

APPENDIX 2

INSTRUCTIONS TO ENUMERATORS

Part 1 Introduction

1 The census is a complete count of the country's population which is combined with collecting certain other facts about the people.

2 It is being held in order to provide information which is essential both for good development planning and for making sensible administrative decisions in the short term. It is therefore of the greatest importance to every person living in Fiji.

3 The census is fully explained in the leaflet 'Guide to the census' which you have all been given and which you must read.

The Census organisation

4 The Census Commissioner is responsible to the Government for the census as a whole. The country is divided into Districts in each of which there is a Census Superintendent, who will generally be the District Officer and who is in charge of the work in his district. He will be helped by a number of Supervisors. The Districts are in turn divided into Enumerator's Areas and each area is the responsibility of an enumerator who is required to visit every household in his area and to record the information which is required of all persons.

Your job

5 Your job as an enumerator is to enumerate every person in your area on Census Night. It is to ask the questions and to record the answers that are required. It is the most important single job in the census. You must make every effort to obtain complete and accurate answers and to record them correctly. The success of the census depends upon the public's willing cooperation and it is your job to obtain this by being polite, patient and tactful always.

6 The information you obtain is confidential and will be used to compile statistics. You are not permitted to discuss it, gossip about it or to show your records to anyone who is not an authorised officer in the census organisation. Make all entries on the schedule yourself. On no account allow any unauthorised person to fill in any part of the schedule. Do not leave your schedules lying around where unauthorised persons may have access to them.

7 You may only ask such questions as are necessary to enable you to complete the schedule. It is the duty of all adults to give you such information about themselves and members of the household.

8 Penalties are provided for if either yourself or members of the public fail in their duties.

Your equipment

9 When you complete your training successfully you will be issued with:

- a a letter of appointment
- b a supply of census schedules
- c Instructions to Enumerators
- d a map of your Enumerator's Area
- e ball point pens
- f printed self adhesive labels
- g a satchel

10 Keep your equipment carefully because at the end of the enumeration you will be required to return it and you cannot be paid until all these items have been accounted for to your supervisor.

How to approach the public

11 Act as though you expect to receive friendly co-operation and behave so as to deserve it. You are permitted to enter every house in your area for the purpose of obtaining census information.

12 Start work only when you have identified yourself, exchanged the proper greetings, explained what the interview is about and answered any questions about the census that the people may ask.

13 During the interview let people take their time, never put answers in their mouths, work steadily and make sure that the answers are clear to you before you write anything down. Do not accept at once any statement you believe to be mistaken but tactfully ask further questions in order to obtain the correct answers.

14 It may happen that someone refuses to answer your questions. Almost always this is because of a misunderstanding. Remain courteous. Stress the importance of the census and that it has nothing to do with taxation or any similar Government activity, that the information is confidential and that census results are published only as numerical tables made up in such a way that it is impossible to identify individual persons. You should be able to clear a misunderstanding up. If you cannot persuade the person to help, or if his/her refusal is deliberate tell the person that you will report the matter to your Supervisor and do so at the first opportunity.

15 When leaving the household remember to thank the people for their help.

Part 2 General Instructions

Census night and the plan of enumeration

16 The date set for the census is Monday 13th September 1976.

17 You are responsible for enumerating everyone in your area at midnight on the night of Monday/Tuesday 13th/14th September.

18 You will not be able to enumerate everyone in your area in one day. Instead, during the ten days before the census you will visit every household in your area and you will enumerate all persons who are expected to spend census night in your area. In this way you will have done most of the work before the census itself.

19 You must visit each household individually. It is not allowed to call heads of household to a Community Hall or central place. Information cannot be kept confidential in such circumstances and many people dislike answering questions about themselves and members of their household in public.

20. On Tuesday 14th September and during the next two days you will revisit each household in your area for the purpose of checking your first records and making sure that they correctly show the particulars of everyone who was actually present on census night. Add details of newly born children and new arrival. Delete persons who have died or left the household between your first visit and census night.

21 The second round of visits will not take you as long as the first because you will know your area and the number of changes in the record will be relatively few.

The enumerator's area

22 You will be allocated an area and you will be responsible for visiting every household in it and for recording the particulars required of every person in your area on census night.

23 Miss no household in your area nor count any twice.

24 You will be given a map of your area. Make sure that you understand it and that you know your area and its boundaries before you start work. If you are not sure about the boundaries or are uncertain whether a particular place is inside your area or outside it ask your Supervisor and get your question answered before you start work. Even though you may be sure about the boundaries yourself you must, before you set out, speak to your Supervisor and to the enumerators who will be working in neighbouring areas and make sure that you all agree on the boundaries.

25 The map was made sometime before the enumeration and there may be inhabited places which are not listed or marked. It is your duty to discover and to visit any such places as you travel round your area and to enumerate the inhabitants. Remember particularly to enquire about 'vakagalala' and similar isolated farms or huts at every place you visit. Remember also to enquire about squatter settlements which may be hidden away out of sight of roads or paths. Write the names of such places on the list and mark them on the map. In the same way you should make a note of any localities which may have been abandoned since the map was made.

26 Plan your journey so that you visit each place and each household in turn. Work in an orderly way and you will save yourself much walking and a great deal of trouble. Tell your Supervisor where you will start and which paths you will follow so that he can find you.

The household

27 Those persons who usually eat together food prepared for them in the same kitchen and who together share the work and cost of providing the food are called a household.

28 The household is the most convenient small group of person for the purpose of the census and you will enumerate the population by household.

29 Very often the household will be a family living in a single dwelling.

30 If two or more groups of persons, each of which has its own separate eating and housekeeping arrangements, live in the same dwelling treat them as separate households.

31. A domestic servant who eats with the household should be included with the household. If the servant cooks and eats separately he/she should be enumerated as living in a separate household.

32 In the same way a visitor or any of his/her children who eat with the household are counted as members of the household.

33 A household may consist of one or more persons and may occupy a whole building, part of a building or many buildings.

34 There are cases where the rules used to decide what is a household do not apply. Here are some further guides to help you:

- a Sometimes groups of people live together but cannot be said to belong to a single household. Persons in hospitals, colleges, barracks and prisons are examples of this. Treat them as belonging to a single household.

They will be enumerated once only. Immediately after census night particulars are to be recorded of all persons who were present on

on that night. In some cases the supervisor will make special arrangements for doing this but in others you may be instructed to do the work as part of your duties. If there is an institution in your area make sure that your Supervisor tells you what is to be done in each case.

- b Hotels will be supplied with a stock of schedules and envelopes. On the evening of 13th September Managers will give each guest a schedule and an envelope. All persons staying in the hotel on census night will be required to complete a schedule, seal it in an envelope and hand it to Reception next morning. The completed schedules will be collected from the Manager
- c Those who work in hotels or institutions but who live in their own households should be enumerated with their own households and not with the institution. Thus a nurse on night duty during census night should be enumerated with her household and not with patients. The same applies to night workers of all kinds.
- d Any vessel which is in port in your area at midnight on 13th/14th September, or arrives in port the following morning without having been enumerated elsewhere should be regarded as a household in your area.

35 It is not likely that you will see all members of the household, nor is it necessary that you should. It is best if the head of the household and his wife are present but it will be enough if there is one responsible adult present who can give you the information required of all members of the household.

Whom should you enumerate?

36 On the first visit you should enumerate every person who is expected to be present at midnight 13th/14th September.

37 As a general rule you will enumerate all persons who are living in the household at the time of your visit. If there is any doubt about whether a person will be present on census night but who is there at the time of your first visit you should enumerate him/her with the household.

