the labour force than does the filling in of the census questions on the schedule by the householder and that this tendency has increased between the 1966 and 1971 Censuses.

The preceding considerations should be borne in mind if comparisons of the total labour force or labour force participation rates are made between the 1966 and 1971 Censuses, or between the 1971 Census and the 1971 labour force quarterly estimates.

**VICTORIA—OCCUPATIONS (a) OF THE POPULATION  
IN MAJOR GROUPS, CENSUS 1971**

Occupation group	Number			Percentage of employed		
	Males	Females	Persons	Males	Females	Persons
Professional, technical, and related workers	89,600	63,034	152,634	9.19	13.29	10.53
Administrative, executive, and managerial workers	86,480	11,639	98,119	8.87	2.46	6.77
Clerical workers	83,380	144,739	228,119	8.55	30.53	15.74
Sales workers	63,257	53,519	116,776	6.49	11.29	8.06
Farmers, fishermen, hunters, timber getters, and related workers	83,905	17,409	101,314	8.61	3.67	6.99
Miners, quarrymen, and related workers	1,802	2	1,804	0.18	..	0.13
Workers in transport and communication operations	63,339	10,165	73,504	6.50	2.14	5.07
Craftsmen, production process workers, and labourers (not elsewhere classified)	400,871	87,955	488,826	41.11	18.55	33.73
Service, sport, and recreation workers	38,576	57,815	96,391	3.96	12.19	6.65
Members of armed forces, enlisted personnel	15,390	675	16,065	1.58	0.14	1.11
Occupation inadequately described or not stated	48,389	27,233	75,622	4.96	5.74	5.22
Total employed	974,989	474,185	1,449,174	100.00	100.00	100.00
Unemployed	14,078	9,739	23,817			
Total labour force	989,067	483,924	1,472,991			
Persons not in labour force	760,994	1,268,366	2,029,360			
Grand total	1,750,061	1,752,290	3,502,351			

(a) Occupation is defined as the type of work performed by an employed person and should not be confused with the type of productive activity, business, or service carried out by the establishment in which a person works.

**VICTORIA—OCCUPATIONAL STATUS OF THE POPULATION, CENSUS 1971**

Occupational status	Number			Percentage of population		
	Males	Females	Persons	Males	Females	Persons
In labour force—						
Employed—						
Employer	57,778	16,338	74,116	3.30	0.93	2.12
Self-employed	86,545	22,584	109,129	4.95	1.29	3.12
Employee	828,082	429,310	1,257,392	47.32	24.50	35.90
Helper (not on wage or salary)	2,584	5,953	8,537	0.15	0.34	0.24
Total employed	974,989	474,185	1,449,174	55.72	27.06	41.38
Unemployed (a)	14,078	9,739	23,817	0.80	0.56	0.68
Total in labour force	989,067	483,924	1,472,991	56.52	27.62	42.06
Not in labour force—						
Child not attending school	178,447	170,780	349,227	10.20	9.75	9.97
Child at primary or secondary school	392,873	370,000	762,873	22.45	21.11	21.78
Student full-time (b)	29,460	21,233	50,693	1.68	1.21	1.45
Home duties		646,801	646,801		36.91	18.47
Other	160,214	59,552	219,766	9.15	3.40	6.27
Total not in labour force	760,994	1,268,366	2,029,360	43.48	72.38	57.94
Grand total	1,750,061	1,752,290	3,502,351	100.00	100.00	100.00

(a) Unemployed persons are those who are not employed and who were either laid off without pay for the whole week or were actively looking for work.

(b) Other than at primary or secondary school.

*Population survey*

The population survey is the general title given to the household sample survey carried out in February, May, August, and November each year. The survey is based on a sample of dwellings selected by area sampling methods, and information is obtained each quarter by means of personal interviews from the occupants of selected dwellings.

The survey provides particulars of the demographic composition of the labour force, and broad estimates of occupational status, occupation, industry, and hours of work. The principal survey component is referred to as the labour force survey. Supplementary collections are also carried out from time to time in conjunction with the labour force survey (see below).

*Labour force survey*

Labour force surveys have been carried out since November 1960, and estimates are published quarterly.

