



REPUBLIC OF
SOUTH AFRICA

DEPARTMENT OF
STATISTICS

POPULATION CENSUS

1980

MANUAL FOR SUPERVISORS

(Confidential)

THE GOVERNMENT
PRINTER

ISBN 0 621 05018 0



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MANUAL FOR SUPERVISORS

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CHAPTER 1: INTRODUCTION

1. GENERAL ASPECTS

- 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 determined 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 the census, the census districts will be delimited into small geographical units, (see 4.7) called enumerator's subdistricts (ESDs). 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. LEGAL ASPECTS

- 2.1 The Population Census is conducted in terms of the conditions as laid down by the Statistics Act 1976 (Act No. 66 of 1976) and the Regulations promulgated thereunder. The undermentioned sections of the Act are of particular importance.

2.1.1 Definitions : Section 1

"In this Act, unless the context otherwise indicates -

- (i) "employee" means an employee as defined in section 1 of the Public Service Act, 1957 (Act No. 54 of 1957); (xi)
- (ii) "Minister" means the Minister of Statistics; (v)
- (iii) "officer" means an officer as defined in section 1 of the Public Service Act, 1957 (Act No. 54 of 1957); (ii)
- (iv) "prescribed" means prescribed under this Act; (x)
- (viii) "Secretary" means the Secretary for Statistics; (viii)
- (v) "statistics" means particulars and information, including financial particulars and information, relating to any matter contemplated in, or determined or prescribed under, section 3(1); (ix)
- (xi) "this Act" includes the regulations made thereunder. (iv)"

2.1.2 Collection of statistics and taking of census: Section 3

"(1) Subject to the provisions of this Act and the directions of the Minister -

- (a) statistics may be collected relating to any aspect of any matter determined by the Minister from time to time by notice in the Gazette; and
- (b) 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 Gazette.

- (2) A census referred to in subsection (1)(b) shall be taken on a date determined by the Minister by notice in the Gazette".

2.1.3 Secretary to administer Act: Section 4

"(1) The Secretary shall, subject to the directions of the Minister, be charged with the administration of this Act.

- (2) (a) The Secretary may in writing assign any power conferred or duty imposed upon or function entrusted to him by or in terms of this Act, to any other officer or employee in the Department of Statistics, but shall not by any such assignment be divested of any such power, duty or function, and may at any time himself exercise any such power or function or perform any such duty.

- (b) Whenever such officer or employee exercises any power or function or performs any duty in terms of this Act, he shall, at the request of any person affected thereby, exhibit to such person the written assignment issued to him under paragraph (a)."

2.1.4 Powers of Secretary, officers and employees, and duty of persons to answer questions: Section 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."

2.1.5 Compilation, processing and publication of statistics: Section 7

"(1) The Secretary shall compile and process the statistics collected under this Act.

- (2) Subject to the provisions of section 4(1), such statistics, or abstracts thereof, may, if the Secretary deems it necessary, be published in such manner as he may direct.
- (3) All statistics, or abstracts thereof, prepared for publication and the Secretary's observations thereon, if any, shall be laid upon the Tables of the Senate and the House of Assembly within fourteen days after publication, if Parliament is then in ordinary session, or, if Parliament is not then in ordinary session, within fourteen days after the commencement of its next ensuing ordinary session."

2.1.6 Secrecy: Section 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 those provisions, and shall not communicate any such matter or particulars and information to any person other than the person concerned or his lawful representative, nor 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."

2.1.7 Offences by officers and employees: Section 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 than 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."

2.1.8 Offences by other persons: Section 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."

2.1.9 Exemption from criminal liability in case of refusal to furnish certain information relating to certain matters: Section 14

"Whenever any person is required in terms of this Act to furnish orally or in writing, as the case may be, particulars and information relating to his religious belief or denomination or political convictions, such person shall, notwithstanding any other provisions of this Act to the contrary, not be guilty of any offence if, when required to furnish such particulars and information, he refuses orally or, as the case may be, in writing, to furnish the required particulars and information, and in like manner declares that he has objections against the furnishing thereof."

2.1.10 Admissibility of certain entries as evidence: Section 15

"Notwithstanding anything to the contrary contained in any law, no entry made by the competent person concerned under this Act in any form, questionnaire, return, notice, book, register or other document, shall be admissible as evidence in any civil or criminal proceedings, except in criminal proceedings for an offence under this Act."

3. REGULATIONS

A copy of the regulations which must be promulgated according to section 17 of the Statistics Act 1976, will be furnished to supervisors as soon as it has been promulgated.

4. DEFINITIONS

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

4.1 Areas

4.1.1 Local authorities

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 Services Board in Natal.

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

4.1.2 Township (TS): Any piece of land which has been proclaimed for residential, business, industrial or similar purposes.

4.1.3 Urban Area (U): Constitutes a township or group of townships ("suburbs") with some form of local government constituted under any law.

4.1.4 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.

- 4.1.5 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): Viljoenskroon; 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.

- 4.1.6 Restricted Areas: Military areas with restricted access.

- 4.1.7 Group Areas: Areas set aside by proclamation for occupation and/or tenure by a specific population group.

- 4.2 Asians: Mainly Indians, Pakistani, Chinese, Afghans and Burmese.

- 4.3 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.

- 4.4 Blacks: Members of an aboriginal population group of Africa such as Mosotho, Bowenda, Motswana, Bushman, Korana, Matabele, Mozambican, Namakwa, Shangaan, Swazi, Xhosa, Zulu, etc.

- 4.5 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").

- 4.6 Census Day: The day on which the census begins; that is 6 May 1980.

- 4.7 Census District: An area allocated to a Supervisor for enumeration and which may consist of a magisterial district or parts thereof.

- 4.8 Census Night: The night between 6 and 7 May 1980.

- 4.9 Census Officer: Any person who is officially concerned with the census.

- 4.10 Coloured: Somebody who, according to appearance, is obviously a Coloured and this also includes Malays, Griquas, St. Helenas, Mauritians Basters and Namas.

- 4.11 Delimitation: The division of census districts into enumerators' subdistricts and the description of the boundaries of these subdistricts.

- 4.12 Diplomatic and Consular Personnel: Foreign citizens employed in South Africa in this connection by a foreign government.

- 4.13 Enumerators' Subdistrict (ESD): A defined geographical unit, concentration or complex demarcated for the purpose of enumeration and usually assigned to one enumerator.

- 4.14 Field Worker: Any person doing the actual physical enumeration, for instance chief enumerators, enumerators and assistant enumerators.

- 4.15 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.

- 4.16 Questionnaire: Forms No. 11 and 12 on which particulars of persons (respondents) and dwellings are recorded.

- 4.17 Return: A filled-in questionnaire.

- 4.18 Whites: Somebody who obviously appear to be white and who is usually accepted as a white person.

5. FORMS USED IN THE CENSUS

No.	Description
01	Manual for supervisors
02	Return "A": List of enumerator's subdistricts
03	Application for employment as field worker
04	Appointment as field worker

05	Return "B": List of enumerators
06	Oath of secrecy
07	Manual for field workers
08	Appointment as chief enumerators
09	Enumerators' summary book
10	Instructions for the filling in of the questionnaire
11	Questionnaire
12	Questionnaires in book form
13	Invoice of forms despatched
14	Certificate for enumeration on ships
15	Badge for enumerators
16	Quality control sheet
17	Label: Census supervisor.
18	Label: Secretary for Statistics
19	Return "C": Population figures
20	Return "D": Incidental expenses
21	Paysheet: Attached Supervisors
22	Paysheet: Branch Offices
23	O.C.R. slip: Coding
24	O.C.R. slip: Bundle document
25	Worksheet: Movement of returns

CHAPTER 2 : ADMINISTRATION

1. CONTROL BY THE DEPARTMENT OF STATISTICS

- 1.1 The administration of the 1980 Population Census is controlled by the Department of Statistics in Pretoria and the address is as follows:

The Secretary for Statistics
Population Statistics Division
Private Bag X44
PRETORIA
0001

- 1.2 The telegraphic address is: Statis.

- 1.3 The telephone number is 411411. (See also paragraph 15.1.1)

2. BRANCH OFFICE SUPERVISORS

- 2.1 Supervisors, who will be employees of the Department of Statistics, will control the census at the following centres:

Bellville, Benoni, Bethal, Bloemfontein, Durban, Germiston, Inanda, Johannesburg, Cape Town, Kimberley, Klerksdorp, East-London, Pietermaritzburg, Pinetown, Port Elizabeth, Pretoria, Pretoria Restricted Areas, Soweto, Springs, Vereeniging, Welkom and Wynberg.

- 2.2 Branch offices of the Department of Statistics have been established in these centres as from 1 April 1979.

3. ATTACHED SUPERVISORS

- 3.1 Magistrates will act as Supervisors in the remainder of the Republic.

4. DUTIES OF THE SUPERVISOR: SUMMARY

- 4.1 Appointment of temporary personnel in the office of the Supervisor (in contrast to enumerators) on the bases of 1 staff unit per 30 000 residents (see also paragraph 11). In these cases appointments are made according to the prescribed conditions of service and emoluments of the Public Service Commission and subject to prior approval of the Secretary for Statistics. Salaries paid form a debit against the Vote of the Department of Statistics by whom all payments will be made (See paragraph 18).

- 4.2 Surveys prior to the delimitation of the district in enumerators' subdistricts ESDs on the basis of 1 000 persons per ESD. In densely populated areas this figure may be exceeded, while in sparsely populated non-urban areas the number will be less. In these cases, the extent of the ESD will rather be determined by the area which an enumerator can physically cover during the actual census in a period of 12 days. The method of delimitation to be adopted in these cases is explained in Chapter 3.

- 4.3 Compilation and submission on a monthly basis of the Supervisor's Return A - Enumertors' subdistricts for approval by the Department of Statistics. This return must, inter alia, reflect a description of each ESD. (See Chapter 3).

- 4.4 Recruiting/appointing of Chief Enumerators, Enumerators and Assitant Enumerators. (They must take an oath/declaration of secrecy on appointment on form 06). National identity must be observed as far as possible with the appointment of enumerators. Their remuneration, according to authorised tariffs, must also be debited to the Vote of the Department of Statistics. (See Chapter 4).

The Supervisor must emphasize to his personnel, chief enumerators, enumerators and assistant-enumerators that all census documents and the contents thereof must be kept secret and not to be divulged by anybody. Any statistics or any other information emanating from the census activities must likewise not be furnished to anybody.