38 On your second visit you will bring the record up to date and amend it to show particulars of all persons who were present in the household at midnight on census night. If a person whose particulars you have recorded on your first visit has since died or gone away you should strike him/her from the record by drawing a line through his/her name and writing 'died' or 'gone to ----'. If a person whose particulars you have not recorded at your first visit was present on census night you must add him/her to the

record. Add newly born babies.

39 Sometimes there are persons who would normally have slept with the household on census night but who are known to have been absent and not to have slept in any other house - for example, night fishermen, night watchmen, police officers and nurses on night duty, persons working a night shift in factories or hotels. Such persons are to be enumerated with the household.

40 Persons staying in hostels, hospital patients, prisoners and the like will be enumerated with their institutions. They should not be included in the household.

What happens if there is no one at home?

41 It may happen that when you visit a house that is inhabited you are unable to obtain any information, either because nobody is at home or because the adult occupants are away at the time.

42 You must enquire from those at home when is the best time to call back. If there is no one at home ask the neighbours when the members of the household are likely to be at home and arrange your next visit accordingly.

43 Try and send word ahead of you to say when you will be visiting households.

44 If after three visits you have not succeeded in finding anyone at home, make a note of the address and tell your Supervisor when you see him.

45 It may be that for some reason your call is at an inconvenient time for members of the household. Do not lightly allow yourself to be put off. Making call backs involves you in much extra work. If there is some weighty reason - such as a death in the house - arrange to return at a more suitable time.

You may find that you do not speak the language of the household. Do not give up easily. Try other languages. See if someone intelligent will interpret for you, provided that the respondent does not object. If you are working with a fellow enumerator who does speak the language make sure that he visits the household. As a last resort ask your Supervisor to arrange for someone to do the job. But remember that it is your responsibility to see that no one is missed.

The label

47 You will be given a supply of self adhesive labels. They are to be used to mark those houses which you have visited and whose occupants you have enumerated.

48 The purpose of the label is to ensure that no household is enumerated twice and that none is missed. It will also

serve to give each household a temporary address for census purposes, which makes checking easier and will readily identify the household if for some reason you are unable to make the second visit and someone else has to take over your work.

49 When you have enumerated the occupants of the household you should write the schedule number on the label, detach it from its backing and fix it to the house. Place it where it will be easily visible to your Supervisor, preferably on the door post and out of reach of small children. Ask the people to leave it up until the end of September so that they may be spared the inconvenience of unnecessary visits by census staff. Explain that the labels will peel off and that they are used for the purposes of the census only.

50 If there is more than one household living in the building the label should be fixed at the entrance to the household's living quarters. That is on the front door of a flat which is one of a block of flats or the door of the room or rooms used by the household.

51 On no account is a label to be fixed to any house unless a schedule has been completed in respect of its occupants. The number on the label must correspond with the schedule number on which members of the household have been enumerated.

52 If there is more than one enumerator working in your area write your initials on the label in front of the schedule number. In this way households bearing the same number can readily be distinguished from one another.

The schedule

53 All the information required at the census is to be recorded on the schedule which will be issued to you in bound books of fifty forms. None should be taken out or destroyed. You will have to account for all of them.

54 The information recorded on the schedule is summarised on the front cover of the book.

55 Detailed instructions for completing the schedule and the summary are given in Part 3 of these Instructions.

Check your work

56 Before you leave the household look at the schedule you have completed for it and make sure that you have done so accurately and fully. It is better to check your work on the spot than that you should have to go back or be sent back unnecessarily. It will save you time and trouble.

57 In particular you should check that,
 no one has been missed,
 others can read what you have written,
 all the lines have been filled in where they should be,
 answers are correct.

Part 3 How to fill in the schedule

General rules

- 58 You will complete the schedule yourself. Use the pens provided. Always use blue, never use any other colour.
Keep the schedule clean.
Write legibly, preferably in capitals. Others must be able to read what you have written.
Use one column per person.
- 59 The schedule is made up of three main blocks,
Block A is for information identifying the household.
Block B is for particulars of all persons in the household.
Block C is a summary of persons in the household.
- 60 Block B is in turn divided into sections and you must make entries as follows,
Ask questions 1 to 11 of all persons and make written entries for all persons.
Ask questions 12 to 16 of all persons born in 1962 and before and make written entries in respect of each. If the person was born in 1963 or later write 'NA' for question 12 and leave the rest blank.
Ask questions 17 to 19 of all women born in 1962 and before and make written entries for each. If the person is male or a girl born in 1963 or later leave these questions blank.
- 61 Never draw a line through any box. It is untidy, it is confusing and it leads to mistakes.
- 62 On the schedule you will see additional small boxes marked 'R/U', 'FU' and, on the back of the schedule, one marked 'For office use only'. These do not concern you. Make no entries in them.
- 63 If the information is given to you by someone other than the person concerned and some details are not known write 'Unknown' in the appropriate box. Avoid the use of 'Unknown' as far as possible. Make every effort to obtain full and correct answers.
- 64 If you make a mistake cross it out neatly with a single line and correct it. Do not try and rub it out. If there is no room to make the correction draw a line down the whole column, write along it, 'Mistake' and complete a new column for the person.
- 65 Complete a separate schedule for each household. If there are more than ten persons in the household continue on the next page. Write 'Continued' at the foot of the first page and at the top of the second. Continue to number the members of the household serially, so that the first person on the second page will usually be number '11'. Use as many

pages as may be necessary.

The interview and the questions

66 When you arrive at a house greet the occupants and identify yourself as a census enumerator.

67 Ask for the Head of the Household. Generally you will have no difficulty in discovering the person who is regarded by the members of the household as its head. If the head of the household is not present ask for the next senior person. If you are enumerating a collective household which has no head because all its members are patients or prisoners you will ask for information from the head of the institution.

68 Explain that you must record particulars of everyone who is expected to be present on census night and that as a general rule you will enumerate everyone who is living in the household at the time of your visit.

69 Once you have identified the head of the household you should enter his/her name in the summary which is on the front cover of the book of schedules. Each line is numbered and a household will automatically take the number of the line on which the name of its head is written. If you make a mistake or if for any other reason you have to cancel an entry on any line, write 'Cancelled' on that line and do not attempt to use the number for another household.

70 After you have written the name of the head of the household and the date of your visit in the Summary write the number which then belongs to the household on the line 'Schedule Number' in Block A at the top left hand corner of the schedule. You will write this same number on the label which you will fix to the house before you leave. This helps to identify the household and the schedule for it on second or inspection visits.

71 Next, enter the other particulars required in Block A. In the space provided write the name of the Province, Tikina and the Enumerator's Area Number. Then write the name of the town, village, settlement, locality or estate where the household is situated. Sometimes the same name is common to both a village and a settlement - there is, for example, a Drasa Village, a Drasa Dam and a Drasa Settlement near Lautoka. In such cases you must distinguish between the one and the other and make it clear where the household is situated. If there is a street name and house number enter that information as well. If the household is an institution such as a hospital, school, barracks or prison the fact should be stated here.

72 Next you should complete the main body of the schedule and record the details required in Block B. The instructions which follow deal with the personal particulars required on the schedule and help to explain the brief instructions printed beside each line. You should study them together.

73 The instructions also deal with the way in which you should ask the questions. It is important that everyone puts the questions in the same way and you must learn the form in which the questions are to be put.

74 Your first job is to make a list of all persons who are expected to be in the household on census night starting with the name of the Head of the Household or person in charge.

Questions 1 and 2 Name and Relationship

75 The questions you must ask on your first visit are,
Which of the persons living in this household will be here on Census Night, Monday/Tuesday 13th/14th September?

and

Who else will be here on that night?

76 Obviously no one can be absolutely certain about something which is in the future, but you should enumerate all persons who are living in the household at the time of your first visit together with anyone else who will definitely be present on census night.