Each survey includes all persons 15 years of age and over (including full-blood Aborigines), except members of the permanent defence forces, national servicemen enlisted in the Regular Army Supplement, and certain diplomatic personnel customarily excluded from census and estimated populations.

The classification used in the survey conforms closely to that recommended by the Eighth International Conference of Labour Statisticians held in Geneva in 1954. In this classification, the labour force category to which an individual is assigned depends on his actual activity (i.e., whether working, looking for work, etc.) during a specified week, known as "survey week", which is the week immediately preceding that in which the interview takes place. The interviews are carried out during a period of four weeks, so that there are four survey weeks in each of the months to which the survey relates. These survey weeks generally fall within the limits of the calendar month.

A person's activity during survey week is determined from answers given to a set of questions especially designed for this purpose. The principal categories appearing in published tables are the employed and unemployed, who together constitute the labour force, and the remainder, who are classified as not in the labour force.

Information available includes: (1) for *employed persons* the age, birthplace, year of arrival in Australia, participation rates, hours worked, the number by reasons for persons who worked less than 35 hours, and details of industry and hours worked by married women; (2) for *unemployed persons* the age, birthplace, unemployment rates, the number who were looking for full-time or part-time work, and details of occupation, industry, and duration of unemployment; and (3) for *persons not in the labour force* details of their major activity, their intentions regarding entering or re-entering the labour force, whether they had ever held a regular job and, if so, how long ago, and for what reason they had left it, and their educational qualifications.

*Supplementary surveys*

Data obtained from supplementary surveys to labour force surveys are published, and some of the subjects that have been covered are:

(1) *Annual leave*. A survey conducted in August 1974 obtained information about the amount and timing of paid annual leave taken by wage and salary earners during a twelve month period.

(2) *Child care*. Surveys conducted in May 1969, May 1973, and May 1977 obtained for persons who were in the labour force and who also had the responsibility of the care of children under 12 years of age, information about the arrangements they made to have their children cared for while they themselves were at work (including arrangements for after-school and school holiday care). The inquiries were directed mainly to working mothers, but males with the sole responsibility for children were also included.



(3) *Family status and employment status of the population (labour force status and other characteristics of families).* Surveys in November 1975 and November 1976 obtained information by family status, and labour force characteristics, about the population aged 15 years and over.

(4) *Job tenure.* Surveys conducted in February 1974, February 1975, and August 1976 obtained details of the length of time employed wage and salary earners had been in the job.

(5) *Labour force experience.* Surveys in respect of years 1968, 1972, 1974, 1975, and 1976 were conducted to obtain information about the labour force experience of civilians of 15 years of age and over. Details obtained included the length of time during which persons were employed, unemployed, or not in the labour force, the number of times they were unemployed, and other aspects of labour force experience.

(6) *Labour mobility.* Surveys conducted in November 1972, February 1975, and February 1976 obtained information about some aspects of the mobility of the labour force, e.g., for how long employed persons had held their current jobs and employees had worked at their current locations.

(7) *Leavers from schools, universities, or other educational institutions.* Surveys have been carried out in February of each year from 1964 to 1974 to obtain information about persons between the ages of 15 and 24 years who had attended full time at a school, university, or other educational institution at some time in the previous year, and who were intending either to return to full time education, or not to return to full time education (described as leavers). In 1975 and 1976 the surveys were conducted in May and this enabled details to be obtained of those who either had, or had not, returned to full time education in those years. Additional information obtained from the May 1975 survey concerned the employment status, the industry, and occupation of those in the labour force at that time, and some details about the tertiary education experience of persons who had left school during the years 1970 to 1974. Additional information obtained from the May 1976 survey concerned the current employment status of persons aged 15 to 64 years, their age on leaving school and the year in which they had left.

(8) *Migrants in the labour force.* From surveys conducted each quarter between 1972 and 1976 information concerning overseas-born persons in the civilian labour force have been obtained.

(9) *Persons looking for work.* Surveys conducted in May 1976 and November 1976 obtained information about persons who had recently been looking for work, including particulars of their last job, difficulties experienced in finding a job, family status and duration of last job.

