

FOREWORD

This handbook is intended for use by all those involved in the Census to assist and to guide you in carrying out your task. You should refer to it from time to time.

As an Enumerator you play an important role in the census operation. You are one of a team of about 200 Enumerators with the common goal of obtaining accurate and complete information about all persons and all dwellings (living quarters) which qualify to be enumerated in the Cook Islands. The success of the census depends on how well you carry out your tasks as an Enumerator

The information you collect becomes the foundation upon which all census results will be based and the results cannot be better than the data you obtain. The quality of the census data will depend to a large extent on the effort you make and the thoroughness with which you and your fellow Enumerators carry out your tasks.

This year the Census round will commence a week later than usual, for a number of reasons, e.g. availability of transport to the northern group islands and availability of staff in the outer islands.

I would like to thank everyone who is willing to provide their services.

Taggy Tangimetua
Government Statistician

TABLE OF CONTENTS

FOREWORD.....	1
PART 1: GENERAL INFORMATION	3
BACKGROUND.....	3
SCOPE AND COVERAGE	3
CENSUS LEGISLATION	3
CONFIDENTIALITY	3
ATTESTATION (OATH OF OFFICE SEC14)	3
OFFENCES AND PENALTIES SEC24	4
PART 2: CENSUS CONCEPTS AND DEFINITIONS.....	5
CENSUS NIGHT.....	5
CENSUS DISTRICT.....	5
ENUMERATION AREA.....	5
TYPES OF ENUMERATION	5
DE FACTO POPULATION	6
DE JURE POPULATION	6
DWELLING	6
HOUSEHOLD	7
HEAD OF THE HOUSEHOLD.....	7
PART 3: DUTIES AND RESPONSIBILITIES OF CENSUS SUPERVISOR AND ENUMERATORS	8
CENSUS SUPERVISOR	8
CENSUS ENUMERATOR	8
PART 4: FIELD WORK.....	10
UPDATING OF THE HOUSEHOLD LISTING AND MAPS.....	10
PRE-CENSUS ENUMERATION.....	12
IF NO ONE AT HOME.....	13
POST-CENSUS ENUMERATION	14
PART 5: PACKAGING AND RETURN OF CENSUS MATERIALS.	15
CENSUS SUMMARY	15
CHANNEL OF COMMUNICATION	15
PART 6: CENSUS SCHEDULES (QUESTIONNAIRES)	16
HOW TO MARK THE QUESTIONNAIRES	16
HOW TO FILL IN THE DWELLING QUESTIONNAIRE.....	17
HOW TO FILL IN THE PERSONAL QUESTIONNAIRE	23
PART 7: CENSUS TIME TABLE	32
PRE- CENSUS ENUMERATION 28-30 NOVEMBER, 2016.....	32
POST-CENSUS NIGHT ENUMERATION 2-9 DECEMBER, 2016.....	32

PART 1: GENERAL INFORMATION

Background

The Census of Population and Dwellings is a five yearly stock take of people in the Cook Islands and their housing. It is the primary source of information on the size, composition, distribution, economic activities and state of well being of the population. This manual is to be used by all those working on the 2016 Cook Islands Census of Population and Dwellings. It contains guidelines and procedures for the conduct of the census and specific instructions for filling out the two questionnaires.

Scope and Coverage

A Dwelling Questionnaire must be completed for every occupied dwelling as at midnight on Census Night. A Personal Questionnaire must be completed for each and every man, woman and child alive at midnight on Census Night within the geographical boundaries of the Cook Islands, excluding those persons on foreign vessels, yachts and aircraft flying through or stopping temporarily (transit).

Census Legislation

The Census of Population and Dwellings 2016 is being conducted under the authority of the Statistics Act 2016. The particular provisions relating to this census is set out in sections 18 and 19 of the Act. Other sections of the Act that apply are the secrecy provisions that provide against the release or publication of any individual particulars.

Confidentiality

The secrecy provisions of the Statistics Act, 2016 apply in full to all census officers and a fine is enforced for improperly divulging information. Before the commencement of duties all census staff will have taken a statutory declaration of secrecy.

Attestation (Oath of Office Sec14)

Before commencing duties every person employed or engaged under the Act must, take the following oath:

"I, [name], swear that I will not at any time make known to others any information that comes to my knowledge as a result of my employment or engagement in the Statistics Office of the Cook Islands and that is protected from disclosure by the Statistics Act 2016."

1. The oath or affirmation must be administered by a person duly authorised by law, and be returned and recorded in any manner required by law.

2. The oath or affirmation must be administered by a person duly authorised by law, and be returned and recorded in any manner required by law.
3. Employees of the Statistics Office must each have a signed authority from the Government Statistician that evidences their authority to fulfil their duties under this Act, and that signed authority is sufficient evidence of their authority for the purposes of this Act.

Offences and Penalties Sec24

Offences and penalties

- (1) A person commits an offence who,—
 - (a) after taking the oath set out in **section 14**, fails to fulfil his or her duty under that oath; or
 - (b) wilfully makes any false declaration, statement, or return in the performance of his or her duties under this Act; or
 - (c) being an employee of the Statistics Office or a person who impersonates an employee of the Statistics Office, obtains or seeks to obtain information that he or she is not duly authorised to obtain; or
 - (d) refuses or neglects to answer, or wilfully answers falsely, any question that is intended to obtain information for any purpose of this Act and is asked by any person employed or deemed to be employed under this Act; or
 - (e) refuses or neglects to provide any information that he or she is required to provide under this Act; or
 - (f) refuses or neglects to fill in to the best of his or her knowledge and belief any schedule or form that he or she has been required to fill in under this Act and to return it when and as required under this Act; or
 - (g) knowingly gives false or misleading information.
- (2) A person who commits an offence against subsection (1)(a), (b), or (c) is liable on conviction to a fine not exceeding \$2,000 or to imprisonment for a term not exceeding 6 months, or to both.
- (3) A person who commits an offence against subsection (1)(d), (e), (f), or (g) is liable on conviction to a fine not exceeding \$1,000.

PART 2: CENSUS CONCEPTS AND DEFINITIONS

In carrying out a census, it is essential that the units of enumeration be clearly defined and that the definitions be included in manuals of instruction for the enumeration and, to provide appropriate guidance for users of the resulting statistical information, in census reports.

