

JOB VACANCIES AND

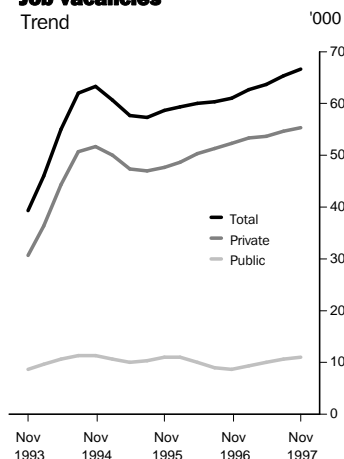
OVERTIME

AUSTRALIA

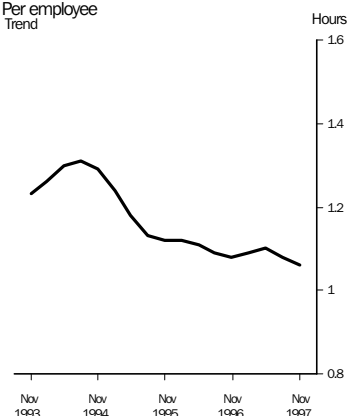
NOVEMBER 1997 KEY FIGURES

Job vacancies

Trend



Average weekly overtime hours

Per employee
Trend

TREND ESTIMATES

	Nov 97	Quarterly % change	Annual % change
Job vacancies – '000			
Private sector	55.5	1.6	6.4
Public sector	11	3.9	25.5
Private and public sectors	66.5	2	9.2
Average weekly overtime hours			
Per employee	1.06	-1.7	-1.6
Per employee working overtime	6.85	-0.6	-2.9
Percentage of employees working overtime	15.61	-0.8	1.7

NOVEMBER 1997 KEY POINTS

JOB VACANCIES—TREND ESTIMATES

- Total job vacancies in November 1997 were 66,500, an increase of 2.0% from August 1997, and an increase of 9.2% from November 1996. This continues the steady rise in estimates of job vacancies from the low of 57,200 in August 1995.
- Private sector estimates of job vacancies rose to 55,500 in November, an increase of 1.6% from August 1997.
- Estimates of job vacancies in the public sector rose for the fourth consecutive quarter to be 11,000 in November, although still lower than the brief high experienced in late 1994.

OVERTIME—TREND ESTIMATES

- The average weekly overtime hours per employee fell for the second quarter to 1.06 hours in November 1997, 1.7% less than August 1997.
- Falling for the fifth consecutive quarter, average weekly overtime hours per employee who worked overtime dropped 0.6% to 6.85 hours in November 1997.
- After rising to a high of 15.77% in May 1997, the percentage of employed employees working overtime has fallen slightly to 15.61% in November 1997.

- For further information about these and related statistics, contact Greg Hilton on 08 9360 5304, or any ABS Office.

NOTES

FORTHCOMING ISSUES

<i>ISSUE</i>	<i>EXPECTED RELEASE DATE</i>
February 1998	2 April 1998
May 1998	25 June 1998

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CHANGES IN THIS ISSUE

A re-analysis of seasonally adjusted factors has been undertaken for November 1997. As a result, some previously published seasonally adjusted and trend estimates have been revised. See paragraphs 11 and 14 of the Explanatory Notes.

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SAMPLING ERRORS

For further information on sampling errors see Technical Notes at the end of this publication. Standard errors for the original data estimates contained in this publication follow the Technical Notes.

W. McLennan
Australian Statistician

JOB VACANCIES, States & Territories

ORIGINAL.....										SEASONALLY ADJUSTED	TREND
Reference date	New South Wales	Victoria	Queens- land	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia	Australia	Australia
.....											
('000)											
1996											
August	25.2	13.6	9.0	* 5.0	* 7.5	1.3	0.9	* 0.9	63.5	58.7	60.2
November	25.6	12.8	9.0	2.6	* 8.8	* 1.1	1.1	* 1.4	62.3	61.9	60.9
1997											
February	22.9	12.8	12.2	* 3.7	7.8	* 1.4	0.7	1.0	62.6	62.6	62.5
May	19.6	11.5	12.1	3.0	* 8.6	* 1.4	0.9	* 1.0	58.1	63.7	63.8
August	19.3	17.4	16.7	* 4.8	7.2	* 1.9	1.0	1.0	69.3	64.5	65.2
November	22.8	* 17.9	* 15.7	* 3.1	6.1	* 0.7	0.7	1.0	68.1	67.7	66.5
.....											
PERCENTAGE CHANGE (from previous quarter)											
1996											
August	2.9	17.2	23.7	109.7	39.6	74.2	4.4	17.6	18.5	-0.6	0.1
November	1.4	-6.1	-0.8	-46.7	16.8	-18.3	22.0	45.1	-1.9	5.4	1.2
1997											
February	-10.3	0.5	35.9	40.0	-10.8	31.3	-37.2	-28.6	0.5	1.1	2.6
May	-14.4	-10.6	-0.5	-18.2	9.4	-2.2	34.3	2.2	-7.1	1.7	2.1
August	-1.7	51.4	37.8	59.3	-16.3	39.4	3.8	-0.5	19.2	1.2	2.2
November	18.1	3.2	-6.4	-34.8	-14.4	-63.4	-26.5	2.1	-1.7	5.0	2.0
.....											
PERCENTAGE CHANGE (from corresponding quarter of previous year)											
1995											
November	-13.2	-6.5	-27.2	-65.5	6.5	-34.0	54.4	-1.5	-15.1	-15.3	-7.2
1996											
November	0.6	6.3	31.7	71.7	26.7	2.6	16.4	0.8	11.1	11.1	3.8
1997											
November	-10.7	40.4	74.4	19.0	-30.1	-34.5	-35.6	-25.9	9.3	9.4	9.2
.....											

