

APPENDIX I

TECHNICAL NOTES

Data for tables and charts included in the chapters of this publication have been obtained from a number of different sources.

Each chapter covers a specific area of manpower statistics and information as to the method of collection, concepts and definitions used, etc. are contained in the following sections of this appendix.

- Section A: refers to Chapter 1
- Section B: refers to Chapters 2 to 5
- Section C: refers to Chapter 6
- Section D: refers to Chapter 7
- Section E: refers to Chapter 8
- Section F: refers to Chapter 9
- Section G: refers to Chapter 10
- Section H: refers to Chapter 11

A. POPULATION (CHAPTER 1)

Australian Demographic Statistics Quarterly (Catalogue No. 3101.0)

Estimated Resident Population by Sex and Age: States and Territories of Australia (Catalogue No. 3201.0)

These publications contain estimated resident populations for Australia together with statistics of births, deaths and overseas migration. In addition, the publication includes age estimates of the resident population for census dates 1971, 1976 and 1981 and for the latest post-census dates.

1.1 The Estimated Resident Population is the official population estimates series compiled according to the place of usual residence of the population.

1.2 The figures at census dates 1976 and 1981 were arrived at by:

- (a) adjusting the Census Counts (Actual Location basis) to obtain counts on the basis of usual residence (Census Counts, Place of Usual Residence);
- (b) adjusting the Census Counts, Place of Usual Residence, for census under-enumeration; and
- (c) adding to the adjusted Census Counts, Place of Usual Residence, the number of Australian residents estimated to have been temporarily overseas at the time of the census.

1.3 *Births and deaths* are registered in the State or Territory of occurrence which is not necessarily the State or Territory of usual or last residence of the mother or the deceased. Births and deaths are shown in the quarter or year of registration. *Natural increase* is the excess of births over deaths.

1.4 An explanation of the "usual residence" conceptual basis for population estimates is given in the ABS Information paper entitled *Population Estimates: An Outline of the New Conceptual Basis of ABS Population Estimates* (3216.0), released on 29 March 1982.

1.5 In this publication population estimates have generally been rounded to the nearest hundred. Neither rounded figures, nor unrounded figures should be assumed to be accurate to the last digit shown.

1.6 Where figures have been rounded, discrepancies may occur between sums of component items and totals.

Overseas Arrivals and Departures, Australia (Catalogue No. 3404.0)

1.7 This publication contains annual statistics of arrivals in, and departures from, Australia. Persons arriving in or departing from Australia are required to complete prescribed questionnaires in the form of Incoming and Outgoing Passenger cards. These cards serve as the source of statistics of overseas arrivals and departures.

1.8 *Permanent movement* consists of persons who, on arrival, state that they intend to settle in Australia (settlers) and persons who are Australian residents (including former settlers) departing permanently, i.e. those who on departure state that they do not intend to return to Australia. *Long-term movement* is defined as visitors arriving and Australian residents departing temporarily with the intention to stay, in Australia or abroad, respectively, for twelve months or more, together with the departure of visitors and the return of Australian residents who had stayed, in Australia or abroad, for twelve months or more. Travellers whose intended or actual period of stay is less than twelve months are classified as *short-term*.

1.9 Overseas arrival and departure statistics are derived from a combination of full enumeration and sampling. Fully enumerated strata cover all movements by sea regardless of duration of stay, all permanent movements and all movements with a duration of stay of more than one year. All movements by air with a duration of stay equal to or less than one year are sampled and statistics relating to these movements are therefore estimates which may differ from statistics which would have been obtained if details of all these movements had been processed.

1.10 The imprecision due to sampling errors should not be confused with errors arising from imperfections in reporting, which may occur in any data collection, whether sampled or not. Every effort is made to minimise such errors, both through careful design of the passenger cards and through checks on the information once it is received. During the edit process some items are corrected where they conflict with other known information. Missing replies to certain items such as age, sex and country of birth are also imputed by reference to other related items.

Census of Population and Housing, Australia (Catalogue No. 2137.0)

For technical details see the relevant publications.

Projections of the Population of Australia 1981 to 2021 (Catalogue No. 3204.0)

1.11 This publication contains summary results of projections of the population of Australia for the period 1981 to 2021, by age group, based on preliminary estimates of the population at 30 June 1981.

1.12 The Australian projections published in this publication are not intended as predictions or forecasts; they are illustrations of population growth which would occur if certain selected assumptions of future demographic trends are realised. While these assumptions are based on an examination of past demographic trends and survey data on birth expectations, there is no certainty that these assumptions and expectations will or will not be realised. No attempt has been made to incorporate in these projections possible effects of economic depressions or booms, wars, natural disasters or other significant factors of this nature.

1.13 Alternative projections have been provided in recognition of the uncertainty of future movements in demographic trends, and to give users a range of options. The projections in this publication are also intended to serve both as a framework and a point of departure for other organisations and individuals working in the field of population projections.

1.14 The projections take as their starting point the preliminary estimated resident population of Australia by sex and single year of age at 30 June 1981. The four sets of projections are based on the following assumptions:

A: Net overseas migration to Australia 75,000 per year, net reproduction rate declining to 0.9 by 1987, and remaining constant thereafter.

B: Net overseas migration to Australia 75,000 per year, net reproduction rate recovering to 1.0 by 1987 and remaining constant thereafter.

C: Net overseas migration to Australia 125,000 per year, net reproduction rate as for Series A.

D: Net overseas migration to Australia 125,000 per year, net reproduction rate as for Series B.

Labour Force Status and Other Characteristics of Families, Australia, July 1982 (Catalogue No. 6224.0)

For definitions and technical details see paragraphs 2.39 to 2.46 of Section B of this Appendix.

Labour Force Status and Educational Attainment, Australia, February 1982 (Catalogue No. 6235.0)

For definitions and technical details see paragraphs 2.22 to 2.27 of Section B of this Appendix.

**B. THE LABOUR FORCE (CHAPTER 2)
EMPLOYMENT (CHAPTER 3)
UNEMPLOYMENT (CHAPTER 4)
PERSONS NOT IN THE LABOUR FORCE
(CHAPTER 5)**

Data pertaining to the labour force characteristics of the population as shown in Chapters 2-5 were obtained mainly from the ABS population survey system. The population survey is the general title given to the household sample survey carried out monthly in all States and Territories. Emphasis in the survey is placed on the collection of data on demographic and labour force characteristics, the principal survey component being referred to as the labour force survey. The remaining part of the population survey consists of supplementary collections which are carried out either in conjunction with the labour force survey or, where the topics require personal interview or are too complex to be treated within the processing timetable of the monthly survey by means of special surveys, generally conducted once a year.

Data pertaining to job vacancies is obtained from the ABS sample survey of employers, covering vacancies in private employment and in Australian, State and local government employment.

The Labour Force, Australia (Catalogue Nos. 6203.0; 6204.0)

2.1 The labour force survey is based on a multi-stage area sample of private dwellings (about 33,000 houses, flats, etc.) and non-private dwellings (hotels, motels, etc.) and covers about two-thirds of one per cent of the population of Australia. The information is obtained from the occupants of selected dwellings by carefully chosen and specially trained interviewers. The interviews are generally conducted during the two weeks beginning on the Monday between the 6th and 12th of each month. The information obtained relates to the week before the interview (i.e. the survey week).