- 4.5 Drawing-up/Submission of Supervisor's Return "B" (form 05) - Appointment of Field Workers, etc. for the approval of the Department of Statistics. This return contains the Supervisor's recommendations in this regard (See Chapter 4).

- 4.6 Training of Field Workers (See Chapter 4).

- 4.7 Preparation of questionnaires etc. for each ESD according to the approved delimitation (See Chapter 5).

- 4.8 The Supervisor is responsible for the complete enumeration of the district allocated to him. Provision must therefore be made for the enumeration of every person alive in his district during the census night as well as the survey of all families, households and dwellings of Whites, Coloureds, Asians and Blacks. Questionnaires must be distributed to Whites in urban areas prior to the census night. Collection takes place thereafter. In other areas the enumerator will, as a rule, fill in the questionnaire (See Chapter 5).

- 4.9 Receipt and checking of returns (forms 11 and 12) and summary books (form 09) (See Chapter 5).

- 4.10 Drawing up and submission of Supervisor's Return "C" (Form 19) - Summary of enumerators' return of persons in each ESD. (Preliminary). (See Chapter 5).

- 4.11 Drawing up and submission of Final Return "C". (See Chapter 5).
- 4.12 Drawing up and submission of Supervisor's Return "D" (form 20) - Summary of disbursements in connection with the 1980 Population Census. (See Chapter 5).
- 4.13 Record must be kept of all problems experienced, how they were solved; co-operation or not of other instances such as municipalities, etc., comments on the method, course, effectiveness etc. of office procedures. Comments can be made on any problem experienced or task completed. These notes will be of great value to the Supervisor in the compilation of his report on the course of activities. (See Chapter 5).
- 4.14 Rounding off of the census (See Chapter 5).
5. ACCOMMODATION
- 5.1 Office accommodation.
- 5.1.1 The Department of Public Works obtained the accommodation required for the Department of Statistics at the relative centres.
- 5.1.2 It is assumed that magistrates who act as supervisors will have sufficient accommodation available for the census.
- 5.1.3 If additional office space is required the Supervisor must submit a motivated request to the Department of Statistics.
- 5.2 Training Centres.
- 5.2.1 Supervisors must bear in mind that timeous arrangements should be made to procure centres which can be used for the training of the field workers. If these centres cannot be obtained free of charge the Department of Statistics must be informed immediately.
- 5.3 Depots
- 5.3.1 In areas where there is a concentration of Blacks, for instance towns for Blacks, it will be necessary to establish depots for the recruiting and training of field workers, store and handling of questionnaires, etc.
- 5.3.2 The Supervisors must examine the procurement of depots in non-white areas and problems encountered should be referred to the Department of Statistics.
- 5.3.3 Separate depots for each population group where the number of persons warrant it, should be obtained.
- 5.3.4 These depots are required for part of April 1980 until the completion of the census in May 1980.
- 5.3.5 Supervisors should endeavour to obtain this accommodation free of charge in view of the good relations existing with local authorities and the use of the census results by the local authorities.
- 5.4 Termination of Accommodation (Branch Offices only)
- 5.4.1 The Supervisor must, as soon as all duties in respect to the census have been completed and the service of temporary staff is terminated, request the local office of the Department of Public Works to terminate all the services rendered to the branch office.
- 5.4.2 The Department of Statistics must be informed of the date from which the local office of the Department of Public Works was requested to terminate the services.
- 5.4.3 If it is apparent that the activities will not be finalized before the lease expires, the Supervisor must approach the Department of Statistics as soon as possible with suggestions and motivations.
- 5.4.4 The office keys must be handed to the lessor or his agent and it must be arranged with the municipality to take the final meter reading the day the office is vacated.
- 5.4.5 Branch office supervisors must, when closing the office, see to it that all records, maps, diaries, stationery, etc., are forwarded to the Department of Statistics.
- 5.5 Certificate of occupation of Office Accommodation.
- 5.5.1 Branch office supervisors must forward all certificates of occupation to the Department of Statistics for signature as the Department of Public Works requires such documents to be certified by the Department of Statistics.
6. RESTRICTED AREAS
- 6.1 As mentioned in Chapter 3 on delimitation, a supervisor responsible for all restricted areas in the Republic has been appointed. The head office of this supervisor is in Pretoria and his address is:
- The Supervisor
Branch Office Restricted Areas
Private Bag X44
PRETORIA
0001
Telephone 411411

- 6.2 It is not possible for the supervisor restricted areas to train all the military field workers already nominated/appointed in all the areas, therefore supervisors of these areas who assist the supervisor restricted areas will be supplied with a circular and a training programme.
7. CORRESPONDENCE
- 7.1 Matters relating to different subjects must not be dealt with in the same letter. A separate letter for each subject should be used as this will expedite matters and make filing easier.
- 7.2 It is not necessary to forward letters in duplicate to the Department of Statistics, the original only will suffice.
- 7.3 To bring about uniformity and to eliminate delays correspondence should be addressed as follows:
- The Secretary for Statistics
Population Statistics Division
Private Bag X44
PRETORIA
0001
- 7.4 Envelopes containing correspondence about the staff must be marked "staff/confidential". (See paragraph 11.4.2)
8. FILING SYSTEM
- 8.1 Branch office supervisors must open the undermentioned two files on which all the correspondence must be filed:
- The name of the district/1
The name of the district/2
- 8.1.1 On the/1 file correspondence of an administrative nature such as accommodation, office equipment, transport, dispatch of forms, etc. is filed.
- 8.1.2 On the/2 file correspondence on the census operation (delimitation/cartography) such as maps, return A, return C, etc. is filed.
- 8.2 Documents must be filed strictly in order of date and when a file is + 3,5 cm thick that volume must be closed and a further volume (volume 2, etc.) opened.
- 8.3 It is advisable to deal with only one subject per letter.
- 8.4 A file for each member of the staff (not field workers) must be opened with the reference number SP and the person's name.
- 8.5 When the census is finalized all files (closed and current volumes) must be forwarded to the Secretary for Statistics.
- 8.6 Attached supervisors must adhere to their respective departmental instructions in respect of the opening and use of files.
9. MONTHLY REPORTS
- 9.1 Progress with delimitation must be reported monthly. The figures must not be cumulative.
- 9.2 The supervisor's monthly report must indicate whether the work was done in his own district or in a district where he assists with the work.
- 9.3 Monthly reports must reflect the following information:
- 9.3.1 Staff position
- 9.3.2 Number of days of leave of any kind granted.
- 9.3.3 Number of kilometers done with G.G.-vehicle during the month.
- 9.3.4 Areas delimited during the month. (Number of ESDs)
- 9.3.5 Enumerators appointed (recruited).
- 9.3.6 Number of enumerators already trained.
- (The figures must not be cumulative).
10. FURNITURE
- 10.1 The Department of Public Works is requested to supply branch offices with the necessary furniture. If attached supervisors require additional furniture for the purpose of the census, such furniture must be requisitioned from the Department of Public Works in the usual manner.
- 10.2 Marking of Furniture

- 10.2.1 Branch office supervisors are responsible for the marking of the furniture according to the rules prescribed in Circular no. 3 of 1969 and amendment dated 1 October 1974 issued by the Department of Public Works. These circulars are available at the office of the Regional Representative of the forementioned Department. A 'Wonder marker' or similar pen can be used for the marking of the furniture.
- 10.2.2 Branch office supervisors must, as soon as possible draw up an inventory in duplicate (a list will suffice) of the furniture received from the Department of Public Works and forward a copy to the Department of Statistics.
11. PERSONNEL
- 11.1 Legal basis
- 11.1.1 The Public Service Act, 1957 (Act 54 of 1957) as amended, forms the basis of all staff matters in the Public Service. In terms of this Act regulations have been issued which are supplemented by decisions and interpretations by the Public Service Commission, which is the central personnel authority in the Public Service. All personnel appointed for the purpose of the population census (i.e. Supervisors, office personnel and field workers) are appointed in terms of the Public Service Act and are for the purposes of the Act, "employees". Some of the more important directions are expounded in broad outline hereunder.
- 11.2 Personnel matters: Branch Offices.
- 11.2.1 Supervisors will be in charge of the branch offices of the Department of Statistics. All the staff matters will be their responsibility. No authority regarding staff matters (except in respect of field workers) is delegated and all decisions concerning for instance appointments, leave, salary payments, office hours, discharge, etc. will be taken by the Department of Statistics.
- 11.3 Establishment: All Supervisors
- 11.3.1 Particulars of the posts approved for each branch office have already been furnished. The number of posts authorised is the maximum for that office. If the work can be satisfactorily done by less staff only that lesser number must be recruited. If more units are required reasons must be submitted for consideration.
- 11.3.2 Magistrates may submit motivated requests according to their needs to their own Departments for recommendation to the Department of Statistics. (See paragraph 11.15).
- 11.4 Employment (Office staff/All supervisors)
- 11.4.1 The procurement of sufficient staff is the supervisor's responsibility. If suitable candidates do not come forward on their own the local office of the Department of Labour (where there is such an office) or the local representative of the Department of Social Welfare and Pensions or any other government office can be contacted to get in touch with work seekers.
- 11.4.2 The selection of the candidates must be done by the supervisor personally. Suitable candidates must complete form 283 in duplicate. One copy must be kept for record purposes and the original together with certified copies of certificates of service, highest educational certificate, testimonials (if obtainable) unemployment insurance contributor's record card (if available) must be forwarded to:
- The Secretary for Statistics
Personnel Section
Department of Statistics
Private Bag X44
PRETORIA
0001
- 11.4.3 The supervisor must certify on form 283 that the particulars in items B1, 2, 5 and 7 (i.e. surname, first names, date of birth and population group) correspond with the birth certificate/identity document of the applicant.
- 11.4.4 If all the necessary documents are not immediately available form 283 only can be submitted in the interim.
- 11.4.5 All envelopes containing staff matters must be marked "staff/confidential".
- 11.4.6 On receipt of the necessary particulars the Department of Statistics will effect the appointment i.e. obtain approval, fix salary and grade and issue the necessary appointment certificate.
- 11.4.7 Supervisors must bear in mind that staff recruited will be appointed mainly for clerical work such as delimitation, packing of forms drawing up lists of enumerators, handing out of forms, census enquiries, checking of returns, etc. Preference must be given to candidates with appropriate experience.
- 11.5 Official Office Hours
- 11.5.1 As a measure of uniformity all branch offices must adhere to the same office hours, except where the Secretary for Statistics otherwise approves. The hours are as follows from Monday to Friday: 07h15 to 12h15 and 13h00 to 15h45. Magistrates must maintain their existing office hours.