77 Very young children are sometimes forgotten so pay particular attention to getting all babies counted. Indian families tend not to include newly born babies as members of the family until they are named, often several months after they are born. If the infant has no name write 'Baby of ----- (mother's name)'

78 Remember to enquire about and to include night workers.

79 It is important that names be listed in a set order so that you have a clear picture of the household from the very beginning.

80 List members of the household by family starting with the head and his wife and children, beginning with the eldest and working down to the youngest. Then in order list relatives and their wives and children who live in the household. Finally list those who are not related to the head or to anyone else in the household such as visitors, boarders and servants.

81 Most households fall into this simple pattern but it is sometimes more complicated. It is very important that the census should distinguish the number of families living in the household, and in households where there more than one family you should concentrate on relating husbands and wives and children to their real parents.

82 Write full names in block capitals. For all persons except Indians write the surname or family name first. For Indians write the personal name first and add the father's name.

83 When you have written down all the names read over the list and ask,

Is that correct?

If not, correct the list.

Then ask,

Is there anyone else who lives here or who will be here on census night?

If so, include them.

84 At the same time as you write the names in line 1 you should enter the relationships in line 2.

85 Write 'Head' against the name of the head of the Household. Then write the relationship of each person to the head or to his/her parents if they are present, or show the relationship husband/wife.

86 Since every person will be entered under the number at the head of the column his/her relationship may easily be written as 'Wife of 1', 'Son of 1 and 2', 'Daughter of 4' and so on.

87 Relationships must be described accurately. Be particularly careful to distinguish between children born of the parents and adopted or step children.

88 Where a man and woman live together, although not married, you should treat them as man and wife if they regard themselves as such. The census is not concerned with the form of marriage.

89 The following relationships will cover all cases with which the census is concerned,

Head	Son	Adopted son	Mother	Brother
Wife	Daughter	Adopted daughter	Father	Sister
Grandson	Granddaughter			

90 For all other relatives write 'Other relative'. For members of the household who are not related to the head and do not have parents present write 'Servant', 'Visitor' or as appropriate. If they have their own children present you will, of course, relate the children to the parent.

91 Where several persons with no family relationship share the responsibility of the household name one as head and describe the rest as 'Partners'.

92 In an institution such as a hospital or prison or boarding school where there is no head of the household the persons should be described as 'Patients', 'Prisoners', 'Students' or as the case may be.

93 Make quite sure that you understand the relationship before you make an entry.

Question 3 Sex

94 Is this person male or female?

Write 'M' for males and 'F' for females.

95 Usually the person's sex will be clear to you from the name and relationship, but if you don't know, ask. Never guess. Be particularly careful to get the sex of very young children right.

Question 4 Date of birth

96 When was this person born?

97 This question is one of the most important in the census and it may be one of the most difficult to answer. You are likely to find many people who do not know their date of birth. In these cases you will have to use your own good sense and patience to arrive at the best possible estimate.

98 Write the day, the month and the year of birth. If the exact date is not known write the year of birth only.

99 The best source of information will be birth certificates or baptismal certificates. Ask to see them if they are available.

100 Some people may not know their date of birth but may know their age. Ask,

How old is this person?

101 If the age is known, calculate the year of birth. Use the table converting age to year of birth which is printed inside the front cover of the book of schedules.

102 One reliable birthdate in the household may help others to work out their own birthdates if it is known whether they are younger or older and by how many years.

103 If all else fails you will have to make the best estimate you can, judging by such things as the person's appearance and position in the household and using your common sense knowledge that parents are seldom younger than 15 or 16 years of age when their first child is born, that people who were in the same class at school are closely similar in age and so on.

104 Whether or not the day and the month are known you must enter a year of birth for all persons.

105 Write the year in full - for example, 1942 or 1926

Question 5 Ethnic origin

106 Is this person Chinese or Part-Chinese, European, Fijian, Indian, Part-European, Rotuman, Samoan, Tongan etc?

107 When there is any doubt as to the person's racial origin you should record the race to which the person considers that he/she belongs.

Question 6 Place of birth

108 Where was this person born?

109 If the person was born outside Fiji write the name of country or island group - for example, India, New Zealand, Tonga, Western Samoa etc.

110 If the person was born in Fiji write first the name of the province in which he/she was born. On the second line write the name of the town, village, settlement or locality where they were born. The mother's usual place of residence should be shown if she travelled in order to give birth in a hospital or with relatives.

111 If the person was born on one of the small islands such as those in the Lomaiviti, Lau or Yasawa groups write the name of the island rather than the name of the village.

Question 7 Previous residence

112 Where was this person living when Fiji became independent in October 1970?

113 For persons who were living outside Fiji write the name of the country or island group.

114 For persons who were living in Fiji write first the name of the province and, on the second, the name of the town, village, settlement or locality where they were living.

115 If the person was living on one of the small islands such as those in the Lomaiviti, Lau or Yasawa groups write the name of the island rather than the name of the village.

116 Record the province and locality where the person normally lived and worked at the time of independence. Thus, a person who may have been temporarily away from home for some reason such as visiting relatives or being in hospital should be shown where he/she normally lived.

117 If the person was born after October 1970 write 'Not born' which you may shorten to 'NB'.

118 It is necessary to make separate enquiries for each member of the household because a man does not always take his wife and family with him when he goes away to work, or he may have only some of his children with him and the others may have been elsewhere at the time.

Question 8 Real father

119 Is this person's real father still alive?

120 Write 'Alive' or 'Dead' in respect of the person's real, natural or biological father. (Not a father who may have adopted the person being enumerated).

Question 9 Real mother

121 Is this person's real mother still alive?

122 Write 'Alive' or 'Dead' in respect of the person's real mother, that is the one who bore him/her. (Not a mother who may have adopted the person being enumerated).

123 If the person's real mother is alive, ask,

Is this person's mother present in the household?

124 If the answer is 'Yes' and the person's real mother was present in the household write the mother's person number - for example, if the person's mother was present and her particulars are recorded in column 3 write '3' in this box. This allows 'mothers' and their 'real children' to be linked by person number in the one household.

125 If the person's mother was not in the household but was somewhere else write 'Not Present' which you may shorten to 'NP'.

126 If the person's mother is not alive at the time of the census and you have entered 'Dead' for Question 9(a) write 'NA' in this box.

Question 10 Education

127 Has this person been to school?

128 If the answer is 'No' and the person has never been to school write 'None'.

129 If the answer is 'Yes' and the person has been to school, ask,

What is the highest level of education he/she attained?

130 Write the highest class or form the person reached or is attending if still at school. If the person has been to secondary school, has left secondary school and has successfully completed some post-secondary training or gained some post-secondary qualification you should write details of the qualification - in such cases give degrees by their usual initials, enter 'Teach.NTC' 'Medicine FSM' 'Nurse FSM' or as appropriate for other training.

131 If the person attended a non-formal or unrecognised school outside the formal primary/secondary school system, such as a Bible class, write 'Unrecognised' which you may shorten to 'Unrec.'

132 Is this person attending school this year?

133 Write 'Yes' or 'No'. In this sense school means any educational establishment in which instruction is given on a full time basis.

Question 11 Religion

134 What is this person's religion?

135 The answers to this question are not compulsory and you should accept whatever the person tells you.

136 Write the religion and the denomination of the person - for example, 'Christian Methodist', 'Hindu - Arya Samaj' or 'Muslim - Amadya'.

137 If the person objects or is unwilling to state a religion write 'Objects'. If the person has no religion write 'None'.

138 Once you have established the religion of the head of the household you may ask,

Are all members of the household of the same religion?

139 If they are, you may write the initials rather than writing religion and denomination in full for all members of the household. Thus, if the head and everyone else in the household are of the Methodist church you should write 'Christian Methodist' for the head and you may write 'CM' for the rest.