(10) *Persons not in the labour force.* A survey conducted in November 1975 obtained information about persons aged 15 to 64 years who were not in the labour force. In particular details obtained concerned their intentions regarding entering or re-entering the labour force, whether they had ever held a regular job and, if so, how long and for what reason they had left it, and their educational qualifications.

(11) *Trade union members.* In November 1976, questions were asked at a proportion of the dwellings included in the quarterly population survey to obtain information about the number of wage and salary earners who were members of trade unions, their industry and occupation, and some of their demographic characteristics.

(12) *Work patterns of employees.* A survey conducted in November 1976 obtained information about the work patterns of employed wage and salary earners, including the number of days worked in a week, the days on which they worked and the incidence of weekend work.

*Labour turnover surveys*

Surveys of labour turnover have been conducted in the month of March of each year since 1949 (except 1951 and 1954) up to 1976 and in the month of September for the years 1954 to 1966.

Labour turnover surveys are designed to provide estimates of engagement rates and separation rates in certain specified industry groups. Labour turnover is measured, in accordance with general practice, by the number of engagements or separations expressed as a percentage of average employment during the period under review. Engagements and separations refer to the turnover of individual businesses, including the movement of employees from one business to another within the same industry group, and for the purpose of comparison of labour turnover rates, separations are analysed into dismissals, retrenchments, persons leaving employment on their own initiative, and other causes.

Detailed results of these surveys have been published in *Labour reports* and special offset publications.

*Job vacancies surveys*

In 1973 the Report of the Advisory Committee on Commonwealth Employment Service Statistics suggested that the Australian Bureau of Statistics should assist the Department of Labour (as it then was) by participating in an appraisal of the Department's statistics on unemployment and job vacancies. Because of the importance of comprehensive and reliable vacancy statistics for framing general economic policy, the Committee strongly urged that the Bureau carry out quarterly job vacancy surveys. The Bureau conducted mail sample surveys in March 1974, March 1975, March 1976, and March 1977 to investigate the practicability of such surveys and to find the most suitable methodology. From this experience the first of the quarterly surveys was introduced in May 1977 and it is proposed that these surveys will be conducted in February, May, August, and November each year.

**Employed wage and salary earners***Civilian employees*

Estimates of civilian employees are based on comprehensive data (referred to here as "benchmarks") derived for the purpose from the Population Census of June 1971. For the period from July 1971 the figures are estimates designed to measure changes in the sector of employment to which the benchmarks relate.

Between Population Censuses the employment data are obtained from three main sources, namely, current pay-roll tax returns, current returns from government bodies, and some other current returns of employment (e.g., for hospitals); the balance, i.e., unrecorded private employment, is estimated. At 30 June 1971 recorded employment obtained from the foregoing sources accounted for about 90 per cent of the total number of employees in the industries covered, as determined by the Population Census.

The figures in the following tables relate only to civilian employees, not to the total labour force. They therefore exclude employers, self-employed persons, unpaid helpers, and members of the permanent defence forces. Also excluded, because of the inadequacy of current data, are employees in agriculture and private domestic service.

The concepts and definitions adopted at the 1971 Census from which the benchmarks for this series were derived conformed closely to the recommendations of the Eighth International Conference of Labour Statisticians.

Current data supplied by reporting enterprises or establishments generally refers to persons on the pay-roll for the last pay period in each month. Persons who are on paid leave or who work during part of the pay period and are unemployed or on strike during the rest of the period are generally counted as

employed. Those not shown on employers' pay-rolls because they are on leave without pay, on strike, or stood down for the entire period are excluded.

In September 1971 the collection of pay-roll tax was transferred from the Commonwealth Government to the individual States. Conditions and payments are governed by the relevant State Acts of Parliament.

Particulars of employment obtained from other collections, such as the Integrated Economic Censuses of manufacturing, mining, and retail and wholesale trade, are used to check and, where desirable, to revise estimates. Some figures are subject to further revision as the results of later censuses and surveys become available.

Although the series measure the short-term trends in employment in the defined field reasonably well, they may be less reliable for longer-term measurement. There are conceptual differences between benchmark and pay-roll data, and changes in such factors as labour turnover, multiple jobholding, and part-time working all affect the trend over longer periods.

