

LABOUR REPORT

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Prepared under instructions from the Right Honourable the Treasurer by

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TRADE MARKS

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PREFACE

This Labour Report, which is the fifty-third of the series issued by this Bureau, contains detailed statistics for the year 1967, in addition to providing comparisons with previous years.

The Report follows in the main the lines of its immediate predecessors in scope and arrangement. The subject-matter has been divided into five chapters, namely, Retail Prices and Price Indexes; Wholesale Prices and Price Indexes; Wages and Hours; Employment and Unemployment (including Industrial Disputes); and Labour organisations.

New material in this issue includes the results of a Survey of Weekly Earnings and Hours, October 1967. These are shown in Chapter III. The work force results of the Population Census 1966 and the results of sample surveys of multiple jobholding, August 1967 are included in Chapter IV. In the Appendix new sections have been included to show details of, the December 1968 'link' and change of reference base in the Consumer Price Index; the Wholesale Price Index of Materials used in Building other than House Building; and the Labour Force Survey.

I thank the Deputy Commonwealth Statisticians for their assistance in collecting statistics contained in this Report. My thanks are also tendered to employers, trade union secretaries, officials of Commonwealth and State Departments and others who readily supplied the information.

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The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This not only helps in tracking expenses but also ensures compliance with tax regulations. The document further outlines the procedures for handling discrepancies and the role of the accounting department in providing timely reports to management.

In the second section, the focus is on budgeting and financial forecasting. It details how the budget is prepared and how it is used to monitor the company's financial performance. The document highlights the need for regular reviews and adjustments to the budget to reflect changes in the business environment. It also discusses the use of various financial ratios and indicators to assess the company's financial health and identify areas for improvement.

The third part of the document addresses the issue of cost control. It provides a comprehensive overview of the different types of costs and how they are classified. The document offers practical tips and strategies for reducing costs without compromising the quality of the company's products or services. It also discusses the importance of setting cost targets and monitoring progress towards these targets.

Finally, the document concludes with a summary of the key points discussed and a call to action for all employees to work together to improve the company's financial performance. It emphasizes that every employee has a role to play in ensuring the company's long-term success and sustainability.

Approved by: _____
Date: _____

SYNOPSIS

CHAPTER 1. RETAIL PRICES AND PRICE INDEXES

	<i>page</i>
Collection of retail price information	1
Nature of retail price indexes—	
1. General	2
2. Weighting	2
3. The list of items	3
4. Essential features	3
5. Effects of changing conditions on indexes	3
Purpose and use of retail price indexes—	
1. General	3
2. Price indexes for individual cities	4
3. Price indexes and purchasing power	4
4. Use of price indexes by industrial tribunals	4
Previous retail price indexes—	
1. General	4
2. The 'Court' index	5
Consumer price index—	
1. Introduction	5
2. Origin	6
3. Purpose, scope and composition—	
(i) General	7
(ii) Composition and weighting	7
(iii) Index numbers compiled	9
4. Structure—	
(i) A chain of linked indexes	9
(ii) Comparison of the linked series	9
(iii) Basis of weighting	10
5. Prices and standards—	
(i) General	12
(ii) Bargain and sale prices, etc.	12
(iii) Specification of standards	12
(iv) Continuity of standards	13
6. Notes on some index components—	
(i) General	13
(ii) Groceries	13
(iii) Seasonal clothing items	14
(iv) Fuel and light	14
(v) Household appliances	14
(vi) Fares	14
(vii) Private motoring	14
7. The housing group—	
(i) General	14
(ii) Rent of privately owned houses	15
(iii) Rent of government owned houses	15
(iv) Home ownership, general	16
(v) House price	16
(vi) Rates	17
(vii) Repairs and maintenance	17
(viii) Special aspects of Canberra housing group	17
8. Publication of consumer price index numbers—	
(i) General	18
(ii) Tabular statements of index numbers	18
9. List of items and weights	18
Retail price index numbers, 1901-1967	35
International comparisons: Retail price index numbers	36