140 You have now completed the questions for which we must have an answer in respect of all persons. Make sure that there is a written entry in each box for each person and make sure that the entry is correct.

141 The next set of questions, questions 12 to 16, apply to ALL PERSONS BORN IN 1962 AND BEFORE. Look back at the year of birth you have entered for each person and for those born after 1962 write 'NA' for Question 12 and leave the rest of the column blank.

142 Even though a person's exact year of birth may not be known it will generally be clear to you whether the person is over 15 years of age. If he/she appears to be over 15 you should record an answer for these questions.

143 The purpose of the four questions on economic activity is to provide information about what people do for a living and the census has to determine exactly what people did last week.

144 The questions have been arranged so that we first find out whether or not people worked last week. If they did not work we discover the reason. If they did work we discover exactly what they did to earn their living, for whom they worked and how they were rewarded for their work. You are required to record an answer in each box for all persons born in 1962 and before.

Question 12 Type of activity last week

145 There are many kinds of work but at this stage we wish only to discover if the person was active in any work irrespective of what that work might have been.

146 We wish to distinguish,

- a Those who worked
- b Those who would normally have worked but who were temporarily absent from work
- c Those who were unemployed or resting
- d Those who were unable to work
- e Housewives, full time students and tourists.

147 You should ask,

Did this person do any work last week?

148 a worked. By worked we mean any activity concerned with providing the necessities of life for the person or his family or his household. If the answer is 'Yes' and the person did any work last week - and it does not matter how much - write 'Worked'.

149 If the answer is 'No' and the person did not work last week you must discover and record the reason.

150 b temporarily absent from work. A person who usually works may not have done so last week because he/she was on holiday, sick, laid off, on strike or for some other reason such as being unable to work on the farm because of heavy rain or being unable to fish because of gales at sea. In such cases write 'Sick', 'Leave', 'Absent' or as the case may be.

151 c unemployed or resting. A person may have done no work because he/she was unemployed and looking for work. Such a person did nothing but would have been working if he/she had a job and he/she was actively looking for work. Such a person may have had a job before (in which case write 'Unemployed/exp')

or may never have had a job and be looking for their first (In which case write 'Unemployed/inexp').

You should carefully distinguish these people - who were actively looking for work last week - from those who did nothing and were not looking for work, being resting, loafing or otherwise idle and content to sit around (for these write 'Resting').

152 d unable to work. A person may have done no work last week because he/she was unable to - for example, because he/she was too old, crippled, retired, mad or for some other reason. In such a case write 'Too old', 'Crippled' or as the case may be.

153 e housewives, students and tourists. If the person did no work outside the house and was occupied with purely domestic duties as a housewife or the equivalent write 'H'. Very often a housewife combines her domestic duties with working on the family farm or in the family business or in paid employment and in such cases she is regarded as being economically active and you should write 'Worked'

If the person is a full time student write 'S' in this box. Full time students will be on holiday at the time of the census and some way be working - for example, on the parents' farm, in the family business or in temporary paid employment. It does not matter whether a full time student was active in this way - if he is a student write 'S'.

If the person was visiting Fiji as a tourist write 'Tourist'. This word should not be used of persons resident in Fiji. If a person is resident in Fiji and is on leave and travelling he/she should be regarded as temporarily absent from work and you should write 'Leave', 'Holiday' or as appropriate.

154 In respect of every person born in 1962 and before you have established whether or not they worked last week, if they did not you have recorded the reason and you have distinguished housewives, students and tourists who were not otherwise active

155 You must next enquire as to exactly what a person born in 1962 or earlier did to earn his/her living last week.

Question 13 Occupation last week

156 We require an exact description of the kind of work the person did last week. You should ask,

What kind of work did this person do last week?

157 It is sometimes difficult to get an exact answer but you should always aim to provide a two or three word description of the person's job. A vague single word description is not enough. Avoid general terms such as 'manager', 'clerk', 'mechanic', 'teacher', 'operator' or 'labourer'. Record exactly

what a person did - for example, 'sales manager', 'typist clerk', 'motor mechanic', 'primary teacher', 'forklift operator', 'stevedore'.

158 If the person is in employment you may find that you get a more accurate idea of his/her job by asking for the job title and recording that.

159 A person may have done more than one kind of job last week. In such a case you should record his main job - the one he spends most time at - that which he usually does.

160 If the person combines paid employment with unpaid work you should record the paid job rather than the unpaid job - for example, if the person is a bus driver and worked last weekend on his farm he should be entered as 'bus driver' and if the person is a housewife who went to market to sell food she should be entered as 'market food seller'.

161 A person engaged temporarily on the census should state his/her usual occupation. Thus if you are a secondary school teacher and are working as a census supervisor or enumerator your occupation should be recorded as 'secondary teacher'.

162 Many people in Fiji may be described generally as 'farmers'. It is particularly important that we know exactly what kind of farmers they are.

163 Farmers in Fiji fall into two main categories. Those who live and farm in Fijian villages on communal land and those who farm outside the Fijian village system.

164 A Fijian living in his/her village, sharing the communal life of the village, who worked in village agriculture last week and who did no other work may be described as 'Villager'. Such a person may perform a variety of tasks in growing or gathering produce or hunting or fishing to feed and clothe his/her family and may sell some produce but is not a commercial farmer.

165 In describing the occupations of persons who farm outside the Fijian village system you must be precise - for example, write 'cane farmer', 'rice grower', 'dairyman' or 'poultry farm worker'. Avoid the vague word - do not write 'farmer' or 'labourer'.

166 Many of these farmers engage in more than one activity but in describing the work done you should pick out the person's main crop or activity - the one to which he/she devotes most time - the one which he/she regards as most important - the one which is commercial. You will thus be able to describe a person as 'growing coconuts', 'raising cattle', 'market gardening' and so on.

167 The term 'cane farmer' should be used only of the person who owns or leases the land on which the cane is grown. Others working on the farm should be described as 'cane farm workers' unless they do a specific job such as 'cane cutter'. The same distinction should be made between those who own, lease or operate dairy farms, cattle farms or copra plantations and those who work on them.

168 You have entered an occupation for all those who worked last week but we have to take the matter further and enter an occupation for persons who were not active last week but who would normally have been active. That is to say you should enter an occupation for those who were temporarily absent from work for whatever reason and for those persons who were unemployed and looking for work and who had worked before. In such cases you should enter the person's normal occupation or, in the case of the experienced unemployed, the last job.

169 There remain the following categories of person, those unable to work because of age and so on, housewives and students, those who were looking for their first job, those who were resting and not looking for work, and tourists

For these people write 'NA' in this box. Before making an entry 'NA' or 'Not applicable' check that this is consistent with what you have already written for question 12. For everyone else born in 1962 and before you must state an occupation.

Question 14 Industry last week

170 You have described the person's own job, which is his occupation. We have next to consider the kind of business, product or service produced by the worker and his/her fellow workers. For example, a person may be a typist working for a mining company, in a building contractors office, in a hotel, for a bus company or in a department store, or for the Government or for a firm of lawyers. The person's occupation is 'typist' but the product, business or service is different in each case.

171 You should ask,

What kind of business or activity is carried on where this person works?

172 Write in two or three words what happens there - what crops are grown - what is made or produced - what services are provided - what goods are sold.

173 Be precise. Avoid vague answers. Good answers, for example, are 'shoe repair', 'sugar milling', 'bus company', 'making furniture'. Bad answers are 'repair', 'factory', 'business' and 'private enterprise' - we must know what is repaired, what the factory makes, what kind of business, what sort of private enterprise.

