

Technical Paper

**Employment
Arrangements and
Superannuation,
Australia:
Confidentialised Unit
Record File**

Australia

2000

New
Issue

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Arrangements and
Superannuation,
Australia:
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Record File**

Australia

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AUSTRALIAN BUREAU OF STATISTICS

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ABBREVIATIONS

ABS	Australian Bureau of Statistics
CURF	Confidentialised Unit Record File
RADL	Remote Access Data Laboratory
RSE	relative standard error
SE	standard error
SEAS	Survey of Employment Arrangements and Superannuation

CHAPTER 1 – INTRODUCTION

OVERVIEW

This publication provides information about microdata available from the 2000 Survey of Employment Arrangements and Superannuation (SEAS). The data are available through a Confidentialised Unit Record File (CURF) released with the approval of the Australian Statistician. The CURF is accessible through the Remote Access Data Laboratory (RADL).

The RADL is an on-line database query system, under which microdata are held on a server at the ABS, to which users can submit programs to interrogate, analyse, and model the data. Further information about this facility is available on the ABS web site <<http://www.abs.gov.au>> (Services We Provide – CURFs).

ABOUT THE SURVEY

The SEAS was a household survey conducted throughout Australia between April and June 2000. Information collected from individuals by personal interview was supplemented with information provided by superannuation funds and administrators between May and October 2000.

The aims of the SEAS were to describe the diversity of employment arrangements in the Australian workforce and to describe people's superannuation arrangements.

The SEAS focused on those characteristics of employment considered important in distinguishing newer and emerging working arrangements from the prevalent, but declining, full-time ongoing job with regular hours and paid leave entitlements. These characteristics include:

- nature of employment (e.g. wage and salary earner, in own business, working on a fixed term contract);
- job duration and expected future job duration;
- access to paid leave;
- number of hours worked, and preferred hours (indicating overwork and underemployment);
- regularity of hours worked, and whether any hours were worked on weekends, in the evening, or over night;
- working arrangements such as multiple jobholding, shiftwork, work done at home;
- earnings (amount and whether they vary); and
- preferred work patterns.

The focus of the superannuation section of the survey was on:

- the type of superannuation coverage that people had (e.g. employer or personal contributions, or both);
- amounts contributed to superannuation, and how much money people had accrued in superannuation;
- reasons for not making personal contributions to superannuation; and
- the amount of any lump sums recently received from superannuation, and how the lump sum was used.

The first results from the SEAS were released in *Employment Arrangements and Superannuation, Australia* (cat. no. 6361.0) in March 2001. Further results from the SEAS were released in *Superannuation: Coverage and Financial Characteristics, Australia* (cat. no. 6360.0) in September 2001.

CHAPTER 2 – SURVEY METHODOLOGY

SCOPE AND COVERAGE

The survey scope included all people resident in private dwellings who were aged 15 to 69 years, other than:

- overseas residents in Australia;
- certain diplomatic personnel of overseas governments, customarily excluded from the Census of Population and Housing and estimated resident population counts;
- members of non-Australian defence forces (and their dependants) stationed in Australia; and
- people living in remote areas which were difficult or costly to enumerate.

The exclusion of people living in remote areas has only a minor impact on aggregate estimates for individual states and territories, with the exception of the Northern Territory, where such people account for over 20% of the population.

Usual residents of selected private dwellings were included in the survey unless they were going to be absent from the dwelling until the end of the enumeration period. Other people present were considered to be visitors and were not included in the survey.

Coverage rules are generally applied in all household surveys to ensure that each person is associated with only one dwelling, and hence has only one chance of selection. The chance of a person being enumerated at two separate dwellings in the one survey is considered to be negligible.

DATA COLLECTION

The 2000 SEAS was primarily a household collection, with most information obtained from individuals by personal interview.

To maximise the quality of the superannuation data obtained from the survey, respondents were asked to refer to a relevant record (payslip and/or superannuation statement) to report amounts contributed to superannuation, and amounts accrued in superannuation. This information was supplemented by data provided by superannuation funds in cases where the respondent was unable to refer to the relevant record(s) and was willing to authorise their superannuation fund to provide the required information. For more information, refer to *Superannuation: Coverage and Financial Characteristics, Australia* (cat. no. 6360.0).

SAMPLE DESIGN

Dwellings were selected at random using a multi-stage area sample of private dwellings. All usual residents aged 15 to 69 years in the selected dwellings were asked to participate in the survey.

The initial sample for the survey comprised approximately 18,000 dwellings. About 14,000 households remained in the survey after sample loss (e.g. households selected in the survey which had no residents in scope for the survey, vacant or derelict buildings, buildings under construction). Of those 14,000 households, approximately 12,200 (87%) were fully responding, that is, were households where everyone in scope of the survey responded fully to the survey.

About 25,100 people responded to the survey. This includes a small number of people (about 250) who were unable, or unwilling, to answer questions about their income but responded to all other parts of the survey.

WEIGHTING, ESTIMATION
AND BENCHMARKING

Weighting

Weighting is the process of adjusting results from a sample survey to infer results for the total population. To do this, a weight is allocated to each sample unit. The weight is a value which indicates how many population units are represented by the sample unit. In SEAS there are four types of sample units for which weights were separately calculated: people, households, families, and income units.

Non-response may introduce bias into survey estimates if non-respondents differ systematically from respondents. If a particular variable is found to be associated with non-response, initial weights can be adjusted to reduce bias due to non-response. For SEAS, the initial person weights were adjusted to account for non-response bias associated with particular household types.