2.2 The labour force survey includes all persons aged 15 and over except:

- (a) members of the permanent defence forces;
- (b) certain diplomatic personnel of overseas governments, customarily excluded from census and estimated populations;
- (c) overseas residents in Australia; and
- (d) members of non-Australian defence forces (and their dependants) stationed in Australia.

2.3 The labour force category to which a person is assigned depends on his *actual activity* (i.e. whether working, looking for work, etc.) during the survey week. The following definitions, which conform closely to the international standard definitions specified by the International Labour Organisation (ILO), relate only to those persons within the scope of the survey.

2.4 *Employed persons* comprise all those aged 15 and over who, during the survey week:

- (a) worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm (including employees, employers and self-employed persons); or
- (b) worked for 15 hours or more without pay in a family business or on a farm (i.e. unpaid family helpers); or
- (c) were employees who had a job but were not at work and were: on paid leave; on leave without pay for less than four weeks up to the end of the survey week; stood down without pay because of bad weather or plant breakdown at their place of employment for less than four weeks up to the end of the survey week; on strike or locked out; on workers' compensation and expected to be returning to their job; or receiving wages or salary while undertaking full-time study; or
- (d) were employers or self-employed persons who had a job, business or farm, but were not at work.

2.5 The *employment/population ratio* for any group is the number of employed persons expressed as a percentage of the civilian population aged 15 and over in the same group.

2.6 *Unemployed persons* are those aged 15 and over who were not employed during the survey week, and

- (a) had actively looked for full-time or part-time work at any time in the four weeks up to the end of the survey week and:
 - (i) were available for work in the survey week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the survey week); or
 - (ii) were waiting to start a new job within four weeks from the end of the survey week and would have started in the survey week if the job had been available then;

or (b) were waiting to be called back to a full-time or part-time job from which they had been stood down without pay for less than four weeks up to the end of the survey week (including the whole of the survey week) for reasons other than bad weather or plant breakdown.

2.7 *Actively looking for work* includes writing, telephoning or applying in person to an employer for work; answering a newspaper advertisement for a job; checking factory or Commonwealth Employment Service noticeboards; being registered with the Commonwealth Employment Service; checking or registering with any other employment agency; advertising or tendering for work; and contacting friends or relatives.

2.8 *Unemployed persons looking for first job* are those who had never worked full-time for two weeks or more. Prior to November 1977 it comprised persons who had never had a job.

2.9 The *unemployment rate* for any group is the number unemployed expressed as a percentage of the labour force (i.e. employed plus unemployed) in the same group.

2.10 *Duration of unemployment* is the period from the time the person began looking for work or was laid off to the end of the survey week. Periods of unemployment are recorded in complete weeks and this results in a slight understatement of duration. *Average (mean) duration* is the duration obtained by dividing the aggregate number of weeks a group has been unemployed by the number of persons in that group. *Median duration* is the duration which divides unemployed persons into two equal groups, one comprising persons whose duration of unemployment is above the median and the other, persons whose duration is below it.

2.11 *Unemployed persons classified by industry and occupation*. Unemployed persons who had worked full-time for two weeks or more in the last two years are classified according to the industry and occupation of their most recent full-time job.

2.12 The *labour force* comprises all persons who, during the survey week, were employed or unemployed, as defined above.

2.13 The *labour force participation rate* for any group is the labour force expressed as a percentage of the civilian population aged 15 and over in the same group. Because it is not practicable to ascertain the birthplace of persons in institutions (who are classified as not in the labour force), labour force participation rates for persons classified by birthplace are calculated by using population estimates which exclude those in institutions.

2.14 *Full-time workers* are those who usually work 35 hours or more a week and others who, although usually part-time workers, worked 35 hours or more during the survey week.

2.15 *Part-time workers* are those who usually work less than 35 hours a week and who did so during the survey week. When recording hours of work, fractions of an hour are disregarded.

2.16 *Hours of work*. The figures of aggregate hours and of average hours refer to actual hours worked during the survey week, not hours paid for. The figures may be affected by public holidays, leave, absenteeism; temporary absence from work due to sickness, injury, accident and industrial disputes; and stoppages of work due to bad weather, plant breakdown, etc. When hours of work are recorded, fractions of an hour are disregarded and this results in slightly lower figures than would be the case if actual time worked was recorded. Persons stood down for the whole of the survey week without

pay because of bad weather or plant breakdown at their place of employment are regarded as employed and therefore are included (working no hours) in the calculation of average hours worked. Persons stood down in the survey week for reasons other than bad weather and plant breakdown and waiting to be called back to their job are regarded as unemployed and are therefore excluded from the calculations.

2.17 *Persons not in the labour force* are those who, during the survey week, were not in the categories employed or unemployed, as defined above. They include persons who were keeping house (unpaid), attending an educational institution (school, university, etc.), retired, voluntarily inactive, permanently unable to work, inmates of institutions (hospitals, gaols, sanatoria, etc.), trainee teachers, members of contemplative religious orders, and persons whose only activity during the survey week was jury service or unpaid voluntary work for a charitable organisation.

2.18 In the labour force survey, persons are classified as *married or not married*. The former category includes persons who are separated, while the latter category includes persons who, at the time of the survey, had never married, or were widowed, or divorced. However, the marital status to which a person is assigned depends upon the information given by the respondent, and does not necessarily reflect legal status.

2.19 Industry is classified according to the *Australian Standard Industrial Classification (ASIC) 1978 (1201.0 and 1202.0)* and occupation according to the *Classification and Classified List of Occupations, Revised June 1981*.

2.20 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings they, and the movements derived from them, may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by respondents and interviewers and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

2.21 Statistics on government employment presented in this publication are derived from returns obtained from government bodies.

Labour Force Status and Educational Attainment, Australia (Catalogue No. 6235.0)

Data presented in this publication relates to the highest educational qualifications attained by the civilian population. Information relating to the educational

attainment of persons in the labour force have been collected in an annual supplementary survey since 1979. In the 1982 survey information relating to the educational attainment of persons was obtained from all civilians aged 15 and over.

2.22 Definitions of the principal labour force categories are the same as for the labour force survey and are given in paragraphs 2.4 to 2.6. It should be noted that there are slight differences in the estimates for labour force categories. This is due to the different sizes of the samples used and the inability to obtain from a small number of persons the additional information required for the educational qualifications survey. Although the estimation procedures take account of these factors, estimates for some characteristics will be affected.

2.23 *Persons with a post-school qualification* are those who had left school and answer 'Yes' to the question: 'Since leaving school have you obtained a certificate, diploma, degree or any other qualification?'

2.24 *Classification of post-school qualifications*. Respondents indicate which one of the following groups best describes their highest qualification:

- (a) *Degree or equivalent*: a bachelor degree (including honours), a graduate or post-graduate diploma, masters degree or a doctorate;
- (b) *Trade, technical*: completion of an approved trade/technician apprenticeship or training course, other certificate or diploma in secretarial or business studies, administration, teaching, nursing, etc.;
- (c) *Other*: completion of other post-secondary education e.g. adult education, preparatory/ bridging course or hobby course.