CHAPTER 2. WHOLESALE PRICES AND PRICE INDEXES		<i>page</i>
General		38
Wholesale price (basic materials and foodstuffs) index—		
1. General		38
2. Price quotations		38
3. Commodities and grouping		38
4. Method of construction		38
5. Index numbers		40
Wholesale price index of electrical installation materials—		
1. General		41
2. Commodities and grouping		41
3. Price quotations		41
4. Method of construction		41
5. Index numbers		42
Melbourne wholesale price index—		
General		43
International comparisons: Wholesale price index numbers		
		43
CHAPTER 3. WAGES AND HOURS		
Arbitration and Wages Board Acts and associated legislation—		
1. General		45
2. Laws regulating industrial matters		45
3. Methods of administration—		
(i) Commonwealth		45
(ii) States		48
4. New legislation and special reports—		
(i) Commonwealth		50
(ii)—(viii) States and Territories		51-2
Incidence of industrial awards, determinations and agreements—		
1. General		52
2. Incidence of Commonwealth and State awards, etc.		52
3. Incidence of awards, etc.—		
(i) Main industry groups		53
(ii) States		54
Rates of wage and hours of work—		
1. General		54
2. Indexes of minimum weekly and hourly wage rates and standard hours of work		55
3. Weekly wage rates, adult males—		
(i) Industry groups, States		56
(ii) Summary, States		58
(iii) Industry groups, Australia		59
(iv) Components of wage rate		60
(v) Commonwealth awards, etc., and State awards, etc.		63
4. Weekly wage rates, adult females—		
(i) Industry groups, States		64
(ii) Summary, States		66
(iii) Industry groups, Australia		67
5. Hourly wage rates—		
(i) Adult males		67
(ii) Adult females		71
6. Standard hours of work—		
(i) General		73
(ii) The 44-hour Week		73
(iii) The 40-hour Week		74
(iv) Weighted average standard weekly hours of work		75
Average weekly earnings		78

CHAPTER 3. WAGES AND HOURS—*continued*

Surveys of wage rates, earnings and hours—	<i>page</i>
1. General	79
2. Survey of wage rates and earnings, September 1960	79
3. Survey of weekly earnings, October 1961	80
4. Survey of weekly earnings, October 1965—	
(i) General	80
(ii) Coverage	80
(iii) Results of the survey	81
(iv) Definitions	82
(v) Average weekly earnings, full-time adult and junior males	83
(vi) Total weekly earnings groups—full-time adult male employees	85
(vii) Dissection of total weekly earnings—full-time adult male employees	91
(viii) Full-time adult male managerial, etc. staff	96
5. Surveys of weekly earnings and hours, October 1962, 1963, 1964, 1966 and 1967—	
(i) General	97
(ii) Coverage	97
(iii) Comparability of results	97
(iv) Definitions	98
(v) Average earnings and hours, industry groups—States and Australia	99
Determination of wage rates in Australia—	
1. General	113
2. Commonwealth basic wage	113
3. Commonwealth basic wage rates for females	114
4. Basic wages in Australian Territories—	
(i) Australian Capital Territory	114
(ii) Northern Territory	115
5. Commonwealth wage margins	115
6. Commonwealth work value inquiries	116
7. Commonwealth total wages	118
8. Commonwealth minimum wages	118
Determination of wage rates in State awards, etc.	
1. New South Wales	119
2. Victoria	120
3. Queensland	120
4. South Australia	121
5. Western Australia	122
6. Tasmania	123
Annual leave—	
1. General	123
2. Commonwealth—	
(i) Three Weeks' Annual Leave Inquiry, 1960	124
(ii) Three Weeks' Annual Leave Inquiry, 1962	124
(iii) Three Weeks' Annual Leave Inquiry, 1963	124
(iv) Australian Territories	124
3. New South Wales	124
4. Victoria	124
5. Queensland	125
6. South Australia	125
7. Western Australia	125
8. Tasmania	126
Long service leave—	
1. General	126
2. Commonwealth—	
(i) General	126
(ii) Australian Territories	128
(iii) Stevedoring industry	128