174 If the person is engaged in agriculture you should distinguish the main crop or livestock in the same way as you did when describing his/her occupation. The single word 'farming' or 'agriculture' is not sufficiently precise.

175 If you have described the occupation of a Fijian living in a village as 'villager' because he/she did no other work last week you may write 'village agric' in this box.

176 You must describe an industry for all those who worked last week or who were temporarily absent from work - that is to say for everyone for whom you have recorded an occupation.

177 If you have written 'NA' for question 13 leave this box blank.

178 It may happen that someone who is answering your questions does not know what is made or produced at the person's place of work and in order to help us more accurately to identify the industry you should next enter the name of the company, firm or organisation for which he/she works. You must make this entry for all persons who are in paid employment or who work unpaid in a family business.

179 You should ask,

Where does this person work? or
Who does this person work for?

180 Some large companies make, produce or sell more than one kind of product or service and the same is true of large Departments of the Government. In such cases you should state the branch or section for which the person works. For example, a large company like Carpenters engages in many kinds of activity and you should distinguish the branch for which the person works by writing 'Carpenters shipping', 'Carpenters travel', 'Morris Hedstrom', 'Suva Motors' or as the case may be. In the same way large Government Departments such as the PWD engage in different kinds of work and you should distinguish this by writing 'PWD roads', 'PWD Mech. Workshops' or as the case may be, but not just 'PWD'.

181 If it is the person's own business, firm or company write the word 'self' after its name. This is to distinguish owners and proprietors from those who work in the business.

Question 15 Employment status last week

182 This refers to the person's position when doing his/her work and tells us in broad terms how he/she is rewarded for that work.

183 The answer to this question will generally be clear to you from what you have already recorded about the person's occupation and industry. Every person for whom you have stated an occupation or industry must be placed in one of the following categories,

Employer. That is a person who employs others to work for him/her for wages. It might be that he/she employs one person or more. He/she may be the head of a private firm or shop or other business or the owner of a farm who employs others for cash wages.

This category applies to those at the head of business or enterprise in the sense of owning it. Do not include managers who are themselves employed in the business.

Self employed. That is a person who works on his/her own account. Such a person neither employs others for wages nor is so employed, but his/her family may work in the business in return for their upkeep rather than for regular wages.

Such a person works independently in various trades or businesses. He/she may be the owner of a family store, a maker of mats, a builder of boats, a cane farmer and so on.

Government wage or salary. All civil servants and persons employed by the Government in whatever capacity or department are included in this category. Persons employed by statutory bodies, semi-official or quasi-government organisations such as the City Council, Township boards, Native Land Trust Board, Radio Fiji, Fiji National Provident Fund, Fiji Electricity Authority, Fiji Development Bank, Fijian Affairs Board, Fiji Sugar Corporation or the Housing Authority should also be included.

For such persons write 'Govt.wage'.

Private wage or salary. Such a person works for another for wages. It might be for a company or for an individual person. If he/she receives wages for his/her work and is not in the category of Government employees you should write 'Private wage'.

Unpaid family worker. Such a person works in the family business or farm but does not receive regular wages. They are members of the family who are provided with food and lodging by the head of the household and share in the benefits of any profits which might arise from the joint family work. For such persons write 'Family worker'.

Other. This category should be used only for persons whose occupation and industry you have described as 'Villager' and 'Village agric'.

184 If the person worked in more than one job last week you should record his/her status in the job which you have entered as his/her occupation.

Question 16 Marital status

185 The answers to these questions are particularly important in helping to estimate the future growth of the population. They are perfectly straightforward and should cause you no difficulty if you ask them in the order and in the way they are set out.

186 People living together as man and wife and who so regard themselves should be recorded as married whether or not they have been through any civil or religious ceremony - the census is not trying to find out who is legally married and who is not.

187 If people think of themselves as divorced or separated you should record them as such - as far as the census is concerned it does not matter whether they have been to court or gone through other formalities.

188 You must accept what people say about their marital status and you should not embarrass yourself or the person by enquiring into the nature of marriage and divorce.

189 Remembering this, you should ask all persons born in 1962 and before,

- (a) Has this person ever been married?

Write 'Yes' if the person is, or ever has been, married. If the answer is 'No' and the person is not and never has been married write 'No' in this box and write 'NA' in boxes (b), (c) and (d).

- (b) If the person has ever been married you should ask,

Is this person now married (write M), widowed (write W), or divorced or separated (write D)?

This question is concerned with the position at the time of the census and a person who has ever been married must fall into one of these categories at this time.

Married applies to a person who is married and who normally lives with the spouse. Make no distinction between legally married couples and couples living together as man and wife.

Widowed is for a person, male or female, who has been married but whose spouse has died and who has not remarried at the time of the census.

Divorced or separated is for a person who has been married but who has been divorced or separated and is living as such at the time of the census. Such a person no longer thinks of the former partner as a spouse. A person who is temporarily separated from a spouse who is away but who intends to return should be entered as married.

- (c) The last question was concerned with the person's present status but it is possible for a person who has been married to fall into more than one of the categories set out above - for example, a person may have been widowed but have re-married and so on. We wish to know whether this has happened and you should ask,

Has this person been married more than once?

Write 'Yes' or 'No' in answer to this question. The census does not require the details of former marriages or to know what happened or how many there have been.

(d) You should next ask,

Is this person's first husband or wife still alive?

Write a simple 'Yes' or 'No' in answer to this question. The census requires no other details. But it is particularly important that the answers be correct since the information is used to help in establishing the level of mortality amongst the adult population which in turn is used to calculate the rate of population growth in Fiji.

Although in many cases the partner of the first marriage will be the same as the partner of the existing marriage this is by no means always true. Do not assume answers to this question which refers to the person's first husband/wife. The answer is not necessarily obvious - for example, a person may in the course of his/her life have been married, separate, re-married, been widowed, have married a third time and be now married. The census requires to know whether the partner of the first marriage is still alive and the correct answer can only be discovered by putting this question.

190 The last set of questions, Questions 17 to 19, apply to ALL WOMEN BORN IN 1962 AND BEFORE.

191 An answer is required for all women in this category whether or not they are married, whether or not they have born any children, whether or not they are still students and whether or not you think that they have or have not borne children. You must ask the questions.

192 For males and for girls born since 1962 leave this block of questions blank.

Question 17 How many children has this women borne alive?

193 Write the number of boys and girls in the appropriate boxes. If the woman has never borne a boy or a girl alive write '0' in the appropriate box. Never leave the box blank or put a dash through it.

194 A child borne alive is one who cries after being born. Do not include children who were born dead and did not cry.

195 Include all children who have grown up and left the house, all children borne by the woman to other men as well as to the present husband, all her children who are living away from home and all children who have died even if they died shortly after birth.

196 Be careful to include very young babies who may have been born immediately before midnight on census night.

197 Do not include adopted children, step children or children who may be staying in the household but who were not borne by the woman.

Question 18 How many of the children she has borne are still alive?

198 Write the number of boys and girls in the appropriate box. If the answer is 'none' in respect of either boys or girls write '0' in the appropriate box.

Question 19 How old was this woman when she bore her first child?

199 Write the woman's age in years at the time of the birth. If the exact age is not known make the best estimate you can. Sometimes you can do this by subtracting the year of the eldest child's birth from that of the mother - but make sure that you use the year of birth of the eldest child and not just the year of birth of the oldest child who happens to be present in the household. The two are not necessarily the same - the first born may have left the household or died.

200 You have completed the schedule. Now check,

- a that there is no one else whom you should have included,
- b that no line has been left blank if it should have been completed,
- c that others can read what you have written,
- d that the information you have recorded agrees item with item and that you have not written anything that cannot be correct.

