

EMPLOYMENT

ADMINISTRATION

Australian Department of Employment and Industrial Relations

The functions of the Australian Department of Employment and Industrial Relations include the formulation and implementation of national manpower policy; the development and operation of the labour market services of the Commonwealth Employment Service, including the administration of the National Employment and Training System; the formulation of national industrial relations policy and administration of sections of the *Conciliation and Arbitration Act 1904-1975* concerning the settlement of interstate industrial disputes through conciliation and arbitration, particularly in respect of the coal, stevedoring, and maritime industries; the analysis and interpretation of labour market data and provision of intelligence on the employment situation; the provision of assistance and advice to industry on matters relating to productivity, safety, physical working conditions, personnel practice, employee amenities, and food services, and on the overall quality of work life; secretarial services to the National Training Council and on its behalf advice and assistance to industry and commerce on systematic industrial training arrangements in the interests of effective deployment of manpower resources; secretarial services to National and State Committees on Discrimination in Employment and Occupation; policy and research relevant to the participation of women in the labour force; and the provision of public information in respect of these matters.

The Women's Bureau of the Department studies and researches the issues relevant to women in the work force and those preparing to enter or leave it. The Bureau is concerned principally with the development of policies providing for the equality of opportunity and treatment for women in all areas of employment. Publications of the Bureau appear in its "Women and Work Series". The Bureau is currently being restructured and its functions are being developed.

Commonwealth Employment Service

Statutory warrant for the Commonwealth Employment Service can be found in the *Re-establishment and Employment Act 1945-1973*, sections 47 and 48. The principal functions of the Service are to help people seeking employment by facilitating their placement in positions best suited to their training, experience, abilities, and qualifications, and to help employers seeking labour to obtain those employees best suited to their needs.

In line with these functions, the National Employment and Training System (NEAT) operates to remedy labour imbalances in industrial sectors and geographical regions. It aims directly at alleviating unemployment and increasing

those skills in short supply. It promotes the long-term restructuring of the work force and specific regional development. This scheme has superseded those employment schemes administered by the Department of Labor and Immigration for women, Aborigines, and persons displaced by redundancy and technological change. It has also superseded such schemes as the General Employment Retraining Scheme, the Rural Reconstruction Employment Training Scheme, and the Permanent Forces Resettlement Scheme.

Another major scheme in operation is the Regional Employment Development Scheme (RED), which seeks to create employment opportunities in areas of excessively high unemployment, whether this is due to general economic conditions or to a labour market problem in a particular area which can be alleviated by the provision of bridging employment. The scheme concentrates on projects which would not normally be undertaken at the particular point in time and which can be expected to provide immediate employment for persons who would otherwise be out of work.

Specialist facilities are provided for young people, handicapped persons, older workers, ex-members of the defence forces, migrants, rural workers, and persons with professional and technical qualifications. Vocational counselling is provided free of charge by a staff of qualified psychologists. Counselling is available to any person, but is provided particularly for young people who are leaving school and adults experiencing employment difficulties, as well as ex-servicemen and handicapped persons. The Service assists in the administration of the unemployment and sickness benefits provisions of the *Social Services Act 1947-1974*. All applicants for unemployment benefits must register at a District Employment Office or agency, which is responsible for certifying whether or not suitable employment can be offered to them.

The Service is responsible for placing in initial employment all Australian Government nominated migrant workers coming to Australia under the assisted passage scheme; it also provides assistance to other migrants wishing to obtain employment. When migrants coming under Australian Government nomination arrive in Australia, arrangements are made for them to travel to their initial employment and for their admission, if necessary, to Australian Government controlled hostels. Since 1951, the Service has been responsible for recruiting Australian specialists for overseas assignments under the Colombo Plan, the United Nations Development Programme, and other technical assistance schemes. The principal spheres in which experts have been supplied are agriculture, education, engineering, geology, health, and economic and scientific research and development. The Service also arranges training in industry for students who come to Australia for training under the various technical assistance schemes with which the Australian Government is involved.

In association with its placement activities, the Service carries out regular surveys of the labour market in all areas and industries, and supplies detailed information to interested Australian and State Government departments and instrumentalities and to the public. Employers and employees and others look to the Service for current information on labour availability and employment opportunities in various occupations and regions and on other matters concerning employment. No charge is made for any of these services.