Information about using weights is included in Chapter 3.

Estimation

Survey estimates of the number of people with a particular characteristic are obtained by summing the weights of people who have that characteristic.

Benchmarking

Following the non-response adjustment, the weights were calibrated to align with independent estimates of the population of interest (or estimated resident population), referred to as 'benchmarks', in designated sex by age by area of usual residence categories. The SEAS was benchmarked to the estimated resident population at 30 June 2000. The estimated resident population for June 2000 was based on the results of the 1996 Census of Population and Housing, updated for natural increase and estimates of overseas and interstate migration.

Weights calibrated against population benchmarks compensate for over- or under-enumeration of particular categories of people, and ensure that the survey estimates conform to the independently estimated distribution of the population by age, sex and area of usual residence, rather than to the distribution within the sample itself.

The benchmarks used for people and households relate only to people living in private dwellings, and therefore do not (and are not intended to) match estimates of the total Australian resident population (which include people living in non-private dwellings, such as hotels, caravan parks and nursing homes).

RELIABILITY OF
ESTIMATES

Since the estimates for the SEAS are based on information obtained from a sample of people, they are subject to sampling and non-sampling error.

Sampling error

Sampling error is the difference between the published estimates, derived from a sample of people, and the value that would have been produced if all people in scope of the survey had been included.

One measure of the likely difference is given by the standard error (SE). There are about two chances in three that a sample estimate will differ by less than one SE from the number that would have been obtained if all dwellings had been included, and about 19 chances in 20 that the difference will be less than two SEs.

Another measure of the likely difference is the relative standard error (RSE), which is obtained by expressing the SE as a percentage of the estimate. Generally, only estimates with RSEs less than 25% are considered sufficiently reliable for most purposes.

Sampling error continued

A table of SEs and RSEs for estimates of numbers of people is provided in Appendix 1. These figures do not give a precise measure of the SE for a particular estimate but will provide an indication of its magnitude.

More information about the calculation of standard errors is provided in the Technical Notes in the publications *Employment Arrangements and Superannuation, Australia* (cat. no. 6361.0) and *Superannuation: Coverage and Financial Characteristics* (cat. no. 6360.0). These publications are included with the other CURF files.

Non-sampling error

Non-sampling errors are inaccuracies that occur because of imperfections in reporting by respondents and interviewers, and errors made in coding and processing data. These inaccuracies may occur in any enumeration, whether it be a full count or a sample. Every effort is made to keep the non-sampling error to a minimum by careful design of questionnaires, intensive training and supervision of interviewers, and efficient processing procedures.

CHAPTER 3 – USING THE CURF DATA

ABOUT THE DATA

The SEAS data are released under the *Census and Statistics Act 1905*. The Act provides 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 and addresses of survey respondents on the CURF.

Intending purchasers should ensure that the data they need, at the level of detail they need, are available on the CURF. Data obtained in the survey but not contained in the CURF may be available as statistics in tabulated form on request. The full list of survey data items included on the CURF is provided in Appendix 2 (Persons), Appendix 3 (Income unit), Appendix 4 (Family) and Appendix 5 (Household).

Confidentiality

To ensure that the confidentiality of individuals is protected, the detail for some data items has been reduced and values for some data items have been perturbed. Some individual records have also been deleted or modified.

The CURF contains thirteen continuous data items where the code represents a particular value. A continuous variable is one where the response does not form part of a set of discrete categories. Instead the responses may take any form within the limits of the range of characters or numbers available for that particular variable. For example, a code of 200 for the continuous data item 'Total cash income' would represent a value of \$200.

The thirteen continuous data items are:

- Annual business and property income
- Annual income from superannuation and annuities
- Annual income from wages/salary, govt pensions/allowances & other sources (excl. bus/property & super)
- Total account balance
- Total cash income
- Total employer/business contributions
- Total personal contributions
- Total spouse contributions
- Total superannuation balance
- Total withdrawal or resignation benefit
- Usual weekly earnings in both jobs
- Usual weekly earnings in main job (people only)
- Usual weekly earnings in second job (people only)

The values for these items have been perturbed to protect the confidentiality of individuals. That is, each value has been adjusted up or down by a small, random amount. Also, for each of these items, each value over a certain top cut-off limit has been set to the mean of all the values over the cut off limit.

Continuous items also have special codes such as '999999' set aside for categories such as 'Not stated' and 'Not applicable'. The data item list included in this Information Paper lists the special codes for these items. Care should be taken to exclude these codes from upper categories of data items and from calculations of means, medians and other summary statistics.

Structure and size of the SEAS CURF

There are four record levels on the SEAS CURF: individual people, income unit, family and household. The CURF contains 25,058 person units, 15,545 income units, 13,477 family units, and 12,734 household units.

Income units, family units and household units can be derived from the person units. Diagram 1 provides an example of the relationship between these levels.

There are unique identifiers (ID) on records at each level of the CURF:

- Each person record has a person ID (ABSPID).
- The Income unit ID (ABSIID) exists on the person and income unit levels of the CURF. ABSIID links each record on the person level with other records belonging to the same income unit.
- The Family ID (ABSFID) exists on the person, income unit and family levels of the CURF. It does not exist on the household level as it is not applicable at that level. ABSFID links each record on the person and income unit levels with other records belonging to the same family.
- The Household ID (ABSHID) exists on all levels of the CURF (person, income unit, family and household). ABSHID links each record on the person, income unit and family levels with other records belonging to the same household.