Census Night	The Census Night is mid-night of 30th November to 1st December 2016. All persons who were present in the Cook Islands at that time, whether in a household or an institution, at a hotel or outdoors, are eligible to be enumerated.
Census District	The Census District (CD) is the smallest administrative area for which population statistics are normally published. Within each CD will be a number of enumeration areas.
Enumeration Area	An Enumeration Area (EA) is a unit created below the CD level during the census cartographic mapping with approximately 30+ households per EA. These were conveniently demarcated to facilitate effective movement by interviewers during the enumeration period. Each EA is covered by a map or maps showing all the dwellings in it and that no EA boundary crosses a CD boundary.
Types of enumeration	<p>Describing the total population of a country and its geographical distribution within the country are common and essential elements of all censuses. However, the definition of what constitutes the population of an area varies from country to country and largely depends on the requirements of users. The total population may be defined to include or exclude foreigners in the country and its own nationals in other countries. It may or may not include certain population groups within the country.</p> <p>While the definitions of total population vary among countries, those definitions are nevertheless categorized under either of the two principal concepts commonly adopted for a census enumeration, namely:</p> <ul style="list-style-type: none"> a) Place of enumeration (<i>de facto</i>); b) Place of usual residence (<i>de jure</i>).

De facto population The “De facto” population concept which allocates persons according to their location as of the time of enumeration. This category includes all persons physically found present in a country on the date or time of the census. The total population will comprise all persons present in the country when the census is taken and enumerated at the place where they are at census time, regardless of their usual place of residence. In practice, and for operational convenience, the concept is applied to the place where the person slept on the night preceding census day or was present at a defined census hour.

De Jure population The “de jure” population is a concept under which individuals are recorded (or are attributed) to a geographical area on the basis of the place of usual residence.

All persons present at their place of usual residence will be enumerated, as well as those who may be temporarily absent from their place of usual residence, irrespective of where they are at the time of the census. Enumeration is carried out on the basis of place of usual residence, irrespective of whether the person is, or is not, present at that place at census time.

The Cook Islands uses the “de jure” population concept because it provides a better indication of permanent population and household composition of an area.

Dwelling

A ‘dwelling’ is defined as a building or group of buildings or part of a building occupied by or is intended for occupation, by one or more households. Examples include: a family home, a separate flat or bed-sit, a caretaker’s accommodation located in an office building, living accommodation over a shop.

All buildings in your EA should be visited for the purposes of the census. All dwellings or places of habitation whether vacant or not should be listed.

- **Private dwellings** are those that do not operate as a business. Two common examples are family homes and flats.
- **Non-private dwellings** are dwellings that are institutions or businesses, for example, a hospital, a hotel, motel, hostels or guesthouse.

Household

A 'household' is defined as a group of persons, related or unrelated, either living together under the same roof or in separate houses but sharing food from the same kitchen or from a common budget.

If a group of unrelated persons live in a dwelling but do not take their meals from the same kitchen or the common budget, then they are not constituent of a common household. Each such person is to be treated as a separate household. The important link in finding out whether it is a household or not is a common budget.

A house help and his family who live in a house or in an out-house on the same compound as the employer but prepare their own food and eat separately must not be considered as members of the employer's household. They must be classified as forming a separate household. However, a house help who eats and sleeps with the family of the employer must be considered as a member of the employer's household.

Head of the household

The household usually recognises one person as the head. She or he is generally the person who bears the chief responsibility for managing the affairs of the household and takes decision on behalf of the household. The head of household need not necessarily be the oldest male member or an earning member, but may be a female or a younger member of either sex.

If the recognized 'Head' is temporary absent (who of course is not eligible to be enumerated in the household), the person on whom the responsibility of managing the affairs of household rests was to be regarded as the head irrespective whether the person is male or female.

PART 3: DUTIES AND RESPONSIBILITIES OF CENSUS SUPERVISOR AND ENUMERATORS

Census Supervisor A Supervisor is responsible for:

1. The management of the census in each of their allocated Census District or Island
2. The appointment of enumerators for each enumeration area
3. Ensuring that enumerators receive their Field Books and Materials
4. Monitoring and maintaining records of the enumerators work
5. Countersigning the completed questionnaires when fully satisfied that,
 - a. all entries of the questionnaires are properly completed and that all members of each household have been enumerated
 - b. that there is no inconsistency in the particulars of both the Dwelling and Personal Questionnaires
6. The return of Census forms and all materials to the Statistics Office
7. Ensure all census materials are to sealed and packaged and correctly labeled and
8. The contents of each parcel listed on the outside.

**Census
Enumerator**

An Enumerator is personally responsible for:

1. The proper completion of a Dwelling Questionnaire for each dwelling and a Personal Questionnaire for each and every person in each household.
2. To complete all of the summaries set out in the Enumerators Field Book and to ensure the return of the materials to the Supervisor of the Census District or Island.
3. Enumerating only within the boundaries of their assigned areas
4. Know how to canvass an area and be familiar with the census maps and the instructions on how to cover an area in a systematic fashion.
5. Never discuss politics or religion, nor must you allow yourself to be involved in any controversial arguments while engaged on an enumeration;
6. Do not permit any unauthorized person, not even a member of your family, to see the completed questionnaires;
7. Do not combine your census work with any canvassing for personal gain, your church, political party or any other organization.

8. Do not permit any unauthorized person to accompany you on your visits. If, in an exceptional case, you have to depend on a guide to locate a hamlet or house, do not allow him/her to listen in on the interview;

Recruitment and Training

All those involved in the Census are required to attend the training sessions arranged by the Statistics Office. This will ensure all data collected will be consistent and reliable.

Staff from Statistics Office will do the training and Supervisors may ask for an extra sessions if the need arises.

Census positions were advertised nationally using the print media and through offices of the Island Secretaries. The recruitment team were staff from the Statistics Office. To undertake the enumeration phase, approximately 200 field officers were engaged in the census operations

PART 4: FIELD WORK

There are three field phases to the Field Work. These are:

1. Updating of the Household Maps and listing
2. Pre-Census Enumeration
3. Post-Census Enumeration

Updating of the Household listing and Maps

The enumerator is responsible for updating the field maps and household listings. During this Phase the Enumerator are to familiarize them with their Enumeration Area and location of each dwelling and decide on a route to follow during the enumeration period.

This task is to be completed before the pre-enumeration is carried out. This will enable the proper distribution of the census materials. The materials each enumerator will need for this update are:

1. A field map of the Enumeration Area
2. A "pre-listing" of the households in the Enumeration Area

Each household bears the same number as the field map. All of these are included in the Field Book.

The occupied dwellings have been numbered on the field map. These numbers are to be retained throughout the period of the Census. The unoccupied dwelling before the Census Night but occupied on Census Night should be given the next available consecutive number.