- 11.5.2 With the exception of supervisors and assistant-supervisors all other employees must enter the time of arrival and departure in the prescribed attendance register. It is obvious that this rule is not applicable to field workers.
- 11.5.3 Overtime payment is not necessarily payable for services rendered in excess to 40 hours per week unless special authority has been obtained in advance. When circumstances demands any employee or worker is lawfully compelled to work overtime.
- 11.6 Vacation Savings Bonus (September yearly)
- 11.6.1 The bonus is, subject to certain conditions, payable to temporary employees after ninety days continuous service during the year prior to 30 September.
- 11.7 Personnel files
- 11.7.1 One file cover for each employee (except field workers) with reference number "SP" and the person's name, filed alphabetically should suffice. Copies of all the documents forwarded to the Department of Statistics as well as any other correspondence in connection with the particular person must be placed in that file.
- 11.7.2 When the census is finalized all personnel files in branch offices must be forwarded to the Department of Statistics.
- 11.8 Termination of Service
- 11.8.1 When an employee resigns or his services must be terminated for any reason, the Department of Statistics must be informed immediately.
- 11.8.2 The dismissal of temporary staff (see paragraph 20 - Closing of Branch Offices)
- In urgent cases the supervisor must immediately contact the Department of Statistics if the service of a temporary employee must be terminated due to unsatisfactory service.
- 11.9 Field workers
- 11.9.1 The field workers (enumerators, assistant enumerators, etc.) are appointed for only a limited period. Their recruiting, appointment and discharge is vested in the supervisor in consultation with the Department of Statistics. No personal files will be kept by the Department of Statistics for such workers. They are not entitled to any leave and are paid per day worked according to approved tariffs.
- 11.10 Transport of Furniture
- 11.10.1 The privilege of the transport of household and personal effects at government expense is applicable only to supervisors and assistant supervisors. Tenders from three different conveyers must be submitted to the Department of Statistics beforehand.
- 11.11 Office Messengers
- 11.11.1 In cases where messengers are required, supervisors must supply the Department of Statistics as soon as possible with the necessary motivation. Messengers must not be used for the cleaning of offices as this is the responsibility of the owner of the building or the Department of Public Works. Problems in this respect must be sorted out with the relative concern.
- 11.12 Use of Public Service Rank
- 11.12.1 For the sake of uniformity and correctness it is pointed out that the rank of the supervisor in the public service is the rank of the post that he occupies. In cases where ex-police officers want to retain their police rank as a title they are at liberty to do so, but when the public service rank is referred to they will be known as supervisors.
- 11.13 Staff Reports
- 11.13.1 The Public Service Staff Code B XIV/II/4 as amended with effect from 1.10.1969 stipulates as follows:

"4. Employment, continued employment and remuneration of persons of an advanced age

- (1) On employment in a temporary capacity, persons who have already attained the age of 55 years are granted, on the recommendation of departmental personnel advisory committees and within the limits of the approved bases for the recognition of experience, age and/or qualifications, commencing salaries which, in the discretion of heads of departments, correspond with the work which they will have to perform after employment.
- (2) The further employment and salary progression of such persons must be considered annually by personnel advisory committees in the light of their ability to perform their duties satisfactorily. The services of those who are unable to perform their duties satisfactorily as a result of their advanced age must be terminated unless, with due regard to subparagraph (1) above, they can be used in a part-time capacity or on less strenuous duties."

- 11.13.2 With each nomination for appointment of a candidate of the age of 55 years and older the supervisor must, if he is satisfied that the candidate will be able to do the required duties satisfactorily, supply the undermentioned certificate: "I hereby certify that

 (full name)
 a candidate for appointment as
 (capacity)
 will in my opinion be capable, physically and mentally, to do the work satisfactorily and that the granting of the maximum salary payable according to the approved basis is justifiable in his case".
- 11.13.3 If such a candidate cannot earn the full applicable salary but can nevertheless be employed economically at a salary that can be regarded as sufficient remuneration for the work performed must be recommended.
- 11.14 Manning of depots in Non-White areas
- 11.14.1 Branch office staff (male) must be used to man such depots.
- 11.15 Temporary staff for attached supervisors
- 11.15.1 The Department of Statistics obtained approval from the Public Service Commission to employ a number of temporary clerks (TAA/TCA/TN5/TN6/temporary typists) additional to the approved establishment if and when necessary in connection with the 1980 Population Census.
- 11.15.2 Some of these units will serve in various magistrate's offices where the Magistrate act as supervisor and where the amount of work warrants additional assistance.
- 11.15.3 These temporary clerical assistants will be paid by the Department of Statistics. To facilitate the administration it has been agreed with the relative Department that the following procedure regarding the appointment of such units is adopted:
- 11.15.3.1 Where a Magistrate who acts as a supervisor requires additional staff he must motivate his request to his own Department. The Department will then supply a recommendation to the Department of Statistics.
- 11.15.3.2 The Department of Statistics will grant the necessary authority to the supervisor concerned to employ one or more temporary units. A copy of the authority will be endorsed to the relative Department.
- 11.15.3.3 Attached supervisors appoint temporary units according to the procedure applicable in their relative Departments and all staff matters such as leave, P.S.M.A.A., G.E.P. Fund, etc. are managed there.
- 11.15.3.4 The Department of Statistics will (to remain within the limits of the authority) maintain a record of the number of units authorised at the different centres.
- 11.15.3.5 It is realized that clerical assistance is needed in relation to the amount of work and again in relation to the population. Experience indicated that one clerk for approximately every 30 000 persons is required.
- 11.16 Leave
- 11.16.1 Temporary white employees can qualify for the following leave:
- Vacation leave: 30 days per year.
- Sick leave: 120 days with full pay and 120 days with half pay in a cycle of 3 years commencing on 1/1/1977.
- 11.16.2 Sick leave with full pay may only be granted after 30 days actual service. Vacation leave accrues after each completed month of service. It stands to reason that a person has no vacation leave to his credit before completing one month actual service.
- 11.16.3 In all cases the reasons for an application for leave without pay must be stated in full.
- 11.16.4 In case of doubt the Department of Statistics must be consulted before an employee is given permission to be absent.
- 11.16.5 Applications for vacation or sick leave of temporary units in branch offices must, in the discretion of the supervisor, be recommended if he is satisfied that the work in the office will not be effected and forward it to the Department of Statistics in duplicate for approval subject to the provisions of the Public Service Regulations. Normally it is not necessary to substantiate sick leave up to 3 days with a medical certificate.
- 11.16.6 Branch office supervisors must sign applications for leave except their own applications in the space provided for the recommendation of the leave before forwarding it in duplicate to the Department of Statistics. This procedure will comply with the requirement that the supervisor indicates that he made sure of the bona fides of the applicant and that he is satisfied. Comments, if necessary, can be endorsed in the margin of the form or stated in a covering minute.

- 11.16.7 Leave forms, in duplicate, must be submitted in advance if possible. One copy of the form with the result endorsed on it will be returned to the branch office for the information of the person concerned.
- 11.17 Staff position
- 11.17.1 Supervisors must as soon as possible after 31 March 1980 inform the Department of Statistics of the number of temporary units employed for census purposes up to 31 March 1980.
- 11.18 Commissioner of Oaths
- 11.18.1 In terms of Government Notice no. R1429 published in the Regulation Gazette 2351 dated 20 August 1976 all supervisors are commissioners of oath, ~~in the areas where they are appointed.~~
12. POSTAL SERVICES
- 12.1 Official letters and communications to and from the Secretary for Statistics, supervisors and enumerators are free of charge.
- 12.2 Branch office supervisors must keep a register of all trunk calls. Official calls must be marked with an "O". Private calls must be marked with a "P" and the name of the person concerned must also be entered in the register.
- 12.3 Branch office supervisors must forward the certified telephone account monthly to the Department of Statistics together with the amount collected for the private calls.
- 12.4 Branch office supervisors must inform the Department of Statistics immediately of approved telephone installations or the moving of instruments in their offices. This notice is required for audit purposes.
- 12.5 Payment of private telephone calls
- 12.5.1 Branch office supervisors must bring to the notice of their staff that payment of private calls made from departmental phones may be made by postal order only. Postage stamps can not be accepted as payment as this is of no value to the Department of Statistics. All postal orders forwarded to the Department of Statistics must be crossed and made payable to the Secretary for Statistics.
- 12.6 Existing arrangements regarding postal matters presently applicable in magistrate's offices will remain in force for the purpose of the population census. (Expenditure in this respect must be recovered from the Department of Statistics in the usual manner).
- 12.7 Branch office supervisors must notify the Department of Statistics of the date from which the post office was requested to terminate services rendered by them regarding the census.
13. PUBLICITY
- 13.1 The Department of Statistics will arrange for the publicity of the census in order that every individual can be well-acquainted with what is expected of him. Means of publicity such as the press, radio, television, film and placards will be utilized for this purpose.

The success of the census depends to a great extent on the successful introduction thereof to reach all levels of the different population groups in the Republic. An intensive publicity campaign will therefore be lodged by the Department of Statistics to supply information to every person concerned against their own traditional background. The variety and contents of the publicity material will determine when which media will be used. The supervisor will be supplied with placards in different languages which must be displayed at prominent places free of charge. Previous negotiations for the prominent and free display must be entered into with the locations chosen for this purpose.

Supervisors in charge of towns and areas for Blacks must before the census arrange a meeting with all the headmen, chiefs, indunas and their advisors to explain the nature of the census as well as their duties. During quarterly or other meetings and big functions of chiefs or groups of Blacks magistrates must make use of such occasions to discuss the census as a whole or portions thereof. Directors, managers of Non-White affairs of municipalities, local authorities of towns for Blacks and compound managers must be thoroughly informed regarding the purpose and method of the census from where this message can be conveyed during meetings and personal contact. The importance of agricultural advisors may not be underestimated because of their contact with that portion of the Black population who is not easily reached through the press, radio and other media.

The supervisors may, in the course of their duties come across items of newsworthiness that may interest the "man in the street." If such an item cannot be used locally it must immediately be brought to the notice of the Department of Statistics for the speedy follow up either in the press, radio or television or as material for an article for periodicals. Supervisors must as far as possible supply local newspapers with interesting local news. When matters of the policy of the Department of Statistics may be affected, news coverage must be handled with the utmost care and it must be done by the Department of Statistics. No party politics may be brought into any news items. It is necessary to obtain the co-operation of all newspapers or press associations rather than to start a controversy. Supervisors must endeavour to address meetings of the various societies in their districts about the value, purpose and method of the census. Such talks should not only be of interest to the society but gives publicity to a cause of national importance. Such societies are for instance: Farmers' associations, Rotarians, Women's Agricultural Union, "S.A. Vroue-Federasie", Child Welfare Organizations, Clerical Organizations, clubs, etc. It will serve a good purpose if the supervisor ascertains beforehand which organizations exist in his district. Personal contact with individuals and groups of persons remains a solid basis to build

good publicity. Even if it seems a nearly impossible task to publicize this way, the supervisor must nevertheless endeavour to make personal contact with all the various population groups.