Incomplete income units, families and households

Some income unit, family and household records are incomplete, that is, one or more people belonging to the unit did not respond to the survey, or a person was aged 70 or over and so was out of scope of the survey. Where this is the case, the weight for these higher-level records has been set to nil. Thus, when weighted statistics are produced from these files, the incomplete units are not represented in these statistics.

Deriving higher-level information

There may be instances when not all the information required by users at higher levels is available in the datasets provided. However, it is possible to derive higher-level information from information at the lower levels, using the income unit, family and household IDs.

As mentioned above, all person records have IDs which uniquely identify the income unit, family and household to which they belong. Using these IDs, records belonging to people in the same unit can be linked to generate information at higher levels. For example, the number of people aged 55 to 69 years in each household is not provided on the household file, but can be derived from the person file. This is because all person records relating to a household have the same household ID.

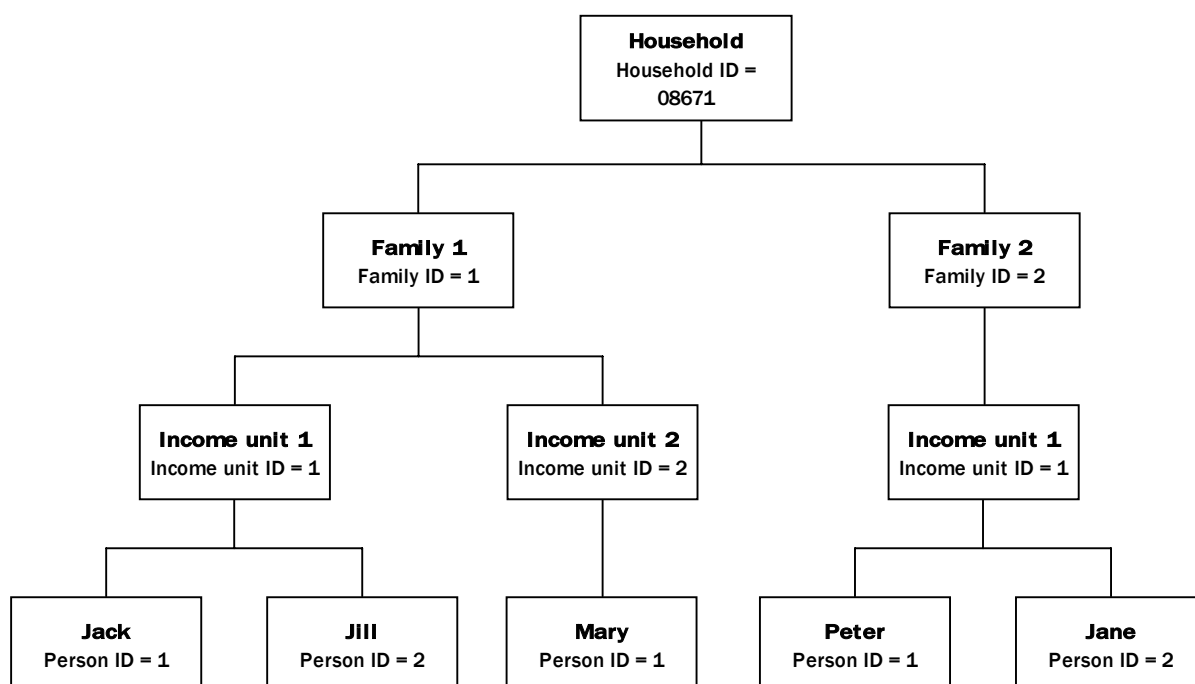
The following hypothetical example illustrates how these IDs may be used to identify people and link them with their corresponding higher-level unit.

Jack and Jill live with their 25 year old daughter Mary and with Jack's parents, Peter and Jane. Because they all live in the same dwelling they constitute a single household. Jack and Jill, as a couple, are considered to be one income unit. Their daughter, Mary, is a non-dependent child and is therefore in the same family as Jack and Jill but in an income unit of her own. Peter and Jane are a couple and therefore form another separate income unit. According to the ABS standard definition of a family for statistical purposes, Peter and Jane are also in a separate family from Jack, Jill and Mary.

Deriving higher-level information continued

Jack and Jill have the same income unit number, but as Mary is in a separate income unit she has a different income unit number. Jack, Jill and Mary have the same family number. Peter and Jane share a third income unit number. Jack and Jill, and Peter and Jane, have different person numbers to uniquely identify them within each income unit. All five have the same household ID.

In the diagram below, each person has a unique ID comprised of the combination of their household, family, income unit and person IDs. For instance, Jack's unique ID is 08671/1/1/1, while Jill's is 08671/1/1/2.



Note that people aged 70 years and over were excluded from the survey. As a result, any higher-level measures derived will relate to units where all people were aged 15 to 69 years.

CURF CONTENTS

The CURF file can only be accessed in SAS and SPSS at this time. STATA is expected to be available by late 2005.

The CURF contains the files listed below.

Information files

DATA ITEM AND FREQUENCY LISTINGS.TXT – documentation on the data files including data item labels, field start positions and lengths, code values, category labels and frequency counts.

RESPONSIBLE ACCESS TO CURFS.PDF – is an Acrobat file that explains CURF users' roles and obligations when using confidentialised data.

