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Information Paper

Forms of Employment

**Confidentialised Unit
Record File**

August 1998

New
Issue

Information Paper

Forms of Employment

Confidentialised Unit Record File

August 1998

W. McLennan
Australian Statistician

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- For further information about ABS statistics and services, contact the National Information Service on 1300 135 070.

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ABBREVIATIONS

ABS	Australian Bureau of Statistics
CURF	Confidentialised Unit Record File
FOES	Forms of Employment Survey
LFS	Labour Force Survey
PAYE	Pay as you earn

OVERVIEW

INTRODUCTION

This Information Paper provides details about the release of microdata from the Forms of Employment Survey, 1998 (FOES). The data will be released as a Confidentialised Unit Record File (CURF) on CD-ROM, with the approval of the Australian Statistician.

The CURF will enable purchasers to tabulate, manipulate and analyse data to their own specifications.

More detailed information to assist in using the CURF, and in interpreting the data, is provided in the Technical Paper, which will accompany the file.

ABOUT THE SURVEY

The FOES was conducted as a supplement to the monthly Labour Force Survey (LFS) in August 1998. All employed persons who fell within the scope of the supplementary survey were asked further questions. These questions examined some of the key factors relating to the nature of their work relationship with their employer, or with the business in which they worked.

Information collected included socio-demographic characteristics (e.g. age, sex, and birthplace), labour force characteristics (e.g. full-time or part-time status and occupation), level of dependence on client (e.g. control over working procedures), employment arrangements (e.g. duration in job and whether on a fixed term contract), satisfaction with employment arrangements (e.g. preference to change hours) and other employment characteristics (e.g. whether earnings vary).

Estimates from the survey as well as more information on the survey sample, conceptual framework, definitions and methodology, explanatory notes and glossary were published in *Forms of Employment, Australia, 1998* (ABS Cat. no. 6359.0). There have been no previous ABS surveys on forms of employment.

SCOPE

The target population for the survey was employed persons aged 15 years and over, excluding contributing family workers and persons working only for payment in kind.

The FOES applied all LFS exclusions, such as members of the defence forces and certain diplomatic personnel of overseas governments, overseas residents in Australia, and members of non-Australian defence forces (and their dependents) stationed in Australia.

SCOPE *continued*

In addition to persons excluded from the LFS, there were approximately 80,000 persons living in remote and sparsely settled parts of Australia who were out of scope of this survey. The exclusion of these persons has only a minor impact on any aggregate estimates produced for individual States and Territories, except the Northern Territory.

Students at boarding schools, patients in hospitals, residents of homes (e.g. retirement homes, homes for persons with handicaps), and inmates of prisons are excluded from all supplementary surveys.

DATA COLLECTION METHODOLOGY

The FOES was conducted in August 1998 as a supplement to the monthly LFS. Some 28,518 employed persons completed the survey.

Data were collected in either face-to-face or telephone interviews conducted by trained interviewers. The target population was identified in the LFS and then asked further questions in the FOES.

ABOUT THE MICRODATA

The data will be released under the *Census and Statistics Act 1905* which has provision for the release of data in the form of unit records where the information is not likely to enable the identification of a particular person or organisation. Accordingly, there are no names or addresses of survey respondents on the CURF and some other steps have been taken to protect confidentiality, such as not including all data items that were collected and suppressing the detail of some other data items.

The FOES 1998 CURF contains 28,518 confidentialised respondent records from the survey. A list of the data items, including a range of pre-defined populations to assist in analysing data in the CURF, is provided, starting at page 6. Data items deleted from the CURF are listed on page 15.

Subject to the limitations of sample size and the data classifications used, it is possible to manipulate the data, produce tabulations and undertake statistical analyses to individual specifications.

Further information on how to use the data is provided with the CURF.

Estimation

As the survey was conducted on a sample of all 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 or, in some cases, area of State/Territory in which they lived. One of the fields on the CURF contains a 'weight' for each person in the sample. This 'weight' reflects a person's probability of selection in the sample and the estimation procedure used.

Estimation *continued* 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 falling into each category. If each person's 'weight' were to be ignored, then no account would be taken of the fact that a person's chance of being selected in the survey varied from region to region, and the resulting estimates would therefore be seriously biased.

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.

Due to differences in the scope and sample size of this supplementary survey and that of the LFS, the estimation procedure may lead to some small variations between labour force estimates from this survey and those from the LFS for August 1998.

Sampling error Sampling error is the difference between the published estimate and the value that would have been produced if all dwellings in scope of the survey had been included. For more information see the Technical Notes in *Forms of Employment, Australia, 1998* (ABS Cat. no. 6359.0).