13.2 Supply of newspapers and newspaper clippings.

13.2.1 Due to the high cost no branch office will be supplied officially with newspapers.

13.2.2 Supervisors are however requested to send news clipping on the census to the Department of Statistics if available.

13.2.3 The Departments of Plural Relations and Development, Justice, Transport, Posts and Telecommunications as well as the S.A. Police agreed to the display of posters free of charge at their stations and branch offices.

14. SUBSISTANCE ALLOWANCE

14.1 When branch office staff as a result of delimitation in adjoining areas have to stay overnight in that area, subsistence allowance will be payable. A claim in this respect must be submitted on form Z42. Prior approval for this task must be obtained from the Department of Statistics. (Attached supervisors see paragraph 19).

14.2 Supervisors must certify claims forms (Z42) as correct in the space "Certified Correct" before forwarding it to the Population Statistics Division.

14.3 It is necessary to point out that delimitation and other field work is regarded as the normal duties of the supervisor and his staff and the Department of Statistics is therefore not prepared to approve claims for meals, tea, coffee, etc.

15. LIAISON

15.1 With the Department of Statistics

15.1.1 It quite often happens that a supervisor must urgently contact the Department of Statistics. To make it easier for all concerned i.e. the supervisor as well as officers of the Department of Statistics the undermentioned persons can be phoned where other more inexpensive communication media (telegram, letter, etc.) are not appropriate.

Questionnaire and Training: Mr. N.B. Gouws
Administrative matters: Mr. C.M. Gie
Delimitation: Mr. G.A. de Kock
Publicity: Mr. J.T.L. Smalberger
Personnel and Salaries: Personnel officer

15.1.2 Telephones as well as telegrams are expensive communication media and should only be used in really urgent cases. Letters marked urgent may have the same result provided it is addressed correctly, endorsed for the attention of the appropriate section and the contents is fully and clearly stated.

15.2 Liaison with other Government Departments

15.2.1 The Department of Statistics is to a great extent dependant on the co-operation of other government departments to secure the success of the census. This is particularly the case with the Department of Justice and Plural Relations and Development. Supervisors and their staff must therefore endeavour to maintain the good relations whether the liaison is verbally or in writing.

16. STATIONERY

16.1 The Department of Statistics will supply all the stationery required by branch offices.

16.2 If stationery must urgently be purchased locally the necessary order form Z26 must be used.

Order forms and accounts duly signed and certified must be forwarded to the Department of Statistics for payment. Please note paragraph 18 of this chapter before any purchase is made.

16.3 Stationery for field workers to be used in all centres will be supplied by the Department of Statistics.

17. TYPEWRITERS

17.1 The Department of Statistics will supply typewriters to all the branch offices.

17.2 Supervisors must note that there is no guarantee on second hand typewriters and the service of these machines is not done free of charge. The local agent must be approached when services are required and the account duly certified must be forwarded to the Department of Statistics for payment. The agent must be approached for a quotation when repairs are necessary and this quotation must be sent to the Department of Statistics for consideration. If approval for the repairs is given the Department of Statistics will take the necessary steps to have the work done. Supervisors must bear in mind that typewriters must be serviced every six months.

17.3 When closing the office supervisors must pack and return the typewriters to the Department of Statistics.

18. EXPENDITURE
 - 18.1 All expenditure for example subsistence and transport, enumerators fees, etc. in connection with the 1980 population census forms a charge against the Vote of the Department of Statistics. Expenditure by attached supervisors must be recovered in the usual manner through the account of the Paymaster General and debited against the mentioned Vote.
 - 18.2 It must be emphasized that the Secretary for Statistics is the Accounting Officer of the Department of Statistics and as such responsible for all the expenditure and must therefore authorize any expenditure before it is incurred.
 - 18.3 Supervisors may not do any purchase of whatever nature before it has been referred to the Department of Statistics and approved.
19. TRANSPORT
 - 19.1 Supervisors
 - 19.1.1 Government vehicles will be supplied to branch office supervisors for the purpose of delimitation and other official duties. Note must be taken of the instructions of the Government Garage which must be adhered to at all times.
 - 19.1.2 Other supervisors must claim in the usual manner for transport costs incurred in respect of the census.
 - 19.2 Additional GG vehicles
 - 19.2.1 Supervisors who are of the opinion that insufficient transport has been allocated to their office must examine the position and without delay submit motivated application to the Department of Statistics.
 - 19.2.2 Supervisors may authorize members of their staff to drive government vehicles. The supervisor must however ascertain whether the person is in possession of a drivers licence and that the licence is not endorsed. Particulars of the licence must be endorsed on the person's SP file.
 - 19.3 Long sheets with regard to Motor Vehicles
 - 19.3.1 Supervisors must submit long sheets in duplicate in respect of the kilometers done with government vehicles to the local government garage monthly.
 - 19.4 Particulars of government vehicles.
 - 19.4.1 Supervisors must as soon as possible submit to the Department of Statistics particulars of the Government vehicles allocated to the respective branch offices. The particulars include inter alia the date of issue, date of return, GG-registration number, make, model, engine volume, name of authorized driver, arrangement for the garaging and any other applicable particulars.
 - 19.5 Returing of government vehicles.
 - 19.5.1 Supervisors must return government vehicles to the local Government Garage as the tempo of the work and the necessity for the vehicles at the branch office decreases. It must be prevented that vehicles stand unused at branch offices.
 - 19.6 Distance travelled (km)
 - 19.6.1 Supervisors must, as soon as possible after 30 September, inform the Department of Statistics of the kilometres travelled from 1 April to 30 September and after 31 March the kilometres travelled from 1 April to 31 March.
20. CLOSING OF BRANCH OFFICES
 - 20.1 Various matters
 - 20.1.1 The services of temporary staff must be terminated immediately on completion of the census except where they are needed for the final checking, correcting and dispatching of the returns to the Department of Statistics. As soon as the service of a clerk is terminated his name and address must be forwarded to the Department of Statistics.
 - 20.1.2 All personnel may be discharged on completion of the census except those who are transferred to the Department of Statistics or another Government Department.
 - 20.1.3 The Department of Statistics must be informed from which date the nearest office of the Department of Public Works was requested to terminate the services rendered by them with regard to the census.
 - 20.1.4 Surplus forms and questionnaires must be destroyed but stationery must be returned to the Department of Statistics.
 - 20.1.5 Please note that each supervisor must submit a report on the census to the Department of Statistics. Any remark or recommendation with regard to future censuses will be appreciated.

20.2 Census Forms

20.2.1 Forms will be dispatched in cartons. Supervisors must retain these cartons undamaged for re-use when returning the returns after the completion of the census.

20.2.2 Returns must be packed in plastic bags supplied for that purpose to prevent damage due to moisture.

CHAPTER 3 - DELIMITATION

1. PRE-REQUISITE

- 1.1 A Pre-requisite for the taking of a Population Census is the delimitation of each census district into Enumerators' Subdistricts (ESD^s). In addition to this, the allocation of numbers to ESD^s must take place within the limits of a specific series as shown in paragraph 7 of this Chapter and estimation of population figures and dwellings.

2. MAPS

- 2.1 Supervisors will be provided with (if not in their possession) -
- 2.1.1 maps of their districts reflecting the ESD^s as in the 1970 Census,
- 2.1.2 a return showing the 1970 population of each ESD, and
- 2.1.3 a copy of Return A, reflecting the 1970 ESD boundaries.
- 2.1.4 No changes whatsoever must be made to the existing ESD boundaries; except in cases where it is absolutely necessary.
- 2.2 Supervisors may encounter cases where -
- 2.2.1 the population of an urban ESD has increased e.g. as a result of the development of flats, to the extent that it is no longer possible for one enumerator to manage it,
- 2.2.2 the population of an urban ESD has decreased, e.g. as a result of depopulation (old residential areas) to such an extent that it does not justify an enumerator any longer. It can thus, together with another ESD be allotted to one enumerator without renumbering the ESD^s,
- 2.2.3 non-urban ESD has as a result of development to be renumbered to urban, or where an urban ESD, as a result of depopulation has to be renumbered to non-urban. Supervisors must then, according to the principles and procedures incorporated in this manual, redelimit the ESD^s concerned,
- 2.2.4 changes as a result of rezoning or reclamation in respect of population group occurred. The ESD^s must then be renumbered,
- 2.2.5 the Magistrate's judicial area originates from more than one magisterial district, all the ESD^s must be renumbered consecutively,
- 2.2.6 when it is necessary for Supervisors to renumber ESD^s, the 1970 ESD numbers in column 2 of Return A (Form O2) must be inserted opposite the 1980 ESD numbers in column 1 of Return A.

3. IMPORTANCE OF ACCURATE DELIMITATION

- 3.1 It is the duty of Supervisors to divide the Republic into small manageable geographical units (ESD^s). It is therefore necessary that the boundaries of the multitude of ESD^s are distinctly delimited and specified to eliminate the possibility of "vacuums" or overlapping with other ESD^s. The adjustment of any delimitation errors which may be discovered after census day will obviously be an enormous task, which will not only delay the completion of the Census, but will also involve the Government in fruitless expenditure.

Primarily it will be the Supervisors duty to define and specify the boundaries of his district geographically, to ensure that the boundaries correspond with those indicated on the maps supplied by the Department of Statistics. Where ESD boundaries were not delimited during 1970 according to the boundaries of townships (suburbs), local authority areas, or other administrative boundaries (magisterial districts) the ESD^s must be redelimited in accordance with the said boundaries.

4. ADAPTATION OF DELIMITATION TO SPECIFIC REQUIREMENTS

- 4.1 Several Government Departments need statistics for their own purposes. It is therefore essential that, with delimitation of the ESD^s, there should be no overlapping of proclaimed group areas and zoning. To meet this demand all supervisors will be issued with suitable maps in duplicate, on which the already existing proclaimed group areas and zones are projected in their respective colours. (see paragraph 5 of this Chapter).