JOB VACANCIES, Private Sector—States & Territories

Reference date	ORIGINAL.....									SEASONALLY ADJUSTED	TREND
	New South Wales	Victoria	Queens- land	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia	Australia	Australia
.....											
(‘000)											
1996											
August	22.1	11.9	7.9	* 4.8	* 6.5	* 1.0	* 0.6	* 0.5	55.3	50.4	51.2
November	22.6	10.9	7.8	2.4	* 7.7	* 0.7	* 0.8	* 0.9	53.7	53.4	52.2
1997											
February	19.4	* 11.1	10.3	* 3.3	* 6.5	* 1.2	* 0.5	* 0.5	52.7	52.5	53.2
May	16.6	9.6	10.2	* 2.7	* 7.3	* 1.1	* 0.6	* 0.6	48.6	54.6	53.8
August	15.9	* 14.9	* 14.5	* 4.2	5.8	* 1.6	0.7	* 0.6	58.3	53.1	54.6
November	19.1	* 15.6	* 13.7	* 2.8	4.9	* 0.4	* 0.4	* 0.4	57.4	57.0	55.5
.....											
PERCENTAGE CHANGE (from previous quarter)											
1996											
August	5.2	31.2	31.8	122.9	47.8	133.6	9.9	118.3	26.2	2.3	2.1
November	2.1	-8.3	-1.6	-50.7	18.1	-31.9	30.8	81.7	-2.9	6.0	1.8
1997											
February	-14.1	1.7	31.7	42.0	-15.0	66.6	-42.7	-49.8	-1.9	-1.6	2.0
May	-14.6	-13.3	-1.1	-20.5	12.6	-3.3	28.1	31.7	-7.7	4.1	1.1
August	-3.9	55.3	42.8	59.8	-21.0	44.6	21.5	-5.2	19.9	-2.8	1.5
November	19.9	4.5	-5.4	-34.0	-15.6	-73.4	-39.0	-26.4	-1.6	7.3	1.6
.....											
PERCENTAGE CHANGE (from corresponding quarter of previous year)											
1995											
November	-14.1	-15.4	-35.3	-71.4	6.6	-36.4	18.2	183.3	-18.8	-19.1	-7.9
1996											
November	6.1	15.6	53.5	101.7	30.9	0.7	97.5	25.7	20.3	20.3	9.3
1997											
November	-15.4	43.0	76.0	19.0	-36.1	-38.0	-45.6	-53.8	6.8	6.8	6.4
.....											

JOB VACANCIES, Public Sector—States & Territories

	ORIGINAL.....									SEASONALLY ADJUSTED	TREND
Reference date	New South Wales	Victoria	Queens- land	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia	Australia	Australia
(‘000)											
1996											
August	3.1	1.7	1.1	0.2	1.0	0.3	0.3	0.4	8.1	8.4	8.9
November	3.0	1.9	1.2	0.3	1.1	0.4	0.3	0.4	8.5	8.5	8.7
1997											
February	3.5	1.7	1.9	0.4	1.3	0.3	0.3	0.5	9.9	10.1	9.3
May	3.1	1.9	2.0	0.4	1.2	0.3	0.4	0.4	9.5	9.1	10.0
August	3.4	2.4	2.2	* 0.6	1.4	0.3	0.3	0.4	11.0	11.4	10.5
November	3.7	2.3	1.9	* 0.3	1.2	* 0.3	0.3	0.6	10.7	10.7	11.0
PERCENTAGE CHANGE (from previous quarter)											
1996											
August	-10.9	-33.0	-13.6	-15.2	2.9	-8.1	-4.9	-25.0	-16.2	-15.4	-9.8
November	-3.5	10.1	5.3	52.8	8.3	29.6	5.1	0.0	5.0	1.9	-2.3
1997											
February	18.8	-6.7	63.3	23.6	18.2	-33.9	-24.0	18.7	15.5	18.4	6.4
May	-13.1	6.8	2.3	3.6	-6.7	2.9	45.4	-25.7	-3.9	-10.4	7.7
August	10.4	31.5	12.0	55.9	11.6	16.8	-24.3	7.4	15.5	25.3	5.4
November	9.8	-4.7	-12.5	-40.6	-9.3	-9.2	5.5	44.3	-2.3	-5.9	3.9
PERCENTAGE CHANGE (from corresponding quarter of previous year)											
1995											
November	-8.2	52.0	14.6	-4.8	5.8	-28.9	97.5	-45.6	3.6	3.5	-3.8
1996											
November	-27.9	-27.5	-32.0	-21.8	3.8	6.3	-41.4	-30.1	-25.0	-25.0	-20.1
1997											
November	25.1	24.9	63.7	18.5	11.7	-27.9	-11.7	36.6	25.2	25.2	25.5