The main purpose of this phase is to check and update the pre-listing and update information for every household in the Enumerator's Field Book.

Any changes made to the Enumeration Area map must be noted in the Enumerator's Field Record Book. Errors are to be noted and the Supervisor informed.

Sample Household Listing

The listing given to you may not be up to date. One of the roles is to update this listing as you do the field enumeration.

[illegible]

Sample Map

Maps are not drawn to scale. It is for the purpose of guiding the field work. On this map every dwelling is shown whether occupied or vacant.

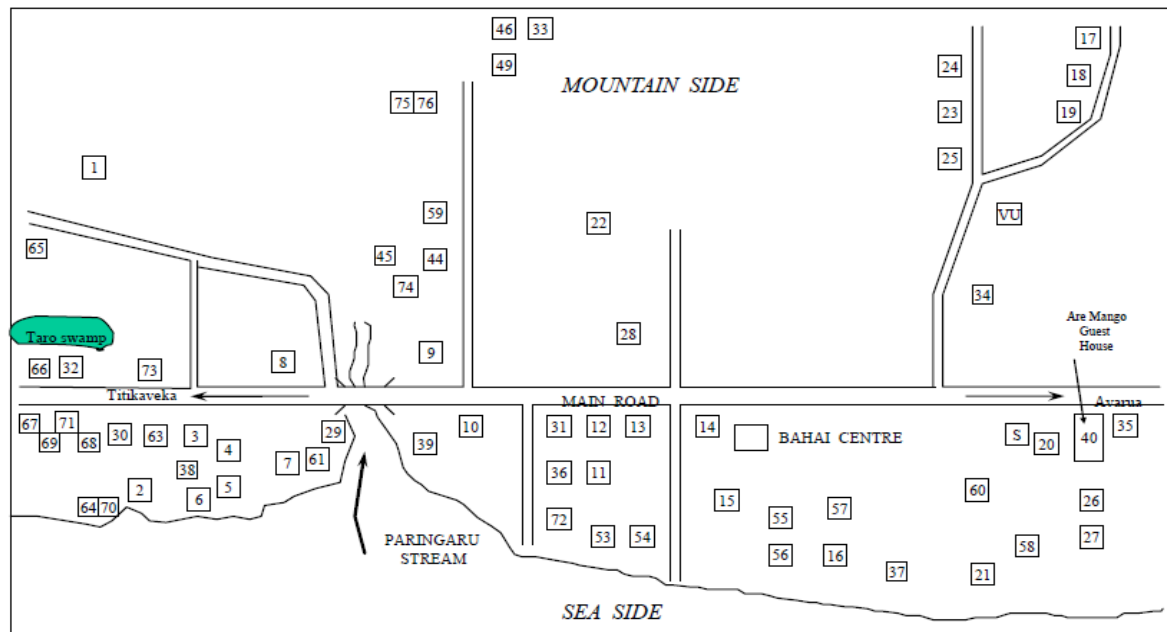
HOUSEHOLD LOCATIONS

ISLAND: RAROTONGA

AREA: MAII & VAII - NGATANGIA

CD: 10

EA: 01



Abbreviations used in the drawing and update of the maps.

VF Vacant Fit for Living

VU Vacant Unfit for Living

UC Under Construction

S Shop

M Meeting House

H Hall

+ Hospital, clinic or medical centre

○ Water Tank

D Demolished

Pre-Census Enumeration

In an average Sized Enumeration Area this tour is to be carried out on Monday the 21st November and Wednesday the 30 November 2011.

During this stage of the census, the Enumerator is to visit each dwelling in the Enumeration Area assigned to him/her starting at dwelling No.1 as the case may be and may complete the household's Dwelling Questionnaire and Personal Questionnaire(s).

The main functions of the Enumerator at this stage are:

1. To ensure that on each day before going into the field an adequate supply of Census Questionnaires and other Census materials
2. To be carried out from the 21st to 30th of November, the Pre-Census Enumeration, which is:
 - Dwelling Questionnaire for each occupied dwelling is completed.
 - Personal Questionnaire(s) for each person is completed.
3. On arrival at each occupied dwelling, the Head of the Household or the spouse is to be consulted. Give a general explanation of what the Census is all about (*see background notes and listen to the training*).
4. Make sure that if a person wished that his/her information be viewed only by the Enumerator (and the Census office) and not by any other member of the Household, either interview the person away from other household members or the form can be self-completed and provide a separate envelope for the form.
5. Where necessary, fill in the Personal Questionnaire for each person who is unable to do so as a result of old age, illiteracy or illness.
6. Ask each person to sign the Declaration at the end of his/her own Personal Questionnaire after a check has ensured that such is complete and correct. Such signatures may be made for or on behalf of the person(s) involved if this is necessary.
7. The number of Personal Questionnaires should equal to the total persons in the dwelling.
8. Record total males and females of the household in the field book. This must be done before moving on to the next dwelling.
9. Check along the way for any occupied dwellings not included in the Field Map. If such a dwelling exists proceed to enumerate the dwelling. Number this dwelling giving the last consecutive number.
10. Repeat each step described above for each occupied dwelling until all dwellings have been visited and their questionnaires well completed.
11. For each dwelling completed insert the Census Questionnaires in

the envelope provided and note the details on it before moving on to the next occupied dwelling. The envelope is not to be sealed (but if requested by the respondents do so), and the Enumerator is to keep these under lock until the Post-Census Enumeration.

12. Try and resolve any census related problem(s) and to record such problem(s) and its solution(s) stated in the Enumerator's Field Record Book. If the problem(s) cannot be solved, the Supervisor of the area is to be contacted thence the Census Office.
13. Complete the fieldwork before Census Night.
14. If unexpected circumstances have arisen which may have caused the failure in completing the enumeration work by Census Night, enumeration is to be done the following day but only those recorded to have been present on Census Night. In such cases the Supervisor is to be contacted and informed immediately.
15. Hotels, motels, prison and hospital will be enumerated on the 30th November through to the 2nd of December. Enumerators from around the area where these non-private dwellings are situated will be identified to carry out the enumeration.
16. If the persons who are in-charge of these institutions or establishments live on these premises or within the boundaries of these premises, they will be included as part of the members of the household.