63610_APR TO JUN 2000.PDF – This Acrobat file contains the publication *Employment Arrangements and Superannuation, Australia* (cat. no. 6361.0).

63600_APR TO JUN 2000.PDF – This Acrobat file contains the publication *Superannuation: Coverage and Financial Characteristics, Australia* (cat. no. 6360.0).

Test files

The test files mirror the structure of the actual data files, but have random data and random identifiers. The test files are located on the RADL and can be used to 'troubleshoot' code before submitting RADL jobs.

FORMATS.SC2 – a SAS library containing formats for the test files.

EAS00P.SD2 – the test file for person level data for the CURF in SAS for Windows format.

EAS00U.SD2 – the test file for income unit data for the CURF in SAS for Windows format.

EAS00F.SD2 – the test file for family unit data for the CURF in SAS for Windows format.

EAS00H.SD2 – the test file for household unit data for the CURF in SAS for Windows format.

EAS00P.SAV – the test file for person level data for the CURF in SPSS format.

EAS00U.SAV – the test file for income unit data for the CURF in SPSS format.

EAS00F.SAV – the test file for family unit data for the CURF in SPSS format.

EAS00H.SAV – the test file for household unit data for the CURF in SPSS format.

EAS00P.DTA – the test file for person level data for the CURF in STATA format.

EAS00U.DTA – the test file for income unit data for the CURF in STATA format.

EAS00F.DTA – the test file for family unit data for the CURF in STATA format.

EAS00H.DTA – the test file for household unit data for the CURF in STATA format.

Main files

FORMATS.SC2 – is a SAS library containing formats.

EAS00P.SD2 – the person level data for the CURF in SAS for Windows format.

EAS00U.SD2 – the income unit data for the CURF in SAS for Windows format.

EAS00F.SD2 – the family unit data for the CURF in SAS for Windows format.

EAS00H.SD2 – the household unit data for the CURF in SAS for Windows format.

EAS00P.SAV – the person level data for the CURF in SPSS format.

EAS00U.SAV – the income unit data for the CURF in SPSS format.

EAS00F.SAV – the family unit data for the CURF in SPSS format.

EAS00H.SAV – the household unit data for the CURF in SPSS format.

EAS00P.DTA – the person level data for the CURF in STATA format.

EAS00U.DTA – the income unit data for the CURF in STATA format.

EAS00F.DTA – the family unit data for the CURF in STATA format.

EAS00H.DTA – the household unit data for the CURF in STATA format.

DATA ITEMS

The data items and categories included in the SEAS CURF are listed in Appendix 2 (Persons), Appendix 3 (Income unit), Appendix 4 (Family) and Appendix 5 (Household). These appendices are Excel spreadsheets and are available from the ABS web site. Follow the link to [AusStats - Publications and Data], then [Data cubes]. They are listed as Appendix 2, Appendix 3, Appendix 4 and Appendix 5 under catalogue number 6361.0.55.002.

WEIGHTS

On each level of the CURF, there is a field on each record containing a 'weight'. The weight indicates how many population units are represented by the sample unit. See the discussion in Chapter 2 for more information.

The application of the weight will ensure that the subsequent estimates conform to an independently estimated distribution of the population by age, sex, and whether in a capital city or in the rest of the state or territory, rather than to the distribution within the sample itself.

Where estimates are derived from the CURF, it is essential that they are calculated by using the weight associated with each record in a particular category and not just by counting the number of records in a particular category. If the weight was ignored, then no account would be taken of the fact that the chance of being selected in the survey varied from region to region, and the resulting estimates would therefore be biased.

Weights are stored in the SEAS data files without a decimal point. This permits the inclusion of a larger set of digits within the fixed range of numeric characters available for each of the weights variables, and results in a greater degree of accuracy in the production of weighted data. *Consequently all weights should be divided by a factor of 10,000 before being applied to the data.*

For more information about weighting and estimation, see the discussion in Chapter 2 and refer to the Explanatory Notes in the publications *Employment Arrangements and Superannuation, Australia* (cat. no. 6361.0) and *Superannuation: Coverage and Financial Characteristics* (cat. no. 6360.0).

CHAPTER 4 – CONDITIONS OF RELEASE

CONDITIONS OF RELEASE

The SEAS 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 person or organisation to which the data relate.

The Australian Statistician's approval is required for each release of the CURF. In addition, all organisations and individuals within organisations who request access to a CURF will, prior to being granted access to the CURF, be required to sign an Undertaking to abide by the legislative restrictions on use. Among other conditions, the undertaking states that in using the data they will:

- use the information only for the statistical purposes specified in the Schedule to the Undertaking;
- not attempt to identify particular people or organisations;
- not disclose, either directly or indirectly, the information to any other person or organisation other than members of this organisation who have been approved by the ABS to have individual access to the information;
- not attempt to match, with or without using identifiers, the information with any other list of people or organisations;
- comply with any other direction or requirement specified in the *Responsible Access to ABS CURFs Training Manual*; and
- not attempt to access the information after the term of their authorisation expires, or after their authorisation is rescinded by the organisation which provided it, or after they cease to be a member of that organisation.

Use of the data for statistical purposes means use by people who have signed 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;
- 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.

All CURF users are required to read and abide by the *Responsible Access to ABS CURFs Training Manual* available on the ABS web site <<http://www.abs.gov.au>> (Services We Provide – CURFs). Use of the data for unauthorised purposes may render the purchaser liable to severe penalties. Advice on the propriety of any particular intended use of the data is available from <curf.management@abs.gov.au> or telephone (02) 6252 5731.