JOB VACANCIES, Industry—Australia: **Original**

Industry	1996.....		1997.....			
	August	November	February	May	August	November
	'000	'000	'000	'000	'000	'000
Mining	1.3	1.3	* 2.2	1.2	0.8	0.7
Manufacturing	6.0	6.1	7.4	5.8	7.1	6.6
Electricity, gas and water supply	0.2	0.3	0.2	* 0.3	0.2	0.3
Construction	* 3.5	* 4.5	* 3.5	* 4.6	* 4.3	* 3.6
Wholesale trade	* 3.2	* 2.3	* 2.9	* 4.9	* 6.5	* 4.2
Retail trade	12.5	10.2	8.8	* 6.9	10.5	* 10.7
Accommodation, cafes and restaurants	* 3.8	* 8.2	* 4.6	4.6	* 6.1	6.0
Transport and storage	* 2.2	* 4.4	* 0.7	0.6	* 1.6	0.5
Communication services	* .3	* 0.5	* 0.1	* 0.2	0.1	* 1.2
Finance and insurance	3.5	3.9	2.9	3.9	3.5	2.0
Property and business services	* 12.5	* 6.9	* 12.1	10.2	* 10.2	* 16.4
Government administration and defence	2.5	2.9	3.6	3.3	3.7	3.9
Education	1.7	1.6	3.2	2.6	2.2	3.1
Health and community services	6.8	6.1	5.7	6.7	8.6	5.5
Cultural and recreational services	* 1.8	1.8	1.8	1.5	* 2.0	* 1.8
Personal and other services	* 1.6	1.4	* 2.9	* 1.0	* 1.8	* 1.6
Total all industries	63.5	62.3	62.6	58.1	69.3	68.1

JOB VACANCY RATES(a), States & Territories: **Original**

Reference date	New South Wales	Victoria	Queensland	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia
PER CENT									
1996									
August	1.1	0.83	0.75	*	*	0.83	1.2	*	0.9
	2			1.0	1.1		3	0.7	7
				7	4			5	
November	1.1	0.75	0.77	0.5	1.2	*	1.6	*	0.9
				2	9	0.74		0.9	3
								7	
1997									
February	0.9	0.75	1.04	*	1.1	*	*	0.7	0.9
	8			0.6	4	1.01	1.0	3	2
				8			4		
May	0.8	0.66	1.01	0.5	1.2	0.98	*	*	0.8
	8			7	2		1.3	0.6	6
							7	9	
August	0.8	0.97	1.35	*	1	*	1.4	0.8	1.0
	5			0.9		1.43			1
				1					
November	0.9	*	*	*	0.8	*	0.9	0.7	0.9
	8	0.97	1.24	0.5	6	0.51	8	7	6
				5					
PERCENTAGE CHANGE (from previous quarter)									
1996									
August	5.1	22.4	21.1	108.2	30.9	74.9	9.5	26.6	19.7
November	-1.7	-9.0	2.6	-51.0	13.7	-11.0	29.9	28.8	-4.0
1997									
February	-11.2	0.2	34.3	30.0	-11.8	36.2	-35.1	-24.3	-0.6
May	-10.2	-12.6	-2.5	-16.6	7.2	-3.4	31.9	-5.9	-6.7
August	-3.0	47.2	33.2	60.3	-18.4	46.6	2.2	16.4	17.2
November	14.6	-0.4	-8.3	-39.7	-13.9	-64.2	-30.0	-4.6	-4.7
PERCENTAGE CHANGE (from corresponding quarter of previous year)									
1995									
November	-18.1	-5.1	-33.8	-62.7	3.0	-35.7	47.5	-5.0	-17.7
1996									
November	2.3	3.7	25.3	55.3	12.2	10.0	15.2	1.2	8.2
1997									
November	-11.4	28.3	60.0	4.8	-33.6	-31.0	-38.7	-20.9	3.6

