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SOUTH AFRICA

DEPARTMENT OF  
STATISTICS

# POPULATION CENSUS

1980

MANUAL FOR

FIELD WORKERS

(Confidential)

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# MANUAL FOR FIELD WORKERS

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1. INTRODUCTION

1.1 According to the provisions of section 3(1)(b) of the Statistics Act 1976 (Act. No. 66 of 1976), a census of the population of the Republic and, in connection therewith, of any matter or aspects thereof as may be prescribed shall be taken in the year 1980 and every ten years thereafter, unless the Minister determines otherwise by notice in the Government Gazette.

1.2 The Minister of Statistics has determined that the 1980 Population Census must be held in the Republic on 6 May 1980.

1.3 A population census is the total process of collection, processing, analysing and publishing of the demographic, economic and social data of the people of a country at a specified time and the actual recording of the particulars of persons of all population groups is done by means of a census questionnaire.

1.4 The replies to the questions which will be put to the estimated 25 million inhabitants of the Republic during the census must be correct in order that the statistics compiled therefrom could be made available in a meaningful way at an early date.

1.5 Irrespective of personal particulars called for during a population census such as sex, population group, age, marital status, occupation, industry, religion, nationality and birthplace, information will also be collected in respect of commodities, families, households and dwellings.

1.6 For the purpose of census, the census districts will be delimited into small geographical units, called enumerator's subdistricts (ESD<sup>S</sup>). The size of these subdistricts varies according to the number of occupants with observance of geographic distribution.

1.7 Organisational arrangements alone will not ensure the success of the census. What is required is the wholehearted and dedicated co-operation of all census personnel. It is the responsibility of these persons to ensure that each ESD, is thoroughly covered to ensure that all persons, dwellings and families are accounted for.

2. DEFINITIONS

Unless otherwise stated, the following words will have the meaning as indicated:

2.1 Areas

2.1.1 Local Governments:

Include -

- (a) City Councils
- (b) Town Councils
- (c) Borough Councils

- (d) Town Boards
- (e) Village Councils
- (f) Health Committees
- (g) Local area committees under the jurisdiction of -
  - (i) Transvaal Board for the Development of Peri-Urban Areas;
  - (ii) Divisional Councils in the Cape Province; and
  - (iii) Development and Service Board in Natal.

NB Some of the respective functions of (i), (ii) and (iii) are carried out by local area committees and such areas are regarded as urban.

- 2.1.2 Township (TS): Any piece of land which has been proclaimed for residential, business, industrial or similar purposes.
- 2.1.3 Urban Area (U): Constitutes a township or group of townships ("suburbs") with some form of local government constituted under any law.
- 2.1.4 Non-Urban Area (NU): Characterised by rural areas situated outside urban areas. Consist mainly of farming units, holdings without any recognised form of local government in own right and quasi towns.
- 2.1.5 Quasi Towns (QT): These are characterised by population concentrations and complexes without any recognised form of local government which are separated and remote from any large town, but are readily identifiable by the name of the town.
 

Quasi towns include -

  - (a) homogeneous societies like railway, mine and industrial towns, even mission stations, where the responsibility for the control and welfare of the community rests with either the relevant authority or company, e.g. Three Sisters (SAR): Victoria West; Cullinan (MT): Cullinan; Kriel (MT/IT): Bethal; Vierfontein (IT): Viljoens-kroon; and Ebenhaezer Mission Station: Vredendal;
  - (b) population concentrations and complexes such as agricultural holdings, irrigation schemes and other small villages or sparsely populated residential areas, e.g. Bon Accord (AH): Wonderboom; Blood River Irrigation Scheme: Utrecht; and Vaalharts Settlement: Warrenton; and
  - (c) mine, industrial and railway compounds/hostels, i.e. living quarters provided on a collective basis by relative authorities or companies on their own premises in non-urban areas for their Black employees, e.g. Welkom and Oberholzer mine compounds; Lower Illovo Hostels: Durban; and Scottburgh Compound: Umzinto.
- 2.1.6 Restricted Areas: Military areas with restricted access.
- 2.1.7 Group Areas: Areas set aside by proclamation for occupation and/or tenure by a specific population group.
- 2.2 Asians: Mainly Indians, Pakistani, Chinese, Afghans and Burmese.

- 2.3 Attached Supervisor: An officer of another Department who controls the Population Census in a census district where a branch office of the Department of Statistics does not exist. Usually this is a Magistrate.
- 2.4 Blacks: Members of an aboriginal population group of Africa such as Mosotho, Bowenda, Motswana, Bushman, Korana, Matabele, Mozambican, Namakwa, Shangaan, Swazi, Xhosa, Zulu, etc.
- 2.5 Branch Office Supervisor: An employee of the Department of Statistics who controls the Population Census in a census district where a branch office of the Department of Statistics is situated. (See "census district").
- 2.6 Census Day: The day on which the census begins; that is 6 May 1980.
- 2.7 Census District: An area allocated to a Supervisor for enumeration and which may consist of a magisterial district or parts thereof.
- 2.8 Census Night: The night between 6 and 7 May 1980.
- 2.9 Census Officer: Any person who is officially concerned with the census.
- 2.10 Coloured: Somebody who, according to appearance, is obviously a Coloured and this also included Malays, Griquas, St. Helenas, Basters and Namas.
- 2.11 Delimitation: The division of census districts into enumerators' subdistricts and the description of the boundaries of these subdistricts.
- 2.12 Diplomatic and Consular Personnel: Foreign citizens employed in South Africa in this connection by a foreign government.
- 2.13 Enumerators' Subdistrict: A defined geographical unit, concentration or complex delimited for the purpose of enumeration and usually assigned to one enumerator.
- 2.14 Field Worker: Any person doing the actual physical enumeration, for instance chief enumerators, enumerators and assistant enumerators.
- 2.15 Municipal and Provincial Compounds: Living quarters provided by larger local authorities or provincial administrations to accommodate their unmarried non-white employees on a collective basis.
- 2.16 Questionnaire: Forms No. 11 and 12 on which particulars of persons (respondents) and dwellings are recorded.
- 2.17 Return: A filled-in questionnaire.
- 2.18 Whites: Somebody who obviously appear to be white and who is usually accepted as a white person.

3.

## LEGAL ASPECTS

3.1

The census is taken in terms of the provisions of the Statistics Act 1976, (Act 66 of 1976) and the regulations promulgated thereunder. The undermentioned sections of the Act are of particular importance:

"5 (1) The Secretary may -

- (a) for the purpose of making enquiries or observations necessary for carrying out this Act, at any reasonable time after reasonable notice to the relevant owner or the person in control thereof, enter upon any land or premises, enter any building or structure thereon, and inspect anything thereon or therein; and
  - (b) in exercising his functions and powers and carrying out his duties under this Act, put all the questions allowed by or in terms of this Act, to the persons concerned.
- (2) Every person shall to the best of his knowledge and belief answer, when so required, all questions put to him orally or in writing under this Act by the competent person concerned and which are necessary for the collection of statistics, and shall furnish in the prescribed manner all such statistics as are required under this Act."

"8. Every person employed in carrying out the provisions of this Act shall preserve and aid in preserving secrecy in respect of all matters or particulars and information that may come to his knowledge in the exercise of his functions or powers or the performance of his duties in connection with these provisions, and shall not communicate any such matter or particulars and information to any person other than the person concerned or his lawful representative, not suffer or permit any such person to have access to any document referred to in section 6, in the possession or custody of any competent person, except -

- (a) if such communication, sufferance or permission, as the case may be, is required or permitted to be effected in the exercise of his functions or powers or the performance of his duties under any provision of this Act;
- (b) if such communication, sufferance or permission is effected with the prior written consent of the person concerned or his lawful representative; or
- (c) in respect of particulars and information, excluding financial particulars and information, in connection with a prescribed matter, and to such person or persons and under such circumstances as may be prescribed for the purposes of this paragraph".

"12. Any officer or employee in the Department of Statistics who, in the exercise of his functions or powers or the performance of his duties under this Act -

- (a) puts an improper or offensive question to any person;
- (b) asks of, or receives or takes from, any person other

that the State, including a provincial administration, any payment or reward in respect of or in connection with such exercise or performance;

- (c) without sufficient cause, fails to exercise any such functions or powers or to perform any such duties or to exercise reasonable diligence or care in the exercise or performance thereof;

- (d) contravenes the provisions of section 8

shall be guilty of an offence and liable on conviction to a fine not exceeding three hundred rand or to imprisonment for a period not exceeding six months or to both such fine and such imprisonment."

"13. Any person who -

- (a) fails or refuses to answer to the best of his knowledge and belief any question referred to in section 5(2) put to him by the competent person concerned, or furnishes an answer to such a question which is false in any material respect, knowing the answer to be false;
- (b) signs or delivers or causes to be signed or delivered any form, questionnaire, return, notice or other document referred to in section 6, in which incorrect particulars are furnished or incorrect information is furnished, knowing such particulars or information to be incorrect;
- (c) refuses any competent person under this Act who has exhibited his written authority entry on any land or premises of which he is the owner or in control, or to any building or structure thereon, or refuses to permit any such person inspection thereunder of anything thereon or therein, as the case may be, or otherwise hinders any such person in the exercise of his functions or powers or the performance of his duties under this Act;
- (d) forges any form, questionnaire, return, notice or other document referred to in section 6, or utters such forged document knowing it to be forged,

shall be guilty of an offence and liable on conviction -

- (i) in the case of an offence referred to in paragraph (a), (b) or (c), to a fine not exceeding three hundred rand or to imprisonment for a period not exceeding six months or to both such fine and such imprisonment;
- (ii) in the case of an offence referred to in paragraph (d), to the penalties which may be imposed on a conviction of fraud".

#### 4. DUTIES OF THE CHIEF ENUMERATOR

4.1 It is not possible to lay down specific written rules on account of diverse local conditions, but when necessary, the undermentioned duties in consultation with the supervisor must be adopted to conform with local conditions:

4.1.1 The chief enumerator is in charge of, and must guide the enumerators as well as the assistant enumerators assigned to him



by the supervisor.

4.1.2 Prior to census day the chief enumerator must make a rough sketch indicating the boundaries of the ESD<sup>s</sup> allocated to each enumerator under his control. This will enable him to ensure that the enumerator does not enumerate persons outside the boundaries of his ESD.

4.1.3 The chief enumerator must arrange a meeting with all his enumerators collectively, or separately at a fixed time and place to -

4.1.3.1 receive the previous day's returns for checking purposes;

4.1.3.2 instruct them;

4.1.3.3 give guidance to enumerators to prevent further errors; and

4.1.3.4 discuss problems and find solutions.

Should the foregoing procedures not be practicable the supervisor and chief enumerator must make other arrangements. Problems which cannot satisfactorily be solved by the chief enumerator must be referred to the supervisor.

4.1.4 In urban areas the chief enumerator must pay visits to as many dwellings as possible, preferably after normal working hours to enquire whether questionnaires have been delivered. Such visits must be conducted every day on a sample basis in a different ESD i.e. one out of every twenty dwellings must be visited. Enquiries regarding distant dwellings (farms, plots, etc.) may be made by telephone and do not require personal visits.

4.1.5 Chief enumerators must always carry a supply of questionnaires with them to distribute to persons who have not yet received same. The enumerator must be informed accordingly.

4.1.6 During field inspections special attention must be given to hidden dwellings and if possible all such places must be visited.

4.1.7 Should the residents of a dwelling not be at home, their names must be obtained from the neighbours and enquiries must, if possible, be made by telephone to find out if questionnaires have been delivered. In cases where it is not possible to find a telephone number the relevant entry in the enumerator's summary book must be checked.

4.1.8 All incorrect or incompleated returns must be returned to the responsible enumerator for ratification by the relevant respondent.

4.1.9 Chief enumerators must sign the certificate on the last page of the enumerator's summary book as soon as the enumerator has completed his task. He is responsible to see that all summary books, the returns and forms are handed to the supervisor without delay.

- 4.1.10 The chief enumerator must daily check & returns of every enumerator under his c  
ensure that the work has been properly c  
return has been fully and correctly comp. 6.
- 4.1.11 It is expected that the chief enumerator i  
acquainted with the contents of the manual  
and, where necessary, to assist the superv.  
training of enumerators. 6.1  
6.1
- 4.1.12 In co-operation with the supervisor, the chi  
must ensure that every enumerator is fully eq  
necessary stationery, forms, summary books, e  
carry out his duties properly. Care must be  
forms, books, etc., are properly completed in  
name of the magisterial district and the city/  
ing handed to the enumerator and that the relev  
correct according to the code list where applica  
on all records. 6.  
6  
6
- 4.1.13 The chief enumerator must test check, and balance  
rator's 09-summary book.
5. DUTIES OF THE ENUMARATOR
- 5.1 The enumerator must -
- 5.1.1 acquaint himself with the boundaries of the ESD appea  
the 09-summary book;
- 5.1.2 make a thorough study of all the forms and relevant in.  
tions;
- 5.1.3 ensure that every person - man, woman and child - alive  
his ESD at midnight between 6 and 7 May 1980, is enumerav
- 5.1.4 ensure that particulars on each questionnaire are filled i  
completely, correctly and meaningfully, and that the hand-  
writing is neat and clear;
- 5.1.5 check the returns completed by members of the public in accc  
dance with the instructions (form no. 10);
- 5.1.6 perform the work assigned to him personally. If this is not  
possible the supervisor must be notified without delay so  
that alternative arrangements can be made;
- 5.1.7 fill in the enumerator's summary book daily, in respect of the  
returns for the ESD completed that day, according to instruc-  
tions in abovementioned book;
- 5.1.8 after completion of the task, hand back all the documents  
still in his possession to the chief enumerator;
- 5.1.9 bear in mind that all particulars furnished by the public are  
strictly confidential and that he must ensure that no un-  
authorised persons have access to the documents, not even mem-  
bers of his own family.

## GENERAL REMARKS IN RESPECT OF THE SURVEY

Note: Instructions applicable to specific types of areas are detailed hereunder.

### Census questionnaires

.1 One type of questionnaire (i.e. single No. 11 or in book form No. 12) will be used. The No. 12 book must only be used by the enumerator where he himself fills in the questionnaire in cases such as non-urban areas, compounds and institutions. (Refer to instructions in No. 12 book).

### 2 Enumeration procedure

2.1 The enumeration will be conducted in two different ways:

2.1.1 The questionnaires will be distributed by the enumerator prior to the census day for completion by the respondent and will again be collected and checked by him at a later stage.

2.1.2 The enumerator enters all the particulars on the questionnaires.

.3 Numbering of questionnaires as well as the no. 12 book.

.3.1 Questionnaires No. 11 must be numbered consecutively from number 001. Each page of the No. 12 book must be regarded as a separate questionnaire and must be numbered consecutively. Please note that where No. 11 questionnaires as well as No. 12 books are used in the same ESD, the questionnaires must be numbered first, and after that the pages of the No. 12 book to ensure a numerical sequence. The No. 12 books must therefore be numbered when the survey of the ESD has been completed.

.4 Enumerator's approach in cases where there is doubt regarding a person's population group.

.4.1 It may happen that persons who do not appear to be members of a particular population group (e.g. White or Coloured) will record themselves as such on the return. In such cases enumerators must not give offence by commenting or raising questions thereon in the presence of the person concerned, but must accept the word of the person concerned.

### 6.5 Free postage

6.5.1 All letters, parcels and telegrams pertaining to the census, necessarily sent by enumerators to one another or to a chief enumerator/supervisor, may be forwarded free of charge if marked "Census - Official".

### 6.6 Abbreviations must be avoided

6.6.1 All answers should be written out in full, as abbreviations are often misunderstood and frequently lead to errors. In cases where the whole family has the same birthplace, religion, home language, these answers may be indicated by way of

the marking "do" in the second and consecutive columns. Where no entry is required in a column do not write "Nil", but enter a dash (-). The column must not be left blank.

6.7 Enumeration of gangs of labourers, etc.

6.7.1 In cases of gangs of men who are employed on irrigation works, roads, railways or other construction works and who camp together, the enumerator must arrange with the officer in charge to call the workmen together for enumeration.

6.8 Enumeration of persons in institutions

6.8.1 The questionnaires to be used for institutions such as boarding schools, hospitals, prisons, children's homes, etc., where a considerable number of people reside, will in general be distributed by the supervisor prior to the census. The supervisor may distribute these questionnaires himself or through the post, or he may instruct the relevant enumerator to deliver them. If questionnaires have been distributed the enumerator will receive from the supervisor, a list of institutions to which they have been sent. The enumerator will have to collect these questionnaires and record them in his summary book in their proper sequence. Every family or dwelling must be enumerated on a separate questionnaire in respect of the personnel of the abovementioned institutions. The managers, superintendents or other responsible officers' co-operation must be obtained in arranging the enumeration of the inmates and staff of their respective institutions. Returns must be checked by the enumerator before he leaves the institution.