Conditions of sale

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

Price

The price of the SEAS CURF, as at June 2005, is \$8,000.00.

CHAPTER 4 – CONDITIONS OF RELEASE *continued*

How to order

All clients wishing to access the SEAS CURF should refer to the ABS website, <<http://www.abs.gov.au>> (Services We Provide – CURFs) and read the *Responsible Access to ABS CURFs Training Manual*, and other relevant information, before downloading the Application and Undertaking to apply for access.

AUSTRALIAN UNIVERSITIES

The SEAS CURF can be accessed by universities participating in the ABS/Australian Vice-Chancellors' Committee (AVCC) CURF agreement for research and teaching purposes. For more information, university clients should refer to the ABS web site <<http://www.abs.gov.au>> (Education Resources – Universities).

APPENDIX 1 STANDARD ERRORS OF ESTIMATES

STANDARD ERRORS OF ESTIMATES

Size of estimate (persons)	STANDARD ERROR								AUSTRALIA	
	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Standard error	Relative standard error
	no.	no.	no.	no.	no.	no.	no.	no.	no.	%
400	—	—	—	—	—	—	—	230	460	115
500	—	—	—	—	—	320	—	260	520	104
600	—	—	—	—	—	350	400	290	570	95
700	—	—	—	—	—	370	430	310	620	89
800	—	—	—	—	—	400	460	330	670	84
900	—	—	—	—	—	420	480	350	710	79
1,000	—	—	—	—	—	440	510	370	750	75
1,100	—	—	—	—	—	460	530	390	790	72
1,200	—	—	—	650	700	480	550	410	830	69
1,300	—	—	—	680	730	500	570	420	870	67
1,400	—	—	—	710	760	520	590	440	900	64
1,500	—	—	—	730	780	530	610	460	940	63
1,600	—	—	950	760	810	550	620	470	970	61
1,700	—	—	980	780	840	570	640	480	1 000	59
1,800	—	1 080	1 010	800	860	580	660	500	1 030	57
1,900	—	1 110	1 030	830	890	600	670	510	1 060	56
2,000	—	1 140	1 060	850	910	610	690	520	1 090	55
2,100	—	1 170	1 090	870	930	630	700	530	1 120	53
2,200	—	1 200	1 120	890	960	640	720	550	1 150	52
2,300	—	1 230	1 140	910	980	660	730	560	1 170	51
2,400	—	1 250	1 170	930	1 000	670	750	570	1 200	50
2,500	1 440	1 280	1 190	950	1 020	680	760	580	1 230	49
3,000	1 580	1 410	1 310	1 040	1 120	740	830	630	1 350	45
3,500	1 710	1 530	1 420	1 120	1 210	800	880	680	1 460	42
4,000	1 830	1 640	1 520	1 200	1 300	850	940	720	1 570	39
4,500	1 940	1 740	1 620	1 270	1 370	900	990	760	1 670	37
5,000	2 050	1 840	1 710	1 340	1 450	950	1 040	800	1 760	35
6,000	2 240	2 020	1 870	1 460	1 590	1 040	1 120	860	1 940	32
8,000	2 590	2 330	2 160	1 680	1 830	1 190	1 280	980	2 240	28
10,000	2 890	2 600	2 420	1 860	2 040	1 320	1 410	1 080	2 510	25
20,000	4 050	3 650	3 400	2 560	2 860	1 840	1 920	1 430	3 560	18
30,000	4 930	4 420	4 140	3 070	3 470	2 230	2 300	1 680	4 360	15
40,000	5 650	5 050	4 760	3 480	3 980	2 560	2 620	1 880	5 020	13
50,000	6 280	5 590	5 290	3 840	4 420	2 850	2 890	2 040	5 590	11
100,000	8 700	7 630	7 320	5 130	6 080	3 790	3 940	2 610	7 810	8
200,000	11 970	10 300	10 070	6 790	8 310	5 530	5 360	3 300	10 820	5
300,000	14 400	12 200	12 090	7 960	9 950	6 710	—	3 750	13 070	4
400,000	16 390	13 740	13 740	8 880	11 280	7 700	—	—	14 910	4
500,000	18 120	15 040	15 160	9 660	12 430	—	—	—	16 510	3
1,000,000	24 620	19 760	20 490	12 440	16 700	—	—	—	22 540	2
2,000,000	33 280	25 680	27 490	15 830	22 280	—	—	—	30 580	2
5,000,000	49 130	35 680	40 100	—	—	—	—	—	45 310	1
10,000,000	—	—	—	—	—	—	—	—	60 540	1
15,000,000	—	—	—	—	—	—	—	—	71 500	—

— nil or rounded to zero (including null cells)

ESTIMATES WITH RELATIVE STANDARD ERRORS OF 25% AND 50%

Size of estimate (persons)	NSW	Vic.	Qld	SA	WA	Tas.	NT	ACT	Aust.
	no.	no.	no.	no.	no.	no.	no.	no.	no.
Estimates with RSEs of 25%	13 277	10 825	9 356	5 705	6 718	2 956	3 566	2 175	10 115
Estimates with RSEs of 50%	3 348	2 638	2 272	1 429	1 643	784	1 022	551	2 405