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

ABOUT THE FILE

The CD-ROM contains both SAS and SPSS versions of the FOES dataset. If your analysis software is neither SAS nor SPSS, you may require the services of a computer programmer to re-format the data. Full details of the files on the CD-ROM are given in the Technical Paper supplied to CURF purchasers.

Four types of files relating to FOES (1998) data are provided on the CD-ROM:

- Data and Metadata—an ASCII data file holding 28,518 person records, and metadata files that document the data file and every data item on that file. The metadata are provided both in plain text file, for reading;
- SAS user files—including a SAS version of the dataset, and the SAS programs that generated the SAS-formatted version;
- SPSS user files—including a SPSS version of the dataset and the SAS programs that generated the SPSS-formatted versions; and
- Information files—including several in Adobe Acrobat format.

ORDERING TABLES

Access to the full detail from the survey (including data items deleted from the CURF) is only available through tables produced by the ABS. Requirements for these tables should be discussed with the Contact Officer.

CONDITIONS OF RELEASE

The CURF is released in accordance with a Ministerial Determination (Clause 7, Statutory Rules 1983, No 19) in pursuance of section 13 of the *Census and Statistics Act 1905*. As required by the Determination, the CURF has been designed so that the information on the file is not likely to enable the identification of the particular persons to whom it relates.

Intending CURF purchasers are required to sign a binding Undertaking to abide by the legislative restrictions on use, and to renew the Undertaking each year. The Australian Statistician's approval is required for each release of CURF. In addition, there are strict Conditions of Sale for CURF releases. Clause 7 of the Determination requires the purchaser of the file to undertake that in using the data:

- no attempt will be made to identify particular persons or organisations; and
- the information will be used only for statistical purposes; and
- the information will not be disclosed to any other person or organisation.

Use of data for statistical purposes means use, by persons covered by the Undertaking, to produce information of a statistical nature. Examples of statistical purposes are:

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

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 is available from the Contact Officer.

Under no circumstances may data in the form of unit records be made available to persons or organisations other than those covered by the Undertaking, without the prior written authority of the Australian Statistician.

The CURF is not available to overseas customers.

SECONDARY PROVIDERS

The term 'secondary provider' applies to any person or organisation who obtains data from the Australian Bureau of Statistics (ABS) and then disseminates products to a third party where the major component of such products is statistical data obtained from the ABS. Persons or organisations preparing consultant or research reports that rely on ABS data are not usually regarded as secondary providers where research and analysis are the major components of the reports.

Purchasers likely to be providing data from the CURF to others should contact the ABS manager for Secondary Distribution on 02 6252 6998 to discuss the intended use.

PRICES

The price for the 1998 FOES CURF, as at April 2000, is \$7,500, including freight and handling charges. From July 2000, the price will increase to \$8,000 to include the Goods and Services Tax.

While the utmost care is taken in handling each CURF, 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.

HOW TO ORDER

Australian Universities University customers should discuss their data needs with the Director, Library Services, ABS Canberra, on 02 6252 6610.

Other Australian clients Please contact as below for information regarding the Undertaking, Licence conditions and Order Form relating to this CURF.

The Contact Officer
Labour Force Supplementary Surveys
Australian Bureau of Statistics
PO Box 10
BELCONNEN ACT 2616

Telephone: 02 6252 6503

Fax: 02 6252 7784

DATA ITEMS LIST

	DESCRIPTION	FIELD NAME	POPULATION
POPULATIONS	Population 1: Employed persons (excluding contributing family workers and employees who work only for payment in kind)	POP1	1
	Population 2: LFS Employees	POP2	2
	Population 3: Employees with leave entitlements	POP3	3
	Population 4: Self-identified casuals	POP4	4
	Population 5: Other employed persons	POP5	5
	Population 6: Owner managers of incorporated enterprises	POP6	6
	Population 7: Owner managers of unincorporated enterprises	POP7	7
	Population 8: Owner managers	POP8	8

	DESCRIPTION	FIELD NAME	POPULATION
DATA ITEMS	STATE OR TERRITORY OF USUAL RESIDENCE	STATE	All
	New South Wales		
	Victoria		
	Queensland		
	South Australia		
	Western Australia		
	Tasmania		
	Northern Territory		
	Australian Capital Territory		
	AREA OF USUAL RESIDENCE	AREAUR	All
	State capital city		
	Balance of State/Territory		
	SEX	SEX	All
	Males		
	Females		
	MARITAL STATUS	MARSTAT	All
	Married		
	Not married		
	RELATIONSHIP IN HOUSEHOLD (1)	HHREL1	All
	Husband or wife with dependants		
	Husband or wife without dependants		
	Lone parent with dependants		
	Lone parent without dependants		
	Dependent student		
	Non-dependent child		
	Other family person		
	Lone person		
Non-family member not living alone			
Not determined			