Regarding the future establishment of group areas until census day i.e. 6th May 1980, the supervisors concerned will be furnished with the information and they will be responsible for the adjustment of the maps.

Such corrections will similarly be done in the Department of Statistics for purposes of control.

5. DISTINCTIVE COLOURS OF GROUP AREAS AND ZONES

- 5.1 The division of areas are characterised by the following colours:

Blue	-	Whites
Brown	-	Coloureds
Red	-	Asians
Black	-	Blacks
Yellow	-	Chinese
Purple	-	Industries

NB

In cases where extensive mining areas are to be dealt with, (this especially includes the Witwatersrand Complex), a light yellow shade is projected on the map to distinguish it from the proclaimed group areas. This colour should not be confused with the standardized yellow colour which has been assigned to the "Chinese" group.

6. LIAISON WITH THE DISTRICT OFFICES OF THE DEPARTMENT OF ENVIRONMENTAL PLANNING AND ENERGY

- 6.1 In any case of doubt regarding the proclaimed boundaries of the group areas or otherwise, it is essential that supervisors contact the district offices of the Department of Environmental Planning and Energy directly, either in Pretoria, Pietermaritzburg, Port Elizabeth, Cape Town, or Bloemfontein, depending upon the area in which the supervisor is working.

The addresses, telephone numbers, and regions concerned, are as follows:

Address	Tel. no.	Region concerned
1) Pretoria (Private Bag X255) Poynton Building Church Street	34091	Transvaal
2) Pietermaritzburg (Private Bag 9000) Revenue Building Pietermaritzburg	54201	Natal, including the magisterial areas of Mount Currie and Umzimkulu
3) Cape Town (Private Bag 9006) Grand Parade Centre c/o Kasteel + Adderley Streets	25156	The Area which is bounded by and inclusive of the undermentioned magisterial districts. Namaqualand Calvinia Williston Carnarvon Victoria-West Beaufort-West Prince Albert Oudtshoorn George
4) Port Elizabeth (Private Bag 3912) Eben Dönges Building c/o Hancock and Robbert Streets	48411	The area bounded by the Western boundaries and inclusive of the following magisterial districts. Colesberg Hanover Richmond Murraysburg Aberdeen Willowmore Uniondale Knysna
5) Bloemfontein (Private Bag X20537) Autolec Building c/o Henry and East Burger Streets	83137	The areas not mentioned above, namely O.F.S. and North Cape

7. NUMBERING OF ESD^s

- 7.1 To enable this Department to tabulate the data separately for each ESD as well as for the types of areas which are specified and described respectively in paragraph 1.7 each ESD must be given a distinct number (consisting of four digits) thus, 0001, 0002, 0020, etc. - no ESD number such as 0003a, 0003b, etc. being permissible. Strict compliance with this requirement is dictated by the mechanized data - processing process.

- 7.2 The corresponding series of ESD numbers must be allocated for the areas as shown below:

White areas situated in urban areas (U)	0001 - 1999
Coloured areas situated in urban areas	2000 - 2299
Asiatic areas (Indian, Chinese, etc.) situated in urban areas	2300 - 2699
Towns for Blacks situated in White Urban areas	2700 - 3999
Compounds - Municipal, Provincial, Mine, Industrial, Railway, etc. - Inside local authority areas	4000 - 4099
Compounds - Outside local authority areas	4100 - 4140
Mixed areas - Inside local authority areas	4150 - 4179
Mixed areas - Outside local authority areas	4180 - 4199
Non-urban (and White areas (including Quasi towns and construction teams)	4200 - 6799

Towns in Black states

6800 - 7999

Land owned by Blacks situated in isolated and scheduled or released areas
(tribally and privately owned farms) and Trust- and State-owned land intended
for Black states

8000 - 9399

Church mission stations not situated on Trust-owned land

9400 - 9499

Urban areas not classified elsewhere

9500 - 9999

N.B. ESD numbers smaller than 6 800 must only be used outside Black states.

ESD numbers 6800 - 7999 may only be used inside Black states.

When allocating numbers to ESD^s in a particular area, the smallest number in the relevant series must be commenced with and numbering must be in strict numerical order thus 0001, 0002, 0003, etc. If possible, there should be no omission of ESD numbers of a particular series. Should it be necessary to amend or subdivide an ESD subsequent to the Secretary's approval of the delimitation, his approval must again be obtained to allocate the next unused number in the group to the ESD concerned, without the necessity of renumbering the next consecutive ESD^s.

Before allocating a number, a supervisor should be satisfied that the demarcated unit justifies an ESD in terms of population figures or extent of area (as in the case of non-urban areas).

8. MAPPING REQUIREMENTS FOR DELIMITATION PURPOSES

- 8.1 Maps of either 1:250 000 or 1:50 000 scales will be supplied to supervisors for the delimitation of the non-urban portions of their districts. In the case of urban areas, maps of either 1:10 000 or 1:12 000 or of the nearest serviceable scale will be provided in instances where this has not yet been done. (In this respect, compare the regulations regarding group areas which are to be found in paragraph 5 of this Chapter.)

9. DELIMITATION PROCEDURE IN URBAN AREAS

- 9.1 Before commencing with the actual delimitation it will be necessary for the supervisor to acquaint himself thoroughly with the physical boundaries and geographic features of his district, as well as the geographical distribution of the resident population. In many of the urban areas rapid and extensive development has taken place since the last Population Census was held in 1970. To obviate the omission of persons and dwellings, the delimitation of the rapidly developing areas should be held in abeyance until all the other areas have been delimited. It would be very beneficial if the rapid-developing areas could again be inspected during March 1980.
- 9.2 To meet the demands of local governments and Government Departments for statistical information regarding the numerical strength and distribution of the population in urban and suburban areas, it is essential that the exact boundaries of the various suburbs within a municipal area be established first. In cases where the boundaries are obscure and doubtful, officials, preferably the City Engineer, of the local government, should as far as possible be consulted. After the determination of the boundaries of the various suburbs, each suburb should be treated as a separate unit within which ESD^s should now be determined and delimited. The constituent parts of an ESD within a suburb must not contain portions of other suburbs.
- 9.3 The decisive factor in the determination of the boundaries of an ESD, is the number of persons which one enumerator can enumerate within one day. Bearing in mind that the census survey must be completed within the time limit of 12 days, the confine of an ESD will in most cases be limited to contain approximately 800 - 1200 inhabitants. However, it is reasonable to expect that, owing to prevailing local circumstances, one enumerator will be allowed to count a number of persons far in excess of 1 200. Likewise, there will be cases where local conditions will prevent an enumerator from enumerating 800 people. It is neither possible nor the intention of laying down a hard and fast rule in this respect, but the underlying principle should be stated clearly:

The optimum size of an ESD should be such as will enable an enumerator of average capabilities to enumerate all the persons normally residing within the confines of an ESD within a period not exceeding 12 days. If however, exceptional circumstances do, in fact, justify a deviation from this rule, a recommendation to that effect must be submitted by the supervisor in his Return B-Appointment of Enumerators, (form 05) and adequate reasons for this exception should be given.

- 9.4 As a guide to supervisors, when delimiting areas in towns, the following illustration is given.

In those areas where extensive developments have taken place, it will be essential for supervisors to make a thorough pre-census survey of their respective districts, to ascertain the numbers and types of dwellings, in each street block. It is advisable for supervisors to make rough sketches of these street blocks, on hard paper, and hand it over to the assistant who would count the number of dwellings and indicate it on the reverse side of the maps. From this information the supervisor will be able to estimate the number of residents living in these street blocks, (private houses 4,5 persons, flats 2,1 persons) and then combine these street blocks to form another ESD for the enumerator.

- 9.5 In areas where there had been no perceptible change, the boundaries of the 1970 Census must be used as previously mentioned, provision must be made for the different types of areas e.g.:
- 9.5.1 Well educated persons giving less trouble in the filling in of questionnaires but living in houses on fairly extensive properties.
- 9.5.2 In less privileged areas, where the houses are crowded but where assistance is required with the completion of the questionnaire. (In the abovementioned cases the one factor offsets the other to a certain extent and it must be regarded as an average).

9.6 In areas where there are concentrations of large blocks of holiday flats or -hotels, of which the residents with the assistance of the assistant-enumerator (the caretaker, superintendent, manager or owner) will be enumerated, the population of the ESD will exceed the average size without too great a burden on individual enumerators.

9.7 From previous censuses, it is estimated that a residential area consisting of 240 dwellings (more or less 1 000 Whites) can be enumerated within 12 days. Assuming that 3 days are given for advanced distribution of questionnaires and explanation of the requirements of the census and 9 days for the collection of the questionnaires, then the following indicates a reasonable distribution of the work:

240 Dwellings within 9 days or ± 26 dwellings per day for collection of the returns. It is approximately 3 dwellings per hour or approximately 20 minutes per dwelling, based on an average residential area.

9.8 Experience has proved that nearly all districts consist of one or more ESD^s which will to a greater or lesser degree, contain less than 1 000 inhabitants (i.e. less than 12 days work). In such cases, the ESD together with another ESD of similar nature must, where possible, be allocated to an enumerator. If not, the time allocated for the survey must be reduced proportionately and reflected in the Return "B" as such.

9.9 Care should be taken that large vegetable gardens, nurseries and dairies are not accidentally omitted. Such areas as well as power stations, urban factories and large railway stations, can be added to adjoining ESD^s, without exceeding the boundaries of townships.

10. DELIMITATION PROCEDURE IN NON-URBAN AREAS

10.1 Basically there is no significant difference in the approach to the delimitation of urban and non-urban areas. The basis still remains the number of persons which one individual (enumerator) can enumerate within twelve days. In some of the more sparsely populated non-urban areas, there will be a significant, shifting where the emphasis will fall predominantly on "miles per day" instead of "persons per day", in the determination of ESD boundaries. All the relevant factors, such as distances, road conditions, accessibility of dwellings, the human capacities of the enumerators, etc., must be realistically, considered in the delimitation process.

Where possible the boundaries of non-urban ESD^s should follow natural boundaries, such as rivers, mountain ranges and hills, prominent features like railway lines and main roads, which can easily be recognised and followed on the maps, by the enumerators.

NB

(a) Special attention should be paid to the ~~delimitation~~ of ESD^s in non-urban areas where diamond diggings and other mining operations, irrigation or labour settlements, industrial concerns, etc. have recently been established.

Separate ESD^s must be delimited for mines in urban as well as non-urban areas, since it is a general procedure to appoint mine officials as enumerators for the mines.