2.25 *Highest level of secondary school available* refers to the highest level of secondary schooling (or equivalent) offered by the education system at the time the respondent left school.

2.26 *Still at school*. Current school attendance is recorded only for persons aged fifteen to twenty years.

2.27 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Labour Force Experience, Australia (Catalogue No. 6206.0)

Data presented in this publication relate to the labour force experience of the civilian population over a given twelve month period. Information collected includes length of employment, number of spells of unemployment and other aspects of labour force experience. Similar data has been collected in a supplementary survey in most years since 1972.

2.28 It is impracticable to obtain information, relating to a twelve month reference period, which is strictly comparable with that obtained in the labour force survey (for which the reference period is one week). In particular it should be noted that whereas the labour force survey seeks information on job search during the four weeks prior to the interview week, and does not classify a person as unemployed unless active steps to obtain work were taken during those four weeks and the person was available to start work in the survey week, no such constraints applied in the collection of labour force experience data.

2.29 Instead, each person is assigned to a labour force category for each week during the 12 month period on the basis of his *reported activity* (i.e. whether working, looking for work, etc.) during that week.

2.30 *Employed persons* comprise all those who during any week reported having either worked or been on paid leave. Periods of one week or more on strike or time off without pay are excluded.

2.31 *Persons looking for work* comprise all those who during any week reported being out of work and looking for a job.

2.32 The *labour force* comprises all persons who, during any week, were employed or looking for work as defined in paragraphs 2.30 and 2.31 above.

2.33 *Persons not in the labour force* are those who, during any week, were not employed or looking for work, as defined in paragraph 2.32 above.

2.34 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Transition from Education to Work, Australia (Catalogue No. 6227.0)

Information presented in this publication relates to attendance of persons at an educational institution and their labour force status in both the previous and current year. Similar data have been collected in a supplementary survey in most years since 1964. Definitions of the principal labour force categories are the same as for the labour force survey and are given in paragraphs 2.4 to 2.6.

2.35 An *educational institution* is defined as any institution whose primary role is education. Included are schools, universities, colleges of advanced education, public and private colleges, etc. Excluded are institutions whose primary role is not education, for example hospitals.

2.36 Persons are regarded as *attending an educational institution full-time* if the institution which they are attending so classifies them or they consider themselves to be attending full-time.

2.37 *Leavers* from educational institutions are persons who were full-time students at some time in the previous year but are not currently full-time students. Estimates of leavers from educational institutions for periods prior to 1982 refer to persons aged 15-25 and differ from those shown in this publication.

2.38 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Labour Force Status and Other Characteristics of Families, Australia (Catalogue No. 6224.0)

Information presented in this publication relates to the labour force status of family members, their relationship to the family head and family composition. Definitions of the principal labour force categories are given in paragraphs 2.4 to 2.6.

2.39 A *dwelling* may contain one or more *households*, and separate households are considered to exist within a dwelling when:

- (a) a group of one or more persons considered themselves to be a separate household from others in the dwelling;
- (b) regular provision was made for groups to take meals at different times or in different rooms; or
- (c) a dwelling contained one or more lodgers, who received accommodation, but no meals; each lodger was then considered to be a separate household.

A household may consist of any number of families and non-family members. A boarder who received both accommodation and meals is not considered to constitute a separate household.

2.40 *Married persons* comprise all those who consider themselves as married and whose spouse is present at the time of the survey. Marital status does not necessarily reflect legal status (e.g. defacto relationships are regarded as 'married'). *Not-married persons* comprise those who are never married, widowed, divorced, and permanently separated.

2.41 The determination of family relationships and composition is complex, involving many factors. The following description outlines the major principles used for this survey. A *family* is defined to consist of two or more related persons usually resident in the same household at the time of the survey. A family comprises a married couple or a family head (as defined in paragraph 2.44) together with any persons having any of the following relationships to them:

- (a) sons or daughters of any age, if not married and with no children of their own less than 15 years of age present;
- (b) other relatives if not accompanied by a spouse, sons or daughters, or parents of their own; or
- (c) any children under 15 years of age who do not have a parent present.

2.42 The following points should be noted in relation to the definition of a family in the previous paragraph:

- (a) *visitors* to a household are persons who are not considered to be usually resident in the household. Regardless of relationship, they are not combined with usual residents to form families. Visitors who usually reside together as a separate household are treated as a separate family in accordance with paragraph 2.41;
- (b) the term *relationship* includes relationships by blood, marriage or adoption;

- (c) a family, as defined, can contain no more than two married persons, and can contain two married persons only if these persons are husband and wife (referred to as *married couple families*);

- (d) *other families* are families other than married couple families as defined above. In addition to one-parent families, this category includes families in which there is no parent, for example a family head living with a brother or sister;

- (e) persons are defined as *not a member of a family* if they are not related to any other member of the household in which they are living. A person is considered to be *living alone* if he or she is the sole member of a household. Thus, a person who is the sole occupant of a self-contained flat attached to another dwelling is considered to be living alone;

- (f) the terms *usually reside* and *present* are synonymous, and refer to persons who are usually living in a household at the time of the survey.

2.43 Those married couple families where either the husband or the wife was out of scope of the survey or whose current period of absence from the household was expected to be more than six weeks have been excluded from tables of married couple families. Therefore, in these tables the estimated number of husbands and wives will be less than those given in other family tables.

2.44 The *family head* of an *other family* is the parent in the case of a one-parent family or, in the case of other groups of related persons, it is generally defined to be the eldest person in the family. No family head is defined for a married-couple family.

2.45 *Dependent children* comprise all family members under 15 years of age and all family members aged 15 to 20 years who are full-time students.

2.46 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Labour Mobility, Australia (Catalogue No. 6209.0)

Information presented in this publication relates to the mobility of employed persons with respect to duration of current job, number of jobs held and other information during a twelve month period. Similar data has been collected in a supplementary survey in most years since 1972.

2.47 It is impractical to obtain information relating to a twelve month period which is strictly comparable with that obtained in the labour force survey (for which the reference period is one week). The definition of employed persons in this publication differs to that shown in paragraph 2.4.

2.48 *Employed persons* comprise all those who during any week report having either worked or been on paid leave. Periods of one week or more on strike or time off without pay are excluded.

2.49 A *job* is defined as:

- (a) employment as a wage or salary earner (or unpaid family helper) by a particular employer, in a particular locality; or
- (b) self-employment (with or without employees) in a particular locality.

2.50 *Locality*. In capital cities and major towns each suburb is considered to be a different locality.

2.51 A *change of job* may involve a change of employer without a change of job location; a change of location without a change of employer; or a change in both employer and location. For example, the movement of an employer's operations to premises in a different location would entail a change of job for employees who move to the new location. Promotion or transfer of an employee which involves a move to premises in a different location would also constitute a change of job. It should be noted, however, that for a person who works at different sites for the same employer (for example, a construction worker), his base of operations (i.e. his employer's office, depot, yard, etc.) is considered to be his place of work.

2.52 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Multiple Jobholding, Australia (Catalogue No. 6216.0)

Information presented in this publication relates to the nature and extent of multiple jobholding. Similar data has been collected in a supplementary survey biannually since 1965.