If No one at home

1. Leave a note under the door to inform the household that someone has visited their home and when he/she would call back.
2. Make a record to re-visit when the people may have returned.
3. Make enquiries to neighbours who may be able to advise when occupants of that dwelling would be back.
4. Use the telephone (if any) for contact
5. If on several visits, there is still no one at home the Enumerator will try and complete both the Dwelling and Personal Questionnaires, with information that may be obtained from neighbours

REMEMBER: This is a last resort. Such persons are not to be enumerated if it appears that they may have spent Census Night in another dwelling. When assured that the house was not occupied on Census Night, note on the Dwelling Questionnaire "No one at home on Census Night." This is also to be recorded in the Enumerators Field Record Book.

Post-Census Enumeration

The collection of the census forms begins the morning after census day, to ensure collection from transient populations in hotels, guesthouses etc.

The Enumerator will visit once more, each household in the Enumeration Area together with the completed questionnaires to update the information collected prior to Census Night. Repeated call-backs to private dwellings are often necessary as householders may be absent at the time of the first call. The enumerator is required to check the census form for completeness at the doorstep and enquire further regarding any obvious omissions. The collection stage usually takes 3 – 4 weeks to complete.

At this stage of the census, the Enumerator's tasks are:

1. Check for persons who may have died in the dwelling before midnight Census Night and remove or note on Questionnaire.
2. Check for persons who may have left the dwelling or left the Cook Islands before midnight Census Night and for those new arrivals.
3. Check for birth that may have occurred in the household before midnight Census Night. If so, a new Personal Questionnaire is to be completed. A note is to be made in the Fieldbook of the change that took place.
4. Record in the "Final Enumeration Listing" all persons in the household by sex and age group; those households engaged in agricultural activities and the total number of visitors.
5. Hand the questionnaires over to the Supervisor. The duty of a Census Enumerator is not over until the Supervisor has checked the questionnaires and the Enumerator's Fieldbook entries thoroughly. If the questionnaires or Enumerators Field Record Book have not been properly completed the Enumerator will be asked to complete before being released.
6. The Supervisor will complete the Summary sheet, which is similar to that in the Enumerators Field Book but taking only the totals of each enumeration area.

Note: All Field workers are urged to ensure that all questionnaires are completed and information provided by the respondents are accurate.

PART 5: PACKAGING AND RETURN OF CENSUS MATERIALS.

Census Summary

Before a package is made up a summary of the total dwellings, total number of persons at the Final Count, by Age and Sex, is to be made up in duplicate on the form provided and the summary results is to be telegraphed/faxed/mailed through to the Statistics Office. The original copy is to be enclosed with the packets and a copy retained for further reference.

The package of each Enumeration Area should contain only the completed Census Questionnaires and the Enumerator's Field Record Book. This will help avoid any confusion that may arise at the receiving end.

Channel of Communication

On each of the islands the Supervisor is to open communication links with the office of the Statistics Office.

All expenses incurred should be transmitted to the office in Rarotonga to enable early settlements of accounts.

The packages from the Northern Group are to be dispatched by Mail to the Statistics Office, PO Box 120, Rarotonga, preferably by air. The Statistics Office will inform all Supervisors if there are other plans.

The Statistics Office is to be informed by fax or other means of communication of the packages that are being sent.

All materials of the Rarotonga Census Districts are to be personally delivered by the Supervisor to the Statistics Office, Avarua, Rarotonga or arrange for staff of Statistics to pick up.

All unused materials are to be returned in a separate package, labeled **UNUSED CENSUS MATERIALS**. For other details, these will be the same as those illustrated earlier.

PART 6: CENSUS SCHEDULES (QUESTIONNAIRES)

There are two types of questionnaires are used in the census.

- The Dwelling Questionnaire (brown coloured) and
- The Personal Questionnaire (green coloured)



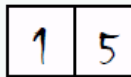
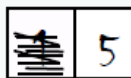
A Dwelling Questionnaire is to be completed for each private and non-private dwelling. Examples of non-private dwellings are hotel motel, jail, hospital, etc. Not all the questions need to be answered for non-private dwelling. This questionnaire records the particulars of dwelling, i.e 'How many people live there; number of rooms; number of appliances and amenities; water source; water supply; means of cooking; tenure and other information relating to the dwelling.

The Personal Questionnaire is to be completed for every man, woman and child found in the Cook Islands at midnight on "Census Night".

For the purpose of completing the questionnaires, talk to a responsible adult of the household, or someone the family consider as the major decision-maker.

How to mark the questionnaires

How to write your answers:

- use a **black** pen only
- mark the Mark box like this: 
- if you make a mistake in mark box, do this: (shade completely) 
- mark the text box like this: 
- if you make a mistake in the text box, do this: (cross it out like this) 
- Print answers in CAPITAL LETTERS like this:

H	O	T	E	L	 	R	E	C
E	P	T	I	O	N	I	S	T

- Please answer all the questions unless the form asks you not to.

Instruction for filling in the questionnaire is written on the front page of both questionnaires

Always use the black pens ONLY in completing the questionnaires. This contains special properties that facilitate the processing of the questionnaires.

Where you need to write, do so **LEGIBLY. Your writing should be in BLOCK LETTERS.** Do not write outside the box.

HOW TO FILL IN THE DWELLING QUESTIONNAIRE

One Questionnaire is to be completed for each private and non-private dwelling.

Examples of non-private dwellings are hotel motel, jail, hospital, etc. Not all the questions need to be answered for non-private dwelling. This questionnaire records the particulars of dwelling, i.e 'How many people live there; number of rooms; number of appliances and amenities; water source; water supply; means of cooking; tenure and other information relating to the dwelling.

Most of the questions in the questionnaire are self explanatory. Pay attention to how responses are to be recorded.

D0: For Office Use only

FOR OFFICE USE ONLY															
CD	<input type="text"/>														
EA	<input type="text"/>														
DN	<input type="text"/>														
TOTAL PERSON(S)	<input type="text"/>			<input type="text"/>			<input type="text"/>			<input type="text"/>					
	No. of Males			No. of Females			TOTAL								
CONTACT PERSON	<input type="text"/>														
	<input type="text"/>														
CONTACT Phone	<input type="text"/>														
CONTACT Email															

It is best to number the CD, EA and DN before you start the interview. You may do this before you leave home. Ensure the households that contact details will not be stored in the office database and will only be used in the case of a query relating to unclear and vague information.

D1: Dwelling Type

D1	What type of Dwelling is this?
+	<input type="checkbox"/> Private Dwelling
	<input type="checkbox"/> Non Private Dwelling
	is it a:
	<input type="checkbox"/> Hotel or Motel
	<input type="checkbox"/> Institution (hospital, etc)

If a person live in a self-contained accommodation or in a manager's flat attached to the hotel, say the Manager of the Rarotongan, this will be counted as a Private Dwelling and the Rarotongan a Non Private Dwelling.