(b) In non-urban areas it often happens that "nicknames" are used for certain farms or areas, etc. which do not correspond with the "registered names". Supervisors should therefore be on the alert not to be confused by this malpractice, which may result in time consuming and unsuccessful journeys, as well as unnecessary correspondence with the Department of Statistics which could have been avoided.

10.2 The period allowed for the purposes of delimitation is effective from the date of the appointment of supervisors and must be completed not later than 31 December 1979. Assistance in the form of office personnel or otherwise can be arranged in consultation with the Secretary for Statistics.

Although delimitation must be done thoroughly, supervisors, especially in non-urban areas must take care, not to exaggerate the task by going from farm to farm.

Sources of information e.g. Police stations, chairmen and secretaries of farmers associations, as well as other types of societies and businessmen, can be very useful and can be consulted without any unnecessary costs or time. Underestimation will not effect the enumerators' fees. In case of an underestimation enumerators can apply for extra allowances, as the final figures will indicate that more persons have been enumerated. Extra remuneration will then be considered. It is only in cases of overestimation where there will be difficulties, because the enumerators' fees are stipulated beforehand. The remuneration can obviously not be reduced after the survey.

10.3 When branch office supervisors give assistance to Magistrates, they must take as many personnel as possible with them to save time and travelling expenses. Supervisors and personnel must however, if possible, be home over week-ends.

11. DESCRIPTION OF BOUNDARIES OF ESD^s: RETURN "A"

11.1 Supervisors must complete "Return A" and submit same at the end of each month in triplicate to the Department of Statistics. This return must furnish the description of each ESD which has been demarcated during the month, the number (numerical indicator) which has been allocated to each such circumscribed ESD, and the required details. The instructions for the completion of the return, appears on the reverse side thereof. On receipt of approval from the Department of Statistics the supervisors must mark the approved boundaries of each ESD on their maps and enter the approved numbers thereon. Use BLUE pencil in both cases.

- 11.2 As soon as the last ESD has been approved by the Department of Statistics and all ESD boundaries and numbers have been entered on the maps, one of the completed maps must be forwarded to the Department of Statistics for purposes of control. If this map corresponds in all respects with a similar map, which has in the meantime been assembled in the Department of Statistics from information gathered from the various "A-returns", the map will be returned to the supervisor. It is stressed that no ESD boundaries or numbers may be changed without prior approval of the Secretary for Statistics.
- 11.3 One of the two completed maps in the possession of the supervisor must be kept for control and record purposes, whilst the other one must be cut up into sections comprising the different ESD^s. These sections depicting the ESD boundaries must be glued into the enumerators' summary books later on.
- 11.4 For guidance, specimen descriptions of ESD^s are given below. It is essential to bear in mind that the description of ESD^s should be so clear as to be intelligible to any map reader who possesses no knowledge whatsoever of the particular local conditions.
- 11.4.1 Urban Areas
- "From the corner of 4th Avenue and Berg Street, southwards along Berg Street to the corner of Berg Street and 5th Avenue; thence westward along 5th Avenue to the corner of 5th Avenue and Roos Street, thence northwards along Roos Street to the corner of Roos Street, and 4th Avenue; thence eastwards along 4th Avenue to the corner of 4th Avenue and Berg Street the starting point, so as to include, all dwellings within these boundaries."
- 11.4.2 Non-urban Areas
- 11.4.2.1 Where ESD covers portions of farms.
- Starting from the south-eastern beacon of the farm Koppie-~~Alleen~~ on the Vaal River, follow the Vaal River southwards to the boundary of the farm Ramesses, proceed generally westward along the southern boundaries of the farms Danielskuil, Rietfontein and Prospect to the foot of the hills bordering the farm Seekoeigat, along the hills in a north-westerly direction to the western beacon of the farm Wonderwater, then northwards along the boundaries of the farms Sebastian, Waterkloof and Dwarskloof up to the Harts River to include previous mentioned farms, follow the Harts River eastwards to its junction with the Vaal River then southwards along the Vaal River to the starting point first mentioned.
- 11.4.2.2 Where ESD includes complete farms only:
- "The area comprising the following 6 farms: Swartfontein, Retiefserus, Die Eike, Progress, Sunrise and Wilgerspruit."
- 11.5 Importance of ESD
- 11.5.1 The ESD is a very important component of a population census. These used for the Population Census 1980 will be used for a sample survey soon after the census has been taken. Careless delimitation can naturally result in unnecessary confusion and expenditure in the future.
- 11.6 Flats
- 11.6.1 Supervisors must note that the term "flat" actually means a single dwelling unit and not the building in which the flats are situated. Return "A" should accordingly reflect individual flats and not the number of blocks of flats.
12. DELIMITATION OF DEFENCE PROPERTY AND -INSTALLATIONS
- 12.1 The delimitation of Defence property and -installations as well as the other phases of the census, will be undertaken by a supervisor operating from Pretoria. Other restricted areas than Defence property or -installations enjoying immunity, must however be handled by supervisors in the usual way as integral parts of their districts. This includes microwave- and atomic energy installations, missile tracking-, space research- and radio transmission stations, diamond fields, etc. which have housing facilities at their disposal
13. PROVISION OF GOVERNMENT MOTOR TRANSPORT FOR DELIMITATION PURPOSES
- 13.1 Application for the provision of government transport for delimitation purposes, stating the reasons why and the expected duration of the use thereof must be made to the Department of Statistics according to the stipulations contained in paragraph 19 of Chapter 2, in cases where it is necessary. Where no government transport is available, the payment of transport allowances will be considered for private transport.
14. RENDERING OF ASSISTANCE TO ATTACHED SUPERVISORS
- 14.1 For the purpose of delimiting ESD^s assistance can in some cases be given to Magistrates, who have been appointed as Supervisors, by the branch offices of the Department of Statistics, or alternatively, by the employment of office personnel, on the basis of one person for every 30 000 persons, who are expected to be enumerated. These applications must be made well in advance according to paragraph 11 of Chapter 2.
15. DELEGATION OF DELIMITATION RESPONSIBILITIES
- 15.1 When it is the opinion of an attached Supervisor (i.e. a Magistrate) that it is advisable to delegate the responsibility for the delimitation of a portion of his district to an additional or detached Magistrate, representations in this connection, must be made to the Department of Statistics.

16. SETTLEMENT OF DELIMITATION DISPUTES.

- 16.1 If doubt about the exact boundaries of districts arises, and the matter cannot be settled between neighbouring supervisors, it must immediately be referred to the Department of Statistics for a decision.

CHAPTER 4: FIELD WORKERS

1. RECRUITING

- 1.1 The supervisor must recruit the necessary number of enumerators on a selective basis and must submit Return "B" which reflects the proposed rates of remuneration in each case, to the Secretary for Statistics for approval as soon as possible.
- 1.2 In order to obtain disciplined and educated personnel, the government has authorized the use of public servants, teachers, etc. to act as field workers.
- 1.3 Supervisors will be furnished with a list of the number of field workers from the ranks of the Government departments in their districts who have already expressed their willingness to serve in this capacity.
- 1.4 Permission has been granted by the Department of Education and Training that teachers, in consultation with each principal, could be used as field workers. The procedure for the procurement of Black teachers as field workers is as follows: All supervisors must establish how many Black teachers are needed in each area. They should then interview the principals of schools to ascertain which teachers are the best equipped to serve as field workers. The Department of Education and Training has advised all principals by means of a circular that the local supervisor will probably approach them regarding the appointment of teachers as field workers. Supervisors can therefore in all frankness approach the principals and furnish them with particulars regarding remuneration.
- 1.5 Attention is again drawn to the fact that, where possible, field workers should be appointed to serve their own population groups, e.g. a Zulu for the Zulu's.
- 1.6 It is the task of the supervisor to recruit suitable persons for appointment as chief enumerators/enumerators/assistant enumerators. If, in spite of publicity given thus far to the 1980 Population Census, an inadequate number of applications have been received Supervisors are advised to approach Government Offices, the S.A. Railways, Municipalities or other local authorities as well as public or private bodies such as control boards or banks and request them to bring the matter to the attention of their personnel in order to recruit field workers. Attached find draft circular - Annexure "A" to be forwarded to such instances.

2. SELECTION

- 2.1 As the supervisor selects his field workers himself, he will be responsible for their eligibility.
- 2.2 A chief enumerator or enumerator should be a literate intellectual. He should be fit and healthy in order to endure the strain connected with the proper execution of his duties; he should be a presentable and sober person in order to collect all the required particulars with the sympathetic co-operation of the population. He must be well acquainted with the area where he has to work and it is preferable that he resides in or near his ESD. Enumerators should be selected for their knowledge of Afrikaans, English or other languages according to the areas in which they will be required to work and as far as possible each population group should be served by enumerators of their own group.
- 2.3 The success of the 1980 Population Census largely depends on whether the survey could be thoroughly conducted within a short space of time. To attain this object, it is essential that the persons to be considered for appointment as enumerators (and chief enumerators) should comply with the following qualifications:

Appearance	- the candidate should make a favourable impression.
Personality	- the candidate should be tactfull.
Intelligence	- the candidate should be able to preform the duties of an enumerator satisfactorily.
Habits	- the candidate should be of sober habits.
Physical ability	- the candidate should be able to endure the strain of the work (walking long distances, standing for a long time, etc.).
Language proficiency	- the candidate should have a sound knowledge of the language spoken dominantly in his ESD.
Knowledge of ESD	- the candidate should be well acquainted with the particular ESD.
Transport	- If the use of transport is necessary during the census and public transport is not available he should possess his own vehicle.

Supervisors should use their discretion in selecting chief enumerators. In order to ensure that the most suitable persons are appointed as chief enumerators, it is suggested that candidates who are considered must comply with the abovementioned qualifications and also possess characteristics such as leadership, a high sense of responsibility as well as good organizing abilities.

3. APPLICATION FOR EMPLOYMENT

- 3.1 All applicants should fill in form O3 "Application for employment as field worker".

4. APPOINTMENT

- 4.1 The supervisor appoints field workers under the heading chief enumerators, enumerators and assistant enumerators (where necessary). The appointments are made in writing on form No. O4.