DESCRIPTION	FIELD NAME	POPULATION
RELATIONSHIP IN HOUSEHOLD (3)	HHREL3	All
Husband or wife with children under 15		
Husband or wife without children under 15		
Lone parent with children under 15		
Lone parent with dependent students but without children under 15		
Lone parent without dependents		
Dependent student		
Non-dependent child		
Other family person		
Lone person		
Non-family member not living alone		
Family status not determined		
BIRTHPLACE AND PERIOD OF ARRIVAL	PERARRIV	All
Born in Australia		
Born outside Australia and arrived before 1971		
Born outside Australia and arrived 1971–80		
Born outside Australia and arrived 1981–90		
Born outside Australia and arrived 1991 to survey date		
BIRTHPLACE (1)	BIRTHPL	All
Born in Australia		
Born in main English-speaking countries		
Born in other countries		
AGE GROUP (YEARS)	AGE	All
15–19		
20–24		
25–29		
30–34		
35–39		
40–44		
45–49		
50–54		
55–59		
60–64		
65 and over		

DESCRIPTION	FIELD NAME	POPULATION
FULL-TIME OR PART-TIME STATUS Full-time workers Part-time workers	FTPST	All
OCCUPATION Managers and administrators Professionals Associate professionals Tradespersons and related workers Advanced clerical and service workers Intermediate clerical, sales and service workers Intermediate production and transport workers Elementary clerical, sales and service workers Labourers and related workers	OCC	All
INDUSTRY Agriculture, forestry and fishing Mining Manufacturing Electricity, gas and water supply Construction Wholesale trade Retail trade Accommodation, cafes and restaurants Transport and storage Communication services Finance and insurance Property and business services Government administration and defence Education Health and community services Cultural and recreational services Personal and other services	IND	All
SECTOR Public Private Does not know Not asked	SECTOR	2-6
WHETHER HAS EMPLOYEES Has employees Does not have employees Not asked	WTHR_EMP	6-8

DESCRIPTION	FIELD NAME	POPULATION
WHETHER INVOICES OR BILLS FOR OWN PAYMENT Invoices or bills others for own payment Does not invoice or bill others for own payment	INVOICE	7
WHETHER HAS PAYE TAX DEDUCTED FROM EARNINGS Has PAYE tax deducted Does not have PAYE tax deducted	WTHRPAYE	All
PERMANENT OR CASUAL EMPLOYEES Permanent Casual	PERM_CAS	2-6
PROVISION OF PAID HOLIDAY LEAVE Receives paid holiday leave Does not receive paid holiday leave Does not know	H_LEAVE	2-6
PROVISION OF PAID SICK LEAVE Receives paid sick leave Does not receive paid sick leave Does not know	S_LEAVE	2-6
PROVISION OF LONG SERVICE LEAVE Receives long service leave Does not receive long service leave Does not know Not asked	LS_LEAVE	2-6
SUPERANNUATION COVERAGE Covered Not covered Not asked	SUPERCOV	2-6
TRADE UNION MEMBERSHIP Member of a trade union Not a member of a trade union Does not know Not asked	TRU-MEMB	2-6
WHETHER UNDERTAKES CONTRACT WORK Undertakes contract work Does not undertake contract work	CONTR_WK	5-8

DESCRIPTION	FIELD NAME	POPULATION
WHETHER HAS MORE THAN ONE CONTRACT Has one contract Has more than one contract Does not work on contract	CONTR_NO	5-8
WHETHER ABLE TO SUBCONTRACT OWN WORK Able to subcontract own work Unable to subcontract own work	ABLESUBC	5-8
MAIN REASON UNABLE TO SUBCONTRACT OWN WORK Part of employment contract Nature of work Other reason Not applicable	MRUNABLE	5-8
WHETHER CONTRACT PREVENTS WORKING FOR MULTIPLE CLIENTS Contract does not prevent working for multiple clients Contract prevents working for multiple clients Does not work on contract	PREVENTS	5-8
WHETHER HAS CONTROL OVER OWN WORKING PROCEDURES Has control over own working procedures Employer/client has control over working procedures	SELFCTRL	5-8
DEPENDENCE ON CLIENT Independent In some way dependent	D_CLIENT	6-8
CONTINUOUS DURATION WITH CURRENT EMPLOYER OR BUSINESS Less than 12 months One year Two years Three years Four years Five years Six years Seven years Eight years Nine years Ten years or more	DURN_MJB	All