VICTORIA—COMMONWEALTH EMPLOYMENT SERVICE

| Particulars | 1970-71 | 1971-72 | 1972-73 | 1973-74 | 1974-75 |
|---------------------------------|---------|---------|---------|---------|---------|
| Applications for employment (a) | 291,064 | 374,904 | 330,853 | 294,705 | 453,802 |
| Number placed in employment | 121,982 | 128,967 | 145,739 | 126,592 | 118,356 |
| Number of vacancies notified | 175,677 | 184,298 | 223,707 | 233,872 | 187,027 |
| Vacancies at 30 June | 9,228 | 8,411 | 16,522 | 23,561 | 7,868 |

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

International Womens Year

In accordance with the ideas put forward by the United Nations regarding this celebratory year, the Australian National Advisory Committee for International Womens Year was established. This committee, representing such interested groups as social workers, unions, the media, Aborigines, and rural populations, was asked to put forward recommendations to the Prime Minister of Australia.

The aims of the movement in Australia were seen as changing society's attitude towards women, encouraging women's creativity, and lessening discrimination towards women.

The administration and co-ordination of International Womens Year, including submissions for grants to various organisations, were performed by the International Womens Year Secretariat.

Australian Department of Labor and Immigration, 1975

EMPLOYMENT STATISTICS

Labour force

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

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

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

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

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

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

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

Evidence from post-enumeration surveys and pilot tests indicates that the personal interview approach tends to identify a larger number of persons as in the labour force than does the filling in of the census questions on the schedule by the householder and that this tendency has increased between the 1966 and 1971 Censuses.

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

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

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

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

VICTORIA—OCCUPATIONAL STATUS OF THE POPULATION, CENSUS 1971

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

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

(b) Other than at primary or secondary school.

Civilian employees

Estimates of civilian employees are based on comprehensive data (referred to here as "benchmarks") derived for the purpose from the population census of June 1966. For the period from July 1966 the figures are estimates designed to measure changes in the sector of employment to which the benchmarks relate.

Between population censuses the employment data are obtained from three main sources, namely, (a) current pay-roll tax returns; (b) current returns from government bodies; and (c) some other current returns of employment (e.g., for hospitals); the balance, i.e., unrecorded private employment, is estimated. At 30 June 1966 recorded employment obtained from the foregoing sources accounted for about 85 per cent of the total number of employees in the industries covered, as determined by the census.

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

The concepts and definitions adopted at the 1966 Census from which the benchmarks for this series were derived conformed closely to the recommendations of the Eighth International Conference of Labour Statisticians.

Current data supplied by reporting enterprises or establishments generally refer to persons on the pay-roll for the last pay period in each month. Persons who are on paid leave or who work during part of the pay period and are unemployed or on strike during the rest of the period are generally counted as employed. Those not shown on employers' pay-rolls because they are on leave without pay, on strike, or stood down for the entire period are excluded.

Pay-roll tax returns are lodged at present by all employers paying more than \$400 a week in wages. In September 1971 the collection of pay-roll tax was transferred from the Australian Government to the individual States. Conditions and payments are governed by the relevant State Acts.

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

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

The table on pages 298-300 shows, for Victoria, the estimated number of civilian employees (excluding employees in agriculture and private domestic service) in the principal industry groups at June of each of the years 1966 and 1972 to 1975. The number of employees of government bodies and of private employers is also shown. At the 1971 Population Census all trainee teachers were for the first time classified as not in the labour force and were excluded from this series from July 1971.