- 4.2 Chief enumerators and enumerators should be appointed at least two months before census day. Information regarding the duties of enumerators appears in detail in the manual for field workers and supervisors and are advised to ensure that everyone concerned with the census is fully acquainted with the contents thereof.
- 4.3 Care must be taken that the different Non-White groups are served by enumerators of their own groups, except in cases such as White non-urban areas where white enumerators complete questionnaires for Non-White persons in conjunction with those for Whites.
- 4.4 Assistant enumerators should only be engaged in exceptional circumstances where assistance is needed by enumerators, for instance at large blocks of holiday flats and -hotels where the flat supervisors can assist in the distribution of questionnaires and the safe keeping of the returns, which should be handed to them in sealed envelopes by the visitors upon departure.
- 4.5 In areas for Blacks, Black headmen or chiefs can be appointed as assistant enumerators to accompany the enumerator in order to obtain the necessary co-operation as a house to house census must be conducted.
- 4.6 In larger cities like Johannesburg, Cape Town, Durban, etc., where there are large buildings consisting of rooms and flats for rent and whose occupants are not easily enumerated due to their absence during the time when they are visited by the enumerator, it is desirable to obtain the co-operation of the supervisors of such buildings. In buildings, which consist of a number of flats, each flat must be regarded as a separate housing unit. All returns pertaining to rented rooms in the same building must bear consecutive numbers. This means separate entries in the enumerators' summary book.
- 4.7 The abovementioned occupants may hand their returns in sealed envelopes to the supervisor for safe-keeping, until such time when they are collected by the enumerator. These envelopes must reflect the ESD number and must be delivered together with the questionnaire by the enumerator.
- 4.8 The supervisor should in all cases furnish the enumerator with a list of all the buildings where assistant enumerators have been appointed.
- 4.9 When the supervisor has obtained a sufficient number of persons who are capable and willing to act as chief enumerators, enumerators and assistant enumerators and is convinced that they are suitable, he should compile a list of their names in triplicate on the "Supervisors Return B" and submit it for approval. After approval two copies will be returned to the supervisor. One copy must be filed in the records of the supervisor and the second copy must be attached to the voucher on which the payment of amounts due to the enumerators have been recorded (form No. 21).
- 4.10 If for any reason the supervisor should find it necessary, he is authorised to discharge an enumerator who has already been appointed and appoint another in his place immediately; but he must in all such cases without delay obtain approval for such action on a supplementary "Return B".
- 4.11 If at the last moment an enumerator does not appear or being unable to assume his duties, the supervisor must report the matter immediately and immediately without waiting for a reply appoint another person in the post and in due course, submit the appointment for approval.
- 4.12 The supervisor must, at the time of appointment, obtain the signature of all enumerators on the "Form for the appointment of field workers" (Form 04), in duplicate, whereby they accept the appointment and undertake to execute the task within a stipulated period at a fixed tariff. This form must not be filled in before the supervisor's Return "B" has been approved by the Secretary for Statistics. The original form No. 04 must be kept by the supervisor and the copy handed to the enumerator. It is the duty of the supervisor to bring the contents of Section 12 of the Statistics Act 1976 to the attention of the enumerator before he signs form No. 04 (see Manual for field workers) and to warn him that the work must be done by him personally and that the work must not be allocated to any other person without the permission of the supervisor.
- 4.13 Supervisors who have a harbour or pier within the boundaries of their districts, must arrange for the appointment of an enumerator to enumerate all South African citizens who sleep or stay on ships within the territorial waters of the Republic on census night, or who travel between harbours of the Republic. Questionnaire No. 11 and the certificate for the enumeration of ships (No. 14) should be used for this purpose.
- 4.14 ~~The counterfoil of this enumeration certificate is used to identify the nationality, description and type of ship.~~
5. TRAINING OF FIELD WORKERS
- 5.1 The supervisor should assemble his chief enumerators and enumerators prior to census day for the purpose of training. In cases where a large number of field workers must travel long distances, it will be advisable if the supervisor could rather visit suitable centres where the field workers could gather.
- 5.2 The supervisor must satisfy himself that each enumerator is well acquainted with the boundaries of the ESD allocated to him and a description of the boundaries as well as the relevant portion of the census map must be pasted into the summary book.

- 5.3 The enumerator should realise that it is his duty to enumerate all persons present within the boundaries of his ESD at midnight between 6 and 7 May 1980. All persons actually present at that time must be enumerated, whether they are South Africans or visitors from other countries, foreigners or permanent residents, or whether they stay in houses, huts or tents or sleep in caves or in the open veld. The only exception to the rule will be persons in transit on that night. They must fill in the relevant questionnaire upon arrival at their destination (see paragraph 4.13 for enumeration of persons on board ship). ^{and their families} Foreigners in the employment of diplomatic and consular missions of foreign countries, ~~are not enumerated at all.~~ However, their South African personnel, including servants, must be enumerated.
- 5.4 The Department of Statistics will make its own arrangements for the enumeration of S.A. citizens who return to the Republic from abroad after census day.
- 5.5 As all places of residence must be visited, it is advisable that enumerators must be accompanied in non-urban areas for Blacks by the headmen or any other authoratative person who can act as an interpreter, to ensure that all Blacks are enumerated. Such persons must be employed as assistant enumerators.
6. ENUMERATORS' SUMMARY BOOK (O9)
- 6.1 This book is one of the most important permanent archival documents and it is imperative that the proper completion thereof must be emphasized. Apart from a summary of the population according to sex, it also contains a certificate of appointment, a description of the boundaries of the ESD, a map or plan of the ESD, detailed instructions about the drawing up of the summary, the enumerator's diary and comments, the enumerator's declaration and finally the supervisor's and chief enumerators certificate that the work was performed satisfactorily and correctly.
- 6.2 Any subsequent interim division of the population as a result of a change of the boundaries, could usually be made from these summary books. Supervisors are especially requested to inform each enumerator about the correct way to complete their "Enumerators' Summary Book" (O9). In this book each enumerator should keep record of the addresses of dwellings visited, and the number of persons enumerated. Each page of this register should be added up separately and the totals must be carried forward to the summary pages of the book on which the grand total of the ESD appears.
7. DUTIES OF CHIEF ENUMERATORS
- 7.1 Chief enumerators are appointed to render additional assistance to the supervisors during the actual survey.
- 7.2 In large centres where a great number of enumerators are appointed to enumerate a particular population group, competent persons of that population group could be appointed as chief enumerators.
- 7.3 They will be in charge of the enumerators and as such not do the actual survey themselves, but merely ensure that enumerators perform their duties properly.
- 7.4 They are appointed on account of their knowledge of previous censuses, or their exceptional capability and ability to organize.
- 7.5 It is expected of them to be fully acquainted with the contents of the manual for field workers and where necessary to assist the supervisor with the training of enumerators.
- 7.6 It is also expected of a chief enumerator to ascertain the size and nature of each of the ESD^s under his control and by means of personal, on the spot inspections, make sure that the actual survey is conducted efficiently.
- 7.7 The chief enumerators must in collaboration with supervisors, ascertain that every enumerator is completely equipped with the necessary stationery, forms, summary books, etc., to perform his task satisfactorily. Care must also be taken that all forms, books, etc., are duly completed in respect of the name of the census district, town/city and that the ESD number appears, according to the code list, on all records before they are handed over to the enumerator.
- 7.8 Upon completion of the census, chief enumerators must check the summary books of every enumerator to ensure that all questionnaires issued, are received, duly filled in and signed.
- 7.9 During the first couple of days following the census, chief enumerators must make personal contact with their enumerators to make sure that the questionnaires are filled in correctly and to give attention to any problems which may occur as well as to give further training, if necessary.
- 7.10 Sustained control during the survey is necessary and control in respect of the filling in of questionnaires is most important.
- 7.11 It is the responsibility of the chief enumerator to check the accuracy of the work done by the enumerator as well as to control their surveys for thoroughness and to rectify any mistakes or undercounts. Chief enumerators are as far as possible appointed in the proportion of 1 for every 10 enumerators. Inspection is their main task, which brings about that they must be acquainted with the routes followed by enumerators to enable them to perform test checks.
- 7.12 The supervisor will determine a day for training, on which occasion all his chief enumerators and enumerators must be present. On that day enumerators are allocated to each chief enumerator and from then on it is the duty of the chief enumerator to take complete control of his team of enumerators. This control will remain his responsibility until the survey is completed satisfactorily.

7.13. It is expected of the chief enumerator to assemble enumerators before they start with their field work and that he plans the whole survey beforehand.

8. DUTIES OF ENUMERATORS

8.1. The enumerator is nominated for a specific ESD of which a description and a map is supplied to him by the supervisor. This will be in the front of the summary book O9. In the first place, he must see to it that he does not go beyond the boundaries of his ESD.

8.2. Secondly, the enumerator must see to it that the prescribed information regarding each inhabited dwelling (as defined in the "Instructions for the filling in of questionnaires") in his ESD is obtained.

8.3. The enumerator will receive a number of questionnaires from the supervisor prior to the day of training and he must acquaint himself with the filling in thereof. Should the enumerator not understand the instructions regarding the different questions, he must ask the supervisor for the necessary information or explanation.

9. DUTIES OF ASSISTANT ENUMERATORS

9.1. The function of assistant enumerators is to assist enumerators with the survey. Their duties will be determined according to circumstances, yet could be divided into two main groups, namely:

9.1.1. The distribution and collection of questionnaires at blocks of holiday flats, -hotels and other problem buildings or areas which are not delimited as separate ESD^s.

9.1.2. Act as interpreters and guides.

10. REMUNERATION

10.1. A circular in respect of the tariffs to be paid, will be issued at a later stage.

10.2. The remuneration of the enumerator must be calculated on the daily tariff for a number of days according to the size of his ESD, the nature of the area, that he must travel through, the mode of transport and in general the specific local conditions which may affect the way in which his duties are performed. The period allowed should not be more than twelve days except in cases where special authority has been granted for a longer period.

10.3. Although, theoretically spoken, a period of 12 days is fixed for the census survey, flexibility must be taken into consideration namely, that the period could according to circumstances, be shorter or longer. Before the remuneration payable to field workers is stipulated in a letter of appointment the supervisor must satisfy himself that the period for remuneration is the minimum as the amount cannot be reduced after the contract has been entered into. The amount could, however, be increased if the actual time taken up by the survey exceeds the stipulated time and the supervisor finds that the extra time used is justified. Any additional remuneration must be supported by a supplementary Return "B".

10.4. Officials and employees in the Civil Service, who are employed as field workers may -

be granted available vacation leave with full pay when it is necessary for them to perform census work during ordinary office hours;

allowed to keep the full remuneration which they receive as field workers; and

be regarded as on official duty for that day/days on which they are to receive training as field workers at previously determined centres, provided that such training is given at centres other than where their headquarters are situated. For this purposes, they will be treated according to the prescriptions of Chapters D and E of the Public Service Regulations regarding subsistence and travelling expenses.