Normally Hotels and Motels are given to another enumerator to collect the information, particularly larger accommodations.

D2: Dwelling Tenure

D2 **Tenure:** What is the tenure of this household? **Mark only one box.**

☐ Owned Outright

☐ On loan repayment/mortgage

☐ Occupying without charge

☐ Provided free with job

☐ Rented

If rented, how much rent is paid to the nearest dollar per week?

\$

In what condition was the house when rented to you?

☐ Not furnished

☐ Partly furnished

☐ Fully furnished

- **Owned Outright** - If the person responding to the dwelling question, or someone living there, owns the dwelling and there is no mortgage or debt outstanding. If this is a family home and there is no outstanding loan on it.
- **On Loan Repayment/Mortgage** - The dwelling is owned by the respondent or the occupants with a mortgage or loan or there is a contract to purchase.
- **Occupying without charge** - The dwelling is owned by friends or relatives who live elsewhere and who allow the occupancy of the dwelling without charge.
- **Provided free with job** - The dwelling is provided to the respondent or occupants as part of a remuneration package. *Common example in our country is the parsonages or minister's residence.*
- **Rented** - The respondent or occupants pay rent for the occupancy of the dwelling. **The rest of the question relate to the rental agreement.**

D4. Number of Rooms

D4 **Rooms:** How many rooms are there in this dwelling?

Total rooms

Count:
bedrooms, kitchen, dining room, lounge, living room, study room, family room, etc

Do not count:
bathroom, shower, toilets garage, open verandah, store rooms, etc.

These questions have been included in the population censuses almost as long as there have been population censuses in the Cook Islands.

Information on rooms occupied by households provides an indication of overcrowding and adequacy of housing stock. It also reflects the socio-economic condition of the household.

You should count living rooms, dining rooms, bedrooms **but not** bathrooms and kitchens.

D5, D6 & D7: Materials of Construction Floor, Outer wall, Roof

Record only the Materials of Construction for the main house of the dwelling. In some case, the outer walls are constructed of different types of materials. The most permanent

structure is to be recorded

If one part of the building is timber walled and the other section is either half concrete or hardboard or fibrolite, consider first the most permanent section of the building. If over half the building is timber wall then the outer wall is recorded as 'timber'.

Examples for each of the materials of construction are given below:

- Outer Walls - wood, fibrolite, concrete, concrete blocks, lime.
- Roof - corrugated iron, kikau, and pandanus.
- Floor- concrete, lime, wood, or gravel.

D8: Spouting

D8 Spouting or guttering: Does this dwelling have spouting or gutter fitted to it? *Remember to mark only one box.*

☐ Not spouted

☐ Partially spouted

☐ Fully spouted

Normally only two sides of the house is spouted and that would qualify as a fully spouted dwelling. In some cases depending on the structure of the house, all four sides of the house has spouting fitted to it.

D9: Water Supply

D9 Water Supply: Mark as many boxes to show the sources of water your household uses.

☐ Public water main

☐ Public water catchment

☐ Own water tank

☐ Dug out well

☐ Other sources, *Please specify*

Safe water and adequate sanitation are basic to the health of every person on the planet, yet many people throughout the world do not have access to these fundamental needs.

D12: Drinking Water

D12 Drinking Water: What is this household's main source of drinking water? Mark the relevant boxes.

☐ Rainwater tank

☐ Bottled or bought water

☐ Protected well

☐ Unprotected or dugout well

☐ Piped water

☐ Filtered tap water

If filtered tap water, where did this household get their water?

☐ from communal filter

☐ from this household

The purpose of this question is to determine the main source of drinking-water for members of the household which serves as a proxy indicator for whether a household's drinking-water is safe.

The type of water source or technology specified by the household is used as an indicator for whether the drinking-water is of suitable quality.

Bottled water is considered an improved source of drinking-water only when the household uses an improved water source for their other domestic uses.

D13: Electricity

D13 Energy: Mark as many boxes to show the sources of electricity your household utilises.

☐ Grid (Te Aponga, Council)

☐ Generator

☐ Solar panels

☐ Wind Turbine

☐ Other

☐ No Electricity

Some dwellings may have one or more sources of electricity.

If **No Electricity** box is marked check that appliances run by electricity in the other questions are not marked. It is not possible to have electrical appliances with "No electricity".

D14: Toilet facilities

D14 Toilet Facilities: What toilet facilities are available to this household?

☐ Flush toilet

☐ Pour flush toilet

☐ Pit latrine with/without slab

☐ Composting toilet

☐ No toilet

A **pit latrine with slab** is a dry pit latrine that uses a hole in the ground to collect the excreta and a squatting slab or platform that is firmly supported on all sides, easy to clean and raised above the surrounding ground level to prevent surface water from entering the pit. The platform has a squatting hole, or is fitted with a seat.

A **composting toilet** is a dry toilet into which carbon-rich material (vegetable wastes, straw, grass, sawdust, ash) are added to the excreta and special conditions maintained to produce inoffensive compost. A composting latrine may or may not have a urine separation device.

D18 Agriculture and Fishing activity

D18 Agriculture and Fishing: Has any member of this household conducted any type of agricultural or fishing activity in the last 12 months? *Mark the purpose of the activity in the box.*

Purpose	
0	None
1	Home Consumption
2	For sale
3	Mainly for home consumption, but some for sale
4	Mainly for sale, but some for home consumption
5	Other, or community obligation

This question will determine the scope and size of the Agriculture and Fishing activity at the household level.

Home Consumption: The intention of the household's activity is purely for own consumption.

For Sale: The intention of the household's activity is for commercial purposes but would also use for own consumption.

Mainly for home consumption but some for sale: Most of the households will fall in this category, whatever surplus from the plantation will be sold.

Mainly for sale but some for home consumption: The household does not engage in an agriculture activity.

D21 to D28 Count of Equipments

*For the next questions **D21-D28**, Enter a number in the box, count only those items, equipments, etc. owned by this household. Do not count anything borrowed, broken or rented.*

D21: Fishing Equipment

D22: Farm Equipment

D23: Transport

D24: Cooking Utensils

D25: Household Appliances, Power Tools

D26: Household white wares

D27: Safety Equipment

D28: Entertainment Devices

Much of the information collected will be used as proxy for determining data on carbon emission.

D29 Household ICT Access

D29 Communication Technology: What type of communication equipment does this household have access to?