The following table shows, for Victoria, the estimated number of male and female civilian employees in the principal industry groups at June for each of the years 1971 and 1974 to 1977. The industry classification used is the Australian Standard Industrial Classification, described in the Australian Bureau of Statistics publication *Australian Standard Industrial Classification* (preliminary edition), 1969, Volume 1. This industry classification is not directly comparable with those adopted for Population Censuses before 1971 and used in previously published estimates of civilian employees.

VICTORIA—CIVILIAN EMPLOYEES : INDUSTRY GROUPS (a) :  
AT LAST PAY PERIOD IN JUNE  
(<sup>'000</sup>)

Industry group	1971	1974	1975	1976	1977
MALES					
Forestry, fishing, and hunting	2.5	2.7	3.5	2.7	2.8
Mining	5.3	4.5	4.5	4.2	4.0
Manufacturing	303.2	309.4	287.2	283.9	276.9
Electricity, gas, and water	26.7	27.4	27.7	27.5	27.5
Construction	86.8	89.2	90.1	83.8	83.5
Wholesale and retail trade	143.4	151.7	152.6	151.2	154.2
Transport and storage	52.5	55.6	56.0	54.6	53.9
Communication	18.6	20.0	20.6	20.3	20.3
Finance (b)	54.2	57.3	56.4	54.3	56.4
Public administration	30.1	31.7	34.2	34.0	33.5
Community services (c)	59.0	67.4	72.5	76.4	79.4
Entertainment (d)	23.4	26.1	27.7	25.7	26.4
Total	805.7	842.9	832.9	818.5	818.8
FEMALES					
Forestry, fishing, and hunting	0.1	0.2	0.2	0.2	0.2
Mining	0.9	0.7	0.7	0.7	0.7
Manufacturing	136.6	147.4	122.5	123.5	115.5
Electricity, gas, and water	2.8	2.8	2.9	2.9	3.0
Construction	4.1	4.7	4.6	4.5	4.5
Wholesale and retail trade	92.5	110.6	109.2	108.3	109.6
Transport and storage	8.2	10.0	10.4	9.9	10.3
Communication	7.1	7.8	8.0	8.1	8.1
Finance (b)	42.1	46.6	46.1	45.9	47.5
Public administration	14.7	18.1	21.2	21.8	22.8
Community services (c)	94.8	114.7	122.6	130.9	135.1
Entertainment (d)	35.2	38.8	38.9	38.9	38.2
Total	439.0	502.2	487.3	495.5	495.4

(a) Excludes employees in agriculture and private domestic service.

(b) Includes insurance, real estate, and business services.

(c) Includes health, education, libraries, welfare, and religious institutions.

(d) Includes recreation, restaurants, hotels, and personal services.

NOTE. Figures shown in this table are based on concepts and definitions adopted at the 1971 Population Census.

*Government bodies*

The following table includes employees, within Victoria, of government bodies on services such as railways, tramways, banks, Australian Postal Commission and Australian Telecommunications Commission, air transport, education (including universities), broadcasting, television, police, public works, factories and munitions establishments, departmental hospitals and institutions, migrant hostels, etc., as well as administrative employees.

VICTORIA—CIVILIAN EMPLOYEES: GOVERNMENT BODIES  
(‘000)

At 30 June—	Commonwealth Government		State and semi-government		Local government		Total government	
	Males	Females	Males	Females	Males	Females	Males	Females
1971	68.0	22.5	126.9	67.6	16.6	5.3	211.6	95.4
1972	68.9	22.8	130.0	70.5	18.8	5.6	217.8	98.9
1973	70.3	23.4	132.9	74.3	18.8	6.1	222.1	103.8
1974	70.8	25.0	135.7	80.9	18.2	6.5	224.6	112.4
1975	72.5	26.9	144.0	87.5	22.3	7.5	238.8	122.0
1976	70.8	26.2	146.2	93.5	19.3	8.3	236.3	128.0
1977	69.9	26.6	149.1	97.8	19.7	9.4	238.8	133.8

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6213.0 Employment and unemployment (monthly)