10.5. Persons from outside the public service, who are employed on a temporary basis in respect of the day/days on which they receive training in connection with the census in question, be remunerated at an all inclusive tariff which will be made known by means of a circular. Travelling expenses will be paid according to Chapter E of the Civil Service Regulations.

NB. The abovementioned remuneration will be paid after the completion of the persons' duties. In the event that he, for one or other reason does not report for or do not complete his duties, he will not be entitled to any remuneration.

10.6. No extra time will be allowed to enumerators for the drawing up, tabulating and balancing of their books as this work must be done in the evenings after the collection of returns.

10.7. Attached supervisors (magistrates) may pay field workers as soon as the survey is completed satisfactorily.

Supervisors at branch offices must however, complete paysheets (form No. 22), thoroughly and forward it without delay to the Department of Statistics for attention. This will necessarily delay payment of amounts due, for a few days and field workers must be notified of this when they are appointed.

10.8. Field workers or prospective field workers should be informed beforehand, that the required amount for income tax will be deducted before payment is made.

10.9. Temporary and part-time office personnel are remunerated according to prescribed rates of pay and salary scales.

- 10.10 Magistrates who act as supervisors will receive R750,00 for the duration of the census.
- 10.11 Remuneration to attached supervisors will be paid by the Department of Statistics, after receipt of Return C (form No. 19). The abovementioned persons must furnish their new addresses if they are to be transferred.
- 10.12 Urgent attention is invited to the fact that supporting documentary evidence must accompany all claims in respect of expenditure in order that unnecessary correspondence and delays may be prevented.
- 10.13 Employees' Tax Certificates (IRP5) will in all cases be issued by the Department of Statistics. This also applies to attached supervisors.
11. TRANSPORT ALLOWANCE
- 11.1 A transport allowance is payable on the following basis to chief enumerators and enumerators in areas where public transport cannot be used and where they are dependant on private vehicles for transportation.
- Chief enumerators: Motor car/Motor cycle: Tariffs per kilometre as prescribed by the Department of Transport for the use of private transportation in respect of official duties.
- Animal transport: R5,00 per day. Bicycle: R5,00 for the duration of the census.
- Enumerators:
- (i) Non-urban areas:
- Motor car: R12,00 per day.
Motor cycle: R5,00 per day.
- (ii) Urban areas:
- Motor car/Motor cycle: Per kilometre as prescribed by the Department of Transport for the use of private transportation in respect of official duties.
- (iii) Animal transport: R5,00 per day.
- (iv) Bicycle: R5,00 for the duration of the census.
- 11.2 Officials/employees in the government service may make use of already allocated government motor transport, should public transport not be available. In such cases the expenditure must be recovered in the usual way from the Department of Statistics through the Paymaster General.
- 11.3 Special consideration may be given, in consultation with the Department of Statistics to means of transport in barren-, desert- and difficult accessible areas.

ANNEXURE "A"

DEPARTMENT OF STATISTICS

POPULATION CENSUS 1980

VACANCIES FOR ENUMERATORS

1. The Population Census will be held on 6 May 1980. Due to the publicity given to the census thus far a great number of the population of the Republic is already aware of the census.
2. The census will be conducted from 350 offices throughout the Republic. About 30 000 enumerators (all population groups) will be appointed whose task it will be to go from house to house to have the necessary questionnaires completed with regard to all the residents of the Republic.
3. The work allocated to an enumerator is calculated on the basis of approximately 12 days' full-time work. The remuneration is for the same period.
4. The local office of the Census Supervisor has several vacancies for enumerators. If anyone should be interested in helping with the census, they should telephone, or write to the following person at the address given below (full details concerning the work, training and remuneration will be furnished by him).

MR.:

ADDRESS:
.....
.....
.....

TELEPHONE NO.:

- 7.2 Such returns must be kept safely for the time being and after completion of the census be linked-up with the returns of the relevant ESD.
8. SUPERVISION OVER ENUMERATORS
- 8.1 While the aforementioned distribution and enumeration takes place, the supervisor must, in so far as local circumstances in his district permit, endeavour to ascertain how the enumerators perform their duties.
- 8.2 The attention of Supervisors is specifically drawn to the arrangement which must be made with the enumerators in respect of the time limit for completion of their work. It must in any way be ensured that every enumerator collect all his returns and furnish the chief enumerator with same within the prescribed time, except if an extension of time has been granted. If, however, an enumerator has failed to complete his work at that stage, he must continue until the work is completed and he will have no claim for extra compensation.
- 8.3 The Supervisor must in every case arrange for the safe and speedy submission of the returns and books by the chief enumerators. Where possible, enumerators must deliver returns to the chief enumerator personally. If returns are submitted by post, the packages must be despatched by registered mail.
9. TERM OF EMPLOYMENT OF FIELD WORKERS
- 9.1 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.
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/respondent, 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 questionnaire"). (Please note that enumerators must fill in paragraph 1(2) 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 thorough 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 non-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.

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, South Ndebele (Ndzundza/Manala), North Ndebele (Kekana, Lidwaba, Langa, Salela), Nort-Sotho (Mosotho wa lebowa), South-Sotho (Mosotho wa borwa), Tswana, Shongaane/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 to 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 "Hervormende 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 everyday life. Respondents should, however, not be put to the test - their word should be accepted.

Part (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 part (1), thus indicating "no school standard passed". Likewise a student at university who has not obtained any degree should enter "standard 10" in part (1) of the question and leave part (2) 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 example, 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 stillborn 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 golf, jogging, waterskiing, parachuting, etc. but also activities which require 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 farm workers, it should be indicated whether the person is a full-time worker (V), a part-time worker (D) or a seasonal worker (S). In the case of S, it should also be indicated whether the person worked on census day or not.~~ *In the case of seasonal farm workers who are not employ on census day write "farm workers" (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. (N.B. 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. ~~The term "housewife" means a full-time housewife and does not include women who have another occupation such as clerk, typist, teacher, etc., even though such an occupation may be on a part-time (e.g. mornings only) basis.~~ "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 examples 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 and 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	-	-
6. Child (pre-school)	Child - not scholar		Not employed	-	-
7. Clerk responsible for wages in a furniture factory	Wage Clerk		Employee	Modern Furniture (Pty) Ltd	Furniture Factory
8. Motor Mechanic looking for work	Motor Mechanic		Unemployed	-	-
9. Teacher	Teacher (Senior Assistant)		Employee	Transvaal Education Department	Education
10. Fitter and Turner at ISCOR	Fitter and Turner		Employee	ISCOR	Steelfactory
11. Scholar	Scholar		Not employed	-	-
12. Civil Servant	Administrative Worker (Administrative Officer)		Employee	Department of Interior (Section: Passport Control)	Public Administration
13. Typist employed by a gold mine	Typist		Employee	Sterkstroom Gold Mining Co.	Gold Mine
14. Lorry driver for a cartage contractor	Lorry driver		Employee	Coetzee Cartage Contractors	Transport of Furniture
15. Shop assistant 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 word "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 father). 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 their 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. a 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.

11. SUPERVISOR'S RETURN C (SUMMARY OF POPULATION) (FORM 19)

11.1 Supervisors must submit to the Secretary for Statistics a preliminary summary of the totals of each population group by sex in his district. This return must be submitted within 28 days from census day and may be made without the correction of possible errors. This return must be endorsed "Preliminary" and every endeavour must be made to submit it within the prescribed time, as this will form the basis for the provisional statistics that must be published.

11.2 A return C endorsed "Final return" must be made up after correction of possible errors in the returns and submitted to the Secretary for Statistics.
(NB The number of empty houses must be shown on both returns).

12. CORRECTION AND DESPATCHING OF RETURNS AND BOOKS

12.1 Each return must be duly checked to see that the handwriting is legible; that the return is numbered properly; that the name of the district, the number of the ESD, etc., are filled in; that each column is duly completed; and that all particulars are furnished.

- 12.2 With this detailed checking and correcting the supervisor must make use of his own knowledge, as well as his personnel's knowledge of the local circumstances.
- 12.3 In case neglect to enumerate persons, differences, deficits or errors in returns, are noticed during checking, the supervisor must immediately contact the chief enumerator and furnish him with a copy of the incomplete return, retaining the original. The chief enumerator must immediately cause the error or deficit to be corrected, without any claim for additional remuneration.
- 12.4 Families and single persons can possibly be omitted when places such as outside rooms in backyards with dwellings in front and in lanes or back streets are not seen as separate dwellings by enumerators. Enumerators' attention must thus specifically be drawn to such possibilities.
- 12.5 After the returns have been checked, the supervisor must correct all the erroneous data in the enumerator's summary book. The correct figures for the ESD must be brought-over to the supervisor's Return C.
- 12.6 On completion of the checking and submission of Final Return C, the returns, numbered consecutively according to paragraph 10.3.3 of this Chapter, together with the corresponding summary books, be consigned BY PASSENGER TRAIN to the Department of Statistics as a debit to STANDING RAIL WARRANT No. ~~4-092692735~~ 77A reference to the latter warrant must be endorsed on the waybill, together with an indication that government rate is applicable.
- 12.7 It is obvious that the series of returns of each ESD will be numbered from 001. All the documents for an ESD must be kept together. More than one ESD can, however, be packed in one carton.
- 12.8 Only after it is clear from the diary and notations at the end of the summary book, that every day of the enumerator's service has been accounted for, will the supervisor be in a position to sign the certificate on the last page of the summary book.
- 12.9 The supervisor is allowed two months from the day of the census to complete the checking and correcting of all the returns for his district, though he must currently submit each enumerator's summary book and relevant returns to the Secretary for Statistics as soon as it has been checked.
- 12.10 If an unforeseen delay occurs, the supervisor must furnish the Secretary for Statistics with a short report in respect thereof.
- 12.11 No other correspondence or documents may accompany packages of returns and books. All other documents, such as letters, reports, Return C, etc., must be submitted separately.
- 12.12 A copy of the waybill must be posted directly to the Secretary for Statistics, Population Census Section, Private Bag X44, Pretoria, 0001.

NB Returns applicable to Census districts other than that of the Supervisor concerned, must be forwarded to the Department of Statistics under separate cover.

13. QUALITY CONTROL

- 13.1 The 1980 census will be the first census in which the quality of the information obtained from respondents will be measured. At the time of compilation of this manual the particulars of such a quality control system were not available as yet. A separate circular in this respect will be despatched to supervisors in course of time.

14. DISPOSAL OF RECORDS

- 14.1 Attached supervisors must not destroy maps and returns of the census, but each documents must be retained for future use.