201 Check your work systematically.

202 First make sure that the information in Box A is complete in all respects.

203 Next look at the household in terms of the relationship of the members to the head, their ages and the other answers you have entered for questions 1 to 11. Make sure that no child is shown as older than its parents and so on.

204 Then take the economic questions. Make sure that there is an answer for all persons born in 1962 and before. Check the answers for consistency - for example, a person whose occupation is 'stevedore' cannot have the industry entered as 'village agric.' Check the occupation against the person's education - for example, a medical doctor or an architect must have some education.

205 Check that the answers you have recorded for marital status agree one with another.

206 Finally check that the questions asked for all women, Questions 17 and 19, are correctly completed. Make sure that you have made an entry for all women born in 1962 and before and make sure that the answers are consistent - for example, a woman cannot have more children still alive than she has borne.

207 If you find that things have gone wrong or that there are mistakes or omissions put them right. The record must be complete and correct in all respects before you leave the household.

Part 4 The second enumeration

208 You should complete the first round of visits before census night. If for any reason you think that you will be unable to do so you should inform your Supervisor in good time and he may be able to send someone to help you. If you become ill or injure yourself so that you cannot continue you must let him know at once.

209 On September 14th you should begin re-visiting all households in your area. Check that the persons listed on each household schedule were in fact present on census night, 13th/14th September, and that the details you have recorded are correct. Add to the schedule details of newly born babies and new arrivals who spent census night with the household. Delete persons who did not spend census night with the household - those who have died or left. If you delete a person from the schedule draw a line neatly through his/her name and write the reason for the deletion at the top of the column - for example, 'Died', 'Admitted to hospital', 'Left to attend funeral at -----' or as the case may be.

210 Night workers and persons absent overnight who could not have been enumerated elsewhere, such as fishermen, should be included on the schedule.

211 When you are satisfied that the record is complete and correct you should complete Block C at the top right hand corner of the schedule, entering the number of males, females and persons in the household on census night.

212 For a household of more than ten persons for which you have used two sheets or more the totals should be entered on the first sheet - that which has particulars of the head of the household. Across Block C on second and subsequent sheets you should write 'See sheet 1'.

213 The numbers should then be entered on the Summary at the front cover of the book on the same line as the name of the head of the household. Write the date of your second visit.

214 Before you leave the household for the second time the schedule must show the state of affairs as at midnight on census night.

215 When you have completed the second round of visits make sure that you have entered all the details relating to Province, Tikina and Enumerator's Area number on the front cover of each book of schedules you have used or partly used.

216 Add the number of males, females and persons and enter the totals in the proper places. The Summary is important as it is from it that we calculate the preliminary totals of population - be sure that your arithmetic is correct.

217 Finally sign each book in the space provided. Your signature is your certificate that the work in the book is complete and correct.

218 As soon as you have checked your work report to your Supervisor with all your equipment. Only when everything is present and correct can you be paid.

APPENDIX 3

CODE LIST

BOX A

<u>Line 2</u>	<u>Province</u>		
		Ba	01
		Bua	02
		Cakaudrove	03
		Kadavu	04
		Lau	05
		Lomaiviti	06
		Macuata	07
		Nadroga/Navosa	08
		Naitasiri	09
		Namosi	10
		Ra	11
		Rewa	12
		Serua	13
		Tailevu	14
		Rotuma	15

<u>Line 3</u>	<u>Tikina</u>		
	<u>Ba Province</u>		
	Ba	01	01
	Magodro		02
	Nadi		03
	Naviti		04
	Nawaka		05
	Tavua		06
	Vuda		07
	Yasawa		08
	<u>Bua Province</u>		
	Bua	02	01
	Vuya		02
	Wainunu		03
	<u>Cakaudrove Province</u>		
	Cakaudrove	03	01
	Nasavusavu		02
	Rabi		03
	Saqani		04
	Tunuloa		05
	Vaturova		06
	Wailevu		07
	Wainikeli		08
	<u>Kadavu Province</u>		
	Nabukelevu	04	01
	Naceva		02
	Nakasaleka		03
	Tavuki		04

Lau Province

Cicia	05	01
Kabara		02
Lakeba		03
Lomaloma		04
Matuku		05
Moala		06
Moce		07
Mualevu		08
Nayau		09
Oneata		10
Ono		11
Totoya		12
Vulaga		13
Other Islands		14

Lomaiviti Province

Batiki	06	01
Gau		02
Koro		03
Nairai		04
Ovalau		05
Other Islands		06

Macuata Province

Cikobia	07	01
Dogotuki		02
Labasa		03
Macuata		04
Sasa		05

Nadroga & Navosa

Baravi	08	01
Cuvu		02
Malolo		03
Malomalo		04
Nasigatoka		05
Navosa		06
Ruwailevu		07
Vatulele		08

Naitasiri Province

Lomaivuna	09	01
Matailobau		02
Naitasiri		03
Waimaro		04
Wainimala		05

Namosi Province

Namosi	10	01
Veivatuloa		02
Wainikoro-iluva		03

Ra Province

Nakorotubu	11	01
Nalawa		02
Rakiraki		03
Saivou		04

Rewa Province

Beqa	12	01
Noco		02
Rewa		03
Suva		04
Suva City		05

Serua Province

Nuku	13	01
Serua		02

Tailevu Province

Bau	14	01
Nakelo		02
Sawakasa		03
Verata		04
Wainibuka		05

Rotuma Province

Rotuma	15	01
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<u>Line 4</u>	<u>EA No.</u>	Two digits	01	upwards
<u>Line 5</u>	<u>Locality</u>	Two digits. Indexed within EA	01	upwards
		Some 4,250 inhabited localities were indexed and coded. The codes are not reproduced here but the full listing is held on tape and the index may be consulted at the Bureau of Statistics.		
<u>Line 6</u>	<u>Address</u>	Not coded		
<u>Line 7</u>	<u>Schedule No.</u>	Allocate numbers in sequence. Three digits from	001	upwards
		Collective households, e.g. barracks, hotels, hospitals, hostels, prisons etc. Indexed and numbered in sequence from	900	upwards
		(If number of persons in collective household exceeds 99 allocate two or more collective household codes as necessary.)		

<u>Box R/U</u>		Not coded (Imputed Rural	1)
		(Urban	2)
<u>Box FU</u>	<u>Family Units</u>	Single digit	1 upwards
<u>BOX B</u>			
<u>Person No.</u>		Two digits	
		Head of household, wherever he/she may appear on the schedule, code	01
		Other persons, code within household in sequence from	02 upwards
<u>Question 1</u>	<u>Name</u>	Not coded	
<u>Question 2</u>	<u>Relationship</u>	Not coded	
<u>Question 3</u>	<u>Sex</u>	Male	1
		Female	2
		Not stated	3
<u>Question 4</u>	<u>Date of birth</u>		
	<u>Month</u>	1 Jan. to 12 Sept.	1
		13 Sept. to 31 Dec.	2
		September, no day	3
		Month not stated	9
	<u>Year</u>	1880 to 1976	Last two digits
		1879 and before	79
		Not stated	78
<u>Question 5</u>	<u>Ethnic origin</u>	Chinese and part-Chinese	0
		European	1
		Fijian	2
		Indian	3
		Part European	4
		Other Pacific Islands	5
		Rotuman	6
		All Others	7
		Not stated	9
<u>Question 6</u>	<u>Place of Birth</u>		
	<u>Born in Fiji</u>	Two digits - see list.	
	<u>Province Code</u>		
	<u>Born outside Fiji</u>		
	<u>POLYNESIA</u>	Cook Islands	21
		Ellice Islands	22
		French Oceania	23
		Samoa	24
		Tonga	25
		Other	26