- ☐ Phone/fax at home
- ☐ Phone/fax at family/friends
- ☐ Phone/fax at workplace
- ☐ Phone/fax at school
- ☐ Cell phone (private)
- ☐

In order for a household to have access to ICT , equipments or services, it should be in working condition and operating at the time of the interview.

The equipment or service should generally be available for use by all members of the household at any time, regardless of whether it is actually used. ICT equipment may or may not be owned by the household.

D30 List of Persons completing the personal forms

STARTING WITH YOURSELF AS PERSON No.1 please list all the persons in your household who are filling a **Personal Form**. Include those who usually reside here but are temporarily away overseas or on another island. Include also those visitors spending the Census Night in this household. Indicate their relationship to you and where they are or where they usually live.

1 Head	5 Mother/father	9 Mother/father in law
2 legal husband or wife	6 Brother(s)/sister(s)	10 Son/Daughter(s) partner
3 Defacto Partner	7 Grandchild(ren)	11 Boarder/Flatmate
4 Son(s)/Daughter(s)	8 Grand parents	12 Other

D30 If more than 10 persons, ask for another form

No.	Person name	Relation	Where are these people or where do they usually live?
01		1	
02			
03			
04			
05			
06			
07			
08			
09			
10			

This question is different from the relationship questionnaire in the personal questionnaire.

This asks for a list all the persons in your household who are filling a **Personal Form**.

Begin the list with an **adult** followed, if applicable, by that person's **spouse** or **common-law partner** and by their **children**. Continue with **all other persons** who usually live at this address.

Include those who usually reside here but are temporarily away overseas or on another island. Include also those visitors spending the Census Night in this household. Indicate their relationship to you and where they are or where they usually live. Most relationships are established either by blood (descent) or by marriage (affinal).

D31: Declaration

D31 **DECLARATION:** I declare that the information I have given is true and complete as far as I know?

Signature

Meitaki maata - Thank you

The head of household or the person responding to the questions is to place a signature in the space provided. If this is not possible, it may be done on that person's behalf.

END OF DWELLING QUESTIONNAIRE

HOW TO FILL IN THE PERSONAL QUESTIONNAIRE

One Questionnaire is to be completed for each person

Most questions are self explanatory and will not require detailed explanation.

Personal Identification

FOR OFFICE USE ONLY

Census District No.(CD)	<input type="text"/>	Dwelling No.(DN)	<input type="text"/>
Enumeration Area No.(EA)	<input type="text"/>	Person No.(PN)	<input type="text"/>

Complete all the identification numbers before interviewing. Person number (PN) should be entered as 001 for the first person.

P1: Name, P2: Sex and P3: Date of Birth

[illegible]

Full names of the person are included in all censuses for the proper enumeration of the population and to ensure that the correct personal information for each individual is recorded.

The name also helps identify where forms are missing or duplicated. For newborn babies that have not yet been given a name, write BABY.

Names will not be retained as part of the final computerized information.

P2 Sex

p2 Please state your sex

☐ Male ☐ Female

Sex is the distinction between males and females based on the biological differences in sexual characteristics. In responding to a question on sex, most people are able to classify themselves as either male or female.

A person who has undergone sex reassignment is classified to that sex. This information is necessary and are used to measure and compare trends in areas like education, employment/unemployment, etc. This information helps us to understand the changing roles of men and women in our families, communities and in the workforce.

2011 Census Count			
	Males	Females	Total
Total Population	8815	8979	17794
Resident Population	7494	7484	14978

P4. Date of Birth

P3 Date of birth: When were you born?

Day (eg 30)	Month (eg 10)	Year (eg 1954)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth is used to calculate age. Analysis of the age profile of the population is used to target the delivery of health, education, social welfare, housing and other community services. Almost all information collected on the census form is analyzed by age and sex.

P6. Visitors Only

P6 **VISITORS ONLY:** if you are visiting the Cook Islands

☐ **Mark box and GO TO END**

Visitors are those who are only in the Cook Islands for a period of less than 12 months.

Visitors are persons on a temporary visit to the Cook Islands and are mostly living in hotels and some in private households with families and friends. They are only required to complete questions P1 to P5.

Those from other islands of the Cook Islands will need to complete the whole questionnaire and their forms will be repatriated back to their usual place of residence.

P7. Place of Birth

P7 Place of Birth: Which island or country were you born in?

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

If you were born outside the Cook Islands, when did you first arrive to live here?

Year

Enter the island or the country in which the person was born. If the person was born in any of the hospitals of the Cook Islands, enter the island where the hospital is located and if the person was born in, Middlemore Hospital in Auckland state New Zealand.

A second part to this question has been asked. Enter actual year or if respondent have a problem with recall ask for an estimated arrival date.

P8. Ethnic Origin

P8 Ethnic Origin: Which ethnic group do you belong to?

☐ Cook Islands Maori GO TO P10

☐ Part Cook Islands Maori GO TO P10

☐ New Zealand Maori

☐ New Zealand European

☐ Other, Please state

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Ethnicity is the ethnic group or groups that people identify with or feel they belong to. Thus, ethnicity is self-perceived and people can belong to more than one ethnic group. Ethnicity is a measure of cultural affiliation, as opposed to race, ancestry, nationality or citizenship. An ethnic group is a social group whose members have the following four characteristics:

1. share a sense of common origins
2. claim a common and distinctive history and destiny
3. possess one or more dimensions of collective cultural individuality
4. feel a sense of unique collective solidarity.

P11. Residential Status

To be answered by all persons other than Cook Islands Maori or Part Cook Islands Maori.

[illegible]

1. **Temporary Contract Worker** – the respondent is residing and working in the Cook Island on Contract Working conditions.
2. **Dependent of Temporary Contract Worker** – the respondents are those dependents (spouse and children) of the Contract Worker
3. **Permanent Resident** – these are non Cook Islanders who have been granted a permanent residency in the Cook Islands.
4. **Other** is any other person that does not fit in either of the three categories above.

P12. Household Relationship to Head of Household

P12 Household Relationship: Mark as many boxes as you would need to show your relationship to all the people living in this household.

<input type="checkbox"/>	I live alone
<input type="checkbox"/>	I am the head of this household
<input type="checkbox"/>	I live with my legal husband or wife
<input type="checkbox"/>	I live with my defacto partner or boy-friend or girlfriend
<input type="checkbox"/>	I live with my son(s) and/or daughter(s)
<input type="checkbox"/>	I live with my mother and/or father
<input type="checkbox"/>	I live with my brother(s) and/or sister(s)
<input type="checkbox"/>	I live with my grandson(s) and/or grand daughter(s)
<input type="checkbox"/>	I live with my grandmother and/or grandfather
<input type="checkbox"/>	I live with my mother and/or father in law
<input type="checkbox"/>	I live with my son(s) and/or daughter(s) partners
<input type="checkbox"/>	I live with my boarder/flatmate
<input type="checkbox"/>	Other relationship, <i>Please specify</i>

Mark as many boxes as needed to describe the person's relationship to each individual living in this household.