(a) See Glossary for definition

AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE, States & Territories

Reference period	ORIGINAL.....									SEASONALLY ADJUSTED	TREND
	New South Wales	Victoria	Queens- land	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia	Australia	Australia
HOURS											
1996											
August	1.0	0.9	0.9	0.9	1.1	0.7	1.66	0.4	1.0	1.0	1.0
	5	7	7	6	8	8		4	1	6	9
November	1.1	1.2	1.0	0.9	1.2	0.7	1.11	0.4	1.1	1.0	1.0
	8	7	1	6		8		9	4	8	8
1997											
February	1.1	1.2	0.9	1.0	1.0	0.9	0.95	0.5	1.0	1.1	1.0
	2		9	3	9			6	9	1	9
May	1.1	1.2	0.9	1.0	1.1	0.7	1.2	0.5	1.1	1.0	1.1
		6	4	8	3	8		4		9	
August	1.0	1.2	0.8	1.0	1.0	0.7	*	0.5	1.0	1.0	1.0
	2	3	8	1	8	1	1.29	5	4	9	8
November	1.0	1.2	0.9	0.9	1.3	0.5	*	0.5	1.1	1.0	1.0
	7	6	6	8	2	9	1.70	7	1	5	6
PERCENTAGE CHANGE (from previous quarter)											
1996											
August	-8.0	-15.9	-18.9	-9.6	3.4	-12.8	-7.2	-10.1	-11.1	-6.4	-1.8
November	12.4	30.5	4.0	0.5	1.9	0.4	-33.0	11.0	12.2	1.9	-0.9
1997											
February	-5.1	-5.7	-1.4	6.9	-9.5	14.7	-14.7	16.2	-4.0	2.5	1.1
May	-1.8	5.8	-5.5	4.9	4.0	-12.5	26.7	-4.5	0.8	-1.3	0.3
August	-8.0	-3.0	-6.2	-7.0	-4.7	-9.5	7.1	2.6	-5.3	-0.2	-1.3
November	5.4	2.6	9.2	-2.9	23.0	-17.5	32.0	2.4	6.3	-3.6	-1.7
PERCENTAGE CHANGE (from corresponding quarter of previous year)											
1995											
November	-10.0	-19.9	-15.5	-19.0	-21.3	-18.3	-28.0	-15.8	-16.2	-16.2	-13.0
1996											
November	3.1	0.2	-4.3	1.9	-10.4	-16.9	0.0	-3.6	-0.9	-0.8	-3.8
1997											
November	-9.6	-0.8	-4.5	1.2	10.4	-25.1	52.9	16.6	-2.6	-2.6	-1.6

AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME, States & Territories

Reference period	ORIGINAL.....									SEASONALLY ADJUSTED	TREND
	New South Wales	Victoria	Queens-land	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia	Australia	Australia
HOURS											
1996											
August	6.8	6.7	6.1	6.7	8.4	5.4	9.8	6.4	6.7	7.0	7.1
		1	2		2	2	1	7	9	8	2
November	7.2	7.9	6.0	6.4	7.8	6.1	5.4	6.2	7.1	7	7.0
	8	2	1	3	2	6		7	5		5
1997											
February	7.1	7.5	6.1	6.5	7.9	6.6	5.6	6.9	7.0	7.0	6.9
	6	9	6	8	3	1	2	2	8	3	9
May	6.8	7.7	5.8	6.8	8.3	5.8	7.3	6.4	7.0	6.9	6.9
	9	5	4		3	8	5	8	4	5	4
August	6.4	7.0	5.7	6.0	7.4	6.4	6.9	6.5	6.5	6.8	6.8
	3	9		3	5	5		4	6	5	9
November	6.7	7.4	6.0	6.5	8.4	6.3	10.	7.2	7.0	6.8	6.8
	6	3	3	2	8	4	49	5	1	7	5
PERCENTAGE CHANGE (from previous quarter)											
1996											
August	-10.4	-5.9	-16.2	1.5	6.6	-2.7	29.7	9.7	-6.9	-1.8	0.1
November	7.0	18.1	-1.7	-4.0	-7.2	13.8	-44.9	-3.0	5.2	-1.2	-1.0
1997											
February	-1.6	-4.1	2.5	2.2	1.4	7.3	4.1	10.4	-0.9	0.4	-0.9
May	-3.7	2.0	-5.3	3.3	5.1	-11.1	30.8	-6.4	-0.7	-1.1	-0.7
August	-6.8	-8.5	-2.4	-11.3	-10.6	9.6	-6.1	1.1	-6.7	-1.4	-0.8
November	5.1	4.8	5.8	8.2	13.8	-1.7	52.0	10.8	6.8	0.3	-0.6
PERCENTAGE CHANGE (from corresponding quarter of previous year)											
1995											
November	-5.9	-14.3	-4.1	-0.6	-4.5	-7.2	-20.1	-8.0	-8.1	-8.0	-5.3
1996											
November	3.9	11.6	-0.2	-3.2	-4.1	-4.0	-36.9	10.2	3.2	3.3	1.3
1997											
November	-7.1	-6.2	0.3	1.4	8.4	2.8	94.3	15.6	-1.9	-1.9	-2.9