VICTORIA—CIVILIAN EMPLOYEES : INDUSTRY GROUPS (a) :
AT LAST PAY PERIOD IN JUNE
(^{'000})

| Industry group | 1966 | 1972 | 1973 | 1974 | 1975 |
|---------------------------------------------------|-------|-------|-------|-------|-------|
| MALES | | | | | |
| Mining and quarrying | 4.7 | 4.6 | 4.2 | 3.9 | 3.9 |
| Manufacturing | 300.9 | 327.0 | 325.6 | 336.8 | 312.4 |
| Electricity, gas, water, and sanitary services | 31.4 | 31.6 | 32.4 | 32.0 | 33.3 |
| Building and construction | 81.7 | 82.6 | 82.9 | 83.8 | 84.0 |
| Road transport and storage | 21.0 | 25.2 | 25.9 | 26.9 | 26.0 |
| Shipping and stevedoring | 8.9 | 8.9 | 9.0 | 9.4 | 10.0 |
| Rail and air transport | 19.1 | 21.0 | 21.0 | 21.2 | 22.0 |

VICTORIA—CIVILIAN EMPLOYEES : INDUSTRY GROUPS (a) :
 AT LAST PAY PERIOD IN JUNE—*continued*
 ('000)

| Industry group | 1966 | 1972 | 1973 | 1974 | 1975 |
|---------------------------------------------------|--------------|--------------|--------------|--------------|--------------|
| MALES (continued) | | | | | |
| Communication | 23.3 | 26.7 | 27.4 | 28.1 | 28.6 |
| Finance and property | 27.8 | 36.2 | 37.4 | 38.2 | 37.7 |
| Retail trade | 53.9 | 61.6 | 64.8 | 66.7 | 67.2 |
| Wholesale and other commerce | 53.9 | 58.3 | 58.4 | 60.2 | 59.3 |
| Public authority activities (n.e.i.) | 27.7 | 33.9 | 35.1 | 35.2 | 37.6 |
| Health, hospitals, etc. | 10.4 | 13.1 | 13.5 | 14.2 | 15.8 |
| Education | 23.9 | 29.9 | 32.6 | 34.4 | 37.3 |
| Amusement, hotels, personal service, etc. (b) | 21.7 | 30.5 | 31.6 | 33.0 | 34.5 |
| Other (c) | 25.4 | 30.5 | 31.7 | 33.1 | 34.6 |
| Total | 735.7 | 821.7 | 833.4 | 857.0 | 844.1 |
| Private | 541.0 | 610.6 | 617.5 | 639.4 | 612.6 |
| Government (d) | 194.7 | 211.1 | 215.9 | 217.6 | 231.5 |
| Total | 735.7 | 821.7 | 833.4 | 857.0 | 844.1 |
| FEMALES | | | | | |
| Mining and quarrying | 0.4 | 0.7 | 0.6 | 0.6 | 0.6 |
| Manufacturing | 123.1 | 137.7 | 142.6 | 152.2 | 126.0 |
| Electricity, gas, water, and sanitary services | 2.4 | 2.6 | 2.7 | 2.6 | 2.8 |
| Building and construction | 3.1 | 4.4 | 4.7 | 5.1 | 5.0 |
| Road transport and storage | 2.8 | 3.5 | 3.6 | 3.8 | 3.8 |
| Shipping and stevedoring | 0.6 | 0.7 | 0.6 | 0.6 | 0.7 |
| Rail and air transport | 2.6 | 3.0 | 3.1 | 3.3 | 3.4 |
| Communication | 6.6 | 7.8 | 8.0 | 8.5 | 8.6 |
| Finance and property | 20.4 | 25.7 | 26.1 | 28.4 | 28.2 |
| Retail trade | 51.0 | 63.7 | 68.2 | 72.4 | 73.0 |
| Wholesale and other commerce | 20.9 | 24.3 | 25.0 | 26.9 | 25.9 |
| Public authority activities (n.e.i.) | 11.1 | 14.7 | 15.7 | 17.0 | 19.8 |
| Health, hospitals, etc. | 37.9 | 51.5 | 54.6 | 58.8 | 62.7 |
| Education | 30.6 | 40.1 | 43.1 | 46.6 | 51.0 |
| Amusement, hotels, personal service, etc. (b) | 29.1 | 39.6 | 42.1 | 43.4 | 43.7 |
| Other (c) | 18.6 | 25.0 | 27.0 | 29.2 | 28.7 |
| Total | 361.2 | 445.0 | 467.7 | 499.6 | 483.9 |
| Private | 304.6 | 377.2 | 395.6 | 422.2 | 398.6 |
| Government (d) | 56.6 | 67.8 | 72.1 | 77.4 | 85.3 |
| Total | 361.2 | 445.0 | 467.7 | 499.6 | 483.9 |
| PERSONS | | | | | |
| Mining and quarrying | 5.1 | 5.3 | 4.8 | 4.5 | 4.5 |
| Manufacturing | 424.0 | 464.7 | 468.3 | 489.1 | 438.4 |
| Electricity, gas, water, and sanitary services | 33.8 | 34.2 | 35.0 | 34.7 | 36.1 |
| Building and construction | 84.8 | 87.0 | 87.6 | 88.8 | 89.1 |
| Road transport and storage | 23.8 | 28.7 | 29.5 | 30.7 | 29.8 |
| Shipping and stevedoring | 9.5 | 9.6 | 9.6 | 10.0 | 10.6 |
| Rail and air transport | 21.7 | 24.0 | 24.1 | 24.6 | 25.5 |
| Communication | 29.9 | 34.5 | 35.4 | 36.5 | 37.2 |
| Finance and property | 48.2 | 61.9 | 63.4 | 66.6 | 65.9 |
| Retail trade | 104.9 | 125.3 | 133.0 | 139.1 | 140.2 |
| Wholesale and other commerce | 74.8 | 82.6 | 83.4 | 87.1 | 85.2 |