DESCRIPTION	FIELD NAME	POPULATION
EXPECTED FUTURE DURATION WITH CURRENT EMPLOYER OR BUSINESS Expects to be with current employer or business in 12 months Does not expect to be working with current employer or business in 12 months time Employment has a set completion date	XDURNMJB	All
REASON FOR LEAVING EMPLOYER OR BUSINESS Return to study or completing study Travel or holiday Maternity, paternity reasons or looking after family members Retiring Changing jobs or seeking other employment Seasonal or temporary job Completing current work Employer or business closing down or downsizing Other Not applicable	RSN_LEAV	All
WHETHER EMPLOYMENT HAS A SET COMPLETION DATE Employment has a set completion date Employment does not have a set completion date	WTHR_SCD	3-5
SET EMPLOYMENT COMPLETION DATE Employment completion date of less than 12 months Employment completion date from one to five years Employment completion date more than five years Employment does not have a set completion date	SETCDATE	3-5
WHETHER ON A FIXED-TERM CONTRACT On a fixed-term contract Not on a fixed-term contract Not applicable	WTHR_FTC	3-5

DESCRIPTION	FIELD NAME	POPULATION
WHETHER EXPECTS CONTRACT TO BE RENEWED Expects contract to be renewed Does not expect contract to be renewed Not applicable	XRENEWED	3-5
WHETHER LOOKED FOR ALTERNATIVE EMPLOYMENT IN LAST THREE MONTHS Looked for alternative employment Did not look for alternative employment Does not know	LKDALTEM	4
EMPLOYMENT CHARACTERISTICS OF EMPLOYMENT LOOKED FOR Looked for permanent employment Did not look for permanent employment Did not look for alternative employment	EMPCHARL	4
WHETHER EARNINGS VARY Earnings vary Earnings do not vary	EARNSVAR	All
WHETHER RECEIVES A PAYSLIP Receives a payslip Does not receives a payslip Does not know	WPAYSLIP	5
WHETHER PAID BY AN EMPLOYMENT AGENCY Paid by an employment agency Not paid by an employment agency Not applicable	PDAGENCY	3-5
WEEKLY EARNINGS IN MAIN JOB (\$) Under 100 100 and under 200 200 and under 300 300 and under 400 400 and under 500 500 and under 600 600 and under 700 700 and under 800 800 and under 900 900 and under 1,000 1,000 and under 1,200 1,200 and over Could not be determined/not asked	WKLYE_MJ	2-6

DESCRIPTION	FIELD NAME	POPULATION
HOURS WORKED IN MAIN JOB LAST WEEK	HRSWD_MJ	All
0 or less than 1		
1 or more		
1–4		
5–9		
10–14		
15–19		
20–24		
25–29		
30–34		
35		
36–39		
40		
41–44		
45–49		
50–54		
55–59		
60 and over		
EMPLOYMENT TYPES	EMPTYYPES	1
Employees with leave entitlements		
Self-identified casuals		
Other employed persons		
Owner managers of incorporated enterprises		
Owner managers of unincorporated enterprises		
EDUCATIONAL ATTENDANCE	EDUCATTN	All
Attending school and aged 15–19 years		
Attending a tertiary educational institution full-time and aged 15–19 years		
Attending neither school nor a tertiary educational institution full-time and aged 15–19 years		
Attending a tertiary educational institution full-time and aged 20–24 years		
Not attending a tertiary educational institution full-time and aged 20–24 years		
Aged 25 or more years		
STATUS IN EMPLOYMENT	STAT_EMP	All
Employees		
Employers		
Own account workers		

	DESCRIPTION	FIELD NAME	POPULATION
	WHETHER DRAWS A WAGE FROM BUSINESS		
	Draws a wage or salary	DRAWSWGE	6-8
	Does not draw a wage or salary		
	PREFERENCE TO CHANGE HOURS		
	Prefers more hours	PREF_HRS	All
	Prefers fewer hours		
	Prefers no change		
	Did not work last week		
	HOURS PAID FOR IN MAIN JOB LAST WEEK		
	Less than 15	HRS_PAID	2-6
	15-19		
	20-24		
	25-29		
	30-34		
	35		
	36-39		
	40		
	41-44		
	45-48		
	49 and over		
	Could not be determined		
	WEIGHT	WEIGHT	All
	RANDOM IDENTIFIER	RANDOMID	All
DELETED DATA ITEMS	REGION OF USUAL RESIDENCE		All
	Standard labour force dissemination regions		

FOR MORE INFORMATION...

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- LIBRARY** A range of ABS publications is available from public and tertiary libraries Australia-wide. Contact your nearest library to determine whether it has the ABS statistics you require, or visit our web site for a list of libraries.
- CPI INFOLINE** For current and historical Consumer Price Index data, call 1902 981 074 (call cost 75c per minute).
- DIAL-A-STATISTIC** For the latest figures for National Accounts, Balance of Payments, Labour Force, Average Weekly Earnings, Estimated Resident Population and the Consumer Price Index call 1900 986 400 (call cost 75c per minute).

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