2.53 Definitions of the principal labour force categories are the same as those used for the labour force survey given in paragraphs 2.4 to 2.6.

2.54 *Multiple jobholders* are persons who during the survey week:

- (a) worked in a second job or held a second job from which they were absent because of holidays, sickness or any other reason; and
- (b) were an *employee* (i.e. employed as a wage or salary earner) in at least one of their jobs.

Work as an unpaid family helper or service in the reserve defence forces is not regarded as a second job. Persons who by the nature of their employment work for more than one employer, e.g. domestics, odd-job men, babysitters, etc., are not counted as multiple jobholders unless they also held another job of a different kind; nor are those who worked for more than one employer solely by reason for changing jobs during the survey week.

2.55 The *main job* is defined as the job at which most hours are usually worked or, where an equal number of hours are usually worked at two or more jobs, the job considered by the respondent to be the main job.

2.56 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Persons Looking for Work, Australia (Catalogue No. 6222.0)

Information presented in this publication relates to characteristics of persons looking for work, including difficulties in finding a job, steps taken to find work and past employment experience.

2.57 The number of persons looking for work differs from the number of *unemployed persons* from the labour force survey (as defined in paragraph 2.6) in that

the latter *includes* persons who are waiting to be called back to a full-time or part-time job from which they have been stood down without pay for less than four weeks up to the end of the survey week (including the whole of the survey week) for reasons other than bad weather or plant breakdown. Furthermore, for a small number of persons classified as unemployed in the labour force survey the additional information necessary for this survey can not be obtained. Although the estimation procedures take account of this, estimates for some characteristics are affected.

2.58 *Persons looking for work* are defined as all persons aged 15 years and over within the scope of the survey who were not employed during the survey week (i.e. the week immediately preceding that in which the interview took place), had actively looked for full-time or part-time work at any time in the four weeks up to the end of the survey week, and:

- (a) were available for work in the survey week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the survey week); or
- (b) are waiting to start a new job within four weeks from the end of the survey week and would have started in the survey week if the job had been available then.

2.59 *Active steps to find work* include writing, telephoning or applying in person to an employer for work; answering a newspaper advertisement for a job; checking factory or Commonwealth Employment Service noticeboards; being registered with the Commonwealth Employment Service; checking or registering with any other employment agency; advertising or tendering for work; and contacting friends or relatives.

2.60 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Persons Not in The Labour Force, Australia (including discouraged jobseekers) (Catalogue No. 6220.0)

Information presented in this publication relates to the labour force aspirations, availability for work and reasons for not seeking employment of persons aged fifteen to sixty four who were not in the labour force. Similar data have been collected in supplementary surveys since 1975.

2.61 Definitions of the principal labour force categories are the same as those used for the labour force survey given in paragraphs 2.4 to 2.6.

2.62 *Persons who want a job* are those who:

- (a) in the four weeks before the interview week had not looked for work but in the survey answer 'yes' or 'maybe' to the question '*Even though you have not been looking for work would you like a full-time or part-time job now?*', or
- (b) although claiming to have looked for work in the four weeks before the interview week, had not taken *active steps* to find work.

2.63 *Active steps to find work* include writing, telephoning or applying in person to an employer for work; answering a newspaper advertisement for a job; checking factory or Commonwealth Employment Service noticeboards; being registered with the Commonwealth Employment Service; checking or registering with any other employment agency, advertising or tendering for work; and contacting friends or relatives.

2.64 *Highest ranked reason*. Reasons for not actively looking for work have been ranked in the order of priority shown in Table 5.10; where more than one reason was given, only highest ranked has been included in the estimates.

2.65 Among the reasons for not looking for work *personal considerations* include: own ill health, physical disabilities or pregnancy; studying or returning to studies; and no necessity to work; *family considerations* include such matters as ill health of another person; inability to find child care; children thought to be too young; a preference for looking after children and disapproval by the person's spouse.

2.66 *Discouraged*. Comprises persons who want a job but *are not actively looking for work* because they believe they would not be able to find a job for any of the following reasons: considered by employers to be too young or too old; language or racial difficulties; lack the necessary training, skills or experience; no jobs in their locality or line of work.

2.67 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Job Vacancies, Australia (Catalogue No. 6231.0)

Information presented in this publication refers to vacancies in private employment and in Australian, State and local government employment. The information is obtained from a survey of employers conducted on a quarterly basis.

2.68 All vacancies (as defined in paragraph 2.70) for wage and salary earners are included except those:

- (a) in the defence forces
- (b) in agriculture
- (c) in private households employing staff
- (d) for employees of private employers (other than hospitals) not subject to payroll tax. These employees comprise about 15 per cent of total civilian employees.

2.69 Respondents included in the survey are selected from lists of private and government employers stratified by State, industry and number of employees. Employers with 1,200, or more employees are fully enumerated and a sample is selected from the remainder of employers. The total number of employers in the survey is about 3,100.

2.70 A *job vacancy* is a job available for immediate filling on the survey date and for which recruitment action had been taken by the employer. Recruitment action includes efforts to fill vacancies by advertising, by factory notices, by notifying government or private employment agencies or trade unions and by contacting, interviewing or selecting applicants already registered with the enterprise or organisation. Excluded are jobs available only to existing employees of the organisation. In this context the Australian Public Service and the Public Services of the States and the Northern Territory are treated as 'organisations'. Also excluded are vacancies

- (a) of less than one day's duration
- (b) to be filled by persons already hired or by promotion or transfer of existing employees
- (c) to be filled by employees returning from paid or unpaid leave or after industrial disputes
- (d) not available for immediate filling on the survey date
- (e) not available within the particular State or Territory to which the return relates
- (f) for work carried out under contract
- (g) for which no effort is being made to fill the position.

2.71 The *job vacancy rate* is calculated by expressing the number of job vacancies as a percentage of the number of employees plus vacancies.

2.72 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from sample of employers, they may differ from the figures that would have been produced if the information had been obtained from all employers within the scope of the survey.

- (b) non-sampling error: inaccuracies may occur because of imperfections in reporting and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, and efficient operating procedures.

C. EARNINGS AND AWARD RATES OF PAY (CHAPTER 6)

Data pertaining to earnings and wages have been obtained from a number of sources. Data on the distribution of weekly earnings of wage and salary earners are a product of the ABS population survey (as discussed in the introduction to Section B of this Appendix). Information on average weekly earnings is obtained from regular surveys of employers. Indexes of award rates of pay are derived from information provided in industrial awards, determinations and agreements.

Weekly Earnings Of Employees (Distribution), Australia (Catalogue No. 6310.0)

Supplementary surveys, based on the population survey have, in recent years, been conducted throughout Australia every August to obtain information about the weekly earnings of wage and salary earners. For the sake of brevity in the survey data, wage and salary earners are referred to as employees.

3.1 *Weekly earnings* refers to gross weekly wages and salaries (i.e. before taxation and other deductions have been made). For persons paid other than weekly, earnings were converted to a weekly equivalent.

3.2 The *main job* is defined as the job at which most hours were worked during the survey week (i.e. the week before the interview week). The *second job* is defined to include all remaining jobs, in which some hours were worked during the survey week. A person who held more than one job as an employee is classified to the industry and occupation of the main job.