6.9 Enumeration of travellers, tramps, etc.

6.9.1 The enumerator must ensure that questionnaires are completed in respect of travellers who spent the night of the census in his ESD. He must also ascertain whether there are any persons who have no fixed place of abode but who might occupy lofts, caves, etc. Other travellers, such as persons on trains must fill in the questionnaires upon arrival at their destination.

6.10 Enumeration of persons aboard ships

6.10.1 The prescribed questionnaires will also be used for the enumeration of persons who on the night of the census slept or stayed on any vessel, tug, launch or boat. All ports or harbours will be covered by special port enumerators, but it will be necessary for the enumerators of any ESD whose area includes any coast or river not forming part of the port or harbour, to fill in a ships' enumeration certificate for each vessel, tug, etc., within his ESD on which any person slept or stayed at midnight on the day of census, provided they were not enumerated elsewhere.

6.10.2 A ship's enumeration certificate (form 14) must also be filled in in respect of every vessel, etc., enumerated.

- 6.11 Survey of empty dwellings
  - 6.11.1 The empty dwellings in each ESD must be counted and the number must be entered onto the relevant spaces in the summary book (09) and Return "C" (Form No. 19).
  - 6.11.2 The definition of an empty dwelling is as follows. "An empty dwelling is a dwelling which is not occupied on census day. In other words it must be available to "New inhabitants".
  - 6.11.3 Dwellings, of which all the inhabitants are away on holiday, must not be regarded as empty dwellings, since particulars of these dwellings will be obtained from the inhabitants wherever they may be in the Republic. However, if such persons are abroad, their returns will be filled in on arrival in the Republic.
  - 6.11.4 WHITE AREAS
    - 6.11.4.1 Empty dwellings in urban areas.
      - 6.11.4.1.1 Existing houses - Houses noticable unoccupied e.g. no curtains in front of windows. Enquiries at the neighbours can clarify the position.
      - 6.11.4.1.2 New houses - Houses recently completed and ready for immediate occupation. Houses still under construction must be excluded.
      - 6.11.4.1.3 Holiday houses - These houses are usually occupied only for short periods of the year and the following procedure must be followed:
        - 6.11.4.1.3.1 If the house is not occupied on Census day it must be regarded as an empty dwelling and be counted as such.
        - 6.11.4.1.3.2 If the house is occupied, it must be determined whether:
          - 6.11.4.1.3.2.1 The occupants do not perhaps reside there permanently.
          - 6.11.4.1.3.2.2 The occupants are there for the holiday only.
          - 6.11.4.1.3.2.3 In the case of 6.11.4.1.3.2.1, the usual procedure for an occupied house must be followed.
          - 6.11.4.1.3.2.4 In the case of 6.11.4.1.3.2.2 it must be counted as an empty dwelling, because the holidaymakers will furnish particulars in respect of their home-dwelling on their return.
    - 6.11.4.2 EMPTY DWELLINGS ON WHITE FARMS
      - 6.11.4.2.1 Dwellings for Whites: Unoccupied dwellings on White farms which are still suitable for human occupation must be counted as empty dwellings. The enumerator must use his own discretion.
      - 6.11.4.2.2 Dwellings for Non-Whites: Unoccupied dwellings of permanent nature (which are usually erected by the owner/employer for

his farm workers) which is available for immediate occupation, must be counted as empty dwellings.

6.11.4.2.3 Traditional dwellings for Blacks: Unoccupied huts and buildings of non-permanent nature are not counted as empty dwellings.

6.11.4.3 Empty flats and holiday flats.

6.11.4.3.1 Ordinary Flats.

Unoccupied flats which are on census day available for "New" Occupants must be counted as empty flats.

6.11.4.3.2 Holiday flats

The same procedure which applies to holiday houses under 6.11.4.1.3 must be followed here.

6.11.4.4 Empty dwelling units/rooms in hotels, motels, residential hotels, boardinghouses, caravans, tents and other accommodation establishments (e.g. holiday resorts.)

These unoccupied dwelling units must be ignored and not counted as empty dwellings.

6.11.5 Black States

The same criterion prescribed for White areas, also applies to Black States. The emphasis falls on whether the dwelling is of a permanent nature or not. If this is the case, it must be counted as an empty dwelling (refer to 6.11.4.2.3 above).

6.12 Forms must be complete and legible

6.12.1 Erroneous information or omissions must be corrected by the enumerator before he leaves the premises. Special attention must be paid to the items occupation, industry, etc., in order to ensure that full particulars were furnished. If any return is damaged or illegible the enumerator must copy the particulars onto a new one, giving it the same number as the original but adding the word, "Substituted". The original must be marked "Cancelled" and pinned to the new return.

6.13 Obvious contradictory answers

6.13.1 Should any answer appear to be contradictory e.g. christian names and sex, age and occupation, sex and occupation, etc., they must be queried and if correct the word "Correct" must be entered against the relevant answer. This will avoid the necessity of querying these particulars when the returns are checked in the supervisor's office or in the Department of Statistics.

6.14 Completion of questionnaire

6.14.1 Should it appear that the respondent is unable to complete the questionnaire, the enumerator must assist him or complete the

form himself.

6.15                    Suspicion towards the census

6.15.1                The enumerator must take every precaution against engendering unfounded suspicion in the minds of the public as to the object of the census and should endeavour to counteract any false reports regarding the census. The census has no connection whatsoever with taxation. The identity of persons who are in an area illegally will under no circumstances be revealed to anybody for prosecution purposes.

6.16                    Term of employment of field workers

6.16.1                A field worker must complete all his duties within the prescribed period, but is nevertheless bound to continue beyond that time if necessary, until the work is completed to the satisfaction of the supervisor.

7.                      ENUMERATION PROCEDURE IN WHITE URBAN AREAS

7.1                    Prior to the night of census, every enumerator whose ESD falls within the limits of any municipality or other urban area, must deliver the applicable questionnaires to every dwelling in his ESD, except where the supervisor has instructed him otherwise. In some areas where there are large blocks of holiday flats, hotels, etc., the caretakers of these buildings may be appointed by the supervisor as assistant enumerators, to assist with the distribution of the questionnaires and the safekeeping of the returns which must be handed to them in sealed envelopes by visitors before departure. The supervisor must furnish enumerators with a list of buildings where assistant enumerators have been appointed. Families and households in out-buildings, lanes and backstreets must not be omitted. Where shops or business premises are situated within an enumerator's ESD, the enumerator must enquire whether any employees do sleep on the premises and if so, leave the applicable questionnaires there to be completed by the occupier. Many business premises provide accommodation in their backyards for caretakers, night watchmen and other employees. The Statistics Act imposes the duty of furnishing information to the enumerator concerning these employees, who are often difficult to contact, on the employers or persons normally in charge of the premises. When distributing the questionnaires, the enumerator must interview the head of the family, or some other responsible adult member of the family to ascertain how many questionnaires are required. The enumerator must explain that all the questionnaires must be completed and that same will be collected on or after a pre-arranged date. When nobody is at home a questionnaire with instructions No. 10 must be slipped in under the door. Immediately after census day, the enumerator, taking with him a number of blank questionnaires, must proceed to collect the returns, both those distributed by himself and those which may have been distributed by the supervisor. Please note that foreigners in the employ of diplomatic or consular missions of foreign countries must not be enumerated but that their South African personnel, including

servants, must be enumerated.

8. ENUMERATION PROCEDURES IN WHITE NON-URBAN AREAS

- 8.1 Unless specifically instructed to do so by the supervisor, the enumerator of a non-urban area must not distribute any questionnaires before census day. The supervisor must however, distribute questionnaires beforehand to all residential hotels, institutions and large industrial concerns in non-urban areas. The enumerator will receive from the supervisor a list showing the names and addresses of all institutions, etc., to which questionnaires were despatched and he must collect them when completed. The supervisor may, however, instruct that questionnaires must be distributed in non-urban townships or densely populated small-holdings before the day of the census. The enumerator must visit each dwelling in his ESD within the period agreed upon, explain the requirements of the questionnaires and either hand same to the householder for immediate completion and return, or obtain the necessary particulars from the householder and enter them on the questionnaire himself before leaving. When collecting returns distributed beforehand the enumerator must examine each of them and satisfy himself that it has been properly completed. In general, it will be found that White occupiers of farms will readily furnish information in respect of employees of other population groups residing on their properties. Under particular circumstances a supervisor may instruct an enumerator to follow an enumeration procedure which differs from the abovementioned.

9. ENUMERATION PROCEDURE IN RESIDENTIAL AREAS FOR NON-WHITES

- 9.1 In residential areas for Non-Whites the enumerator must go from one dwelling to another and enter particulars of every person on the appropriate questionnaire. Particulars must be filled in by the enumerator himself, except in such cases where the respondent indicates that he wishes to complete the questionnaire himself. In such cases the respondent must be given a questionnaire and instructions (no. 10) and the enumerator must examine that return when collecting it to satisfy himself that it has been properly completed as regards correctness and entirety. Under no circumstances may questionnaires be distributed before census day.

10. INSTRUCTIONS FOR THE FILLING IN OF THE QUESTIONNAIRE

- 10.1 Broad outline of the questionnaire. The questionnaire consists of the following portions:
- 10.1.1 The upper portion which deals with geographical particulars of the dwelling to be enumerated.
- 10.1.2 Part A which calls for personal particulars of each person present on the premises at midnight between 6 and 7 May 1980.
- 10.1.3 A summary (directly below part A) of the persons enumerated in part A.
- 10.1.4 Part B dealing with amenities at the disposal of the persons



enumerated in part A.

10.1.5 Part C which calls for particulars of the dwelling. (Note: If the questionnaire is not filled in at the home dwelling, particulars of the home dwelling must be furnished in part C).

10.1.6 Part D which deals with particulars of the family, irrespective of whether the members are present or not. (Note: This part is not applicable to the Black population groups).

10.1.7 A certificate, to be signed by the occupier/respondente, to the effect that the questionnaire has been correctly and completely filled in.

10.2 Reason for these instructions: It was not possible to embody all instructions for the filling in of the questionnaire on the questionnaire itself. Certain of the more important instructions have consequently been published in form No. 10. ("Instructions for the filling in of the questionnsire"). (Please note that enumerators must fill in paragraph 1(e) of the instructions before distributing the questionnaire.) It will be found, however, that some respondents will encounter problems which are not dealt with in form No. 10 and for this reason each aspect of the questionnaire is dealt with in detail hereunder, and enumerators and chief enumerators are advised to make a thourough study of the following pages.

10.3 The upper portion of the questionnaire. This portion of the questionnaire provides for the following:

10.3.1 The physical address of the dwelling where the respondent is enumerated. It is essential, that the full address is furnished. In urban areas, street name and number should be stated as well as the name of the suburb and the town or city. In the case of communal dwellings such as blocks of flats, hotels, old age homes, etc., the name of the building as well as the number of the dwelling unit (flat number or room number) should also be given. In non-urban areas the name of the farm and the magisterial district in which it is situated should be furnished. The postal code of the address is also of importance.

10.3.2 The respondent's postal address, if this differs from the physical address. This question is of special importance in non-urban areas. The respondent's post office box number should then be furnished.

10.3.3 The portion to be filled in by the enumerator, calling for the following:

District - The name of the census district should be entered.

City/Town - Where the dwelling to be enumerated is not situated in a city or town, this space should be left blank. Otherwise the name of the city or town should be entered.

Suburb/Farm - In urban areas the name of the suburb should be entered. In on-urban areas the name of the farm is

required.

Enumerator's subdistrict number - The enumerator's sub-district number will be found on the cover of the summary book (form 09). Should it happen that two or more small enumerator's subdistricts, each with its own number, are allocated to an enumerator, care should be taken that the number for one subdistrict is not inadvertently entered on a questionnaire pertaining to another subdistrict.

Return number - A unique three-figure number (starting with 001) must be assigned by the enumerator to each questionnaire used. Where two or more families or two or more groups of non-related persons are enumerated in one dwelling, a separate return number should be allocated to each questionnaire used, bearing in mind that each such family and each such group of non-related persons should be enumerated on a separate questionnaire. (Note: The term "non-related persons" also relates to a single individual). Should a family, however, consist of more than seven persons with the result that more than one questionnaire must be used to enumerate the family, each such questionnaire should be given the same return number. Every page of the No. 12-book should be regarded as a separate questionnaire and numbered consecutively. If No. 11 questionnaires and No. 12-books are used in the same ESD, the questionnaires must first be numbered and thereafter the pages of the books, in such a way that one numerical series is formed, i.e. the pages of the books must be numbered after the enumeration of the ESD has been completed. A new page must be used in respect of each new institution, compound or farm.

Type of dwelling - The enumerator should differentiate between the following: House, semi-detached house, flat, flat on the same erf as a house, traditional dwelling for Blacks (i.e. mud or thatched hut), hotel/boarding house, old age home, hostel/compound, etc.

10.4 Part A of the questionnaire. The following instructions regarding part A are of importance:

10.4.1 Persons to be enumerated in part A -

Each individual, including children, adults, visitors and servants present on the premises at midnight between 6 and 7 May 1980, must be enumerated in part A. The only exception to the rule is foreign persons in the employ of a foreign government - such persons are not to be enumerated at all. Foreign visitors must fill in questions 1 to 9 only and write the words "foreign visitor" below. (See instruction 1.g on form 10).

10.4.1.1 It should, however, be borne in mind that:

- . Each family must be enumerated on a separate form. A person who is not a member of a family, may, however, be enumerated with the family on one form. (See 10.4.1.2 below). For census purposes a family is defined as -
  - . a husband and wife; or

- . a father and mother with one or more unmarried children;  
or
- . a father with one or more unmarried children; or
- . a mother with one or more unmarried children.

The expression "children" includes stepchildren and adopted children. The relationship of such sons/daughters to the head of family (question 2) must, therefore, be shown as "son/daughter". However, foster-children must not be regarded as family members - if such children live with their foster-parents, the relationship must be shown as "foster-son/foster-daughter". Married children constitute separate families and if such married children are living with their parents, they must be enumerated on a separate questionnaire.

10.4.1.2

A person who is not a member of family (e.g. other relatives of the head or wife, such as widowed mother, a divorced father, a brother, an uncle, etc.) and does not wish to be enumerated with the family, must fill in a separate questionnaire.

10.4.2

Person responsible for furnishing the information:

The occupier or the person in charge of any dwelling or piece of land must ensure that every person present on his premises at midnight between 6 and 7 May 1980, is enumerated in part A of a questionnaire. This also applies to persons in charge of hostels, children's homes, etc.

10.4.3

Persons travelling on night of census:

It is the responsibility of persons travelling in the R.S.A. on the night of the census to ensure that they are enumerated in part A of a questionnaire on arrival at their destination, persons travelling abroad will on their return to the R.S.A. be enumerated at the port or place of arrival.

10.4.4

If more than 7 persons are to be enumerated on one questionnaire an additional questionnaire must be filled in for the overflow. Under no circumstances should the reverse side of a questionnaire be filled in for the overflow, as such persons will very likely be overlooked at the coding stage.

10.4.5

Question 1: Name

This question should not cause any difficulties. The instruction "don't forget babies" is, however, of the utmost importance. A census shortcoming which is common in all countries irrespective of level of development of the population, is that a considerable proportion of respondents omit to return babies and little children. Enumerators should therefore be on the watch for any signs of small children such as babies' napkins, babies' dummies or bottles, toys, etc. and should follow up any such clues if the respondent does not furnish particulars of such a child.

10.4.6

Question 2: Relationship

The relationship to the head of the family is required. In the case of a family consisting of a mother with one or more unmarried children, the mother is the head of the family for

census purposes. In the case of singly-living persons, the term "living alone" should be used.

10.4.7 Question 3: Sex

The question should not cause any difficulties.

10.4.8 Question 4: Age

Age must be stated in years as at the last birthday. In the case of children under the age of one year write "0". It may happen that some persons do not know their exact age. In such cases the age must be estimated as accurately as possible. Under no circumstances should the question be left unanswered for any respondent.

10.4.9 Question 5: Marital status

The Department wishes to distinguish between the following: Never married, Married, Widowed, Divorced and "Living together!" The latter term relates to persons who are living together as husband and wife but who are not legally married to each other. It should be borne in mind that one of the other four categories (never married, married, widow, or divorced) also apply to a person who is living together. However "living together" takes precedence over the other applicable categories.