MELANESIA	New Caledonia	31
	New Hebrides	32
	Solomon Islands	33
	Other	34
MICRONESIA	Gilbert Island	41
	Marshall Island	42
	Caroline Is.	43
	Ocean Island	44
	(Banaban)	
	Other	45
	UK	51
	Other European	52
	Australia	54
	New Zealand	55
	North America	56
	India, Pakistan	
	Bangladesh	61
	China	71
	Other Asian	72
	All Other	81
	Not Stated	99
<u>Locality - if born in Fiji</u>		
	Locality type Rural	1
	Urban	2
<u>If place of birth</u>		
	<u>outside Fiji</u> Code	-
<u>Island</u>		
<u>Province</u>		
<u>Various</u>		
	Viti Levu	01
	Vanua Levu	02
<u>Ba</u>		
	Matacawalevu	03
	Nacula	04
	Naviti	05
	Viwa	06
	Waya	07
	Yaqeta	08
	Yasawa	09
	Other Islands in Ba	10
<u>Bua</u>		
	Galoa	11
	Tavea	12
	Yadua	13
	Yaqaga	14
	Other islands in Bua	15

<u>Cakaudrove</u>	Kioa	79	
	Laucala	80	
	Qamea	81	
	Qelelevu	82	
	Rabi	83	
	Taveuni	84	
	Yanuca	85	
	Yacata	86	
	Other islands in Cakaudrove	87	
<u>Kadavu</u>	Buliya	16	
	Dravuni	17	
	Kadavu	18	
	Ono	19	
	Other Kadavu islands	20	
<u>Lau</u>	Cicia	21	
	Cikobia	22	
	Fulaga	23	
	Kabara	24	
	Kanacea	25	
	Katafaga	26	
	Komo	27	
	Lakeba	28	
	Mago	29	
	Matuku	30	
	Moala	31	
	Moce	32	
	Munia	33	
	Namuka	34	
	Naitauba	35	
	Nayau	36	
	Ogea	37	
	Oneata	38	
	Ono-i-Lau	39	
	Totoya	40	
	Tuvuca	41	
	Vanuabalavu	42	
	Vanuavatu	43	
	Vatoa	44	
	Yavea	45	
	Other Lau islands	46	
	<u>Lomaiviti</u>	Batiki	47
		Gau	48
Koro		49	
Moturiki		50	
Makogai		51	
Nairai		52	
Ovalau		53	
Wakaya		54	
Other Lomaiviti islands		55	
<u>Macuata</u>	Cikobia	56	
	Kavewa	57	
	Kia	58	
	Mali	59	
	Other islands in Macuata	60	

<u>Namosi</u>	Naqara	61
	Other islands in Namosi	62
<u>Nadroga & Navosa</u>	Malolo	63
	Tavua	64
	Vatulele	65
	Yanuya	66
	Other islands in N. & N.	67
<u>Ra</u>	Nananu	68
	Malake	69
	Other islands in Ra	70
<u>Rewa</u>	Beqa	71
	Other Rewa islands	72
<u>Serua</u>	Serua island	73
	Other islands in Serua	74
<u>Tailevu</u>	Bau	75
	Naigani	76
	Qomalevu	77
	Other islands in Tailevu	78
<u>Rotuma Island</u>	Rotuma	88
<u>Not stated</u>		99
If place of birth outside Fiji - Code		--

Question 7 Previous Residence

Codes as for question 6

If person not born - i.e. if date
of birth after October 1970 - Code

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<u>Question 8</u>	<u>Father</u>	Alive	1
		Dead	2
		Not stated	9
<u>Question 9</u>	<u>Mother</u>	Alive	1
		Dead	2
		Not stated	9

Person number

If mother is present
code her person number.
Two digits.

If mother dead or is not
present in household - i.e.
if inapplicable code --

Question 10 EducationHighest level attained

No education		00
Primary Class	1	01
Class	2	02
Class	3	03
Class	4	04
Class	5	05
Class	6	06
Class 7/Form	1	07
Class 8/Form	2	08
Secondary Form	3	11
Secondary Form	4	12
Secondary Form	5	13
Secondary Form	6	14

Post Secondary Courses

Teaching - NTC/Natabua/CCTC/Overseas/Other	21
- USP	22
Theological - Christian	23
Technical - Govt.Apprenticeships/DTI	24
- Davuilevu Technical Institute	25
Medical - Medicine, graduate - include surgeon, dentist etc.	26
- Medicine, FSM	27
- Dentistry, FSM	28
- Health Inspectors, FSM	29
- Other FSM - dental therapy, dental mechanic, dietetics, pharmacy, lab. technician, medical assistant, radiography, physiotherapy	30
- Non-FSM as above and other	31
- Nursing - all	32
Agricultural - professional agric., forest etc., including FCA	33
- Sub-professional, vocational	34
Banking, Accountancy, Economics, Laws	
- professional	35
- sub-professional, including Business studies DTI	36
Architecture, Surveying, Engineering, Telecommunications - professional	37
- sub-professional	38
Other professions - University degrees (incl. USP), Marine Air etc.	39
Other sub-professional	40
Not stated	99

Attendance

Enrolled	1
Not enrolled	2
Not stated	9

<u>Question 11</u>	<u>Religion</u>	<u>Christian</u>	
		Anglican	01
		Assembly of God	02
		Catholic	03
		Methodist	04
		Presbyterian	05
		Seventh Day Adventist	06
		Other Christian	07
		<u>Non-Christian</u>	
		Hindu Arya Samaj	11
		Hindu Sanatan	12
		Hindu Sikh	13
		Hindu Other	14
		Moslem Ahmadya	21
		Moslem Sunni	22
		Moslem Other	23
		Confucian	31
		Other non-Christian	41
		No religion, objects to state, not stated	99

<u>Question 12</u>	<u>Type of Activity</u>		
	<u>For persons born 1963-1976 - Code</u>		--
	<u>Economically Active</u>		
	Working or temporarily absent		11
	Unemployed - experienced		12
	- inexperienced		13
	- experience not stated		19
	<u>Not economically active</u>		
	Student		21
	Unpaid home duties/housewife		22
	Retired/too old		23
	Disabled		24
	Inmate, patient		25
	Resting		26
	Tourist in private households		27
	Armed Forces and Other		29
	<u>Type of Activity not stated</u>		99

<u>Question 13</u>	<u>Occupation</u>	
	Three digits.	
	The occupation codes used in the census are the three digit codes set out in the 'Fiji Classification and Dictionary of Occupations, 1975' Bureau of Statistics, Suva, Fiji. They are not reproduced here, but the full three digit listing, which is held on tape, is given in Table 33. Readers will notice the addition of Fijian villagers and that	610

numeric codes have been substituted for alphabetic codes for ease of processing. The occupation in questions are coded

Labourers not elsewhere classified 990
New workers seeking employment 998
Occupation not stated 999

Question 14 Industry

<u>ISIC (R) Codes</u>	<u>Description</u>	<u>Census Codes</u>
<u>For Use in Fiji</u> <u>Agriculture, Forestry and Fishing</u>		
1111	Banana growing and shipping; growing of other fruits.	01
1112	Growing of dalo, other root-crops and yaqona; vegetable growing and market gardening.	02
1113	Coconut planting and copra preparations.	03
1114	Tobacco growing and preparing of tobacco; g rowing of maize, sorghum and other cash c rops.	04
1115	Sugar-cane growing and harvesting	05
1116	Dairy farming	06
1117	Raising of Livestock such as cattle, goat, pigs and sheep; poultry and broiler farming, stock breeding; bee-keeping.	07
1118	Growing of rice	08
1119	Mixed and subsistence farming; other agricultural activities not clearly defined; village agriculture.	09
1120	Agricultural, animal husbandary and horticultural services for remuneration.	10
1210	Planting, replanting and conservation of forests.	11
1220	Logging.	12
1300	Fishing.	13
<u>Mining and Quarrying</u>		
2302	Gold Mining and processing.	14
2309	Mining of other metals.	15
2901	Quarrying and extracting of sand and gravel.	16
2909	Lime quarrying; salt panning; other mining and quarrying not elsewhere specified.	17