PERCENTAGE OF EMPLOYEES WORKING OVERTIME, States & Territories

Reference period	ORIGINAL.....									SEASONALLY ADJUSTED	TREND
	New South Wales	Victoria	Queens- land	South Australia	Western Australia	Tasmania	Northern Territory	Australian Capital Territory	Australia	Australia	Australia
PER CENT											
1996											
August	15.	14.	15.	14.	13.	14.	16.8	6.7	14.	15.	15.
	5	5	85	33	99	38	9	7	9	05	34
November	16.	16.	16.	14.	15.	12.	20.5	7.7	15.	15.	15.
	28	01	77	99	34	68	6	4	89	44	34
1997											
February	15.	15.	16.	15.	13.	13.	16.8	8.1	15.	15.	15.
	71	74	14	68	69	56	5	5	4	66	6
May	16.	16.	16.	15.	13.	13.	*	8.3	15.	15.	15.
	02	32	1	91	55	34	16.3	2	63	66	77
							2				
August	15.	17.	15.	16.	14.	11.	18.6	8.4	15.	16.	15.
	81	3	48	68	45	01	3	5	86	05	74
November	15.	16.	15.	14.	15.	9.2	16.1	7.8	15.	15.	15.
	84	93	98	97	62	4	7	1	78	33	61
PERCENTAGE CHANGE (from previous quarter)											
1996											
August	2.7	-10.6	-3.1	-10.9	-3.0	-10.4	-28.5	-18.0	-4.5	-3.7	-1.6
November	5.0	10.5	5.8	4.7	9.7	-11.8	21.7	14.4	6.7	2.5	0.0
1997											
February	-3.5	-1.7	-3.8	4.6	-10.7	7.0	-18.0	5.3	-3.1	1.5	1.7
May	2.0	3.7	-0.2	1.5	-1.0	-1.6	-3.1	2.1	1.5	0.0	1.0
August	-1.3	6.0	-3.9	4.8	6.6	-17.5	14.1	1.5	1.5	2.5	-0.2
November	0.2	-2.1	3.2	-10.3	8.1	-16.1	-13.2	-7.5	-0.5	-4.5	-0.8
PERCENTAGE CHANGE (from corresponding quarter of previous year)											
1995											
November	-4.4	-6.5	-11.9	-18.5	-17.6	-12.0	-9.9	-8.5	-8.9	-8.9	-8.2
1996											
November	-0.7	-10.2	-4.1	5.2	-6.5	-13.5	58.6	-12.5	-4.0	-4.0	-5.0
1997											
November	-2.7	5.7	-4.7	-0.1	1.8	-27.1	-21.3	0.9	-0.7	-0.7	1.7

OVERTIME, Industry—Australia: **Original**

REFERENCE PERIOD.....

1996.....	1997.....
August	February
November	May
	August
	November

Industry

AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE

Mining	3.0 1	2.4 9	2.5	2.81	3.08	2.86
Manufacturing	2.4 6	2.8 2	2.52	2.6	2.69	2.86
Electricity, gas and water supply	2.2 2	2.0 7	2.15	2.04	1.84	2.19
Construction	2.0 5	2.0 5	2.35	* 2.68	2.06	2.95
Wholesale trade	0.9 7	1.2 7	1.18	1.22	1.14	1.2
Retail trade	0.5 4	0.6 1	0.58	0.6	0.48	0.54
Accommodation, cafes and restaurants	0.2 4	0.2	0.24	* 0.25	0.26	0.25
Transport and storage	2.6	3.2 8	3.32	3.11	2.77	3.21
Communication services	1.1 9	1.5 8	1.27	1.41	1.38	1.64
Finance and insurance	0.3 8	* 0.7 6	* 0.52	0.31	0.43	0.29
Property and business services	0.7 1	0.7	0.7	0.74	0.65	0.66
Government administration and defence	0.6 4	0.6 6	0.68	0.74	0.61	0.68
Education	0.1 1	0.1	0.1	0.11	0.12	0.12
Health and community services	0.4 9	0.5 1	0.46	0.42	0.44	0.43
Cultural and recreational services	0.5 5	0.3 2	0.41	0.63	0.27	* 0.20
Personal and other services	0.7 9	0.8	0.82	0.76	1.05	0.81
Total all industries	1.0 1	1.1 4	1.09	1.1	1.04	1.11

AVERAGE WEEKLY OVERTIME HOURS PER EMPLOYEE WORKING OVERTIME

Mining	9.9 7	10. 69	10.9 1	11.2 3	11.5 9	11.3
Manufacturing	8.0 6	8.4 2	8.52	8.13	7.88	8.04

Electricity, gas and water supply	7.9 1	8.0 4	8.15	7.56	7.12	7.85
Construction	10. 31	8.6 7	9.5	10.2	7.89	9
Wholesale trade	5.9 5	6.9 9	6.19	6.34	6.12	7.27
Retail trade	5.4 3	5.1 3	5.04	5.2	4.17	4.59
Accommodation, cafes and restaurants	4.2 8	3.7	3.7	3.62	3.98	3.99
Transport and storage	7.9 9	9.4 8	10.3 3	9.18	8.48	9.12
Communication services	3.6 6	4.3 3	3.93	4.19	4.1	4.64
Finance and insurance	3.7 1	* 5.6 9	4.3	3.03	3.58	3.07
Property and business services	6.2 5	7.6 1	6.69	7.22	6.37	6.8
Government administration and defence	4.9 2	4.8 1	4.93	5.32	5.09	5.19
Education	5.2 2	4.9 5	5.58	5.55	5.59	6.11
Health and community services	5.4	5.5 9	5.21	5.29	4.76	5.16
Cultural and recreational services	9.1 4	5.7 7	5.88	6.9	5.32	5.32
Personal and other services	5.7 2	5.1 7	5.38	5.45	6.64	5.54
Total all industries	6.7 9	7.1 5	7.08	7.04	6.56	7.01