3.3 *Full-time employees* are those who *usually* work 35 hours a week or more (in all jobs) and others who, although usually part-time employees, worked 35 hours or more during the survey week. It should be noted that some full-time employees may have worked or been paid for less than a full week. *Part-time employees* are those who usually work less than 35 hours a week and who did so during the survey week. When recording hours of work, fractions of an hour are disregarded.

3.4 For the purposes of the survey persons are classified as having a second job if, during the survey week, they:

- (a) worked in a second job; and
- (b) were employed as a wage or salary earner in both of their jobs.

Service in the reserve defence forces is not regarded as a second job. Persons who by the nature of their employment work for more than one employer, e.g. domestics, odd-job men, baby-sitters, etc., are not counted as multiple jobholders unless they also hold another job of a different kind; nor are those who work for more than one employer solely by reason of changing jobs during the survey week.

3.5 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Average Weekly Earnings, Australia (Catalogue Nos. 6301.0 and 6302.0)

The survey of average weekly earnings is designed to obtain from employers, information on earnings in respect of a specified payweek each quarter, and replaces the average weekly earnings series based principally on information from payroll taxes. Background information on the reasons for the change from the payroll tax data to a direct collection is given in *Information Paper: Review of ABS Employment Statistics* (Catalogue No. 6239.0) published on 8 July 1981. A summary of the main differences in concepts, methods and coverage of the old and new earnings series is given in a further publication, *Information Paper: Average Weekly Earnings-New Series to Replace Former Payroll Tax Based Series* (Catalogue No. 6336.0) issued on 24 March 1982.

3.6 *Reference period* refers to the last pay-period ending on or before a specified date. For December quarter 1982 the date was 19 November 1982. If the operations of the establishment(s) covered by the return were seriously curtailed by an industrial dispute, breakdown, fire, etc., during the reference period, particulars for the previous normal pay-period were obtained.

3.7 *Employees* comprise male and female wage and salary earners who received pay for the reference period.

3.8 *Full-time employees* are those who work the agreed or award hours for a full-time employee in their occupation and who received pay for any part of the reference period; if agreed or award hours do not apply, employees are regarded as full-time if they ordinarily work 30 hours or more a week. *Full-time* employees temporarily on short-time, or who began or ceased work

during the reference period, are included. Some employees, who were paid for a weekly attendance of less than 30 hours (e.g. aircrews, teachers, university lecturers), are classified as full-time if they worked the normal scheduled hours for a full-time week.

3.9 *Adults* are employees 21 years of age or over and those employees who are under 21 years of age but are paid at the full adult rate for their occupation.

3.10 *Weekly total earnings* refers to earnings of employees in the reference period, before taxation and any other deductions, e.g. superannuation, board and lodging, have been made. Earnings comprise overtime earnings, ordinary time earnings, shift allowances, penalty rates, commission and similar payments, and that part of paid annual leave, paid sick leave, long service leave and paid holidays taken during the reference period. Retrospective pay or pay in advance, annual leave loadings and other bonuses not related to the reference period are excluded.

3.11 *Weekly ordinary time earnings* refers to that part of *weekly total earnings* attributable to award, standard or agreed hours of work. Included in relation to these hours are shift allowances, penalty rates, commissions, bonuses and incentive payments, and one week's proportion of payments for annual and other leave taken during the reference period.

3.12 Since the estimates are based on information obtained from a sample of employers they are subject to sampling variability; that is, they may differ by chance from the figures that would have been produced if all employers had been included in the survey.

3.13 The imprecision due to sampling variability should not be confused with inaccuracies that may occur because of imperfections in reporting by respondents. Inaccuracies of this kind are referred to as the *non-sampling error*, and they may occur in any enumeration, whether it be a full count or a sample. Efforts are made to reduce the non-sampling error by careful design of questionnaires and detailed checking of completed returns.

Earnings And Hours of Employees, Distribution and Composition, Australia (Catalogue No. 6306.0)

This survey is conducted annually in respect of a pay period in May. The survey is based on a sample of employers who in turn randomly select employees in accordance with instructions supplied by the ABS. The data presented provides information on the distribution and composition of earnings as well as averages.

3.14 *Weekly earnings* refers to gross earnings before taxation and other deductions have been made. It comprises *overtime earnings*, which refers to payment for overtime hours as defined above, and *ordinary time earnings*. It includes one week's proportion of payments made other than on a weekly basis, e.g. salary paid fortnightly or monthly and paid annual or other leave taken during the specified pay-period. Pay in advance, retrospective pay and annual or periodic bonuses etc. are excluded.

3.15 *Ordinary time earnings* refers to that part of weekly earnings which is attributable to *ordinary time hours*. It comprises *payment by measured result, award or agreed base rate of pay and other earnings* (excluding overtime).

3.16 *Ordinary time hours* refers to award, standard or agreed hours of work. It includes stand-by or reporting time which are part of standard hours, and that part of paid annual leave, paid sick leave and long-service leave taken during the specified pay-period.

3.17 *Payment by measured result* refers to payment by incentive, piecework, task bonus, commission, etc.

3.18 *Award or agreed base rate of pay* refers to the award, etc. rate of pay for ordinary time hours paid for, and includes all allowances (other than overtime) specified in the award, etc.

3.19 *Other pay* refers to ordinary time earnings not included in payment by measured result nor in award or agreed base rate of pay described above. It includes attendance and good timekeeping bonuses, profit-sharing and any other forms of over-award, etc. pay.

3.20 *Full-time and part-time employees*-for definitions refer to paragraph 3.8.

3.21 *Non-managerial employees* are defined to include minor supervisory employees, leading hands, clerical and office staff as well as ordinary wages employees. They exclude *managerial, executive, professional and higher supervisory staff*, generally defined as those employees (a) who were ineligible to receive payment for overtime, or (b) who, although subject to payment for overtime, were in charge of a significant number of employees in a separate establishment (or establishments). For some occupations in government employment, such as school teachers and nurses, there is no general payment for overtime. In these cases, managerial, etc. staff were determined according to the degree of supervision exercised or in relation to the pay structure of associated administrative employees.

3.22 *Standard (or rostered) weekly hours* refers to the number of hours constituting a full week's work for the specified pay-period.

3.23 Since the estimates are based on information relating to a sample of employees, they are subject to sampling variability; that is, they may differ from the figures that would have been produced if the information had been obtained for all employees. This difference, called *sampling error*, should not be confused with inaccuracy that may occur because of imperfections in reporting by respondents; such inaccuracy is referred to as *non-sampling error*, and it may occur in any enumeration, whether it be a full count or only a sample. Efforts are made to reduce the non-sampling error by careful design of questionnaires and detailed checking of completed returns.

Award Rates of Pay Indexes, Australia (Catalogue No. 6312.0)

The Award Rates of Pay Indexes are produced monthly and are designed to measure trends in minimum rates payable under awards.

3.24 The current series of *Award Rates of Pay Indexes* which replaced the previous series of *Wage Rates Indexes* in September 1982 is based on the occupation structure existing in May 1976 and covers full-time adult wage and salary earners whose rate of pay are normally varied in accordance with awards. The old series it replaced had become increasingly unrepresentative, as it was based on the occupation structure existing in 1954, and excluded awards relating solely or mainly to salary earners.