10.4.10 Question 6: Population group

Distinction should be made between the following population groups: White, Coloured, Malay, Griqua, Chinese, Indian, Xhosa, Zulu, Swazi, North Sotho (Mosotho wa lebowa), South Sotho (Mosotho wa borwa), South Ndebele (ndzundza/Manala), North Ndebele (Moletlane, Maune, Langa, Seleka, Makapane), Tswana, Shangaan/Tsonga, Venda, Lemba, etc.

10.4.11 Question 7: Birthplace

If the respondent was born in the Republic of South Africa, the magisterial district in which his birthplace is at present situated, should be entered. Example: The area in which a respondent was born in 1940 was at that time situated in the Johannesburg Magisterial District. In 1974, however, that portion of the Johannesburg Magisterial District became Randburg Magisterial District. "Randburg" must consequently be entered in the relevant space. If birthplace was outside the Republic of South Africa, i.e. Transkei, United Kingdom, Bophuthatswana, Italy, etc. the name of the country concerned should be entered.

10.4.12 Question 8: Country of citizenship

The country of which the person is a citizen should be stated, e.g. not "English", but "United Kingdom". In the case of South African Blacks, distinction should be made between Ciskei, kwaZulu, Swazi, kwa Ndebele, Lebowa, Qwaqwa, Venda and Gazankulu. Citizens of the Transkei or Bophuthatswana will, of course, enter "Transkei" or "Bophuthatswana" respectively.

10.4.13 Question 9: Usual place of residence

For most respondents this question should not pose any problems.

If the applicable 1975 and/or 1980 addresses are the same as the physical address of the dwelling where enumerated as furnished at the top of the form (see par. 10.3.1 of these instructions), enter "Here" in the applicable answer space(s). If this is not the case, the full residential address and also the type of dwelling at that address (house, flat, hotel, etc.) must be stated. The latter instruction does not only apply to persons away from home for holiday, business or study purposes (including children enumerated in boarding schools and students enumerated in hostels) but also the patients in hospitals, prisoners in gaols, national servicemen in military camps, etc. The object of the two usual place of residence questions is twofold, viz. to determine the number of persons who actually "belong" to a certain area (municipality, suburb, etc) on census day so that authorities can plan schools, roads, hospitals, etc. effectively and to determine the volume of internal migration from area to area.

10.4.14

Question 10: Religion

Vague terms should be avoided. The term "Afrikaanse Kerk" should, for instance, not be used. It should be stated whether the "Nederduitse Gereformeerde Kerk", the "Gereformeerde Kerk" or the "Hervormde Kerk" is meant. Likewise the term "Church of England" or the abbreviation "C of E" should not be used. It should be stated whether the "Church of Province of South Africa", or the "Church of England in South Africa" is intended. It is also imperative that the term "Anglican" be avoided, as both the churches mentioned in the previous sentence claim that persons returning "Anglican" should be classified to their particular church. Respondents, should also not return the name of the local congregation or church building against the religion question, e.g. St. Alban's, St. Paul's, Bronberg Kerk, etc. The term "christian" should also not be used - the definite denomination is required. It should be noted that the answering of the religion question is the only question which is not compulsory to be answered. Should a respondent for some or other reason therefore object to furnishing his/her religion, the word "Object" should be entered in the relevant space.

10.4.15

Question 11: Disabled persons

The object of this question is to determine the number of persons who have any physical and/or mental disabilities. Physical disabilities (blindness, deafness, deaf and dumb, epilepsy, a spastic person, a paraplegic person, a deformed person, etc.) are normally easy to recognise and describe. It should be noted that the term "blind" should only be used if a person's vision is restricted to such an extent that he/she can, as a result thereof, not perform the work which a normal person can perform. Furthermore the term "deaf" should only be used if the person is insensitive to any sound. Mental disabilities, on the other hand, are more difficult to identify and to describe. In the relevant code list the Department wishes to distinguish between the following mental disabilities:

Addiction

Schizophrenia or similar serious mental illness

Neuroses or similar less serious mental illness

Dementia  
Mentally retarded  
Other mental illness

It is possible that a large proportion of persons who are mentally ill, or their relatives, will not know the medical term for their illness, as set out above. In such cases "serious mental illness" or "less serious mental illness" should be entered.

"Addiction" should be used only if the condition hampers the individual in his/her daily task.

10.4.16

Question 12: Languages and literacy

Part (1) of this question should give no problems. The term "speak" means that the person should be able to communicate in the language concerned. To qualify for "write", the person should be able to write a short paragraph on his/her every day life. Respondents should, however, not be put to the test - their word should be accepted. Parts (2) and (3) of the question: If the respondent normally speaks only one language at home, the name of that language should be entered against part (2) and part (3) should be left blank. If, however, more than one language is normally spoken at home, irrespective whether these languages are used to the same extent, the names of all these languages should be entered in part (2) and the language spoken most often should be entered in part (3). In the exceptional cases where two languages are equally used (fifty-fifty), both languages should be entered against (2) and (3). Such cases, however, are few. At previous censuses for instance only 1½% of the Whites gave their home language as "both Afrikaans and English".

10.4.17

Question 13: Level of education

It should be noted that only qualifications already obtained should be entered in the two parts of this question. Thus in the case of a scholar who is, for example, in standard 4 at the time of the census, "standard 3" should be entered in the upper portion of the question. In the case of a scholar in grade 1 (Sub A) a dash should be entered in the upper portion, thus indicating "no school standard passed". Likewise a student at university who has not obtained any degree should enter "standard 10" in the upper portion of the question and leave the lower portion blank. This even applies in the case of, for instance, a final year medical student - his highest level of education is standard 10. If possible, persons who have overseas qualifications should enter the South African equivalent of such qualifications. It should be remembered that the nature of a person's post-school qualifications should also be given in part (2) of the question e.g. B. Com. (Acc), BA (Lib), etc.

10.4.18

Question 14: Births and infant deaths

At the outset it should be noted that these questions apply to women only. In the upper answer space the number of

children ever born alive to each woman must be entered. Thus the question must even be filled in by, for exaple, a female octogenarian who had only one live birth 60 years ago, even if such child lived only one minute. In other words, all live births ever must be entered. In certain areas Black children who die shortly after birth are not regarded by the Blacks as liveborn children. These cases must be included, but still-born children must be excluded. In part (2) of the question, the number of children born alive in the 12 months period preceding census day (i.e. since 7 May 1979) must be given. Enumerators should note that if any child under the age of one year is enumerated in part A, such a child should also be reflected as a birth since 7 May 1979 in the mother's column, unless the mother has passed away or is enumerated elsewhere. In part (3) the number of the mother's children who died since 7 May 1979 before reaching the age of one year, should be entered. Where a woman is uncertain whether a child was under the age of one year or not, it may be accepted that a child who was incapable of walking was under one year.

10.4.19

Question 15: Sport and recreation

In part (1) of the question any type of sport or recreation which the respondent regularly takes part in, should be entered. What is required is not only activities which require physical effort such as ghole, jogging, waterskiing, parachuting, etc., but also activities which required no or virtually no physical effort, i.e. activities such as Yoke-pin and horseshoe throwing, shooting, angling, go-cars, dancing, chess, darts, etc. In part (2) of the question the activities which are practised on a competition basis (matches, etc.) should be filled in.

10.4.20

Question 16: Journey to work

The object of this question is to obtain data which will enable authorities to pinpoint traffic problems. Should a respondent's place of work/education, mode of travel and/or time of departure to and from work/place of education vary from day to day, the position as on the respondent's last working day should be furnished. If more than one mode of travel is used, the mode which is used for the longest distance of the journey to work should be returned. Please note that if the mode of travel "motor car", "bakkie", etc., is stated, an indication should also be given as to whether the person is the driver of the vehicle or a passenger. The purpose of this question is to measure the rush of traffic. It must therefore also be answered by house-wives taking their children to school or university by motor car. The time when she leaves home in the morning for the relevant area, should be given up as "time of departure" and the time of departure from that area in the afternoon after closing of school or university should be given up as the starting time of the return journey.

10.4.21

Question 17: Occupation

What is required is the type of work done (or previously done, if unemployed) by the individual (even an employer). It should be noted that for census purposes a person need not necessarily be qualified for the work he is doing, in other words if the

type of work which a person does is that of a motor mechanic, his occupation should be returned as "motor mechanic" even though he may not have served a motor mechanic's apprenticeship. A medical doctor, must, however, have medical qualifications. Vague descriptions such as foreman, supervisor, apprentice, etc., should be avoided. Such descriptions should be clarified as follows: foreman motor mechanic, supervisor of road construction gang, apprentice electrician, etc. The term "labourer" should also be avoided - once again the type of work done should be described, e.g. cement mixer, building foundation digger, etc.

N.B. Personnel of Government Departments should, in addition to their type of work, also indicate their rank.

In the event of a person doing part-time work, e.g. in the mornings only, "part-time typist", "part-time clerk", etc. should be entered. In the case of seasonal farm workers who are not in employment on census day, write "Farm worker S".

In part (1) of the question the individual's present type of work should be entered, and in part (2) his type of work five years ago. See the examples in paragraph 10.4.25.

10.4.22

Question 18: Present work status

An employee is a person who works for a public or private employer for payment, usually in the form of a salary or wage. An employer, is one who conducts his own undertaking with the assistance of one or more employees. (NB A managing director of a company is an employee and not an employer). A worker on own account conducts his own business (that is, he works for himself) without any employees. "Not employed" relates to all persons other than housewives who are not economically active, e.g. pre-school children, scholars, full-time students, full-time pensioners, persons unable to work because of some physical or mental condition, etc. See the example in paragraph 10.4.25.

10.4.23

Question 19: Persons not employed but looking for work

The object of this question is to determine whether the respondent is unemployed. For census purposes an unemployed person is someone who:

- . is not working and is actively seeking work, and
- . did not work in the week preceeding the census, and
- . can commence working within a week should work be found.

The phrase "actively seeking work" means that the person should have endeavoured to obtain work along lines such as the following during the week preceding the census: Gone from potential employer to potential employer seeking work, placed an advertisement in a newspaper, periodical, etc. asking for work, answered an advertisement for an employee, registered with a



labour bureau or, in any case, have registered at such a bureau prior to the week preceding the census, etc.

10.4.24

Question 20: Name of employer

The full name of the firm or person by whom the respondent is employed, must be stated. Employees of the Government, S.A. Railways, Provincial Administrations and municipalities must, in addition to the name of the employer, also state the department, subdepartment and/or branch in which they work, for example:

Department of Transport - Section Government Garage  
S.A. Railways - Catering Section  
Transvaal Provincial Administration - Roads Department  
Municipality of Pretoria - Health Department, Non-European Affairs Department, etc.

See the examples in paragraph 10.4.25.

10.4.25

Question 21: Nature/Main Activity of industry or profession

What is required is the kind or type of business or activity of the employer of each respondent. If the respondent is an employer himself, his own type of business should be furnished.

"Industry or profession" includes all economic activities. State for instance farming, farming services, forestry, fishing, gold mine, quarry, abattoir, foot-wear factory, motor factory, building contractor, plumber, cafe, butchery, outfitter's shop, hotel, road transportation of goods, aerial transport, financing, architectural practice, university, medical practice, bioscope, library, etc.

See the examples below:

The table below gives examples of answers to questions 17, 18, 20 and 21.

Example	Occupation (Question 17)		Present work status (Question 18)	Name of employer (Question 20)	Industry or Profession (Question 21)
	1980	1975			
1. Farmer-Owner	Farmer	The relevant occupation in 1975 must in each case be filled in.	Employer	Self	Agriculture
2. Building Contractor	Building Contractor		Employer	Self	Building Industry
3. Electrician for a Municipality	Electrician		Employee	Stellenbosch Municipality (Electricity Department)	Electricity supply
4. Commercial Traveller	Commercial Traveller		Employee	A.B.C. Wholesale (Pty) Ltd	Wholesale-clothing
5. Housewife not working elsewhere	Housewife		Housewife	-	-

Example	Occupation (Question 17)		Present status (Question 18)	Name of employer (Question 20)	Industry or Profession (Question 21)
	1980	1975			
6. Child (pre-school)	Child - not scholar	The relevant occupation in 1975 must in each case be filled in	Not employed	-	-
7. Clerk respon- sible for wages in a furniture factory	Wage Clerk		Employee	Modern Furniture (Pty) Ltd	Furniture Factory
8. Motor Mechanic <u>looking for work</u>	Motor Mechanic		Unemployed	-	-
9. Teacher	Teacher (Senior Assis- tant)		Employee	Transvaal Education Department	Education
10. Fitter and Turner at ISCOR	Fitter and Turner		Employee	ISCOR	Steelfactory
11. Scholar	Scholar		Not employed	-	-
12. Civil Ser- vant	Administrative Worker (Administrative Officer)		Employee	Department of Interior (Section: Passport Control)	Public Administra- tion
13. Typist em- ployed by a gold mine	Typist		Employee	Sterkstroom Gold Mining Co.	Gold Mine
14. Lorry driver for a cartage contractor	Lorry driver		Employee	Coetzee Car- tage Contrac- tors	Transport of Furniture
15. Shop assis- tant for a general dealer	Shop Assistant		Employee	Van Zyl's Cash Store	General Dealers

10.4.26

#### Question 22: Annual income

Enumerators can with a clear conscience assure respondents that the information furnished in this question will under no circumstances be used for income tax purposes.

What is required is the total income and earnings for the 12 months ended 30 April 1980 or 29 February 1980. Please note that the following should be included:

- (i) Salary, wages, overtime and commission (before deductions)

for pension, tax, etc.).

- (ii) Net profit from business, farming or professional practice. (Ensure that the profit from the sale of livestock, crops, etc, is included).
- (iii) Estimated cash value of fringe benefits such as a company car, housing subsidy, as well as food, clothing and housing supplied by the employer of individuals.
- (iv) Any other regular income (e.g. pension, interest, dividends, net rent from fixed property, net amount received from boarders/lodgers, etc.)

NB If income is given up as, for instance 50c per day, the approximate number of days on which the person worked during the year must be determined and the 50c should then be converted to an annual income.

The following must not be included:

- (i) Irregular or abnormal income, such as inheritances, matured insurance policies, capital gains, gratuities, etc.
- (ii) Household allowances and pocket-money given by one member of the family to another.

If no income was received during the period a dash (-) should be entered in the answer space. This instruction is also applicable to students and children with no income.

10.5

The summary (directly below part A) of the persons enumerated in part A.

The object of this summary is to facilitate the enumerator's task of filling in his summary book. All the information required for columns 4 to 38 of that book must be extracted from this summary.

NB The first four columns (White, Coloured, Indian and other Asian must be based on question 6 of part A whilst the columns for the Black Population Groups should be based on question 12(2) and 12(3).

In cases where the number of persons in a household or family exceeds seven and additional questionnaires are used, the whole household's or family's particulars should be summarized in the summary of the last questionnaire used for that household/family. The summary on the first questionnaire/s should not be filled in, in such cases.

10.6

Part B of the questionnaire: Amenities. The following instructions regarding part B are of importance:

10.6.1

When the questionnaire is not filled in at the home address, e.g. when a family is away on holiday, the amenities which are available at the home address should be furnished.

10.6.2

If the head of the family is absent from his/her home dwelling but other members of the family are at home, this part must not be filled in by him/her, but must be filled in by a member of the family at his/her home address.

10.6.3

Any amenity should be counted only if it is in working order

or temporarily out of order.

10.6.4 The term "stove" includes gas, electric and coal stoves but excludes primus stoves.

10.6.5 Motor vehicles belonging to the employers of individuals, but at the full-time disposal of the employees should be included.

10.7 Part C of the questionnaire: The dwelling

10.7.1 Before dealing with the specific questions, the following general instructions should be noted:

- . When the questionnaire is not filled in at the home address e.g. when a family is away from home on holiday, particulars of the home dwelling must be furnished in part C.
- . Where two or more families and/or non-family members live in one house or flat (i.e. eat together and share amenities) part C must be filled in on the main occupier's questionnaire and particulars of the whole dwelling, including rooms occupied by the other family (families), must be furnished. On a questionnaire other than that of the main occupier, the words "see questionnaire filled in by ....." (state name) must be entered in question 1 and all other questions must be left blank.
- . Where two or more households occupy sub-divided independent portions of a house, (but do not eat together or share amenities) the divided house must be regarded as a semi-detached one and each unit must be regarded as a separate house.
- . If the head of the family is absent from his/her home-dwelling but other members of the family are at home, this part must not be filled in by him/her, but must be filled in by a member of the family at his/her home address.
- . As is stated on the questionnaire, part C should not be filled in, in respect of traditional dwellings for Blacks (i.e. mud or thatched huts, etc.) and communal dwellings such as hotels, boarding houses, old age homes, hostels, compounds, etc.

10.7.2 Question 1: Particulars of the dwelling (rooms)

Barns and similar buildings on farms should not at all be indicated in question 1.