PERCENTAGE OF EMPLOYEES WORKING OVERTIME

Mining	30. 15	23. 34	22.8 9	25.0 4	26.5 9	25.2 8
Manufacturing	30. 59	33. 48	29.5 1	31.9 9	34.1 2	35.6 4
Electricity, gas and water supply	28	25. 76	26.4	26.9 8	25.8 1	27.9 5
Construction	19. 85	23. 65	24.7 4	26.3	26.0 6	32.8
Wholesale trade	16. 24	18. 13	19.0 9	19.2 5	18.5 5	16.4 8
Retail trade	9.9 6	11. 89	11.4 9	11.4 7	11.6	11.8
Accommodation, cafes and restaurants	5.6 1	5.3 9	6.57	6.83	6.49	6.33
Transport and storage	32. 51	34. 63	32.1 6	33.8 7	32.6 6	35.2 4
Communication services	32. 63	36. 36	32.3	33.6 1	33.7 1	35.3 8

Finance and insurance	10. 23	13. 36	12.0 3	10.3 6	11.9 5	9.36
Property and business services	11. 38	9.2 5	10.5 2	10.3 4	10.1	9.73
Government administration and defence	12. 91	13. 73	13.7 6	13.8 1	12.0 2	13.1 9
Education	2.1 3	2.0 8	1.75	2.01	2.22	2.02
Health and community services	9.0 8	9.1 2	8.73	7.99	9.26	8.28
Cultural and recreational services	6.0 4	5.5 9	6.99	9.17	5.04	* 3.70
Personal and other services	13. 83	15. 38	15.2	13.8 6	15.8 2	14.6 9
Total all industries	14. 9	15. 89	15.4	15.6 3	15.8 6	15.7 8

EXPLANATORY NOTES

INTRODUCTION

1 This publication contains estimates of job vacancies and overtime for November 1997 based on information obtained from a sample survey of employers.

SCOPE

2 All wage and salary earners who received pay for the reference period are represented in the Job Vacancies and Overtime (JVO) Survey, except:

- members of the Australian permanent defence forces;
- employees of businesses primarily engaged in agriculture, forestry and fishing;
- employees in private households employing staff;
- employees of overseas embassies, consulates, etc.;
- employees based outside Australia; and
- employees on workers' compensation who are not paid through the payroll.

3 Also excluded are the following persons who are not regarded as employees for the purposes of this survey:

- directors who are not paid a salary;
- proprietors/partners of unincorporated businesses; and
- self-employed persons such as subcontractors, owner/drivers, consultants and persons paid solely by commission without a retainer.

4 All vacancies (as defined in the Glossary) for wage and salary earners are represented in the JVO Survey, except those:

- in the Australian permanent defence forces;
- in businesses primarily engaged in agriculture, forestry and fishing;
- in private households employing staff;
- in overseas embassies, consulates, etc.; and

located outside Australia.

SURVEY DESIGN

5 A sample of approximately 4,800 employers is selected from the Australian Bureau of Statistics (ABS) Business Register to ensure adequate State and industry representation. The sample is updated each quarter to reflect changes in the ABS register of businesses. These changes arise from the emergence of new businesses, takeovers and mergers, changes to industry classification, changes in the number of employees, and businesses which have ceased operations. Such updating of the register can contribute to changes in the estimates of job vacancies and overtime.

6 The statistical unit for the survey comprises all activities of an employer in a particular State or Territory. Each statistical unit is classified to an industry which reflects the predominant activity of the business in the State or Territory. The statistical units are stratified by State, public/private sector, industry and size of employment and an equal probability sample is selected from each stratum.

SURVEY DESIGN CHANGES

7 From August 1994, the industrial classification used in the design of the JVO Survey is the Australian and New Zealand Standard Industrial Classification (ANZSIC), replacing the Australian Standard Industrial Classification (ASIC) previously used. For further information see paragraphs 14–19 in the Explanatory Notes in the August 1994 issue of this publication.

EXPLANATORY NOTES

HISTORICAL SERIES

8 The series were introduced with the November 1983 survey. They replaced the previous job vacancy and overtime series based on information from a sample of employers registered to pay payroll tax and from government organisations. Estimates contained in this publication are not strictly comparable with those obtained prior to November 1983.

RELIABILITY OF ESTIMATES

9 Estimates are subject to sampling and non-sampling errors. For further information refer to Technical Notes on page 15.

SEASONAL ADJUSTMENT

10 Seasonal adjustment is a means of removing the estimated effects of normal seasonal variation from the series so that the effects of other influences on the series can be more clearly recognised. Seasonal adjustment does not aim to remove the irregular or non-seasonal influences which may be present in any particular period. Influences that are volatile or unsystematic can still make it difficult to interpret the movement of the series even after adjustment for seasonal variation. This means that quarter-to-quarter movements of seasonally adjusted estimates may not be reliable indicators of trend behaviour.

11 The series have been seasonally adjusted from February 1984 and the historical series can be made available on request. The seasonal factors are reviewed annually to take account of each additional year's original data. The review takes place for the November reference period each year.

12 Details about the method of seasonal adjustment of these series are available on request.

TREND ESTIMATES

13 The ABS considers that trend estimates provide a more reliable guide to the underlying direction of the data, and are more suitable than either the seasonally adjusted or original estimates for most business decisions and policy advice.

14 The trend estimates in this publication, obtained by dampening out the irregular component from the seasonally adjusted series, are calculated using a centred 7-term Henderson moving average of the seasonally adjusted series. Estimates for the three most recent quarters cannot be calculated using this centred average method; instead an asymmetric average is used. This can lead to revisions in the trend estimates for the last three quarters when data become available for later quarters. Revisions of trend estimates will also occur with revisions to the original data and re-estimation of seasonal adjustment factors.