CHAPTER 3. WAGES AND HOURS—continued		<i>page</i>
3. New South Wales		128
4. Victoria		130
5. Queensland		130
6. South Australia		131
7. Western Australia		131
8. Tasmania		132
Child endowment in Australia		132
 CHAPTER 4. EMPLOYMENT AND UNEMPLOYMENT 		
The Work Force		135
Population censuses—		
1. General		135
2. Occupational status		136
3. Occupation and industry		137
4. Industry		138
5. Industry and occupational status		140
6. Occupational status, age and marital status		144
7. Occupation—General		150
The population survey		155
Surveys of multiple jobholding—		
1. General		155
2. Occupational status		156
3. Distribution by States		157
4. Industry group of main and second jobs		157
5. Hours of work		158
Surveys of leavers from schools, universities or other educational institutions—		
1. General		158
2. Attendance or non-attendance at school, university, etc.		159
3. Occupational status of 'leavers'		159
4. Distribution of 'leavers' by States		160
5. Time of leaving of 'leavers'		160
6. Industry of 'leavers'		161
Wage and salary earners in employment—		
1. General		162
2. Total civilian employees and defence forces		164
3. Civilian employees—		
(i) Australia—Industry groups		164
(ii) States and Territories—Totals		167
(iii) Australia, 1947 to 1968		168
(iv) Private and Government		169
4. Government employees—		
(i) States and Territories		169
(ii) Australia		170
Commonwealth Employment Service—		
1. General		170
2. Persons registered for employment		171
3. Job vacancies		172
Commonwealth unemployment, sickness and special benefits—		
1. General		172
2. Rates of benefit		173
3. Unemployment benefit—		
(i) Number on benefit		174
(ii) Amounts paid		174

CHAPTER 4. EMPLOYMENT AND UNEMPLOYMENT—*continued*

Industrial disputes—	<i>page</i>
1. General	175
2. Industry groups—	
(i) States and Territories	175
(ii) Australia	178
3. States and Territories	181
4. Duration—	
(i) General	182
(ii) Industry groups	182
(iii) Summary, 1963-1967	183
5. Causes—	
(i) Classification	184
(ii) Industry groups	184
(iii) Summary, 1963-1967	185
6. Methods of settlement—	
(i) General	186
(ii) Industry groups	187
(iii) Summary, 1963-1967	188
7. Analysis by workers involved	189
8. Analysis by total working days lost	190
Industrial accidents	190
Workers' compensation legislation	191

CHAPTER 5. LABOUR ORGANISATIONS

Labour organisations in Australia—	
1. General	204
2. Trade Unions—	
(i) General	204
(ii) Number and membership	204
(iii) Number of members and proportion of wage and salary earners	206
(iv) Classification according to number of members	207
(v) Interstate or Federated Trade Unions	208
3. Organisations registered under the (Commonwealth) Conciliation and Arbitration Act	209
4. Central labour organisations—	
(i) Trades and labour councils	209
(ii) Australian Council of Trade Unions	210
International Labour Organisation—	
1. General	211
2. The International Labour Conference—	
(i) General	211
(ii) Recent sessions	211
3. Governing body	212
4. Industrial committees	212
5. I.L.O. conventions and recommendations—	
(i) General	212
(ii) Conventions ratified by Australia	213

APPENDIX

Section I. Average retail prices of food and grocery items, each capital city, monthly, 1967	215
„ II. Average retail prices of food in principal cities: Australia and other countries, 1967	222
„ III. Wage and salary earners in civilian employment, States and Territories	225
„ IV. Weighted average minimum wage rates: Adult males	234
„ V. Weighted average minimum wage rates: Adult females	242

„ VI. Average weekly earnings	245
„ VII. Minimum rates of wage: Adult males, 31 December 1967	249
„ VIII. Minimum rates of wage: Adult females, 31 December 1967	265
„ IX. Commonwealth Basic Wage rates, 1923 to 1967	270
„ X. State Basic Wage rates: Adult males and adult females	274
„ XI. Minimum wage—adult males—Commonwealth and State awards	282
„ XII. General increases in award 'total wages'	283
„ XIII. Industrial disputes, Australia, 1913 to 1967	284
„ XIV. Trade Unions: Number and membership, Australia, 1912 to 1967	291
„ XV. Consumer price index—December quarter 1968 link	292
„ XVI. Consumer price index—change of reference base from 1952-53 to 1966-67 = 100.0	296
„ XVII. Consumer price index—index numbers on reference base 1966-67 = 100.0	298
„ XVIII. Wholesale price index of materials used in building other than house building—	
1. General	326
2. Scope and composition	326
3. Base period and method of calculation	326
4. Derivation of items and weights	327
5. The weights	327
6. Materials/labour ratios	329
7. Prices	329
8. Index numbers	330
„ XIX. The Labour Force Survey	346
„ XX. Wage and salary earners in civilian employment: industry groups	354
INDEX	357

GRAPHS

Wage and salary earners in civilian employment, principal industry groups: Australia, 1956-57 to 1966-67	166
Industrial disputes, Australia, 1953 to 1966: Working days lost—Industry groups	179