10.7.3 Question 2: Number of families and non-family persons

Note that only families and persons who usually live in the dwelling should be included. Children away from home at boarding schools or at university hostels must however be included in question 2. On the other hand visitors who spend the night of the census in a particular dwelling should not be included in this question.

10.7.4 Question 3: Persons employed by household

No explanation is considered necessary.

10.7.5

#### Question 4: Ownership

Question 4 should not be filled in in respect of dwellings on farms. It should also be noted that either part (i) or part (ii) must be filled in - not both parts.

10.8

#### Part D of the questionnaire: The family

Note that this part must not be filled in for Black families. The reason for this instruction is that the term "family" does not have the same meaning for Blacks as for the other population groups. Where the parents of a family are not of the same population group, e.g. a Coloured male married to a Asian female, the family must be classified to the population group of the male (i.e. the husband or farther). Also note that a male and female living together as husband and wife, although not legally married to each other, must be regarded as a family.

For the definition of a family - see paragraph 10.4.1.1 of this Chapter. As stated in the questionnaire, Part D must be filled in by the family head if he/she spends the night of the census with his/her family. If the family head is absent from his/her family members, this part must not be filled in by him/her, but by a member of the family at the home address. It will be realised that if this instruction is not carried out to the last word the result will be that some families will be duplicated.

10.8.1

#### Apparent duplication of questions in part A and part D.

At first glance it may seem that part D is unnecessary as all the information in part D can be derived from answers given in part A. It should be remembered, however, that part A reflects only family members who are present, whereas part D also includes absentee family members. Thus part D is essential in order to form a picture of the whole family, including absentees.

10.8.2

#### Question 1: Number of members in the family

All members of the family including absentees, must be included in this question. The following points should be borne in mind in this connection:

- Children at boarding schools, in university or college hostels, in hospitals, etc. must be included in this question (Such children must, of course not be included in part A of the questionnaire, as that part only relates to the persons who were present on census night).
- Independent children who are permanently living elsewhere must not be included, even if they are still unmarried.
- Married children constitute separate families and should fill in a separate questionnaire, and thus not be reflected in thier parents' part C.
- Relatives of the husband or wife, such as a widowed father or mother, a brother, a sister, a niece, etc. are not family members and should not be filled in, in part D.
- A singly-living person (a bachelor or a spinster) is not a

family and must leave part D blank.

- A group of unmarried persons living in a dwelling (e.g. brother and sister, friends, etc.) do not constitute a family and should leave part D blank.
- A couple who are living together as husband and wife, but who are not legally married to each other, must, together with their children, if any, be regarded as a family and must, therefore, fill in part D.
- A husband and wife who are separated (but not divorced are, for census purposes, still regarded as a family. If, in such cases, there are children, the parent with whom the children are staying should fill in part D and also enter the other parent in that part. The other parent must leave part D blank on his/her questionnaire. On the other hand, if such a couple have no children, the husband should fill in part D on his questionnaire, and the wife should leave part D blank on her questionnaire (unless of course one or both parties are living together with someone else - then the "living together" union takes precedence over the original legal union).

10.8.3

Questions 2 and 3: Occupation and income of head and/or wife

If the head and/or wife are enumerated in part A of the questionnaire the answers to these two questions will be identical to the answers to the corresponding questions in part A (i.e. question 17(1) and question 22). See paragraphs 10.4.21 and 10.4.26 in the preceding pages for the relevant instructions.

10.9

The certificate to be signed by the occupier/respondent  
No explanation is considered necessary.

family and must leave part D blank.

- A group of unmarried persons living in a dwelling (e.g. brother and sister, friends, etc.) do not constitute a family and should leave part D blank.
- A couple who are living together as husband and wife, but who are not legally married to each other, must, together with their children, if any, be regarded as a family and must, therefore, fill in part D.
- A husband and wife who are separated (but not divorced are, for census purposes, still regarded as a family. If, in such cases, there are children, the parent with whom the children are staying should fill in part D and also enter the other parent in that part. The other parent must leave part D blank on his/her questionnaire. On the other hand, if such a couple have no children, the husband should fill in part D on his questionnaire, and the wife should leave part D blank on her questionnaire (unless of course one or both parties are living together with someone else - then the "living together" union takes precedence over the original legal union).

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REPUBLIEK VAN  
SUID-AFRIKA

DEPARTEMENT VAN  
STATISTIEK

# BEVOLKINGSSENSUS

1980

HANDLEIDING VIR

VELDWERKERS

(Vertroulik)

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DIE STAATSDRUKKER — PRETORIA

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## 1. INLEIDING

- 1.1 Ooreenkomstig die bepalings van artikel 3(1)(b) van die Wet op Statistieke (Wet No. 66 van 1976) moet 'n sensus van die bevolking van die Republiek en, in verband daarmee, van enige aangeleentheid of aspekte daarvan wat voorgeskryf is, gehou word in die jaar 1980 en elke tien jaar daarna, tensy die Minister by kennisgewing in die Staatskoerant anders bepaal.
- 1.2 Die Minister van Statistiek het bepaal dat die Bevolkingsensus 1980 op 6 Mei 1980 in die Republiek gehou word.
- 1.3 'n Bevolkingsensus is die hele proses van versameling, verwerking, ontleding en publikasie van die demografiese, ekonomiese en sosiale eienskappe van alle persone in 'n land op 'n gegewe tydstip en die werklike opname van die besonderhede van persone van alle bevolkingsgroepe geskied by wyse van 'n sensusvraelys.
- 1.4 Die antwoorde op die vrae wat aan die geraamde 25 miljoen inwoners van die Republiek tydens die sensus gestel sal word, moet korrek wees sodat die statistiek wat daaruit saamgestel word sinvol is en op 'n vroeë stadium beskikbaar gestel kan word.
- 1.5 Afgesien van die persoonlike besonderhede wat tydens 'n bevolkingsensus aangevra word, soos geslag, bevolkingsgroep, ouderdom, huwelikstaat, beroep, bedryf, geloof, nasionaliteit en geboorteplek, sal inligting ook ingewin word in verband met geriewe, gesinne, huishoudings en wonings.
- 1.6 Vir die doel van opname word sensusdistrikte (kyk 2.12) in klein geografiese eenhede, bekend as opnemersubdistrikte (OSD<sup>e</sup>) afgebaken. Die grootte van hierdie subdistrikte wissel na gelang van die aantal inwoners met inagneming van die geografiese verspreiding.
- 1.7 Die organisatoriese reëlins alleen kan nie die sukses van die sensus verseker nie. Wat verlang word is die heelhartige en toegewyde samewerking van alle sensuspersoneel. Op hierdie persone rus die verantwoordelikheid om toe te sien dat elke OSD deeglik bearbei is sodat daar van alle persone, wonings en gesinne verantwoording geding kan word.

## 2. WOORDOMSKRYWINGS

Tensy anders bepaal, het die volgende benamings die betekenis soos aangedui:

- 2.1 Afbakening: Die verdeling van sensusdistrikte in opnemersubdistrikte en die beskrywing van die grense van sodanige subdistrikte.
- 2.2 Asiërs: Hoofsaaklik Indiërs, Pakistaners, Sjinese, Afghane en Burmane.
- 2.3 Blanke: Iemand wat volgens voorkoms klaarblyk 'n Blanke is, en wat gewoonlik as 'n blanke aanvaar word.
- 2.4 Diplomatieke en Konsulêre personeel: 'n Buitelandse burger wat in hierdie verband in Suid-Afrika in diens is van 'n buitelandse regering.

2.5 Gebiede

2.5.1 Plaaslike Besture:

Sluit in -

- (a) Grootstadsrade
  - (b) Stadsrade
  - (c) Dorpsrade
  - (d) Gesondheidskomitees
  - (e) Plaaslike gebiedskomitees wat ressorteer onder -
    - (i) Transvaalse Raad vir die Ontwikkeling van Buitestedelike Gebiede;
    - (ii) Afdelingsrade in die Kaapprovinsie; en
    - (iii) Raad op Ontwikkeling en dienste in Natal.
- L.W. Van (i), (ii) en (iii) se onderskeie funksies word deur plaaslike gebiedskomitees behartig en sodanige gebiede word as stedelik beskou.

2.5.2 Dorpsgebied (DG): Enige stuk grond wat geproklameer is vir woon-, besigheids-, nywerheids-, of soortgelyke doeleindes.

2.5.3 Stedelike Gebied (S): Bestaan uit 'n dorpsgebied of 'n versameling van dorpsgebiede ("voorstede") met een of ander vorm van plaaslike bestuur wat kragtens wetgewing geproklameer is.

2.5.4 Nie-Stedelike Gebied (NS): Dit word gekenmerk aan landelike gebiede wat buite stedelike gebied geleë is. Dit omvat hoofsaaklik boerderyeenhede, hoewes sonder enige erkende plaaslike bestuursvorm in eie reg en kwasie-dorpe.

2.5.5 Kwasie-dorpe (KD): Hierdie gebiede word gekenmerk aan bevolkingskonsentrasies en komplekse sonder enige erkende plaaslike bestuursvorm wat geskei en afgeleë is van enige groot dorp, dog op grond van plekname geredelik geïdentifiseer kan word.

Kwasie-dorpe omsluit -

- (a) homogene gemeenskappe soos spoorweg-, myn- en nywerheidsdorpe, en selfs sendingstasies, waarvan die verantwoordelikheid vir die bestuur en welsyn van die gemeenskap by óf die betrokke owerheid óf maatskappy tuishoort; bv. Drie Susters (SAS): Victoria-Wes; Cullinan (MD): Cullinan; Kriel (MD/ND): Bethal; Vierfontein (ND): Viljoenskroon; en Ebenhaezer Sendingstasie: Vredendal;
- (b) bevolkingkonsentrasies en -komplekse soos landbouhoewes, besproeiingskemas en ander klein dorpieë of ylbewoonde woongebiede, bv. Bon Accord (LBH): Wonderboom; Bloedrivier-besproeiingskema: Utrecht; Vaalharts-nedersetting: Warrenton; en
- (c) myn-, nywerheid- en spoorwegkampongs/hostelle, d.w.s. woonkwartiere wat deur betrokke instansies op hul eie persele in nie-stedelike gebiede aan Swart werknemers op kollektiewe basis voorsien word, bv. Welkom- en Oberholzer-mynkampongs; Lower Illovo-hostelle: Durban; en Scottburgh-kampong: Umzinto.

- 2.5.6 Beperkte Gebiede: Militêre gebiede waartoe toegang beperk is.
- 2.5.7 Groepsgebiede: Gebiede wat geproklameer is vir okkupasie en/of grondbesit deur 'n bepaalde bevolkingsgroep.
- 2.6 Kleurling: Iemand wat volgens voorkoms klaarblyklik 'n Kleurling is en wat gewoonlik as 'n Kleurling aanvaar word en sluit ook in Maleiers, Griekwas, St. Heleners, Mauritanie, Basters en Namas.
- 2.7 Munisipale en Provinsiale Kampongs: Woonkwartiere wat deur hetsy groter plaaslike besture of provinsiale administrasies vir die huisvesting van hul ongetroude of alleenwonende Nie-Blanke werknemers op kollektiewe basis voorsien word.
- 2.8 Opgawe: Ingevalde vraelys.
- 2.9 Opnemersubdistrik (OSD): 'n Omskrewe geografiese eenheid, konsentrasie of kompleks wat afgebaken word om vir opname-doeleindes gewoonlik aan een opnemer toegesê te word.
- 2.10 Sensusbeampte: Enige persoon wat amptelik by die sensus betrokke is.
- 2.11 Sensusdag: Die dag waarop die sensus begin; dit is 6 Mei 1980.
- 2.12 Sensusdistrik: 'n Gebied wat aan 'n Kontroleur vir opname toegeken is en wat mag bestaan uit 'n Landdros- of Magistraatsdistrik of dele daarvan.
- 2.13 Sensusnag: Middernag tussen 6 en 7 Mei 1980.
- 2.14 Swartes: Lede van 'n inboorlingbevolkingsgroep van Afrika soos: Mosotho, Bowenda, Motswana, Boesman, Koranna, Matebele, Mosambieker, Namakwa, Sjangaan, Swazi, Xhosa, Zulu, ens..
- 2.15 Takkantoorkontroleur: 'n Werknemer van die Departement van Statistiek wat die Bevolkingsensus behartig in 'n sensusdistrik waar daar 'n Takkantoor van die Departement van Statistiek bestaan. (Kyk "sensus-distrik").
- 2.16 Toegevoegde Kontroleur: 'n Beampte van 'n ander Departement wat die Bevolkingsensus behartig in 'n sensusdistrik waar daar nie 'n Takkantoor van die Departement van Statistiek bestaan nie. Dit is gewoonlik 'n Landdros of 'n Magistraat.
- 2.17 Veldwerker: Enige persoon wat die werklike fisiese opname doen, soos naamlik hoofopnemers, opnemers en assistent-opnemers.
- 2.18 Vraelys: Vorm No. 11 en 12 waarop die verlangde besonderhede ingevul moet word.

### 3. WETLIKE ASPEKTE

- 3.1 Die sensus word geneem kragtens die bepalings van die Wet op Statistieke, 1976, (Wet 66 van 1976) en die regulasies daarkragtens uitgevaardig. Die onderstaande artikels van die Wet is van besondere belang:

"5. (1) Die Sekretaris kan -

- (a) ten einde navrae of waarnemings te doen wat vir die uitvoering van hierdie Wet noodsaaklik is, te enige redelike tyd na redelike kennisgewing aan die betrokke eienaar of persoon in beheer daarvan, enige grond of perseel betree, enige gebou of struktuur daarop binnegaan, en enigiets daarop of daarbinne inspekteer; en
  - (b) by die uitoefening van sy funksies en bevoegdhede en uitvoering van sy pligte kragtens hierdie Wet, al die vrae aan die betrokke persone stel wat by of ingevolge hierdie Wet toegelaat word.
- (2) Elkeen moet, wanneer dit van hom verlang word, al die vrae wat, hetsy mondeling of skriftelik, kragtens hierdie Wet deur die betrokke bevoegde persoon aan hom gestel word en wat vir die versameling van statistieke noodsaaklik is, na sy beste wete en oortuiging beantwoord, en moet al die statistieke wat kragtens hierdie Wet vereis word, verstrek soos voorgeskryf."
- "8. Elkeen wat diens doen by die uitvoering van die bepalings van hierdie Wet moet ten opsigte van die sake of besonderhede en inligting wat by die uitoefening van sy funksies en bevoegdhede en uitvoering van sy pligte in verband met daardie bepalings tot sy kennis kom, geheimhouding bewaar en help bewaar, en mag nie so 'n saak of sodanige besonderhede en inligting aan enige persoon behalwe die betrokke of sy wettige verteenwoordiger meedeel nie, of so iemand toelaat of veroorloof om toegang te verkry tot 'n stuk bedoel in artikel 6 wat in die besit of bewaring van enige bevoegde persoon is nie, behalwe -
- (a) indien sodanige mededeling, toelating of veroorlowing, na gelang van die geval, by die uitoefening van sy funksies en bevoegdhede en die uitvoering van sy pligte kragtens die een of ander bepaling van hierdie Wet bewerkstellig moet of kan word;
  - (b) indien sodanige mededeling, toelating of veroorlowing met die vooraf verkreeë skriftelike toestemming van die betrokke of sy wettige verteenwoordiger bewerkstellig word; of
  - (c) ten opsigte van besonderhede en inligting, uitgesonderd finansiële besonderhede en inligting, in verband met 'n voorgeskrewe aangeleentheid, en aan 'n persoon of persone en onder die omstandighede wat vir die doeleindes van hierdie paragraaf voorgeskryf is".
- "12. 'n Beampte of werknemer in die Departement van Statistiek wat by die uitoefening van sy funksies of bevoegdhede of die uitvoering van sy pligte kragtens hierdie Wet -
- (a) aan enige persoon 'n onbehoorlike of aanstootlike vraag stel;
  - (b) van iemand anders as die Staat, met inbegrip van 'n provinsiale administrasie, enige betaling of beloning ten opsigte van of in verband met sodanige uitoefening of verrigting vra, ontvang of aanneem;
  - (c) sonder voldoende rede versuim om enige sodanige funksies of bevoegdhede uit te oefen of pligte uit te voer, of redelike ywer of sorg by die uitoefening of uitvoering daarvan aan die dag te lê;

(d) die bepalings van artikel 8 oortree,

is aan 'n misdryf skuldig en by skuldigbevinding strafbaar met 'n boete van hoogstens driehonderd rand of met gevangenisstraf vir 'n tydperk van hoogstens ses maande of met sowel daardie boete as daardie gevangenisstraf".