3.25 *Award Rate of Pay*. The award rates used in the compilation of the indexes are those prescribed for a full week's work (excluding overtime). These rates generally consist of the base rate and any allowances or loadings that are applicable to ALL workers under a specific award designation. In some awards included in the indexes, regarded as paid rates awards, the award rate is set to absorb likely over-award payments.

3.26 In the majority of cases the rates are prescribed in awards or determinations of Federal or State industrial arbitration authorities or in collective agreements registered with them. Rates prescribed in unregistered collective agreements are used where these are significant in the particular industries to which they refer.

3.26 *Wage and salary earners*. The coverage of the indexes is confined to full-time adult wage AND salary earners whose rates of pay are normally varied in accordance with awards, etc. For the benefit of users, separate new indexes have been produced relating to wage earners only (which are broadly comparable with the scope and coverage of the old Wage Rates Index). For the purposes of constructing these separate indexes, the following definitions have been adopted:

Wage earners-those engaged mainly in manual work and/or employed in blue collar occupations. Remuneration for wage earners is usually stated in terms of a weekly wage.

Salary earners-those engaged mainly in non-manual work and/or employed in white collar occupations. Remuneration for salary earners is normally stated in terms of an annual salary.

3.28 *Indexes of hourly award rates* have been compiled for wage earners only. They have been calculated by dividing weekly award rates by standard weekly hours of work prescribed in awards, and expressed in index number form. The hourly indexes exclude details for certain occupations in shipping and stevedoring because particulars for the compilation of hourly rates for such occupations are not available. Indexes of hourly award rates are not produced for salary earners as for certain occupations (e.g. teachers, university lecturers) no specific hours are prescribed.

3.29 Since the indexes are based on information relating to a sample of records they are subject to sampling variability.

3.30 The receipt of notifications of changes in award rates of pay continues for some considerable time after the date of effect. As a result, figures for periods after June 1982 shown in this publication are therefore subject to revision. Revisions made to these figures are included in the monthly publication (see above).

Consumer Price Index, Australia (Catalogue No. 6401.0).

For technical details, see the relevant publication.

D. NON-WAGE BENEFITS (CHAPTER 7)

Data presented in Chapter 7 have been derived from the ABS population survey system as described in Section B of this Appendix.

Employment Benefits, Australia, February to May 1979 (Catalogue No. 6334.0)

During the period February to May 1979 a Survey was conducted throughout Australia in order to obtain information about a range of employment benefits provided by employers to employees.

4.1 An *employment benefit* was defined as a concession, allowance or other privilege, etc. received in addition to wages or salary and award, etc. minimum provisions under which a person was employed. Not all benefits were received direct from the current employer; some may have been received from other sources by employees as a result of their employment in a particular occupation or industry. Such benefits, e.g. a concession air fare granted by an airline to a travel agency employee, have been included in the tables where appropriate. All types of wage and salary payments, including bonuses, payments for leave of various kinds and overaward payments, as well as emoluments received in accordance with award, etc. provisions, e.g. safety clothing, were not considered to be benefits for the purposes of the survey. For definitions of employment benefits, see *Employment Benefits, February to May 1979* (Catalogue No. 6334.0)

4.2 The mere availability of or entitlement to a benefit (as defined) was not sufficient reason for its inclusion in the tables in this publication; only those benefits which were used or taken up were counted.

4.3 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether

it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Annual and Long-Service Leave, Australia, May 1979 (Catalogue No. 6317.0)

In May 1979 a supplementary survey was conducted throughout Australia in order to obtain information about the amount and timing of paid annual leave and long-service leave taken by employees during the period May 1978 to April 1979. Other types of leave, such as study or sabbatical leave, sick leave, maternity leave, etc., and unpaid leave, were not included in the survey. A similar survey was conducted in 1974.

4.4 *Annual leave* (also referred to as recreation leave, holiday leave, vacation leave) was a period (usually four weeks) of paid absence from work for leisure or recreational purposes to which an employee becomes entitled each year after a continuous period of service with one employer or in an industry, as specified in awards, etc.

4.5 *Long-service leave* (or furlough) was a period of paid absence from work to which an employee becomes entitled after a number of years of continuous service with one employer, or in an industry, the initial entitlement usually being three months after 10 or 15 years service, as specified in Federal or State legislation.

4.6 Payments in lieu of leave (e.g. to casual workers or on termination of employment) were not regarded as leave.

4.7 *Weeks taken*. In recording the amount of leave, separate periods of the same type of leave taken by individual respondents within each month were aggregated. (It should be noted that the category 'less than one' includes persons who did not take leave because their period of service with an employer or in one industry was not long enough to qualify them for an entitlement.) The number of weeks in any month was calculated as follows:

<i>Consecutive working days absent in any month</i>	<i>Recorded as</i>
0, 1 or 2	less than one
3-7	1
8-12	2
13-17	3
18-22	4
23 and over	5

When leave continued from one month into the next, the period of leave taken in each of the months was counted separately. The total amount taken for the period May 1978 to April 1979 is the sum of the amounts taken in each month, as defined above.

4.8 *Employees* were for the purposes of this survey persons who were employed wage and salary earners at the time of the survey, regardless of their labour force status during the reference period, May 1978 to April 1979. Persons who were wage and salary earners during the reference period but not at the time of the survey, and who took paid annual or long-service leave during the reference period have been excluded.

4.9 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

E. WORK PATTERNS AND HOURS OF WORK (CHAPTER 8)

Data pertaining to working hours arrangements have been obtained from the ABS population survey system, which is discussed in Section B of this Appendix. Data on overtime hours worked are a product of the ABS sample survey of employers.

Working Hours Arrangements, Australia, February to May 1981 (Catalogue No. 6338.0)

During the period February to May 1981, a special household survey was conducted to obtain information about the different types of working patterns of employed persons, including details about nightwork, shiftwork, weekend work and days in the week usually worked. Similar information was contained in two separate publications in 1976. For further information see, *Work Patterns of Employees, Australia November 1976* (Catalogue No. 6328.0) and *Evening and Nightwork Australia, November 1976* (Catalogue No. 6329.0)

5.1 A *nightworker* was defined as an employed person who in any one of the four weeks prior to the survey date worked a total of 15 hours or more between 7.00 p.m. and 7.00 a.m. in either their main or second job. ('Main job' was defined as the job in which respondents usually worked the most hours.)

5.2 *Other workers* (i.e. 'day' workers) were, therefore, persons who did not work the hours described in paragraph 5.1 above.

5.3 *Shiftworkers* were employees who in the four weeks prior to the date of the interview worked two or more

different work shifts; for the purposes of this survey, work shifts were two or more distinct periods of work within a 24-hour day between which employees were regularly rotated. Persons who worked fixed hours, i.e. those who did not work rotating shifts whether during the day or at night, were not classified as shiftworkers. Persons who, in establishments working several 'shifts', worked the 'night shift' only were, therefore, not classified as shiftworkers but were generally classified as nightworkers.

5.4 *Weekend workers* were persons who usually worked at some time on either Saturdays or Sundays (or both). However, those persons for whom any regular working period ended early on Saturday morning or started late on Sunday night were generally not included as weekend workers.