The multiple categories of relationship enable all families to be determined in multi-generational households, skip-generation households and families which have been reconstituted for some reason.

The responses to question P12 allow for the formation of family units within households, which is used to understand the social and living patterns within the Cook Islands. Analysis of the data may be used in planning social welfare programmes.

P15. Physically Challenged

P15 Physically Challenged: Does a health problem or condition you have (lasting more than 6 months) cause you difficulty with, or stop you from doing certain activities. *Write the appropriate code in the boxes:*

0	No difficulty	1	Some difficulty
2	Lots of difficulty	3	Cannot do at all

- ☐ Seeing, even when wearing glasses or contact lenses
- ☐ Hearing, even when using hearing aid
- ☐ Walking, lifting or bending
- ☐ Using your hands to hold, grasp or use objects
- ☐ Learning, concentrating or remembering
- ☐ Communicating with others
- ☐ Self care, such as washing and dressing
- ☐ Too young to detect any difficulties

A disadvantage or deficiency, especially a **physical** or **mental** impairment that interferes with or prevents normal achievement in a particular area

This question is asked of everyone whether disabled, handicapped or has a health condition that lasts for six months or more.

This question will provide information on:

- a. the number of people with a disability and where they live
- b. their characteristics such as age, ethnicity, education, employment

This information will be helpful to the disability community, government agencies and health authorities.

P19 Individual Access to Technology

P19 Information Technology: Do you "use" any of the following communication technology?

- ☐ Cellular phone
- ☐ Internet
- ☐ Landline
- ☐ No, GOTO P20

• location of internet use

This question refers to use of ICT equipment and services by individual household members. This can be used to measure the skills of individuals by examining the computer-related activities they have carried out.

Sex disaggregation of data is a fundamental requirement for gender statistics and in particular for the analysis of the gender gap in the use of ICT. For policy purposes, all core ICT use indicators should be broken down by sex, in order to maximize information on any digital gender gap.

P21 Education level

P21 Education Level: Mark ONE box to show your highest level of schooling completed?

- ☐ No schooling completed
- ☐ Preschool, kindergarten/ECE
- ☐ Primary School *Specify Grade*
- ☐ Secondary School *Specify Form or Year*

This refers to the highest grade level he/she has completed within the most advanced level attended in the educational system in the new or the former educational system of the country.

Information on highest year of schooling completed is an important indicator of educational need and disadvantage, and is used for planning and profiling at the island level.

Questions P22 and upwards are asked only to those 15 years and over

P22

P22 Education Attainment: Mark **ONE** box to show your highest secondary school qualification completed? *If currently enrolled, mark the previous grade or level completed.*

P22 This topic records the highest level of educational attainment or highest grade the person has completed.

P24 Highest Qualification: Print your highest qualification, and the subject, for example:
• **Qualification and level if applicable**
eg. Trade Certificate Level II;

P24. This is qualification gained outside the secondary school level. Example: Certificate in Engineering, Diploma in teaching, Bachelor of Art/Commerce, etc

P25 Are you currently undertaking studies or training?

- ☐ Full time (20hrs or more a week)
☐ Part time (Less than 20hrs a week)
☐ Neither of these, **GOTO P28**

P25 Continuing education

P26 Subject or area of study

P27 Institute or agency providing the study or training

P28 Activity Status

P28 Activity Status: Mark **ONE** box which best describe your main activity last week.
If 01-07, GOTO P29. If 08-12 GOTO P32

- 01 ☐ Employer, own business/plantation with paid employees
02 ☐ Self-employed, own business/plantation without paid employees
03 ☐ A paid employee (full time)
04 ☐ A paid employee (part time)
05 ☐ Working in a family business/plantation without pay
06 ☐ Producing goods for own/family use and consumption (subsistence)
07 ☐ Volunteer work (community, church)

The respondent is to mark only one box that fully describes his/her main activity status. The period to which this activity status is referring to is November 2016.

1. The respondent works in own business (shop, etc.) or plantation and employs workers.
2. The respondent works in own business (shop, etc.) or plantation alone and does not employ any person.
3. The respondent works for 6 hours a day or more, or 30 hours a week or more for wages or salary.
4. The respondent works regularly for less than 6 hours a day, or less than 30 hours a week.
5. Respondents maybe receiving food or other items, in this case disregard this kind of payment.
6. This category used to be classed as Home Duties
7. Volunteer for charity, church, etc

08	<input type="checkbox"/>	Full time student
09	<input type="checkbox"/>	Home Duties (basic household duties)
10	<input type="checkbox"/>	Retired or too old to work
11	<input type="checkbox"/>	None, did not do anything
12	<input type="checkbox"/>	Physically or mentally disabled

8. If the respondent attends school full time but have a job mark box then give a description of the job in **P32** and check **P21**
9. If the person voluntarily stays home. If this is the response **GOTO P38**
10. The respondent is retired from the public and private sector and are not active in any other form of activity for 'gain'.
11. No work at all
12. The description is self explanatory

P29 Principal Occupation

P29 **Principal Occupation:** In this main activity, what was your occupation, e.g *primary school teacher, shop assistant, accounts clerk, etc*

Give full details of work done: eg Ticketing clerk, shop assistant and bank officers. Persons responding to this question ought to have checked P14 (1-5).

P30 Employer

P30 **Employer:** Give the name of the business or employer that you worked for in that job. e.g *CITC, Edgewater Hotel, Ministry of Finance, etc*

Name of Employer provides a check for the classification of business activity by industry and would also provide a check on the persons' occupation. If the respondent works for himself record, 'self-employed', unless of course his business has a name, and that name is to be given.

P31 Type of business or activity

P31 **Industry:** What is the main activity of that business or employer, e.g *retail trade, Banking, Hotel, etc.*

How many hours usually worked at this job in a week?

hours a week.

• If less than 30 hours a week, would you be willing and able to work more hours in this main activity?

☐ Yes ☐ No **+**

Type of business or activity undertaken by the organisation, enterprise, business or unit of economic activity within which a person is employed e.g Banking, Tourist accommodation, Retailing, etc

If the respondent has more than one job isolate the most important one in terms of the number of hours worked and answer the secondary employment. If the respondent claim that he/she equally spend time with both jobs allow the respondent to determine which of the two is principal and which is secondary.