"13 Iemand wat -

- (a) versuim of weier om enige vraag bedoel in artikel 5(2) wat deur die betrokke bevoegde persoon aan hom gestel word, na sy beste wete en oortuiging te beantwoord, of 'n antwoord op so 'n vraag verstrek wat in enige wesentlike opsig vals is, in die wete dat dit vals is;
- (b) 'n vorm, vraelys, opgawe, kennisgewing of ander stuk bedoel in artikel 6, waarin onjuiste besonderhede of inligting verstrek word, onderteken of oorhandig of laat onderteken of oorhandig in die wete dat sodanige besonderhede of inligting onjuis is;
- (c) weier dat 'n bevoegde persoon kragtens hierdie Wet wat sy skriftelike magtiging getoon het enige grond of perseel waarvan hy die eienaar is of waarvan hy in beheer is, betree of dat hy enige gebou of struktuur daarop binnegaan, of weier om sodanige persoon toe te laat om daarkragtens enigiets daarop of daarbinne na gelang van die geval, te inspekteer, of sodanige persoon by die uitoefening van sy funksies of bevoegdhede of die verrigting van sy pligte kragtens hierdie Wet andersins hinder;
- (d) enige vorm, vraelys, opgawe, kennisgewing of ander stuk bedoel in artikel 6, vervals of sodanige vervalste stuk uitgee in die wete dat dit vals is,

is aan 'n misdryf skuldig en by skuldigbevinding strafbaar -

- (i) in die geval van 'n misdryf bedoel in paragraaf (a), (b) of (c), met 'n boete van hoogstens driehonderd rand of met gevangenisstraf vir 'n tydperk van hoogstens ses maande of met sowel daardie boete as daardie gevangenisstraf;
- (ii) in die geval van 'n misdryf bedoel in paragraaf (d), met die straf wat by 'n skuldigbevinding weens bedrog opgelê kan word."

#### 4. PLIGTE VAN DIE HOOFOPNEMER

4.1 Dit is nie moontlik om vaste werkreëls neer te lê vir die verskillende en uiteenlopende plaaslike omstandighede nie, maar die ondergenoemde pligte moet, indien nodig, in oorleg met die kontroleur aangepas word om by plaaslike omstandighede aan te pas:

4.1.1 Die hoofopnemer moet leiding gee aan en is in beheer van die opnemers en assistent-opnemers deur die kontroleur aan hom toegewys.

4.1.2 Hy moet self, voor sensusdag, 'n rowwe skets maak wat die grense van elke opnemer onder sy beheer se OSD aandui sodat hy kan toesien dat die opnemer nie buite die grense van die OSD persone opneem nie.

4.1.3 Die hoofopnemer moet reël dat al sy opnemers gesamentlik of afsonderlik op 'n voorafbepaalde tyd en plek aan hom rapporteer sodat hy -

- 4.1.3.1 die vorige dag se opgawes kan ontvang vir nasien;
- 4.1.3.2 opdragte kan gee;
- 4.1.3.3 opleiding kan gee om foute van die opnemers reg te stel; en
- 4.1.3.4 probleme kan bespreek en oplossings kan vind.

Waar die voorafgaande prosedure nie prakties moonlik is nie, moet die hoofopnemer en die kontroleur alternatiewe reëlins tref. Probleme wat die hoofopnemer nie bevredigend kan oplos nie moet na die kontroleur verwys word.

- 4.1.4 In stedelike gebiede moet die hoofopnemers verkieslik in die namiddae na kantoorure, soveel moontlik woonplekke besoek om vas te stel of vraelyste daar afgelewer is. Die besoeke moet elke dag in 'n verskillende OSD geskied en moet op 'n steekproefbasis uitgevoer word naamlik een uit elke 20 woonplekke moet besoek word. Afgeleë wonings (plase) moet egter nie fisies besoek word nie maar navrae kan telefonies gedoen word.
- 4.1.5 Hoofopnemers moet altyd 'n voorraad vraelyste byderhand hê vir oorhandiging aan persone wat nog nie vraelyste ontvang het nie. Die opnemer moet dienooreenkomstig ingelig word.
- 4.1.6 Spesiale aandag moet tydens veldinspeksies gegee word aan versteekte woonplekke en alle sodanige plekke moet besoek word.
- 4.1.7 Wanneer mense nie tuis gevind word nie moet by die bure verneem word wie daar woon en in hierdie gevalle moet daar telefonies by die bewoner vasgestel word of die nodige vraelyste afgelewer is. Indien die telefoonnommer nie vasgestel kan word nie moet die opnemer se opsommingsboek nagegaan word vir die betrokke inskrywing.
- 4.1.8 Alle foutief of onvolledig voltooid opgawes moet aan die opnemer teruggegee word sodat die opgawes na die betrokke respondente teruggeneem kan word vir regstelling en verbetering.
- 4.1.9 Hoofopnemers moet die sertifikaat op die laaste bladsy van die opnemer se opsommingsboek voltooi en onderteken sodra die opnemer sy taak afgehandel het en al die opgawes tesame met die opsommingsboek moet onverwylde by die kontroleur ingehandig word.
- 4.1.10 Die hoofopnemer moet daaglik 'n hoeveelheid opgawes van elke opnemer onder sy toesig nasien om te verseker dat die opnemers hul pligte deeglik uitvoer en dat opgawes korrek en volledig ingevul is.
- 4.1.11 Dit word van hoofopnemers verwag om ten volle op die hoogte te wees met die inhoud van die handleiding vir veldwerkers en om, waar nodig, die Kontroleur behulpsaam te wees met die opleiding van opnemers.
- 4.1.12 In samewerking met die Kontroleur, moet die hoofopnemer verseker dat elke opnemer volledig toegerus is met die nodige skryfbehoeftes, vorms, opsommingsboeke, ens., om sy taak behoorlik te verrig. Sorg moet ook gedra word dat alle vorms, boeke, ens., voor oorhandiging aan die opnemer, behoorlik ingevul is ten opsigte van die naam van die landdrosdistrik en dorp/stad en dat die betrokke OSD-nommer korrek volgens kodelys, waar van toepassing, op alle rekords verskyn.



4.1.13 Die hoofopnemer moet elke opnemer se opsommingsboek (09) op 'n steekproefbasis nasien en balanseer.

## 5. PLIGTE VAN DIE OPNEMER

5.1 Die opnemer moet -

5.1.1 homself op die hoogte bring met die grense van die OSD wat in die 09-opsommingsboek verskyn;

5.1.2 'n deeglike studie maak van alle vorms en verwante instruksies;

5.1.3 toesien dat elke persoon - man, vrou en kind - wat om middernag tussen 6 en 7 Mei 1980 in sy OSD in lewe is, opgeneem word;

5.1.4 toesien dat elke vraelys volledig, korrek en sinvol ingevul is en dat skrif netjies en duidelik is;

5.1.5 opgawes wat deur die publiek ingevul is, nasien in die lig van die instruksies (vorm 10);

5.1.6 die werk wat aan hom opgedra is, persoonlik verrig. Indien dit nie moontlik is nie, moet die hoofopnemer sonder versuim verwittig word sodat alternatiewe reëlins getref kan word;

5.1.7 die opnemersopsommingsboek daaglik invul volgens die instruksies in daardie boek ten opsigte van die betrokke OSD se opgawes daardie dag ontvang;

5.1.8 na afhandeling van die werksaamhede alle dokumente aan die hoofopnemer oorhandig; en

5.1.9 in gedagte hou dat die besonderhede wat hy van die publiek inwin, streng vertroulik is en hy moet sorg dat geen ongemagtigde persone toegelaat word om dit te sien nie, selfs nie van sy eie gesinslede nie.

## 6. ALGEMENE OPMERKINGS WAT GELD VIR DIE OPNAME

NOTA: Instruksies wat op elke tipe gebied afsonderlik betrekking het, word hieronder in meer detail uiteengesit.

### 6.1 Sensusvraelyste

Daar sal van een tipe vraelys (enkel No. 11 of in boekvorm No. 12) gebruik gemaak word. Die No. 12 boek moet slegs gebruik word wanneer die opnemer self die vraelyste invul bv. in nie-stedelike gebiede, kampongs en inrigtings. (Kyk verdere instruksies in die No. 12 boek.)

### 6.2 Opname-prosedure

6.2.1 Die opname sal hoofsaaklik op twee maniere geskied:

6.2.1.1 Die vraelyste word vooraf deur die opnemer uitgegee vir invulling deur die respondent en sal dan later deur die opnemer self afgehaal en nagesien word.

6.2.1.2 Die opnemer vul self al die besonderhede op die vraelys in.

- 6.3      Nommering van vraelyste en no. 12 boek
- 6.3.1    Vraelyste No. 11 moet agtereenvolgens vanaf nommer 001 genommer word. Elke bladsy van die no. 12 boek moet as 'n afsonderlike vraelys beskou word en agtereenvolgens genommer word. L.W. Waar No. 11 vraelyste asook No. 12 boeke in dieselfde OSD gebruik word moet die vraelyste eers genommer word en daarna die bladsye van die No. 12 boek om sodoende een numeriese reeks te vorm dit wil sê, die bladsye van die No. 12 boeke moet genommer word nadat die opname van die OSD voltooi is.
- 6.4      Opnemer se optrede waar daar twyfel oor 'n persoon se bevolkingsgroep bestaan
- 6.4.1    Dit mag gebeur dat persone wat nie volgens voorkoms lede van 'n besondere bevolkingsgroep (bv. Blank of Kleurling) is nie, hulself op die opgewas as sodanig sal opgee. Opnemers word gelas om nie in sulke gevalle aanstoot te gee deur in die teenwoordigheid van die betrokke persoon opmerkings te maak of vrae te stel nie, maar die persoon se woord te aanvaar. Niemand moet uit die sensus weggelaat word omdat dit nie seker is tot watter bevolkingsgroep hy behoort nie.
- 6.5      Vry posgeld
- 6.5.1    Alle briewe, pakette en telegramme betreffende die sensus, wat opnemers noodsaaklikewys aan mekaar of aan die hoofopnemer/sensuskontroleur moet stuur, kan posvry versend word indien dit "Sensus - Amptelik" gemerk is.
- 6.6      Afkortings moet vermy word
- 6.6.1    Alle antwoorde moet volledig op die vraelyste ingeskryf word, omdat afkortings dikwels misverstaan word en foute meebring. In gevalle waar die hele gesin byvoorbeeld dieselfde geboorteplek, geloof of huistaal mag hê, kan hierdie antwoorde deur die woord "do" in die tweede of daaropvolgende kolomme gebruik word. Waar geen inskrywing in 'n antwoordruimte nodig is nie, moet "Nul" nie geskryf word nie, maar 'n streep (-) gemaak word. Die antwoordruimte moet nie oopgelaat word nie.
- 6.7      Opname van spanne arbeiders
- 6.7.1    In die geval van spanne arbeiders wat op besproeiingswerke, op die pad, by spoorwegaanleggings of ander konstruksiewerke in diens is en saam kampeer, moet die opnemer reëlings tref met die verantwoordelike persoon om die arbeiders vir opname byeen te roep.
- 6.8      Opname van persone in inrigtings
- 6.8.1    Die vraelyste vir gebruik in inrigtings soos kosskole, hospitale, gevangnisse, kinderhuise, ens., waarin baie mense saamwoon, sal in die reël vooraf deur die kontroleur uitgedeel word. Die kontroleur kan self die vraelyste uitdeel, of deur die pos stuur, of hy kan die betrokke opnemer gelas om dit af te lewer. As die vraelyste vooraf uitgedeel word, sal die opnemer van die kontroleur 'n lys van inrigtings kry waarheen vraelyste gestuur is. Hierdie vraelyste moet

deur die opnemer ingesamel en in die regte volgorde in sy opsommingsboek ingeskryf word. 'n Afsonderlike vraelys moet vir elke gesin of woning ten opsigte van die personeel van bogenoemde inrigtings ingevul word. Die bestuurders, superintendente of ander verantwoordelike amptenare se samewerking moet verkry word met die reëlins vir die opname van die inwonende persone en personeel van hul onderskeie inrigtings. Opgawes moet deur die opnemer nagesien word voordat hy die inrigting verlaat.

6.9 Opname van reisigers, boemelaars, ens.

6.9.1 Die opnemer moet toesien dat vraelyste ingevul word ten opsigte van reisigers wat die nag van die sensus in sy OSD vertoef het. Hy moet ook probeer vasstel of daar nie persone sonder vaste verblyfplek op solders van skure of in grotte, ens., slaap nie. Ander reisigers byvoorbeeld persone op treine moet vraelyste invul sodra hulle by hul bestemming aankom.

6.10 Opname van persone op skepe

6.10.1 Die voorgeskrewe vraelys sal ook gebruik word vir die opname van persone wat die sensusnag op vaartuie, sleepbote, sloepe of bote slaap of vertoef. Alle hawens of aanlêplekke sal deur spesiale hawe-opnemers behandel word, dog dit sal vir die opnemer van 'n OSD wat 'n gedeelte van die kuslyn of van 'n rivier insluit, wat nie deel uitmaak van 'n hawe of aanlêplek nie, nodig wees om 'n opnamingsertifikaat vir skepe in te vul in verband met vaartuie, sloepe, ens., binne sy OSD, waarop om middernag op die sensusnag persone slaap of vertoef, mits hierdie persone nie elders opgeneem is nie.

6.10.2 'n Opnemingsertifikaat vir skepe (vorm 14) moet ingevul word in verband met elke vaartuig, ens., wat opgeneem is,

6.11 Opname van leë wonings

6.11.1 Die leë wonings in elke OSD moet getel word en die getalle moet in die betrokke ruimtes in die opsommingsboek (09) en Opgawe "C" (Vorm no. 19) ingevul word.

6.11.2 Die definisie van 'n leë woning is soos volg: "n Leë woning is 'n woning wat nie op sensusdag bewoon word nie, met ander woorde, dit moet beskikbaar wees vir 'nuwe' bewoners".

6.11.3 Die tuis-wonings waar al die inwoners met vakansie is, moet nie as leë wonings beskou word nie, aangesien besonderhede van dié wonings verkry sal word van die persone waar hulle hul ookal mag bevind in die Republiek. Indien persone hul egter in die Buiteland bevind sal die opgawes by hul terugkoms voltooi word.

6.11.4 Blanke gebiede

6.11.4.1 Leë huise in stedelike gebiede

6.11.4.1.1 Bestaande huise - Huise wat opsigtelik nie bewoon word nie bv. geen gordyne het nie. Navraag by die bure kan dié saak opklaar.

- 6.11.4.1.2 Nuwe huise - Huise wat pas voltooi is en gereed is vir onmiddelijke bewoning. Huise wat nog in aanbou is, is uitgesluit.
- 6.11.4.1.3 Vakansiehuise - Hierdie huise word gewoonlik slegs vir kort periodes van 'n jaar bewoon en die volgende prosedure moet hier gevolg word:
  - 6.11.4.1.3.1 Indien die huis op Sensusdag nie bewoon word nie, moet dit as 'n leë woning beskou en getel word.
  - 6.11.4.1.3.2 Indien die huis wel bewoon word, moet vasgestel word of:
    - 6.11.4.1.3.2.1 Die bewoners nie dalk permanent daar woon nie; of
    - 6.11.4.1.3.2.2 Die bewoners slegs met vakansie daar is.
    - 6.11.4.1.3.2.3 In die geval van 6.11.4.1.3.2.1 moet die gewone prosedure vir 'n bewoonde huis gevolg word.
    - 6.11.4.1.3.2.4 In die geval van 6.11.4.1.3.2.2 moet dit as 'n leë woning getel word omdat die vakansiegangers op hul opgawe besonderhede van hul tuiswoning verstrek.
- 6.11.4.2 Leë huise op Blanke plase
  - 6.11.4.2.1 Huise vir Blankes: Onbewoonde huise op Blanke plase wat nog geskik is vir menslike bewoning moet as leë huise getel word. Die opnemer moet hier sy eie diskresie gebruik.
  - 6.11.4.2.2 Huise vir Nie-Blankes: Onbewoonde huise van permanente aard (wat gewoonlik deur die eienaar/werkgewer vir sy plaaswerkers opgerig is) wat beskikbaar is vir onmiddellike bewoning moet as leë wonings getel word.
  - 6.11.4.2.3 Tradisionele wonings vir Swartes: Onbewoonde hutte en geboue van nie-permanente aard word nie as leë wonings getel nie.
- 6.11.4.3 Leë woonstelle en vakansie-woonstelle
  - 6.11.4.3.1 Gewone woonstelle
 

Die onbewoonde woonstelle wat op Sensusdag beskikbaar is vir "nuwe" bewoners moet as leë wonings getel word.
  - 6.11.4.3.2 Vakansie-woonstelle
 

Dieselfde prosedure wat geld vir vakansiehuise by 6.11.4.1.3 moet hier toegepas word.
- 6.11.4.4 Leë wooneenhede/kamers in hotelle, motelle, residensiële hotelle, losieshuise, woonwaens, tente en ander akkommodasie-inrigtings (bv. vakansie-oorde)
 

Die onbewoonde wooneenhede/kamers word nie as leë wonings getel nie, maar moet geïgnoreer word.