5.5 *Ordinary* time is defined as nightwork during award etc. agreed or standard hours of work. *Additional* time is defined as nightwork after award etc. agreed or standard hours have been worked. Figures for hours of nightwork refer to those hours in which respondents were nightworkers and is not necessarily their usual hours of nightwork.

5.6 *Multiple Jobholders* were persons who usually worked in two or more jobs each week and who were employed in at least one of their jobs as wage or salary earners.

5.7 Employees working *flextime* were able, within limits, to choose to some extent the times at which they started and or finished work each day, while still working the award or agreed hours on average over a longer period.

5.8 It should be noted that some of these groups of persons are not necessarily mutually exclusive and the same data have not been obtained for all of them, e.g. employees who worked rotating shifts were not asked whether they worked on weekends. The inter-relationships between the various groups are shown in the diagram on page .

5.9 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

The Labour Force, Australia (Catalogue No. 6204.0)

For definitions and technical details see Section B of this Appendix. For definition of hours worked see paragraph 2.16.

Overtime, Australia (Catalogue No. 6330.0)

The ABS conducts a quarterly survey of employers to obtain information about overtime hours worked and the number of people who worked overtime during a specified survey week. The survey is generally conducted in respect of the last week of the pay-period ending on, or before the third Friday of the survey month. It should be kept in mind that the statistics presented may display short-term or seasonal fluctuations from quarter to quarter.

5.10 *Overtime* is time worked in excess of award, standard or agreed hours of work for which payment is received. Excluded is any overtime for which employees would not receive payment, e.g. unpaid overtime worked by managerial, executive, etc., staff, normal shiftwork and standard hours paid for at penalty rates.

5.11 *Overtime hours* represent the number of hours of overtime actually worked. Respondents were instructed not to convert overtime hours to their ordinary time equivalent. For example, 100 man-hours of overtime paid for at time and a half and 20 man-hours at double time would be counted as 120 hours, not 190.

5.12 *Average hours of overtime per employee working overtime* is calculated by dividing total overtime hours worked in a particular group (e.g. industry, State or Territory) by the number of employees who worked overtime in the same group.

5.13 *Average hours of overtime per employee in the survey* is calculated by dividing total overtime hours worked in a particular group by the total number of employees in the same group (including those who did not work overtime).

5.14 *Number of employees* is the number on the payroll on the last day of the pay-period ending on or before the survey date. *Included* are persons on paid leave, (recreation leave, sick leave, long service leave, etc.). *Excluded* are persons on leave without pay, and persons on strike, locked out or stood down as a result of an industrial dispute, for the whole of the reference period.

5.15 Since the estimates are based on information obtained from a sample of employers they are subject to sampling variability; that is, they may differ by chance from the figures that would have been produced if all employers had been included in the survey.

5.16 The imprecision due to sampling variability, should not be confused with inaccuracies that may occur because of imperfections in reporting by respondents. Inaccuracies of this kind are referred to as the *non-sampling error*, and they may occur in any enumeration, whether it be a full count or a sample. Efforts are made to reduce the non-sampling error by careful design of questionnaires and detailed checking of completed returns.

F. JOB SATISFACTION AND WORK PREFERENCES (CHAPTER 9)

The source of data for this Chapter is the ABS population survey system which is discussed in Section B of this Appendix.

Working Conditions, Australia, February to May 1979 (Catalogue No. 6335.0)

Working conditions was one of a number of topics included in a sample survey conducted throughout Australia during the period February to May 1979. The survey was designed to obtain employees' attitudes to, or opinions about, selected aspects of their working conditions.

6.1 Questions concerning working conditions were asked only of persons who at the time of the survey were employed wage or salary earners (employees) and who usually worked at least 20 hours a week. Respondents were interviewed personally. Demographic and labour force characteristics were as reported by employees at the time of the survey.

6.2 For the purposes of the survey *working conditions* were those aspects of the working situation which directly affected employees and had an influence on their overall satisfaction with their jobs.

6.3 The aspects of the working situation included in the survey were not an exhaustive list, but a selection of those considered to have a significant influence on the working lives of employees. The attitudes of employees to individual aspects of work were assessed by classifying their responses on the basis of frequency of occurrence or degree of satisfaction.

6.4 *Overall level of job satisfaction* was as given by the employee in response to a direct question on overall feelings about the job.

6.5 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Alternative Working Arrangements, Australia, March to May 1982 (Catalogue No. 6340.0)

A special household survey was conducted during the period March to May 1982 to obtain information

about certain aspects of the working arrangements of employees and their preferences for any changes to them. This information includes details of usual working arrangements (e.g. 5 day week, 19 day fortnight, etc.) control over working arrangements and/or start and finish times, preference for permanent or casual employment and more or less work.

6.6 For the purposes of this survey, a *permanent* worker was defined as an employee who was entitled to paid holidays or sick pay in his/her main job. A *casual* worker was therefore an employee who was not entitled to paid holidays or sick pay in his/her main job. Similar definitions applied in relation to employees' preferred mode of employment.

6.7 Employees who preferred to *work less* were those who, given the opportunity, would have preferred to work less hours and receive commensurately less pay. Similarly those who preferred to *work more* would have preferred to do so on the understanding that they would earn commensurately more pay, and those who preferred to *work the same hours* expected to continue earning the same amount of pay.

6.8 Employees who *had, or preferred, some say in start/finish times* (and/or usual working days arrangement), were those able, or who preferred, within limits, to choose the times (and/or days) when they worked, e.g. 'flexitime', flexible working hours, respectively.

6.9 Employees who *preferred tapered retirement* wanted to work less than their current usual total working time in the period immediately preceding their retirement by working either fewer weeks per year, fewer days per week or fewer hours per day.

6.10 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

G. INDUSTRIAL DISPUTES (CHAPTER 10)

Industrial Disputes, Australia (Catalogue No. 6321.0 and 6322.0)

The ABS publishes monthly, quarterly and annual statistics of the number of industrial disputes, the number of workers involved and working days lost in industrial disputes. The quarterly and annual statistics are also

classified according to duration, cause and method of settlement.

7.1 The statistics refer only to disputes involving stoppages of work of ten man-days or more. Workers involved include workers directly and indirectly involved in disputes. Workers indirectly involved are those thrown out of work at the establishments where the stoppages occurred, but who are not themselves parties to the dispute. Particulars of some stoppages (e.g. those involving a large number of establishments) may have been estimated and the statistics therefore should be regarded as giving a broad measure of the extent of stoppages of work (as defined).

7.2 Stoppages of work occurring at different times and at different establishments, but having a common cause may be regarded as one industrial dispute. However, an industrial dispute occurring in more than one State is counted as a separate dispute in each State and in the total for Australia.

7.3 *Working days lost* refer to man-days lost by workers directly and indirectly involved in the dispute and figures are generally as reported by parties to the dispute. For some disputes working days lost are estimated on the basis of the number of workers involved and the duration of the dispute.

7.4 *Working days lost per 1,000 employees* have been compiled from those lost by workers directly and indirectly involved in disputes involving stoppages of work of ten man-days or more in the establishments where the stoppages occurred. Working days lost in agriculture, etc. and in private households employing staff have been excluded.