VICTORIA—CIVILIAN EMPLOYEES : INDUSTRY GROUPS (a):
AT LAST PAY PERIOD IN JUNE—*continued*
(⁰⁰⁰)

| Industry group | 1966 | 1972 | 1973 | 1974 | 1975 |
|--------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| PERSONS (continued) | | | | | |
| Public authority activities (n.e.i.) | 38.8 | 48.6 | 50.8 | 52.2 | 57.4 |
| Health, hospitals, etc. | 48.3 | 64.7 | 68.1 | 73.0 | 78.5 |
| Education | 54.5 | 70.0 | 75.8 | 81.0 | 88.2 |
| Amusement, hotels, personal service, etc. (b) | 50.8 | 70.1 | 73.7 | 76.4 | 78.2 |
| Other (c) | 44.0 | 55.6 | 58.8 | 62.3 | 63.3 |
| Total | 1,096.9 | 1,266.7 | 1,301.1 | 1,356.6 | 1,328.0 |
| Private | 845.6 | 987.7 | 1,013.0 | 1,061.6 | 1,011.1 |
| Government (d) | 251.3 | 279.0 | 288.1 | 295.0 | 316.9 |
| Total | 1,096.9 | 1,266.7 | 1,301.1 | 1,356.6 | 1,328.0 |

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

(b) Includes restaurants and hairdressing.

(c) Includes forestry, fishing, and trapping; law, order, and public safety; religion and social welfare; and other community and business services.

(d) Includes employees of Australian, State, semi-government, and, local government bodies.

Government bodies

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

VICTORIA—CIVILIAN EMPLOYEES : GOVERNMENT BODIES
(⁰⁰⁰)

| At 30 June— | Australian Government | | | State and semi-government | | | Local government | | | Total government | | |
|-------------|-----------------------|---------|---------|---------------------------|---------|---------|------------------|---------|---------|------------------|---------|---------|
| | Males | Females | Persons | Males | Females | Persons | Males | Females | Persons | Males | Females | Persons |
| 1966 | 61.0 | 18.7 | 79.6 | 117.6 | 35.3 | 152.9 | 16.1 | 2.7 | 18.8 | 194.7 | 56.6 | 251.3 |
| 1972 | 69.6 | 22.5 | 92.2 | 122.7 | 41.6 | 164.3 | 18.8 | 3.7 | 22.5 | 211.1 | 67.8 | 279.0 |
| 1973 | 71.2 | 23.3 | 94.5 | 125.8 | 44.9 | 170.7 | 18.8 | 4.0 | 22.8 | 215.9 | 72.1 | 288.1 |
| 1974 | 71.8 | 24.8 | 96.6 | 127.6 | 48.6 | 176.2 | 18.1 | 4.0 | 22.2 | 217.6 | 77.4 | 295.0 |
| 1975 | 73.7 | 26.7 | 100.4 | 135.6 | 54.1 | 189.7 | 22.2 | 4.6 | 26.8 | 231.5 | 85.3 | 316.9 |

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