#### 6.11.5 Swart state

Dieselfde kriteria wat hierbo in Blanke gebiede gestel word geld hier. Die klem val egter op die feit of 'n woning van permanente aard is of nie, indien wel, word dit getel as 'n leë woning. (Kyk veral na 6.11.4.2.3 hierbo).

#### 6.12 Vorms moet volledig en leesbaar ingevul word

6.12.1 Onjuisthede of weglatings moet verbeter word voordat die perseel verlaat word. Spesiale aandag moet gewy word aan die items beroep, bedryf, ens., om seker te maak dat volledige besonderhede gegee is. As 'n opgawe beskadig of onleesbaar is, moet die opnemer die gegewens op 'n nuwe vraelys oorskryf en die nuwe opgawe dieselfde nommer gee as die oorspronklike, met die toevoeging van die woord "Vervang". Die oorspronklike, met die woord "Gekanselleer" daarop aangebring, moet aan die nuwe opgawe vasgespeld word.

#### 6.13 Oënskynlike teenstrydige antwoorde

6.13.1 As daar antwoorde is wat teenstrydig blyk, soos byvoorbeeld voorname en geslag, ouderdom en beroep, geslag en beroep, ens., dan moet navraag gedoen word en as hulle juis is, moet die woord "Korrek" teenoor elke betrokke antwoord geskryf word. Dit sal die noodsaaklikheid uitskakel om navraag aangaande die voormelde besonderhede te doen wanneer die opgawe in die kantoor van die kontroleur of in die Departement van Statistiek nagegaan word.

#### 6.14 Invul van vraelyste

6.14.1 Wanneer 'n respondent nie 'n vraelys kan invul nie, moet die opnemer die nodige hulp of verduideliking bied, of self die vraelys invul.

#### 6.15 Agterdog jeens die sensus

6.15.1 Die opnemer moet alle voorsorgmaatreëls tref teen die verwekking van ongegronde agterdog aangaande die doel van die sensus en moet probeer om alle vals gerugte wat daaromtrent in omloop mag wees, teen te werk. Die sensus het hoegenaam niks met belastingheffing te doen nie. Verder sal die identiteit van persone wat onwettiglik in 'n gebied is, beslis nie aan enigeen vir vervolgingsdoeleindes bekend gemaak word nie.

#### 6.16 Dienstermyn van veldwerker

6.16.1 'n Veldwerker moet sy werksaamhede binne die ooreengekome tydperk voltooi dog hy is nietemin verplig om, as dit nodig is langer te werk totdat die werk tot bevrediging van die kontroleur afgehandel is.

### 7. OPNAME-PROSEDURE IN BLANKE STEDELIKE GEBIEDE

7.1 Voor die nag waarop die sensus geneem word, moet elke opnemer wie se OSD binne die grense van 'n munisipaliteit of ander stedelike gebied val, by elke woonplek in sy OSD, behalwe waar die kontroleur hom gelas om dit nie te doen nie, die toepaslike vraelyste aflewer.

In sommige gebiede waar daar groot vakansiewoonstelgeboue, hotelle, ens. is, kan die opsigters van sulke geboue deur die kontroleur as assistent-opnemers aangestel word, om bystand te verleen met die uitdeel van vraelyste en die veilige bewaring van opgawes wat deur die besoekers in verseelde koeverte aan hulle oorhandig moet word, voor hul vertrek.

Die Kontroleur moet die opnemers voorsien van 'n lys van geboue waar assistent-opnemers aangestel is. Gesinne of huishoudings wat in buitegeboue van wonings, of in lane of agterstraatjies woon, moet nie oor die hoof gesien word nie. Waar winkels of sakepersele binne 'n opnemer se OSD geleë is, moet die opnemer verneem of daar enige werknemers op die persele slaap, en indien dit die geval is, moet hy die toepaslike vraelys/te daar agterlaat om deur die bewoner ingevul te word. Baie sakepersele verskaf in die agterplaas verblyfplek vir oppassers, nagwagte en ander werknemers. Die Wet Op Statistieke belas die werkgewer of persoon wat gewoonlik in beheer van die persele is met die verantwoordelikheid om aan die opnemer inligting te verskaf betreffende hierdie werknemers met wie dit dikwels moeilik is om in aanraking te kom. By die uitdeling van vraelyste moet die opnemer probeer om die gesinshoof of ander verantwoordelike volwasse lid van die gesin te spreek ten einde seker te maak hoeveel vraelyste nodig is. Daar moet verduidelik word dat die vraelyste ingevul moet word en ná 'n datum soos deur die opnemer bepaal, afgehaal sal word. Indien niemand tuis is nie, moet 'n vraelys en instruksies 10 onder die deur ingeskuif word. Onmiddellik na die sensusdatum moet die opnemer, wat 'n aantal blanko vraelyste met hom moet saamneem, begin om die opgawes in te samel, sowel dié wat hy self uitgedeel het, as dié wat deur die kontroleur uitgestuur is. L.W. Buitelanders in diens van diplomatieke en konsulêre missies van vreemde lande word glad nie opgeneem nie maar hulle Suid-Afrikaanse personeel insluitende bediendes moet wel opgeneem word.

## 8. OPNAME-PROSEDURE IN BLANKE NIE-STEDELIKE GEBIEDE

- 8.1 Tensy hy deur die kontroleur spesiaal daartoe gelas is, moet die opnemer van 'n nie-stedelike gebied geen vraelyste voor die sensusdag uitdeel nie. Die kontroleur moet egter vooraf vraelyste aan inrigtings, hotelle en groot nywerheidsondernemings in sodanige gebiede uitstuur. Die opnemer sal van die kontroleur 'n lys van name en adresse kry van elke inrigting, ens., waarheen vraelyste gestuur is, en hy moet die opgawes gaan insamel. Die kontroleur mag egter instruksies gee dat vraelyste uitgedeel moet word voor die dag waarop die sensus gehou word in nie-stedelike dorpe of digbewoonde klein-hoewes. Die opnemer moet binne die toegelate tydperk elke woonplek in sy OSD besoek, die vereistes van die vraelyste verduidelik, en of die vraelyste aan die respondent oorhandig vir onmiddellike invulling en oorhandiging of die nodige besonderhede van die respondent verkry en self die vraelys invul voordat hy vertrek. By die afhaal van opgawes wat vooraf uitgedeel is, moet die opnemer elke opgawe nagaan en homself tevrede stel dat dit korrek ingevul is. In die algemeen sal Blanke bewoners van plase geredelik inligting verskaf aangaande die ligging van wonings van ander bevolkingsgroepe wat op hul plase woon. Waar besondere omstandighede dit vereis kan die kontroleur 'n opnemer gelas om 'n opname-prosedure te volg wat van die begenoemde uiteensetting afwyk.

9. OPNAME-PROSEDURE IN WOONGEBIEDE VAN NIE-BLANKES
- 9.1 In die woongebiede van Nie-Blankes sal die opnemer van huis tot huis gaan om die besonderhede van elke persoon op die toepaslike vraelys in te win. Die besonderhede sal deur die opnemer self ingevul word behalwe in gevalle waar 'n respondent aandui dat hy self die besonderhede wil invul. In daardie gevalle moet 'n vraelys en instruksies by die respondent gelaat word en die opnemer moet die opgawe nagaan t.o.v. korrektheid en volledigheid wanneer hy dit afhaal. Onder geen omstandighede moet vraelyste voor die sensusdatum uitgedeel word nie.
10. VOORSKRIFTE VIR DIE INVUL VAN DIE VRAELYS
- 10.1 Die Vraelys in breë trekke: Die vraelys bestaan uit die volgende gedeeltes:
  - 10.1.1 Die boonste gedeelte wat handel oor die geografiese besonderhede van die woning wat opgeneem moet word.
  - 10.1.2 Deel A waar die persoonlike besonderhede van elke persoon wat om middernag tussen 6 en 7 Mei 1980 op die perseel teenwoordig is, gevra word.
  - 10.1.3 'n Opsomming (onmiddellik onder gedeelte A) van die persone wat in gedeelte A opgeneem is.
  - 10.1.4 Deel B wat handel oor die geriewe tot die beskikking van persone wat in gedeelte A opgeneem is.
  - 10.1.5 Deel C waar besonderhede van die woning gevra word. (Nota: Indien die vraelys nie by die tuiswoning ingevul is nie, moet besonderhede van die tuiswoning onder gedeelte C verstrek word.)
  - 10.1.6 Deel D wat handel oor besonderhede van die gesin, ongeag of lede teenwoordig is of nie. (Nota: Hierdie gedeelte is nie van toepassing op Swart bevolkingsgroepe nie.)
  - 10.1.7 'n Sertifikaat wat deur die bewoner/respondent onderteken moet word tot dien effekte dat die vraelys korrek en volledig ingevul is.
- 10.2 Die rede vir hierdie voorskrifte: Dit is nie moontlik om al die voorskrifte oor hoe die vraelys ingevul moet word by die vraelys self in te lyf nie. Sekere van die meer belangrike voorskrifte is gevolglik in vorm No. 10 vervat ("Instruksies vir die invul van die vraelys"). (Let asseblief daarop dat opnemers paragraaf 1(e) van dié instruksies moet invul voordat vorms uitgedeel word.) Daar sal egter ondervind word dat sommige respondente probleme sal teëkom wat nie in Vorm No. 10 behandel is nie. Vir hierdie rede word elke aspek van die vraelys in besonderhede hieronder behandel en opnemers en hoofopnemers word aangeraai om 'n deeglike studie van die hieropvolgende bladsye te maak.
- 10.3 Die boonste gedeelte van die vraelys. Hierdie gedeelte maak voorsiening vir die volgende:
  - 10.3.1 Die fisiese adres van die woning waar die respondent opgeneem is. Dit is noodsaaklik dat die volledige adres verstrek is. In stedelike gebiede moet straatnaam en nommer sowel as die naam van die voorstad en dorp of stad verstrek word. In die geval van

gemeenskaplike wonings soos woonstelgeboue, hotelle, ouetehuse, ens. moet die naam van die gebou sowel as die nommer van die wooneenheid (woonstel- of kamernommer) ook verstrek word.

In nie-stedelike gebiede moet die naam van die plaas en die landdros/magistraatsdistrik waarin dit geleë is, verstrek word. Die poskode van die adres is ook van belang.

- 10.3.2 Die respondent se posadres indien dit verskil van sy fisiese adres. Hierdie vraag is veral belangrik in nie-stedelike gebiede. Die respondent se posbusnommer moet dan verstrek word.
- 10.3.3 Die gedeelte wat deur die opnemer ingevul moet word, waar die volgende gevra word:

Distrik - Die naam van die sensusdistrik moet ingeskryf word.

Stad/Dorp - Skryf die naam van die stad of dorp in. Indien die woning wat opgeneem moet word, egter nie in 'n stad of dorp geleë is nie, moet die betrokke spasië oopgelaat word.

Voorstad/Plaas - In stedelike gebiede moet die naam van die voorstad ingeskryf word. In nie-stedelike gebiede word die naam van die plaas verlang.

Opnemersubdistrik-nommer - Die opnemersubdistrik-nommer verskyn buite op die omslag van die opsommingsboek (Vorm 09). Sou dit gebeur dat twee of meer klein opnemersubdistrikte, elk met sy eie nommer, aan 'n opnemer toegewys word, moet daarteen gewaak word dat die nommer van een subdistrik nie per abuis op 'n vraelys wat op 'n ander subdistrik betrekking het, ingeskryf word nie.

Opgawenommer - 'n Unieke driesyfer nommer (beginnende met 001) moet deur die opnemer aan elke vraelys wat gebruik word, toegeken word. Waar twee of meer gesinne of twee of meer groepe nie-verwante persone in een woning opgeneem word, moet 'n afsonderlike opgawenommer toegeken word aan elke vraelys wat gebruik word. Daar moet in gedagte gehou word dat in sulke gevalle elke gesin of elke groep nie-verwante persone op afsonderlike vraelyste opgeneem moet word. (Nota: Die term "nie-verwante persone" het ook op 'n alleenlopende persoon betrekking.) Indien 'n gesin egter uit meer as sewe persone bestaan en gevolglik meer as een vraelys gebruik moet word om die gesin op te neem, moet dieselfde opgawenommer aan elk van sulke vraelyste toegeken word. Elke bladsy van die No. 12-boek moet as 'n afsonderlike vraelys beskou word en ook agtereenvolgend genummer word. Waar No. 11-vraelys en No. 12-boeke in dieselfde OSD gebruik word, moet die vraelyste eers genummer word en daarna die bladsye van die boeke om sodoende een numeriese reeks te vorm, d.w.s. die bladsye van die boeke moet genummer word nadat die opname in die OSD voltooi is. 'n Nuwe bladsy moet begin word ten opsigte van elke nuwe inrigting, kampong of plaas.



Soort woning - Die opnemer moet tussen die volgende onderskei:

Huis, skakelhuis, woonstel, woonstel op dieselfde erf as 'n huis, tradisionele woning van Swartes (d.i. modder- of grashutte), hotel/losieshuis, ouetehuis, koshuis/kampong, ens.

10.4 Deel A van die vraelys. Die volgende voorskrifte ten opsigte van gedeelte A is van belang:

10.4.1 Persone wat in deel A opgeneem moet word: Elke individu insluitende kinders, volwassenes, besoekers en bediendes wat om middernag tussen 6 en 7 Mei 1980 op die perseel teenwoordig is, moet in deel A opgeneem word. Die enigste uitsondering op dié reël is buitelanders in diens van 'n vreemde moontheid - sulke persone moet glad nie opgeneem word nie. Buitelandse besoekers moet net vrae 1 tot 9 invul en die woorde „buitelandse besoeker" daaronder inskryf. (kyk instruksie 1.g

10.4.1.1 Dit moet egter in gedagte gehou word dat: (op vorm 10).

- Elke gesin moet op 'n afsonderlike vraelys opgeneem word. 'n Persoon wat nie 'n lid van die gesin is nie, mag egter tesame met die gesin op een vraelys opgeneem word. (Kyk 10.4.1.2 hieronder). Vir sensusdoeleindes word 'n gesin omskryf as:

- 'n Man en vrou; of
- 'n Vader en moeder met een of meer ongetroude kinders; of
- 'n Vader met een of meer ongetroude kinders; of
- 'n Moeder met een of meer ongetroude kinders.

Die begrip "kinders" sluit stiefkinders en aangenome kinders in. Die verwantskap van sulke seuns/dogters tot die hoof van die gesin (vraag 2) moet derhalwe as seun/dogter aangedui word. Pleegkinders moet egter nie as lede van die gesin beskou word nie - Indien sulke kinders by hulle pleegouers bly moet die verwantskap as "pleegseun/pleegdogter" aangedui word. Getroude kinders vorm afsonderlike gesinne en as sulke kinders by hulle ouers bly, moet hulle op 'n afsonderlike vraelys opgeneem word.

10.4.1.2 'n Persoon wat nie 'n lid van die gesin is nie (bv. ander bloedverwante van die hoof of vrou soos 'n weduweemoeder, 'n geskeide vader, 'n broer, 'n oom, ens.) en verkies om nie saam met die gesin opgeneem te word nie, moet 'n afsonderlike vraelys invul.

10.4.2 Persone wat verantwoordelik is om die inligting te verstrek: Die bewoner of persoon in beheer van enige woning of stuk grond moet toesien dat elke persoon teenwoordig op sy perseel om middernag tussen 6 en 7 Mei 1980, opgeneem word in deel A van 'n vraelys. Hierdie reël het ook betrekking op persone in beheer van koshuise, kindertehuise, ens.

10.4.3 Persone wat op sensusdag op reis is: Dit is die verantwoordelikheid van persone wat binne die R.S.A. op sensusdag op reis is, om toe te sien dat hulle in deel A van die vraelys opgeneem word by aankoms by die plek van hulle bestemming. Persone wat in die buiteland op reis is, sal by hulle aankoms in die R.S.A. by die plek van aankoms opgeneem word.

10.4.4 Indien meer as 7 persone op een vraelys opgeneem moet word, moet ekstra vraelyste gebruik word vir die oorloop. Onder geen omstandighede mag die agterkant van die vraelys gebruik word vir die oorloop nie aangesien sulke persone heelwaarskynlik tydens die versyferingstadium oor die hoof gesien sal word.