Manufacturing

3111	Slaughtering of animals; preparing, preserving and packing meat.	18
3112	Processing of milk; manufacture of butter, ice-cream and other edible milk products.	19
3113	Preserving and canning of fruits and vegetables or their juices; manufacture of pickles and sauces.	20
3114	Processing, preserving and canning of fish and similar marine foods.	21
3115	Manufacture of vegetable and animal oils.	22
3116	Milling of grains; milling of flour; husking, cleaning and polishing of rice.	23
3117	Manufacture of bread, cakes, biscuits, spaghetti and similar bakery products.	24
3118	Manufacture and refining of raw sugar including transport of raw cane.	25
3119	Manufacture of confectionery, sweets, salted nuts	26
3121	Other food manufactures; grinding of condiments and preparation of cooking spices; manufacture of ice; pounding of yaqona.	27
3122	Manufacture of prepared animal feeds.	28
3133	Manufacture of beer	29
3134	Manufacture of non-alcoholic beverages, soft drinks including aerated water and cordials.	30
3140	Manufacture of tobacco products such as cigarettes and cigars.	31
3220	Manufacture of textiles and wearing apparels; Tailoring.	32
3240	Manufacture of footwear (except vulcanized or moulded rubber or plastic footwear).	33
3311	Sawmilling; manufacture of window and door frames; Manufacture of plywood, hard board and particle board	34
3312	Making of wooden containers; making of baskets and other rattan, reed or willow containers.	35
3319	Manufacture of articles, monumental pieces and curios of wood.	36
3320	Manufacture of wooden furniture for households, offices, public buildings, and restaurants; Upholstering.	37

3418	Manufacture of paper and paperboards; manufacture of containers, boxes and bags of paper and paperboard; manufacture of other paper products such as towels, toilet papers, etc.	38
3420	Printing, publishing and allied industries.	39
3521	Manufacture of paints, varnishes and lacquers.	40
3525	Manufacture of soaps and cleaning preparations; polishes and waxes; miscellaneous chemical products.	41
3558	Retreading and rebuilding of tyres, manufacture of rubber products including flip-flops.	42
3560	Manufacture of all types of plastic products including polythene articles.	43
3698	Manufacture of cement; preparation of ready-mixed concrete; making of cement blocks.	44
3812	Manufacture of furniture and fixtures primarily of metal; electroplating.	45
3818	Manufacture of structural metal products; other manufacture of metals such as water tanks, containers; making of nails, wires, nuts and bolts, roads, tubes, pipes, etc.	46
3822	Manufacture and repair of agricultural machinery and equipment.	47
3828	Alteration, renovation and repair of all types of industrial and other machinery and equipment; repair and renovation of office equipment.	48
3838	Repair and renovation of electrical equipment, motor generators, appliances, refrigerators, air conditioners etc. manufacture of batteries.	49
3841	Ship and boat building and repairing	50
3843	Building of buses, trucks, trailers, coaches.	51
3908	Manufacture of jewellery; making of articles of bones, e.g. tortoise shell. Manufacture of items not elsewhere classified.	52

Electricity, Gas and Water

4101	Generation, transmission and distribution of electrical energy for sale to household, industrial and commercial users.	53
4102	Manufacture and distribution of gas.	54
4200	Collection, purification and distribution of water to household, industrial and commercial users.	55

Construction

5100	Building construction including altering, repairing and demolishing of building; plumbing, painting, installing of air-conditioning equipment; electrical wiring; repair and maintenance of buildings.	56
5200	Other constructions; constructing and repairing of roads, highways, bridges, sewers, water mains, electricity mains, airports, piers, parking areas, irrigation works, water wells, land drainage and reclamation; pile driving.	57

Wholesale and Retail Trade and Restaurants and Hotels

6100	Wholesale trade, agencies; exporters and importers; commission merchants; petroleum bulk stations; scrap metal, waste and junk dealers.	58
6200	Retailing; selling for household use; shops engaged in selling to general public.	59
6310	Retail establishments selling prepared foods and drinks for immediate consumption such as restaurants, cafes, lunch counters and refreshment stands.	60
6320	Hotels, rooming houses and other lodging places, restaurant facilities operated with lodging.	61

Transport, Storage and Communication

7112	Bus and coach transport	62
7113	Taxi cabs.	63
7114	Freight transport by road; local or long-distance trucking	64
7117	Rental cars (Self-driven and chauffeur driven); land transport tour operators.	65
7120	Water transport; operation of vessels for transport of freight and passengers overseas, coastwise and inland waterways.	66
7124	Sea cruises and sea tour operators.	67
7130	Air transport - carrying of passengers and freight whether by regular services or by private charter.	68
7191	Travel agents	69
7200	Communication services - post, wire and wireless.	70

Finance, Insurance, Real Estate and
Business Services

8101	Commercial banks including Development Bank	71
8102	Other financial institutions including credit earning, money lenders etc., housing-loan authorities, investment companies etc.	72
8200	Insurance carriers of all kinds; agents and brokers; organized pension (superannuation) funds.	73
8310	Real estate - letting and operating; developing and sub-dividing of new areas.	74
8321	Legal services.	75
8322	Accounting, auditing and book-keeping services; data processing and tabulating services.	76
8324	Engineering, architectural and technical services.	77
8328	Other services such as advertising; commercial artist, etc.	78
9100	Central, provincial, and local government services including defence, police, legislative, judicial, finance and administrative offices.	79
9200	Sanitary and similar services such as office cleaning; pest exterminating; fumigating, etc.	80
9310	Education services - government and private education institutions of all types from kindergarten to university; meteorological and medical research organizations.	81
9330	Medical, dental and health services; all types of medical and health institutions; medical personnel; ambulance services; veterinary services.	82
9360	Welfare institutes such as Red Cross; Charitable organization; orphanages; business, professional and labour associations such as chambers of commerce, trade unions, professional organizations.	83
9391	Religious organizations - churches, mosques, temples and similar institutions.	84
9399	Other community services e.g. political organizations, clubs. etc.	85

9480	Recreational and cultural services; cinema; radio and television broadcasting; libraries, museums and gardens; amusement services.	86
9511	Repair of boots and shoes, luggage and handbags and other leather products.	87
9512	Electrical repair shops - e.g. repair of radio and televisions, household refrigerators and other household and personal appliances.	88
9513	Repair of motor vehicles and other conveying vehicles.	89
9515	Repair services; watches, clocks and jewellery; repairing of all other articles not elsewhere classified	90
9520	Laundry and dry-cleaning services; repairing and restoring of clothing and other made-up personal and household testiles	91
9530	Domestic services - maids, cooks, house-girls, gardeners, grass-cutters, etc.	92
9592	Photographic studios, including commercial photography.	93
9598	Barber and beauty shops, other personal services not elsewhere classified	94
9600	International and other extra-territorial bodies, e.g. foreign embassies	95
	<u>Activities Not Adequately Classified</u>	
0000	Activities not adequately classified	99

Question 15 Employment status

Employer	1
Self Employed	2
Government wage or salary	3
Private wage or salary	4
Unpaid family worker	5
Villager	6
Other (including inexperienced unemployed) and not stated	9

Question 16 Marital Status

<u>Ever married</u>	Yes	1
	No	2
	Not stated	9
<u>Now married</u>	Married	1
	Widowed	2
	Divorced/Separated	3
	Not stated	9
	Not Applicable	-