15 If a series is highly volatile then the trend estimates will be subject to greater revision for the latest few quarters as data become available. However, it is important to note that this does not make the trend series inferior to the seasonally adjusted or original series. In some cases the effect of the irregular component on overall movements will remain in the seasonally adjusted and the original estimates but not in the trend series.

16 For more information, see *A Guide to Interpreting Time Series — Monitoring 'Trends': an Overview* (1348.0); or contact the Assistant Director, Time Series Analysis on 06 252 6345.

17 Two feature articles which have appeared in the ABS monthly publication *Australian Economic Indicators* (1350.0) may also be of interest:

- Picking Turning Points in the Economy (April 1991)
- Smarter Data Use (March 1992).

EXPLANATORY NOTES

RELATED PUBLICATIONS

18 Users may also wish to refer to the following publications which are available from ABS Bookshops:

- *Information Paper: New Statistical Series: Employment, Average Weekly Earnings, Job Vacancies and Overtime* (6256.0)
- *The Labour Force, Australia* (6203.0)
- *Average Weekly Earnings, States and Australia* (6302.0)
- *Average Weekly Earnings, Australia 1941–1990* (6350.0) — issued February 1992
- *Wage and Salary Earners, Australia* (6248.0).

19 Current publications produced by the ABS are listed in the *Catalogue of Publications and Products* (1101.0). The ABS also issues, on Tuesdays and Fridays, a *Release Advice* (1105.0) which lists publications to be released in the next few days. The Catalogue and Release Advice are available from any ABS office.

UNPUBLISHED STATISTICS

20 In some cases, the ABS can also make available information which is not published. This information may be made available in one or more of the following forms: photocopy, data tape, floppy disk, computer printout or clerically extracted tabulation. Generally, a charge is made for providing unpublished information. Inquiries should be made to Greg Hilton on 08 9360 5304 or Information Services in the nearest ABS office.

SYMBOLS AND OTHER USAGES

- * subject to sampling variability too high for most practical purposes.
See paragraph 6 of the Technical Notes on page 15.
- nil or rounded to zero.

21 Where figures have been rounded, discrepancies may occur between sums of the component items and totals. Percentage changes in the Key Figures, Key Points and publication tables are based on unrounded numbers and consequently could differ from percentage changes that are calculated from the published rounded statistics.

1 As the estimates in this publication are based on information relating to a sample of employers rather than a full enumeration, they are subject to sampling variability. That is, they may differ from the estimates that would have been produced if the information had been obtained from all employers. This difference, called *sampling error*, should not be confused with inaccuracy that may occur because of imperfections in reporting by respondents or in processing by the ABS. Such inaccuracy is referred to as *non-sampling error* and may occur in any enumeration whether it be a full count or sample. Efforts have been made to reduce non-sampling error by careful design of questionnaires, detailed checking of returns and quality control of processing.

2 The sampling error associated with any estimate can be estimated from the sample results. One measure of sampling error is given by the *standard error* which indicates the degree to which an estimate may vary from the value which would have been obtained from a full enumeration (the 'true figure'). There are about two chances in three that a sample estimate differs from the true value by less than one standard error, and about 19 chances in 20 that the difference will be less than two standard errors.

3 An example of the use of a standard error on levels is as follows. If the estimated number of job vacancies was 25,000 with a standard error of 2,500, then there would be about two chances in three that a full enumeration would have given an estimate in the range 22,500 to 27,500 and about 19 chances in 20 that it would be in the range 20,000 to 30,000.

4 An example of the use of a standard error for a quarterly change estimate is as follows. If the estimated standard error for a quarterly change estimate of job vacancies was 1,000 and the quarterly change estimate between two quarters was 4,500, then there would be about two chances in three that a full enumeration would have given a quarterly change estimate in the range +3,500 to +5,500 and about 19 chances in 20 that it would be in the range +2,500 to +6,500.

5 Quarterly movements in estimates of job vacancies and overtime are considered to be statistically significant where they exceed two standard errors.

6 Another measure of the sampling error is the relative standard error, which is obtained by expressing the standard error as a percentage of the estimate. Level estimates with a relative standard error of 25% or more, denoted with an asterisk in this publication, are subject to sampling variability generally considered to be too high for most practical purposes.