10.4.5 Vraag 1: Naam

Hierdie vraag behoort geen probleme op te lewer nie. Die instruksie "moet nie babas vergeet nie" is van die grootste belang. 'n Sensus-tekortkoming wat algemeen in alle lande voorkom, ongeag van die peil van ontwikkeling van die bevolking, is dat 'n aansienlike gedeelte van die respondente nalaat om babas en klein kindertjies op te gee. Opnemers moet dus op die uitkyk wees vir enige teken van die teenwoordigheid van klein kinders soos babadoeke, fopspene, bababottels, speelgoed, ens. en moet enige sulke leidrade opvolg indien die respondent nie besonderhede aangaande so 'n kind verstrek nie.

10.4.6 Vraag 2: Verwantskap

Die verwantskap tot die hoof van die gesin word verlang. In geval van 'n gesin bestaande uit 'n moeder en een of meer ongetroude kinders, is die moeder vir sensusdoeleindes die hoof van die gesin. In die geval van alleenlopende persone moet die term "alleenloper" gebruik word.

10.4.7 Vraag 3: Geslag

Hierdie vraag behoort geen probleme op te lewer nie.

10.4.8 Vraag 4: Ouderdom

Ouderdom moet in jare op laaste verjaardag verstrek word. In geval van kinders onder een jaar oud moet "0" geskryf word. Dit mag gebeur dat sommige persone nie hulle korrekte ouderdom ken nie. In sulke gevalle moet die ouderdom so akkuraat moontlik geskat word. Onder geen omstandighede mag die vraag ten opsigte van enige persoon onbeantwoord gelaat word nie.

10.4.9 Vraag 5: Huwelikstaat

Die Departement wil tussen die volgende onderskei: Nooit getroud, getroud, wewenaar/weduwee, geskei en "leefsaam". Laasgenoemde het betrekking op persone wat as man en vrou saamleef maar wat nie wetlik met mekaar getroud is nie. Dit moet in gedagte gehou word dat een van die ander vier kategorië (nooit getroud, getroud, wewenaar/weduwee of geskei) ook betrekking het op 'n persoon wat saamleef. "Saamleef" kry egter voorkeur bo die ander toepaslike kategorië.

10.4.10 Vraag 6: Bevolkingsgroep

Onderskeid moet tussen die volgende bevolkingsgroepe getref word: Blank, Kleurling, Maleier, Griekwa, Sjinees, Indiër, Xhosa, Zulu, Swazi, Suid-Ndebele (Ndzundza/Manala), Noord-Ndebele (Kekana, Lidwaba, Langa, Saleka), Noord-Sotho (Mosotho wa lebowa), Suid-Sotho (Mosotho wa borwa), Tswana, Shangaan/Tsonga, Venda, Lemba, ens.

10.4.11 Vraag 7: Geboorteplek

Indien die respondent in die Republiek van Suid-Afrika gebore is, moet die landdros/magistraatsdistrik waarin sy geboorteplek tans geleë is, ingeskryf word. Voorbeeld: Die plek waar die persoon in 1940 gebore is was ten tye van sy geboorte in die Johannesburg Landdrosdistrik geleë. In 1974 het daardie gedeelte van die Johannesburg Landdrosdistrik, Randburg Landdrosdistrik geword. Randburg moet gevolglik in die betrokke ruimte ingeskryf word. Indien die geboorteplek buite die Republiek van Suid-Afrika was, bv. Transkei, Bophuthatswana, Italië of Verenigde Koninkryk moet die betrokke land ingeskryf word.

10.4.12 Vraag 8: Land van burgerskap

Die land waarvan 'n persoon 'n burger van is, moet gemeld word bv. nie "English" nie, maar "United Kingdom". In die geval van Suid-Afrikaanse Swartes, moet onderskeid gemaak word tussen Ciskei, kwaZulu, Swazi, Kwa-Ndebele, Lebowa, Qwaqwa, Venda en Gazankulu. Burgers van Transkei en Bophuthatswana sal natuurlik "Transkei" of "Bophuthatswana" onderskeidelik opgee.

10.4.13 Vraag 9: Gewone woonplek

Vir die meeste respondente behoort hierdie vraag nie probleme op te lewer nie. Indien die toepaslike 1975 en/of 1980 adresse dieselfde is as die fisiese adres van die woning waar opgeneem soos bo aan die vraelys verstrekk (kyk Par. 10.3.1 van die voorskrifte), skryf "Hier" in die toepaslike antwoordruimte(s). Indien die adresse nie dieselfde is nie, moet die volledige woonadres, asook die tipe woning (huis, woonstel, ens.), by daardie adres verstrekk word. Genoemde voorskrif het nie slegs op persone betrekking wat van hul tuistes afwesig is as gevolg van vakansie, besigheid of studie-doel-eindes nie (ingesluit kinders wat in koshuise en studente wat in hostelle opgeneem is), maar ook op pasiënte in hospitale, persone in gevangnisse, dienspligtiges in militêre kampe, ens.

Die doel van die twee vrae oor gewone woonplek is tweevoudig, naamlik om op sensusdag die getal persone te bepaal wat werklik tot 'n sekere streek (munisipaliteit, voorstad, ens.) behoort sodat die owerhede effektiewe beplanning ten opsigte van skole, paaie, hospitale, ens. kan doen asook om die omvang van interne migrasie van een plek na 'n ander te bepaal.

10.4.14 Vraag 10: Geloof

Vae terme moet vermy word. Die term "Afrikaanse kerk" moet byvoorbeeld nie gebruik word nie. Dit moet gemeld word of die "Nederduits Gereformeerde Kerk", die "Gereformeerde Kerk" of die "Hervormde Kerk" bedoel word. Eweneens moet "Church of England" of die afkorting "C of E" nie gebruik word nie. Dit moet vermeld word of die "Church of England in South Africa" of die "Church of the Province of South Africa" bedoel word. Dit is ook noodsaaklik dat die term "Anglican" vermy word aangesien beide die vorige genoemde kerke daarop aanspraak maak dat persone wat "Anglican" aandui, tot hulle besondere kerk geklassifiseer moet word. Respondente moet ook nie die naam van die plaaslike gemeente of kerkgebou bv. St. Alban's, St. Paul's, Bronberg Kerk, ens., teenoor die vraag oor geloof opgee

nie. Die term "Christen" moet ook nie opgegee word nie - die bepaalde Kerkgenootskap word verlang. Daar moet op gelet word dat die beantwoording van die vraag oor geloof nie verpligtend is nie. Hierdie is die enigste vraag in die vraelys wat nie verpligtend is om te beantwoord nie. Indien 'n respondent vir die een of ander rede beswaar maak om sy/haar geloof te verstrek moet die woorde "maak beswaar" in die betrokke ruimte ingeskryf word.

10.4.15 Vraag 11: Gestremdes

Die doel van hierdie vraag is om die getal persone wat fisies en/of geestelik gestremd is, te bepaal. Fisiese gestremdheid (blind, doof, doofstom, epilepsie, 'n spastiese persoon, 'n parapleeg, 'n kreupel persoon, ens.) is gewoonweg maklik om te herken of te beskryf. Daar moet op gelet word dat die term "blind" slegs gebruik moet word as 'n persoon se gesig sô beperk is dat hy/sy as gevolg daarvan nie die werk van 'n normale persoon kan verrig nie. Verder moet die term "doof" ook gebruik word slegs as die persoon ongevoelig vir enige klank is.

Geestes-ongesteldheid, aan die anderkant, is moeiliker om te identifiseer en te beskryf. In die toepaslike kodelys probeer die Departement te onderskei tussen die volgende geestes-ongesteldhede:

Verslawing

Skisofrenie of soortgelyke ernstige geestesongesteldheid

Neurose of soortgelyke minder ernstige geestesongesteldheid

Demensie

Verstandelik vertraag

Ander geestes-ongesteldheid

Dit is waarskynlik dat sommige persone wat geestelik ongesteld is, of hulle naasbestaandes nie die mediese terme vir hulle toestand soos hierbo uiteengesit, sal ken nie. In sulke gevalle moet "ernstige geestesongesteldheid" of "minder ernstige geestesongesteldheid" geskryf word.

"Verslawing" moet slegs gebruik word as die toestand die individu in die uitvoering van sy/haar dagtaak hinder.

10.4.16 Vraag 12: Tale en geletterdheid

Deel (1) van dié vraag behoort geen probleme op te lewer nie. Die term "praat" beteken dat die persoon in staat moet wees om in die betrokke taal te kan kommunikeer. Om vir "skryf" te kwalifiseer moet die persoon in staat wees om 'n kort paragraaf oor sy/haar alledaagse lewe te kan skryf. Respondente moet egter nie aan hierdie toets onderwerp word nie - hulle woord moet aanvaar word.

Dele (2) en (3) van die vraag: As die respondent normaalweg slegs een taal tuis praat, moet die naam van daardie taal teenoor deel (2) ingeskryf word en die deel (3) moet oorgelaat word. Indien daar egter meer as een taal normaalweg tuis gepraat word, ongeag of hierdie tale eweveel gebesig word al dan nie, moet die name van al hierdie tale in deel (2) ingeskryf word en die taal wat mees dikwels gepraat word, moet in die deel (3) ingeskryf word. In die uitsonderlike gevalle waar twee tale eweveel gepraat word (in spreektaal vyftig-vyftig), moet beide tale by (2) en (3) ingevul word. Sulke gevalle is egter skaars - met vorige sensusse byvoorbeeld, het slegs

1½% van Blankes hulle huistaal as "beide Afrikaans en Engels" opgegegee.

10.4.17 Vraag 13: Onderwyspeil

Daar moet op gelet word dat slegs kwalifikasies reeds verwerf by die twee dele van hierdie vraag ingeskryf moet word, byvoorbeeld in die geval van 'n skolier wat ten tye van die sensus in standerd 4 is, moet "standerd 3" in deel (1) van die vraag geskryf word. In die geval van 'n skolier in graad 1 (Sub A) moet 'n strepie (-) in deel (1) getrek word om dus "geen skool standerd geslaag" aan te dui. Eweneens moet 'n student op universiteit wat nog nie 'n graad behaal het nie "Standerd 10" in deel (1) van die vraag ingeskryf en deel (2) oopgelaat. Dit geld selfs in die geval van byvoorbeeld 'n finale jaar mediese student - sy hoogste onderwyspeil is standerd 10.

Waar moontlik, moet persone met oorsese kwalifikasies die Suid-Afrikaanse ekwivalent daarvan invul.

Daar moet onthou word dat die rigting van 'n persoon se naskoolse kwalifikasies ook by deel (2) van die vraag verstrekk moet word, bv. B.Com (Rek.), B.A. (Bib.), ens.

10.4.18 Vraag 14: Geboortes en kindersterftes

Hierdie vraag het slegs betrekking op vrouens. In deel (1) moet die getal kinders wat ooit aan 'n vrou lewendgebore is, ingeskryf word. Die vraag moet dus selfs ook byvoorbeeld deur 'n tagtigjarige vroulike persoon wat slegs een lewende geboorte sestig jaar gelede gehad het, ingevul word. selfs al het die kind vir slegs een minuut geleef. Met ander woorde, alle lewende geboortes ooit, moet ingeskryf word. In sekere streke word Swart kinders wat kort na geboorte sterf, nie deur Swartmense as lewendgebore kinders beskou nie. Hierdie gevalle moet ingesluit word maar doodgebore kinders moet uitgesluit word.

In deel (2) van die vraag moet die getal kinders wat lewendgebore is in die twaalfmaande tydperk wat sensusdag voorafgaan, verstrekk word (d.i. sedert 7 Mei 1979). Opnemers moet daarop let dat indien 'n kind wat nog nie een jaar oud is nie, in Gedeelte A opgeneem word, moet so 'n kind ook in die moeder se kolom as 'n geboorte sedert 7 Mei 1979 aangetoon word, tensy die moeder oorlede is of elders opgeneem word.

In deel (3) moet die getal van die moeder se kinders wat sedert 7 Mei 1979 gesterf het voordat die ouderdom van een jaar bereik is, ingeskryf word. Waar 'n vrou onseker is of die kind onder een jaar oud was of nie, kan aanvaar word dat 'n kind wat nog nie kon loop nie wel jonger as een jaar was.

10.4.19 Vraag 15: Sport en Ontspanning

Enige soort sport of ontspanning waaraan die respondent gereeld deelneem, moet in deel (1) van die vraag ingeskryf word. Dit is nie slegs aktiwiteite wat fisiese inspanning verg, soos golf, draf, waterski, valskermsspring, ens., wat verlang word nie, maar ook aktiwiteite wat geen of feitlik geen fisiese inspanning verg nie bv. jukskei en hoefystergooi, skyfskiet, visvang, knortjor ry, dans,

skaak, veerpyltjies, ens.

Aktiwiteite waaraan op 'n kompetisie basis deelgeneem word (wedstryde, ens.) moet in deel (2) van die vraag ingeskryf word.

10.4.20 Vraag 16: Reis na die werk

Die doel van hierdie vraag is om gegewens te bekom wat die owerhede in staat sal stel om verkeersprobleme te identifiseer. Sou 'n respondent se werk/onderwysplek, metode van reis en/of tyd van vertrek na en van werk/onderwysplek van dag tot dag verskil, moet die posisie soos op die laaste werksdag voor die sensus verstrekkend word. Indien daar van meer as een metode van reis gebruik gemaak word, moet die metode wat vir die grootste gedeelte van die reis na die werk gebruik word, opgegee word. Let asseblief op dat indien die metode van reis as "motor", "bakkie", ens., aangedui word, moet daar ook aangedui word of die persoon die bestuurder of 'n passasier van die voertuig is.

Die doel van die vraag is om verkeersdruk te meet. Dit moet dus ook beantwoord word ten opsigte van huisvrouens wat per motor kinders skool toe of universiteit toe neem. By tyd van vertrek na die betrokke gebied moet die tyd wanneer die vrou soggens die huis verlaat, aangegee word en by tyd van vertrek van daardie gebied moet die tyd van aanvang van die terugreis ná sluiting van die skool/universiteit aangegee word.

10.4.21 Vraag 17: Beroep

Die tipe werk wat gedoen word, (of voorheen gedoen, indien werkloos) word verlang. Daar moet opgelet word dat vir sensusdoeleindes, 'n persoon nie noodwendig gekwalifiseerd hoef te wees vir die werk wat hy doen nie, met ander woorde, as die tipe werk wat 'n persoon doen dié is van 'n motorwerktuigkundige, moet hy sy beroep as "Motorwerktuigkundige" opgee, hoewel hy moontlik nie sy vakleerlingskap voltooi het nie. 'n Mediese dokter moet egter 'n mediese kwalifikasie hê.

Vae omskrywing soos voorman, opsigter, vakleerling, ens. moet vermy word. Sulke omskrywings kan soos volg opgeklaar word: Voorman Motorwerktuigkundige, Opsigter van padkonstruksiespan, Vakleerling elektrisiën, ens. Die term "Arbeider" moet ook vermy word, weereens moet die tipe werk gedoen, omskryf word bv. sementmenger, boufondament-grawer, ens.

L.W. Personeel van Staatsdepartemente moet behalwe die soort werk wat hulle doen ook hulle rang aandui.

In die geval van 'n persoon wat deelyds werk, bv. net soggens, moet "deelydsse tikster", "deelydsse klerk", ens. geskryf word. In die geval van seisoensplaaswerkers wat nie op sensusdag in diens is nie, skryf "Plaaswerker S".

In deel (1) van die vraag moet die individu se huidige soort werk ingeskryf word terwyl die soort werk wat hy vyf jaar gelede gedoen het, in deel (2) ingeskryf moet word. Kyk na die voorbeelde in paragraaf 10.4.25.

10.4.22 Vraag 18: Huidige werkstatus

'n Werknemer is 'n persoon wat vir 'n openbare of private werkgewer teen vergoeding, gewoonlik in die vorm van 'n salaris of loon werk. 'n Werkgewer is 'n persoon wat sy eie onderneming met die hulp van een of meer werknemers beheer. (L.W. 'n Besturende Direkteur van 'n maatskappy is 'n werknemer en nie 'n werkgewer nie). 'n Werker vir eie rekening beheer sy eie besigheid (dit wil sê, hy werk vir homself) sonder enige werknemers. "Werk nie" het betrekking op alle ander persone (behalwe huisvroue) wat nie ekonomies bedrywig is nie, bv. voorskoolse kinders, skoliere, voltydse studente, voltydse pensioentrekkers, persone wat weens liggaamlike- of geestes-toestande nie in staat is om te werk nie, ens. Sien voorbeelde in paragraaf 10.4.25.