GLOSSARY

Annuity	A series of regular payments to a person, usually purchased with a lump sum from a life insurance company, typically to provide retirement income.
Casual	See Self-identified casuals and Working pattern. Refer also to Appendix 1 in the publication <i>Employment Arrangements and Superannuation, Australia</i> (cat. no. 6361.0) which contains a discussion of some issues related to the measurement of casual employment.
Casual or relief work	See Working pattern. Survey respondents who did not have a set arrangement of working days were asked to choose from the options 'Casual or relief work', 'Roster or shift system', and 'Other working pattern' to describe irregular arrangements. The term 'casual' in this context is therefore used to describe an irregular working arrangement. It should be noted that a person's working pattern is not used to determine a person's employment category – in fact, many self-identified casuals have regular working patterns. Refer to Appendix 1 in the publication <i>Employment Arrangements and Superannuation, Australia</i> (cat. no. 6361.0) which contains a discussion of some issues related to the measurement of casual employment. See also 'Self-identified casuals'.
Compensation for extra hours worked	Any of the following benefits received for working extra hours: extra pay; time off in lieu of the extra hours worked; or other non-cash benefit.
Contract basis	See 'Working on a contract basis'.
Contributing family worker	A person who works without pay in an economic enterprise operated by a relative.
Control over working procedures	The right to determine how someone else should undertake tasks as part of their job.
Dependence on client or employer	<p>Owner managers were classified as being 'in some way dependent' if they satisfied one or more of the following criteria:</p> <ul style="list-style-type: none">■ did not have control over working procedures;■ their contract prevented them from doing similar work for another client; and/or■ their contract prevented them from subcontracting their own work. <p>Owner managers were classified as being 'independent' if they did not satisfy any of the above criteria.</p>
Earnings	See 'Usual weekly earnings'.
Educational attainment	The highest level of education obtained, with post-school qualifications classified according to the ABS <i>Classification of Qualifications</i> (cat. no. 1262.0).
Employed people	<p>People aged 15 and over who, during the reference week:</p> <ul style="list-style-type: none">■ worked for one hour or more for pay, profit, commission or payment in kind in a job or business, or on a farm; or■ worked for one hour or more without pay in a family business or on a farm (i.e. contributing family workers); or■ were employees who had a job but were not at work and were:<ul style="list-style-type: none">■ on paid leave;■ on leave without pay for less than four weeks up to the end of the reference 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 reference 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■ were employers, own account workers or contributing family workers who had a job, business or farm, but were not at work.
Employees	<p>People who:</p> <ul style="list-style-type: none">■ work for a public or private employer; and■ receive remuneration in wages, salary, or are paid a retainer fee by their employer and work on a commission basis, or for tips or piece-rates or payment in kind; or

GLOSSARY *continued*

Employees <i>continued</i>	<ul style="list-style-type: none">■ operate their own incorporated enterprise with or without hiring employees.
Employees with some leave entitlements not working on a fixed-term contract	Employees excluding owner managers of incorporated enterprises who: <ul style="list-style-type: none">■ were entitled to both paid sick leave and paid holiday leave; or were entitled to either paid sick leave or paid holiday leave (but not both) and did not identify themselves as casual; and■ were not employed on a fixed-term contract.
Employees with some leave entitlements working on a fixed-term contract	Employees excluding owner managers of incorporated enterprises who: <ul style="list-style-type: none">■ were entitled to both paid sick leave and paid holiday leave; or were entitled to either paid sick leave or paid holiday leave (but not both) and did not identify themselves as casual; and■ were employed on a fixed-term contract.
Employees without leave entitlements who did not identify as casual	Employees, excluding owner managers of incorporated enterprises, who were entitled to neither paid sick leave nor paid holiday leave, but did not identify themselves as casual.
Employer or business contribution	<p>The amount contributed to a person's superannuation fund by their employer or business. The Superannuation Guarantee scheme, introduced in 1992, requires employers to contribute a minimum amount to superannuation for most of their employees (there are some exemptions). In 1998–1999 employers were required to contribute an amount equal to 8% of an employee's wages or salary into superannuation. This rose to 9% in 2002–2003.</p> <p>Superannuation contributions can also be made through 'salary sacrifice', whereby an employee sacrifices pre-tax salary and, in return, the employer contributes to superannuation. Superannuation contributions made through salary sacrifice are considered to be employer contributions.</p>
Employment agency	An organisation which is engaged in personnel search, selection and placement of employees for an employing organisation or person, and/or is engaged in supply of their own employees to other employers, usually on a short-term basis.
Employment type	<p>The classification of people with one or more jobs according to the following groups:</p> <ul style="list-style-type: none">■ Employees<ul style="list-style-type: none">■ Employees with some paid leave entitlements not working on a fixed-term contract■ Employees with some paid leave entitlements working on a fixed-term contract■ Self-identified casuals■ Employees without leave entitlements who did not identify as casual■ Owner managers of incorporated enterprises<ul style="list-style-type: none">■ Working on a contract basis■ Not working on a contract basis■ Owner managers of unincorporated enterprises<ul style="list-style-type: none">■ Working on a contract basis■ Not working on a contract basis <p>Refer to individual entries for definitions of these groups.</p>
Extra hours	Hours worked in addition to what a person considers to be their standard working hours. See also 'Compensation for extra hours worked'.
Family	Two or more people, one of whom is at least 15 years of age, who are related by blood, marriage (registered or de facto), adoption, step or fostering; and who are usually resident in the same household. The basis of a family is formed by identifying the presence of a couple relationship, lone parent-child relationship or other blood relationship. Some households will, therefore, contain more than one family.
Fixed-term contract	A contract of employment which specifies that the employment will be terminated on a particular date or on completion of a specific task. This term is applied to employees.