STANDARD ERRORS, States & Territories—November 1997

States & Territories	JOB VACANCIES.....			JOB VACANCY RATES	OVERTIME.....		
	Total	Private	Public		Average weekly overtime hours per employee	Average weekly overtime hours per employee working overtime	Percentage of employees working overtime
	'000	'000	'000		%	hours	hours
.....							
	LEVEL						
New South Wales	4.1	4.1	0.3	0.1	0.0	0.2	0.7
				7	6	1	
Victoria	5.2	5.2	0.3	0.2	0.1	0.4	1.4
				8	3	2	3
Queensland	5.3	5.3	0.1	0.4	0.0	0.3	0.9
				1	7	1	2
South Australia	0.9	0.9	0.1	0.1	0.1	0.3	1.9
				6	4	4	7
Western Australia	1.1	1.0	0.2	0.1	0.1	0.5	1.4
				5	8	6	9
Tasmania	0.3	0.3	0.1	0.2	0.0	0.3	1
					8	4	
Northern Territory	0.1	0.1	0.1	0.2	0.6	2.5	3.8
				1		9	7
Australian Capital Territory	0.2	0.2	0.1	0.1	0.1	0.7	0.9
				2	1	1	4
Australia	8.6	8.6	0.5	0.1	0.0	0.1	0.5
				2	5	7	2
.....							
	QUARTERLY MOVEMENT						
New South Wales	4.0	4.0	0.3	0.1	0.0	0.1	0.5
				7	4	9	
Victoria	6.1	6.1	0.2	0.3	0.1	0.5	1.2
				3	1	5	5
Queensland	6.7	6.6	0.2	0.5	0.0	0.2	0.7
				2	5	8	5
South Australia	1.4	1.4	0.1	0.2	0.0	0.2	1.5
				5	9	6	5
Western Australia	0.9	0.9	0.2	0.1	0.1	0.4	1.3
				2	5	5	3
Tasmania	1.0	1.0	—	0.7	0.1	0.6	0.8
				4		2	2
Northern Territory	0.2	0.2	—	0.2	0.4	2.3	1.6
				7	5	4	2
Australian Capital Territory	0.1	0.1	—	0.1	0.0	0.5	1.4
				1	9	4	5

Australia	9.9	9.9	0.5	0.1	0.0	0.1	0.4
				4	4	8	3



Industry	Job Vacancies '000	Average weekly overtime		
		hours per employee working overtime	hours per employee working overtime	Percentage of employees working overtime
Mining	0.1	0.3	0.7	2.3
Manufacturing	1.1	0.3	0.3	1.8
Electricity, gas and water supply	0.1	0.0	0.3	1.3
Construction	1.9	0.5	1.1	4.7
Wholesale trade	1.3	0.1	0.6	1.8
Retail trade	5.1	0.0	0.2	1.0
Accommodation, cafes and restaurants	1.5	0.0	0.7	1.2
Transport and storage	0.4	0.2	0.5	2.1
Communication services	0.9	0.0	0.0	1.0
Finance and insurance	0.4	0.0	0.1	0.5
Property and business services	6.1	0.1	0.5	1.3
Government administration and defence	0.4	0.0	0.2	0.6
Education	0.6	0.0	0.1	0.1
Health and community services	0.6	0.0	0.2	0.9
Cultural and recreational services	0.5	0.0	0.4	1.1
Personal and other services	0.9	0.0	0.2	1.5
Total	8.6	0.0	0.1	0.5



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G L O S S A R Y

Average overtime hours per employee	Average hours of overtime per employee is calculated by dividing total overtime hours paid for in a particular group (e.g. industry, State or Territory) by the total number of employees in the same group (including those who were not paid for any overtime).
Average overtime hours per employee working overtime	Average hours of overtime per employee working overtime is calculated by dividing total overtime hours paid for in a particular group (e.g. industry, State or Territory) by the number of employees who were paid for overtime in the same group.
Job vacancy	<p>A job vacancy is a job available for immediate filling on the survey reference date and for which recruitment action had been taken. Recruitment action includes efforts to fill vacancies by advertising, by factory notices, by notifying public 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 persons already employed by the enterprise or organisation. This point is particularly relevant to the Australian Public Service and the Public Services of each of the States and Territories.</p> <p>Excluded are vacancies:</p> <ul style="list-style-type: none"> ▪ of less than one day's duration; ▪ to be filled by persons already hired, or by promotion or transfer of existing employees; ▪ to be filled by employees returning from paid or unpaid leave or after industrial dispute(s); ▪ not available for immediate filling on the survey reference date; ▪ not available within the particular State or Territory to which the return relates; ▪ for work to be carried out under contract; and <p>for which no effort is being made to fill the position.</p>
Job vacancy rate	The job vacancy rate is calculated by expressing the number of job vacancies as a percentage of the number of employees plus vacancies.
Number of employees	All wage and salary earners who received pay for any part of the relevant pay period. All permanent, temporary, casual, managerial and executive employees are included. Part-time and casual employees who may have received pay for only a few hours during the reference period are included. Employees on paid leave and those employees on workers' compensation who continue to be paid through the employer's payroll are also included. Casual employees who work on an irregular basis and who were not paid during the relevant pay period, employees on leave without pay, on strike or stood down without pay for the whole of the pay period are excluded.
Overtime	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.
Overtime hours	Overtime hours represent the number of hours of overtime paid for. Providers are instructed not to convert overtime hours to their ordinary time equivalent. For example, 100 hours of overtime paid for at time and a half and 20 hours at double time would be counted as 120 hours, not 190.

GLOSSARY

Reference date	Reference date for the survey is the third Friday of the middle month of the quarter. The reference date for the current survey is 21 November 1997.
Reference Period	Reference period for the survey refers to the last pay period ending on or before the third Friday of the middle month of the quarter. Where a pay period is fortnightly or monthly, etc., the employer is requested to report only one week's proportion.
Sector	Public sector includes all local government authorities and government departments, agencies and authorities created by, or reporting to the Commonwealth Parliament and State/Territory Parliaments. All remaining employees are classified as private sector.

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