10.4.23 Vraag 19: Persone wat nie werk nie maar wat werk soek

Die doel van hierdie vraag is om vas te stel of die respondent werklik werkloos is. Vir sensusdoeleindes is 'n persoon wat werkloos is iemand wat:

- . nie werk nie maar doelgerig werk soek, en
- . nie gedurende die week wat die sensus voorafgegaan het, gewerk het nie, en
- . indien hy werk vind, binne een week kan begin werk.

Die begrip "doelgerig werk soek" beteken dat die persoon gedurende die week wat die sensus voorafgegaan het langs weë soos die volgende moes probeer het om werk te bekom: Van een na die ander potensiele werkgewer gegaan het om werk te soek, 'n advertensie in 'n koerant, tydskrif, ens., geplaas het om vir werk te vra, geantwoord het op 'n advertensie wat om 'n werknemer vra, by 'n arbeidsburo geregistreer het vir werk of in elk geval by so 'n buro geregistreer het vóór die week wat die sensus voorafgegaan het, ens.

10.4.24 Vraag 20: Naam van Werkgewer

Die volle naam van die firma of persoon by wie die respondent in diens is, moet vermeld word. Werknemers van die Staat, S.A. Spoorweë, Provinsiale Administrasies en Munisipaliteite moet ook die departement, sub-departement en of tak waar hulle werk, vermeld.

Byvoorbeeld:

Departement van Vervoer - Staatsgarage  
S.A. Spoorweë - Verversingsafdeling  
Transvaalse Provinsiale Administrasie - Paaie Departement  
Munisipaliteit van Pretoria - Gesondheidsdepartement, Nie-Blankesake Departement, ens.

Kyk na die voorbeelde in paragraaf 10.4.25.

10.4.25 Vraag 21: Aard/hoofaktiwiteit van bedryf of professie

Die soort besigheid of aktiwiteit van die werkgewer van elke respondent word verlang. As die respondent self 'n werkgewer is, moet hy sy eie soort besigheid verstrek.

"Bedryf of Professie" sluit in alle ekonomiese bedrywighede. Meld byvoorbeeld boerdery, boerdery dienste, bosbou, vissery, goudmyn, steengroef, slagpale, skoefabriek, motorfabriek, boukontraakteur, loodgieter, kafee, slaghuis, klerewinkel, hotel, padvervoer van goedere, lugvervoer, finansiering, argitekspraktik, universiteit, mediese praktik, bioskoop, biblioteek, ens.

Kyk na die voorbeelde hieronder:

Die onderstaande tabel gee voorbeelde van vrae 17, 18, 20 en 21

Voorbeeld	Beroep (Vraag 17)		Huidige werkstatus (Vraag 18)	Naam van werkgewer (Vraag 20)	Bedryf of professie (Vraag 21)
	1980	1975			
1. Boer-eienaar	Boer	Die betrokke beroep in 1975 moet in elke geval ingevul word	Werkgewer	Self	Landbou
2. Boukontraakteur	Boukontraakteur		Werkgewer	Self	Boubedryf
3. Elektrisiën vir Munisipaliteit	Elektrisiën		Werknemer	Munisipaliteit van Stellenbosch (elektrisiëtafdeling)	Elektrisiëtsvoorsiening
4. Handelsreisiger	Handelsreisiger		Werknemer	ABC Wholesale (Pty) Ltd.	Groothandel klerasie
5. Huisvrou - werk nie elders nie	Huisvrou		Huisvrou	-	-
6. Kind (voorskools)	Kind - nie skoolier		Werk nie	-	-
7. Klerk verantwoordelik vir lone by Meubelfabriek	Loonklerk		Werknemer	Modern Furniture (Pty) Ltd.	Meubelfabriek
8. Motorwerktuigkundige - soek werk	Motorwerktuigkundige		Werkloos	-	-
9. Onderwyser	Onderwyser (senior assistent)		Werknemer	Transvaalse Onderwysdepartement	Onderwys



Voorbeeld	Beroep (Vraag 17)		Huidige werkstatus (Vraag 18)	Naam van werkgever (Vraag 20)	Bedryf of professie (Vraag 21)
	1980	1975			
10. Passer en draaier by Yskor	Passer en draaier	Die betrokke beroep in 1975 moet in elke geval ingevul word.	Werknemer	YSKOR	Staalfabriek
11. Skolier	Skolier		Werk nie	-	-
12. Staatsampenaar	Administratiewe werker (Administratiewe beampete)		Werknemer	Departement van Binnelandse Sake (Afdeling paspoort beheer)	Publieke administrasie
13. Tikster in diens van goudmyn	Tikster		Werknemer	Sterkstroom Goldmining Co.	Goudmyn
14. Vragmotorbestuurder by Vervoerkontrakteur	Vragmotorbestuurder		Werknemer	Coetzee Vervoerkontrakteurs	Vervoer van meubels
15. Winkel assistent by 'n algemene handelaar	Winkel-assistent		Werknemer	Van Zyl se Kontant Winkel	Algemene handelaars

#### 10.4.26 Vraag 22: Jaarlikse inkomste

Opnemers kan respondente met 'n skoon gewete die versekering gee dat die inligting wat onder hierdie vraag verstrekk word, onder geen omstandighede vir inkomstebelasting-doeleindes gebruik sal word nie.

Die totale inkomste vir die twaalf maande eindigende 30 April 1980 of 29 Februarie 1980 word hier verlang. Geliewe kennis te neem dat die volgende ingesluit moet word:

- (i) Salaris, lone, oortyd en kommissie (voor aftrekking vir pensioen, belasting, ens.).
- (ii) Netto wins van besigheid, boerdery of professionele praktyk. (Maak seker dat die wins van die verkoop van vee, oeste, ens. ingesluit is.)
- (iii) Geskatte waarde van byvoordele soos 'n maatskappy motor en behuisingssubsidies, asook voedsel, klerasie en huisvesting deur individue se werkgewers voorsien.
- (iv) Enige ander gereelde inkomste (bv. pensioen, rente, dividende, netto huurgeld op vaste eiendom, netto bedrag ontvang van loseerders/tafelloseerders, ens.).

L.W. Indien inkomste aangegee word as, byvoorbeeld, 50c per dag, moet vasgestel word ongeveer hoeveel dae per jaar die persoon werk en die 50c moet omgerekend word in jaarlikse inkomste.

Die volgende moet nie ingesluit word nie:

- (i) Ongereelde of abnormale inkomste soos erfporsies, assuransië-polisse wat verval, kapitaalwinste, gratifikasiegelde, ens.
- (ii) Huishoudelike toelaes en sakgeld wat deur een persoon van 'n gesin aan 'n ander gegee word.

Indien geen inkomste gedurende die tydperk ontvang is nie, moet 'n strepie (-) in die antwoordruimte aangebring word. Hierdie voorskrif het ook betrekking op studente en kinders wat geen inkomste het nie.

- 10.5 Die Opsomming (direk onder deel A) van persone wat in deel A opgeneem is

Die doel van hierdie opsomming is om die opnemer se taak om die opsommingsboek in te vul, te vergemaklik. Al die inligting wat benodig word vir Kolomme 4 tot 38 van die opsommingsboek moet uit hierdie opsomming verkry word. L.W. Die eerste vier kolomme (Blank, Kleurling, Indiër en Ander Asiër moet gebaseer word op vraag 6 van deel A terwyl die kolomme vir die Swart bevolkingsgroepe op vrae 12(2) en 12(3) gebaseer moet word.

In gevalle waar daar meer as sewe persone in 'n huishouding of gesin is en waar gevolglik meer as een vraelys gebruik is, moet gegewens ten opsigte van die hele huishouding of gesin in die opsomming van die laaste vraelys wat gebruik is, ingevul word. In sulke gevalle moet die opsomming nie in die eerste vraelys ingevul word nie.

- 10.6 Deel B van die vraelys: Geriewe

Die volgende voorskrifte ten opsigte van deel B is van belang:

- 10.6.1 Wanneer die vraelys nie by die tuiswoning ingevul word nie, bv. wanneer die gesin weg is met vakansie, moet die geriewe wat by die tuiswoning beskikbaar is, verstrekkend word.
  - 10.6.2 As die hoof van die gesin afwesig is van sy/haar woning, maar ander lede van die gesin is tuis, moet hierdie deel nie deur hom/haar ingevul word nie, maar wel deur 'n lid van die gesin by sy/haar tuisadres.
  - 10.6.3 Enige gerief moet getel word slegs as dit in werkende toestand is, of as dit tydelik buite werking is.
  - 10.6.4 Die term "stoof" sluit in gas-, elektriese- en koolstowe, maar nie primus-tipe stofies nie.
  - 10.6.5 Motorvoertuie wat aan die werkgewers van individue behoort, maar wat voltydse tot werknemers se beskikking is, moet ingesluit word.
- 10.7 Deel C van die vraelys: Die woning

10.7.1 Voordat die besondere vrae behandel word, moet daar kennis van die volgende algemene instruksies geneem word:

- Wanneer die vraelys nie by die tuisadres ingevul word nie, bv. wanneer die gesin weg is met vakansie, moet besonderhede ten opsigte van die tuiswoning in deel C verstrekk word.
- Wanneer twee of meer gesinne en/of nie-gesinspersone in een huis of woonstel woon, (d.w.s. saam eet en geriewe deel) moet deel C op die hoofbewoner se vraelys ingevul word en gegewens van die hele woning, insluitende kamers wat deur die ander gesin(ne) bewoon word, moet verstrekk word. Op die vraelys van persone anders as die hoofbewoner moet die woorde "kyk vraelys deur....ingevul" (noem die naam) by vraag 1 ingeskryf word en al die ander vrae moet oopgelaat word.
- Waar twee of meer huishoudings onderverdeelde, onafhanklike gedeeltes van 'n huis bewoon (maar nie saam eet of geriewe deel nie), moet die verdeelde huis as 'n skakelhuis beskou word en elke eenheid as 'n afsonderlike huis beskou word.
- Wanneer die hoof van die gesin afwesig is van sy/haar tuiswoning, maar ander lede van die gesin tuis is, moet hierdie deel nie deur hom/haar ingevul word nie maar wel deur 'n lid van die gesin by die tuisadres.
- Soos daar op die vraelys vermeld word, moet deel C nie ten opsigte van tradisionele wonings van Swartes (d.w.s. klei of grashutte) en gemeenskaplike wonings soos hotelle, losieshuise, ouetehuse, koshuise, kampings, ens., ingevul word nie.

10.7.2 Vraag 1: Besonderhede van die woning (kamers)

Skure en soortgelyke geboue op plase moet glad en geheel nie in vraag 1 aangedui word nie.

10.7.3 Vraag 2: Getal gesinne en nie-gesinspersone

Geliewe daarop te let dat slegs gesinne en persone wat gewoonlik in die woning woon, ingesluit moet word. Kinders wat weg van die huis in skoolkoshuise of universiteitshostelle is, moet dus by vraag 2 ingesluit word. Besoekers wat sensusnag in 'n spesifieke woning deurbring, moet nie by die vraag ingesluit word nie.

10.7.4 Vraag 3: Persone in diens van huishoudings

Geen verduideliking is nodig nie.

10.7.5 Vraag 4: Eienaarskap

Vraag 4 moet nie ten opsigte van wonings op plase ingevul word nie. Geliewe ook daarop te let dat óf gedeelte (i) óf gedeelte (ii) ingevul moet word en nie beide gedeeltes nie.

10.8 Deel D van die vraelys: Die gesin

Let daarop dat hierdie deel nie ten opsigte van Swart gesinne ingevul moet word nie. Die rede hiervoor is dat die begrip "gesin" nie

dieselfde betekenis vir die Swartes as vir ander bevolkingsgroepe het nie. Waar die ouers van die gesin nie van dieselfde bevolkingsgroep is nie, bv. 'n Kleurlingman getroud met 'n Asiërvrou, moet die gesin tot die bevolkingsgroep van die man of vader geklassifiseer word. Let ook op dat persone wat as man en vrou saamleef, hoewel hulle nie wetlik met mekaar getroud is nie, ook as 'n gesin beskou moet word.

Vir die definisie van 'n gesin, kyk paragraaf 10.4.1.1 van hierdie hoofstuk.

Soos in die vraelys vermeld, moet deel D deur die gesinshoof ingevul word as hy/sy sensusnag by sy/haar gesin deurbring. As die gesinshoof afwesig van sy/haar gesin is, moet hierdie gedeelte nie deur hom/haar ingevul word nie maar deur 'n lid van die gesin by die tuisadres. Daar moet besef word dat indien hierdie voorskrif nie streng nagevolg word nie, sal sekere gesinne gedupliseer word.

#### 10.8.1 Skynbare duplikasie van vrae in Deel A en Deel D

Met die eerste oogopslag mag dit blyk dat deel D oorbodig is aangesien alle inligting in deel D verlang, verkry kan word van antwoorde wat in deel A verstrekkend is. Daar moet egter onthou word dat deel A slegs gesinslede wat teenwoordig is, reflekteer terwyl deel D ook afwesige gesinslede insluit. Deel D is dus noodsaaklik om sodoende 'n geheelprent van die gesin, afwesiges ingesluit, te vorm.

#### 10.8.2 Vraag 1: Getal lede in die gesin

Alle lede van die gesin, ook afwesiges, moet by dié vraag ingesluit word.

Die volgende punte moet in hierdie verband in gedagte gehou word.

- . Kinders in kosskole, in universiteit- of kollegekoshuise, in hospitale, ens., moet by hierdie vraag van die vraelys wat tuis ingevul word, ingesluit word (sulke kinders moet natuurlik nie by deel A van die vraelys ingesluit word nie aangesien daardie gedeelte slegs betrekking het op persone wat op sensusnag teenwoordig is).
- . Onafhanklike kinders wat permanent elders woon, moet nie ingesluit word nie al is hierdie kinders nog ongetroud.
- . Getroude kinders vorm 'n afsonderlike gesin wat 'n afsonderlike vraelys moet invul en moet dus nie in deel C van hul ouers se vraelys aangetoon word nie.
- . Bloedverwante van die man of vrou, soos 'n wewenaar vader of weduwee moeder, 'n broer, 'n suster, 'n broers- of susterskind, ens., is nie lede van die gesin nie en moet nie by deel D ingesluit word nie.
- . 'n Enkellopende persoon (oujongkêrel of oujongnoui) is nie 'n gesin nie en moet deel D ooplaat.
- . 'n Groep ongetroude persone wat saam in 'n woning bly (bv. broer en suster, vriende, ens.) vorm nie 'n gesin nie en moet deel D ooplaat.

- . 'n Paar wat as man en vrou saamleef, maar wat nie wetlik met mekaar getroud is nie, moet tesame met hulle kinders, indien enige, as 'n gesin beskou word en moet derhalwe deel D invul.
- . 'n Man en vrou wat van tafel en bed geskei is, word vir sensus-doeleindes steeds as 'n gesin beskou. As daar in sulke gevalle kinders is, moet die ouer by wie die kinders woon, deel D invul en ook die ander ouer in die gedeelte aantoon. Die ander ouer moet hierdie gedeelte op sy/haar vraelys ooplaai. As so 'n paar egter nie kinders het nie, moet die man deel D van sy vraelys invul en moet die vrou deel D van haar vraelys ooplaai, (behalwe in gevalle waar een of beide partye met iemand anders saamleef dan kry die "saamleef" verbintenis voorrang bo die oorspronklike wetlike verbintenis).

10.8.3 Vrae 2 en 3: Beroep en inkomste van hoof en/of vrou

Indien die hoof en/of vrou in deel A van die vraelys opgeneem is, sal die antwoorde op hierdie twee vrae identies wees met die antwoorde op die ooreenstemmende vrae in deel A (d.w.s. vraag 17(1) en vraag 22). Kyk paragrawe 10.4.21 en 10.4.26 in die voorafgaande bladsye vir die betrokke voorskrifte.

10.9 Die sertifikaat wat deur die bewoner/respondent geteken moet word.  
Geen verduideliking is nodig nie.

- 'n Paar wat as man en vrou saamleef, maar wat nie wetlik met mekaar getroud is nie, moet tesame met hulle kinders, indien enige, as 'n gesin beskou word en moet derhalwe deel D invul.
- 'n Man en vrou wat van tafel en bed geskei is, word vir sensus-doeleindes steeds as 'n gesin beskou. As daar in sulke gevalle kinders is, moet die ouer by wie die kinders woon, deel D invul en ook die ander ouer in die gedeelte aantoon. Die ander ouer moet hierdie gedeelte op sy/haar vraelys ooplaai. As so 'n paar egter nie kinders het nie, moet die man deel D van sy vraelys invul en moet die vrou deel D van haar vraelys ooplaai, (behalwe in gevalle waar een of beide partye met iemand anders saamleef dan kry die "saamleef" verbintenis voorrang bo die oorspronklike wetlike verbintenis).

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