GLOSSARY *continued*

Fixed-term contract <i>continued</i>	<p>Refer to 'Notes on estimates' in the Explanatory Notes in the publication <i>Employment Arrangements and Superannuation, Australia</i> (cat. no. 6361.0) for more information about how this information was collected.</p> <p>In SEAS, people working in their own business who were engaged on a contract for their services are referred to as 'Owner managers working on a contract basis'.</p> <p>See 'Working on a contract basis'.</p>
Flexible working hours	<p>An arrangement in which employees may elect to vary the times they start or finish work, or have meal breaks, while still maintaining a certain number of hours worked. In some cases employees may work extra hours over a particular period in order to take time off in another period.</p>
Formal system of flexible working hours	<p>A set of guidelines implemented in the workplace which prescribes how employees may elect to vary the times they start or finish work, or have meal breaks, or how they may accrue hours worked in order to take time off.</p>
Full-time job	<p>A job in which a person usually works 35 hours or more a week.</p>
Full-time or part-time study status	<p>People who are attending school or taking a course of study for a trade certificate, diploma, degree or any other educational qualification, classified according to whether they report that they are studying full-time or not.</p>
Household	<p>A group of two or more related or unrelated people who usually reside in the same dwelling, who regard themselves as a household and who make common provision for food or other essentials for living; or a person living in a dwelling who makes provision for his or her own food and other essentials for living, without combining with any other person.</p>
Income	<p>Any accruing cash receipts that are of a regular and recurring nature, and are received by the household or its members at annual or more frequent intervals. It includes regular receipts from employment, own business and from the lending of assets. It also includes cash transfer income from government, private institutions and other households. Capital receipts and receipts derived from the running down of assets, or from the incurrence of a liability, are excluded. Also excluded are intra-household cash transfers. Refer to 'Notes on estimates' in the Explanatory Notes in the publication <i>Employment Arrangements and Superannuation, Australia</i> (cat. no. 6361.0) for more information about how this income data was collected.</p>
Income protection insurance	<p>Insurance taken out by a business or employee to cover the business or employee for loss of income due to illness, injury or permanent disability.</p>
Income unit	<p>One person or a group of related people within a household whose command over income is assumed to be shared. Income sharing is considered to take place between partners in a couple relationship and between parents and their dependants.</p>
Incorporated enterprise	<p>An enterprise which is registered as a separate legal entity to its members or owners (also known as a limited liability company).</p>
Industry	<p>Classified according to the <i>Australian and New Zealand Standard Industrial Classification 1993</i> (cat. no. 1292.0).</p>
Labour force status	<p>A classification of the population aged 15 and over into Employed, Unemployed and Not in the Labour Force, as defined.</p>
Life assurance	<p>Insurance providing payment of a sum of money to a beneficiary on the death of the insured person or if the insured person reaches a certain age. Also known as life insurance.</p>
Lump sum payment	<p>A benefit payable in cash as a single amount to a member of a superannuation scheme on retirement (or, in exceptional circumstances, after ceasing employment but prior to retirement). This does not include any annual leave payments, sick leave or other payments due to termination of employment.</p>

GLOSSARY *continued*

Main job	The job in which most hours were usually worked, excluding voluntary jobs.
Marital status	See Social marital status.
Married	A person who is living with another person and is in a couple relationship with that person, including registered and de facto marriages.
Not in the labour force	People who were not in the categories Employed or Unemployed, as defined. They include people who were keeping house (unpaid), retired, voluntarily inactive, permanently unable to work, people in institutions (hospitals, gaols, sanatoriums, etc.), trainee teachers, members of contemplative religious orders, and people whose only activity during the reference period was jury service or unpaid voluntary work for a charitable organisation.
Occupation	Classified according to the <i>Australian Standard Classification of Occupations, Second Edition 1996</i> (cat. no. 1220.0).
On call/stand-by	An arrangement in which a person makes himself or herself available, while not at work, to be contacted to resume work. An allowance may be paid for being on call.
Owner managers	People with one or more jobs who work in their own business, with or without employees, whether or not the business is of limited liability.
Owner managers of incorporated enterprises	People who work in their own incorporated enterprise, that is, a business entity which is registered as a separate legal entity to its members or owners (also known as a limited liability company).
Owner managers of unincorporated enterprises	People who operate their own unincorporated enterprise, that is, a business entity in which the owner and the business are legally inseparable, so that the owner is liable for any business debts that are incurred. This includes those engaged independently in a trade or profession.
Part-time job	A job in which a person usually works less than 35 hours a week.
People with one or more jobs	<p>People aged 15 to 69 years who, at the time of the survey, reported that they:</p> <ul style="list-style-type: none">■ worked for one hour or more for pay, profit, commission or payment in kind during the reference week in a job or business, or on a farm (comprising employees, employers and own account workers) and usually worked for one hour or more per week; or■ worked for one hour or more without pay during the reference week in a family business or on a farm (i.e. contributing family workers) and usually worked for one hour or more per week; or■ were employees who had a job in which they usually worked for one hour or more, but were not at work during the reference week and were:<ul style="list-style-type: none">■ on paid leave; or■ on leave without pay for less than 4 weeks; or■ stood down without pay because of bad weather or plant breakdown at their place of employment for less than 4 weeks; or■ on strike or locked out; or■ on workers' compensation and expected to be returning to their job; or■ receiving wages or salary while undertaking full-time study; or■ were owner managers of unincorporated enterprises (employers or own account workers) or contributing family workers who had a job, business or farm in which they usually worked one hour or more a week, but were not at work during the reference week. <p>This definition is very similar to that for 'Employed people', but whether a person has a job is ultimately determined according to the usual hours worked in that job, instead of the actual hours worked in a particular reference week, because many SEAS questions relate to the usual arrangements in a person's job.</p>