P36. Actively Looking for Work

P36 Actively Looking for Work: *Did you look for work or job, in the last 4 weeks?*

☐ Yes ☐ No

• If "No" what are the reasons for not looking?

<input type="checkbox"/> Dont want to work	<input type="checkbox"/> Believe no paid work available
<input type="checkbox"/> Disabled or Infirm	<input type="checkbox"/> I have young family
<input type="checkbox"/> Already have a full time job	<input type="checkbox"/> Retired and too old
<input type="checkbox"/> Full time at school	<input type="checkbox"/> Other reasons

• If "Yes" would you have been available to start?

☐ Yes ☐ No

The official **definition** of unemployment is those people who are jobless, but **actively seeking work**, and available to take a **job**

'**currently available**' serves as a test of readiness to start a job in the present, assessed with respect to a short reference period comprising that used to measure employment.

P39. Income

P38 Sources of Income: *Mark as many boxes as you need to show all the ways you yourself received income in the last 12 months.*

Do not count loans as they are not income

P39 Gross Income: From all the sources of income you marked in P38, what will be your gross income for the period ending 1st December 2016?

Mark appropriate box to indicate the total income that the respondent received for the period of one-year ending 30 November 2011. If the person only remembers what he/she receives per week, calculate the amount by multiplying by 52 or by 26 if fortnightly. Make sure that benefits are included. Check from the response given in *P28 Activity Status* and *P38: Sources of Income*.

P40 Smoking

P40 Smoking: Do you smoke cigarettes.

☐ Never smoke

☐ Regularly smoke, that is 1 or more cigarette a day

☐ Sometimes

☐ No longer

This is the third time Smoking was asked in a Census.

These questions are included by the Ministry of Health. If these questions are too sensitive to ask at the time of interview, refrain from asking. But do try to get some responses from adult members of the household.

P41 Drinking

P41 Drinking: Do you drink alcohol (*beer, spirit, wine, homebrew, etc*)?

☐ Never drink

☐ Regularly drink, at least once a week

☐ Sometimes

☐ No longer

This is the second time Drinking was asked in the Census.

Drinking habits of some locals are well known in the community, so if the person is not willing to respond at least tick regularly or sometimes.

P42 Cultural Activity

P42 Cultural Activity: Mark as many boxes as you need to show your active participation in cultural activities in the last 12 months.

<input type="checkbox"/>	Performer (dancing, drumming, singing)
<input type="checkbox"/>	Composer
<input type="checkbox"/>	Choreographer
<input type="checkbox"/>	Practicing traditional medicine
<input type="checkbox"/>	Carving
<input type="checkbox"/>	Spectator
<input type="checkbox"/>	Making costumes
<input type="checkbox"/>	Other activities, Please specify

--	--	--	--	--	--	--	--	--	--	--	--

☐ Not actively participating

This question will assist the Ministry of Culture in promoting cultural activity and the Ministry of Education in developing educational resource for local schools.

P43. To P46 Females Only

P43 Have you ever given birth, even if the child later died?

☐ Yes ☐ No GOTO END

P44 How many babies have you given birth to?

Born Alive		Still Living	
<input type="text"/>	Male(s)	<input type="text"/>	Male(s)
<input type="text"/>	Female(s)	<input type="text"/>	Female(s)
<input type="text"/>	Total	<input type="text"/>	Total

Include all children born alive

(a) **Children born alive.** This question can be very sensitive and the respondent may not like to provide the information in the presence of any other persons including her spouse. The nature of the response sometimes referred to child born to the woman outside marriage. Because of the sensitivity of the information the enumerator has to treat the records with utmost care and confidential.

(b) **Children still living.** In the spaces provided, record the number of children that are still living. Do not leave any of the spaces blank, record '0'.

P45. Date of Birth of first child

P45 Date of birth of first child

Day (eg 27)	Month (eg 12)	Year (eg 1972)
<input type="text"/>	<input type="text"/>	<input type="text"/>

P46 Date of birth of last child

Day (eg 11)	Month (eg 04)	Year (eg 1994)
<input type="text"/>	<input type="text"/>	<input type="text"/>

(c) Date of birth of first and last child. Ask the respondent for the date of birth of the second child. Here you may be able to calculate the likely date of birth of the first child. The respondent may also be able to help you by providing the month and the year. If that is the case record both information. In the case of the last child's date of birth, you may be able to obtain that information if the child is present in that household during the census

P47. Declaration

P47 Declaration: I declare that the information I have given is true and complete as far as I know

Signature






Meitaki maata - Thank you

After checking through the questionnaire, make sure the answers given are true and correct. The person is to put his/her signature on the form. Someone else may sign on behalf of the person especially in the case of a child or disabled persons.

End of Personal Questionnaire






PART 7: CENSUS TIME TABLE

Pre- Census Enumeration 28-30 November, 2016

- | | | | | |
|--|--|---|---|--|
| <p>1</p>  | <p>2</p>  | <p>3</p>  | <p>4</p>  | <p>5</p>  |
| <p>This tour is carried out on Monday 28th November and Wednesday 30th November</p> | <p>Ensure that an adequate supply of Census forms and your Certificate of Identification is taken.</p> | <p>On arrival at each dwelling, a responsible adult is to be asked for and informed of the purpose of the Census.</p> | <p>Complete a Dwelling Form for each household and a Personal Form for each person found in the dwelling on Census Night.</p> | <p>Ensure that the person in charge provide his/her signature to each occupied dwelling. Also ensure for each person to sign the Declaration at the end of his/her own Personal Form</p> |

CENSUS DAY 1ST DECEMBER, 2016

Post-Census Night Enumeration 2-9 December, 2016

- | | | | | |
|---|---|--|---|---|
| <p>6</p>  | <p>7</p>  | <p>8</p>  | <p>9</p>  | <p>10</p>  |
| <p>Final enumeration tour is to be carried out on Friday 2nd to Friday 9th December</p> | <p>Enumerators are to visit dwelling to update the information collected prior to Census Night.</p> | <p>Include newborn babies before census night. Exclude those persons that may have died before the census night.</p> | <p>Check for persons who may have left the dwelling including the Cook Islands before midnight Census Night and for those new arrivals.</p> | <p>Enumerators are required to check for errors. Check that the number of Personal Questionnaires agree with the count of persons stated on the front cover of the Dwelling Questionnaire</p> |