7.5 Estimates for 1972 to 1979 are based on estimates of employees as published in *Civilian Employees, Australia* (6213.0). As this series was suspended from April 1980, estimates from 1980 have been calculated by using estimates of employees from the labour force survey, and in particular employees in the water transport industry.

H. TRADE UNIONS (CHAPTER 11)

Data pertaining to trade unions have been obtained from two sources. Data on wage and salary earners who were members of a trade union are a product of the ABS population survey (as discussed in the introduction to Section B of this Appendix). Data on membership and area of operation of trade unions have been obtained from returns by individual trade unions.

Trade Union Members, Australia (6325.0)

During the period March to May 1982 a survey was conducted throughout Australia in order to obtain information about the membership of trade unions and employee associations and various characteristics of members and non-members. A similar survey was previously conducted in November 1976.

8.1 A *trade union* (or employee association) was defined as an organisation, consisting predominantly of employees, the principal activities of which included the negotiation of rates of pay and conditions of employment for its members.

8.2 For the purposes of this survey a *part-time* employee was one who usually worked less than 35 hours per week.

8.3 *State capital cities* refers to the 1981 Population Census State Capital City Statistical Divisions. *Other areas* therefore include the Northern Territory, the Australian Capital Territory and the other State Statistical Divisions.

8.4 Although some persons may be union members in their second job only, the classifications shown were for the employee's main job where applicable. Industry is classified according to the *Australian Standard Industrial Classification* (ASIC) 1978 and occupation according to the *Classification and Classified List of Occupations, Revised June 1981*.

8.5 Estimates are subject to two sources of error:

- (a) *sampling error*: since the estimates are based on information obtained from occupants of a sample of dwellings, they may differ from the figures that would have been produced if all dwellings had been included in the survey.
- (b) *non-sampling error*: inaccuracies may occur because of imperfections in reporting by interviewers and respondents and errors made in the coding and processing of data. These inaccuracies may occur in any enumeration, whether it be a full count or only a sample. Every effort is made to reduce the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers and efficient operating procedures.

Trade Union Statistics, Australia (Catalogue No. 6323.0)

The figures presented in this publication have been compiled from questionnaires completed by individual

trade unions in respect of their membership at the end of December each year.

8.6 The published number of reporting trade unions varies from year to year as a result of amalgamations and mergers of unions, unions ceasing to operate, new unions being formed, existing organisations changing their status such that it brings them within the scope of the definition of a trade union and existing unions reporting for the first time. For the purpose of these statistics a *trade union* is defined as 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. Non-operating unions or branches, i.e. those with no members at the date of collection, are not included in the statistics.

8.7 The *total membership* of the reporting trade unions represents the aggregate of the membership of individual unions; persons who are members of more than one union are therefore counted more than once in the totals. The extent of this duplication is not known. Members of unions working overseas are excluded from the reported membership data. Membership figures may be affected by differences in the concept of membership adopted by different unions or by the same union at different times.

8.8 *Proportion of total employees*. Estimates of the approximate percentage of wage and salary earners in employment (i.e. employees) who were members of trade unions for 1979 are based on estimates of employees as published in *Civilian Employees, Australia* (Catalogue No. 6213.0). The proportions of total employees since 1980 have been calculated by using estimates of employees from the labour force survey. The percentages shown should be regarded as giving only a broad indication of the extent of union membership among employees, because they are based on estimates of *employed* wage and salary earners and the degree of unemployment of reported union members will affect the percentages for a particular year and comparisons over time.

APPENDIX II

DATA SOURCES

<i>Title</i>	<i>Catalogue No.</i>
<i>Chapter 1—Population</i>	
Australian Demographic Statistics Quarterly	3101.0
Census of Population and Housing	various
Labour Force Status and Other Characteristics of Families, July 1982	6224.0
The Labour Force: Educational Attainment, February 1982	6235.0
Projections of the Population of Australia, 1981 to 2021	3204.0
<i>Chapter 2—The Labour Force</i>	
The Labour Force (monthly)	6203.0
The Labour Force (annual)	6204.0
The Labour Force: Status and Educational Attainment, February 1982	6235.0
Labour Force Experience, February 1982	6206.0
Transition from Education to Work, May 1982	6227.0
Labour Force Status and Other Characteristics of Families, July 1982	6224.0
<i>Chapter 3—Employment</i>	
The Labour Force (monthly)	6203.0
The Labour Force (annual)	6204.0
Labour Force Experience, February 1982	6206.0
Labour Mobility, February 1982	6209.0
Multiple Jobholding, August 1981	6216.0
Transition from Education to Work, May 1982	6227.0
<i>Chapter 4—Unemployment</i>	
The Labour Force (monthly)	6203.0
The Labour Force (annual)	6204.0
Persons Looking for Work	6222.0
The Labour Force: Educational Attainment	6235.0
Job Vacancies (quarterly)	6231.0
<i>Chapter 5—Persons Not in the Labour Force</i>	
The Labour Force (monthly)	6203.0
The Labour Force (annual)	6204.0
Labour Force Statistics and Other Characteristics of Families, July 1982	6224.0
Labour Force Experience, February 1982	6206.0
The Labour Force: Educational Attainment, February 1982	6235.0
Transition from Education to Work	6227.0
Persons Not in the Labour Force	6220.0
<i>Chapter 6—Earnings and Award Rates of Pay</i>	
Weekly Earnings of Employees (Distribution), Australia (annual)	6310.0
Weekly Earnings of Employees (Distribution), Australia (preliminary)	6309.0
Earnings and Hours of Employees, Distribution and Composition, Australia	6306.0
Average Weekly Earnings, States and Australia	6302.0
Earnings and Hours of Employees, Australia	6304.0
Award Rates of Pay Indexes, Australia	6312.0
Consumer Price Index, Australia	6401.0

APPENDIX II—continued
DATA SOURCES—continued

<i>Title</i>	<i>Catalogue No.</i>
<i>Chapter 7—Non-wage Benefits</i>	
Employment Benefits, Australia, February to May 1979	6334.0
Annual and Long Service Leave, Australia, May 1979 (Preliminary)	6317.0
<i>Chapter 8—Work Patterns and Hours of Work</i>	
Working Hours Arrangements, Australia, February to May 1981	6338.0
The Labour Force, Australia (Monthly)	6203.0
The Labour Force, Australia (Annual)	6204.0
Earnings and Hours of Employees, Australia	6304.0
Earnings and Hours of Employees, Distribution and Composition, Australia	6306.0
Overtime, Australia	6330.0
<i>Chapter 9—Job Satisfaction and Work Preferences</i>	
Working Conditions, Australia, February to May 1979	6335.0
Alternative Working Arrangements, Australia, March to May 1982 (preliminary)	6340.0
<i>Chapter 10—Industrial Disputes</i>	
Industrial Disputes, Australia	6322.0
<i>Chapter 11—Trade Unions</i>	
Trade Union Statistics, Australia	6323.0
Trade Union Members, Australia March to May 1982	6325.0
<i>Chapter 12—International Comparisons</i>	
International Comparisons of Unemployment, Bulletin 1979, U.S. Department of Labor	..