GLOSSARY *continued*

People with one or more jobs <i>continued</i>	<p>In addition, there is another very small group of people included in the population 'people with one or more jobs' but not included in the population 'Employed people'.</p> <p>This group comprises those who 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 reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown.</p> <p>The difference between the two populations 'Employed people' and 'people with one or more jobs' is very small (less than half of one percent).</p>
Personal contributions	After-tax contributions made by a person to his or her own superannuation account.
Preference for the number of hours worked	Whether an employed person would prefer to work more hours, fewer hours, or the same number of hours as they currently work. Survey respondents were presented with options which linked these preferences to pay, e.g. 'fewer hours for less pay', 'more hours for more pay', 'same hours for the same pay'. The option 'fewer hours for the same pay' was not offered, but there was provision for interviewers to record this response if a respondent insisted (6% of employees excluding owner managers of incorporated enterprises responded in this way).
Regular hours	A working pattern that is consistent or similar over time.
Retired people	People who were no longer working and did not intend to work in the future.
Sector	Used to classify people according to whether their employer is a public or private enterprise. Public sector enterprises include local government authorities, government departments, agencies and authorities created by, or reporting to, the Commonwealth, and State Parliaments. Private sector enterprises include all employers not classified to the public sector.
Self-identified casuals	<p>Employees (excluding owner managers of incorporated enterprises) who:</p> <ul style="list-style-type: none">■ were entitled to either paid sick leave or paid holiday leave (but not both), or were entitled to neither paid sick leave nor paid holiday leave; and■ identified themselves as casual. <p>See 'Casual or relief work'. It should be noted that a person's working pattern is not used to determine a person's employment category – in fact, many self-identified casuals have regular working patterns. Refer to Appendix 1 in the publication <i>Employment Arrangements and Superannuation, Australia</i> (cat. no. 6361.0) which contains a discussion of some issues related to the measurement of casual employment.</p>
Size of location	Number of people employed at the same address as the person's employer or business.
Social marital status	The relationship status of an individual with reference to another person who is usually resident in the household. A marriage exists when two people live together as husband and wife, or partners, regardless of whether the marriage is formalised through registration. Individuals are, therefore, regarded as married if they are in a de facto marriage, or if they are living with the person to whom they are registered as married.
Spouse contributions	Contributions paid into a person's superannuation account by their husband, wife or de facto spouse. The person receiving the contributions must be under 65 years of age.
Status in employment	Employed people classified by whether they were employers, own account workers, employees or contributing family workers.
Structured training course	A training activity with a predetermined plan and format designed to develop employment-related skills and competencies, consisting of periods of instruction, or a combination of instruction and monitored practical work.
Subcontract	A contract in which one person or firm (the subcontractor) agrees to render services or provide materials necessary for the performance of another contract.
Superannuation	A long-term savings arrangement which operates primarily to provide income for retirement.

GLOSSARY *continued*

Trade union membership	An employee's membership in a trade union, other union or employee association in conjunction with their current job(s).
Unemployed	People aged 15 and over who were not employed during the reference week, and: <ul style="list-style-type: none">■ had actively looked for full-time or part-time work at any time in the four weeks up to the end of the reference week and:<ul style="list-style-type: none">■ were available for work in the reference week, or would have been available except for temporary illness (i.e. lasting for less than four weeks to the end of the reference week); or■ were waiting to start a new job within four weeks from the end of the reference week and would have started in the reference week if the job had been available then; or■ 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 reference week (including the whole of the reference week) for reasons other than bad weather or plant breakdown.
Unincorporated enterprise	A business entity in which the owner and the business are legally inseparable, so that the owner is liable for any business debts that are incurred.
Usual weekly earnings	Gross current usual (weekly equivalent) wages or salary from an employer or own limited liability company.
Workers' compensation	Workers' compensation is an insurance scheme for employers to cover compensation to employees suffering injury or disease in the course of, or arising out of, employment or during their journey to or from work.
Working or intending to work in the future	This group includes those who are currently working and those who intend to work in the future, whether or not they are currently looking for work.
Working pattern	The arrangement of a person's working days, from regular arrangements such as a set number of days each week, fortnight or month, to more irregular arrangements. Survey participants who did not have a regular arrangement of working days were asked to choose from the options 'Casual or relief work', 'Roster or shift system', and 'Other working pattern' to describe irregular arrangements. The term 'casual' in this context therefore implies an irregular working arrangement. It should be noted that a person's working pattern is not used to determine a person's employment category – in fact, many self-identified casuals have regular working patterns. See Employment relationship and Self-identified casual.
Working on a contract basis	Owner managers of incorporated or unincorporated enterprises who responded positively to the question 'Does this business work on a contract basis?' This question was intended to identify owner managers who were engaged by another organisation to provide a particular service or undertake a particular task at an agreed price or rate, and generally for a specified period.

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