

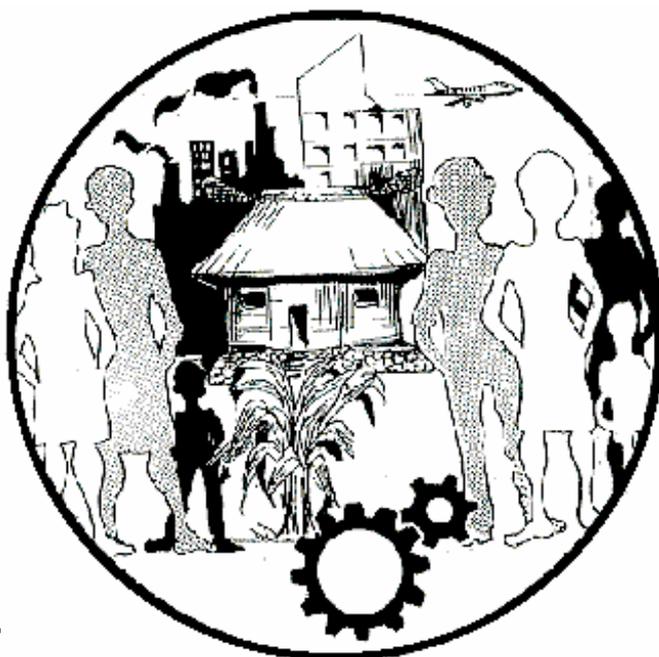
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# POPULATION CENSUS 1996

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*instructions*

*to*



*superintendents*

***FIJI IS COUNTING ON YOU***

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## **INTRODUCTION**

1. Superintendents of Census are responsible to the Census Commissioner and thence to the Government of Fiji for the efficient conduct of the enumeration in their districts.

2. These Instructions are to be read with the

- Questionnaire
- Instructions to Enumerators
- Instructions to Supervisors
- The administrative circulars

Circular No.1 - Conditions of Service of Field Staff

Circular No.2 - Accounting Instructions to Superintendents

Circular No.3 - Instruction to Masters of Local Vessels in Fiji's Territorial Waters  
on night of 25 August, 1996

Circular No.4 - Instructions to Managers of Hotels

Circular No.5 - Instructions to Heads of Institutions

3. Instructions for the conduct of the enumeration have been devised so as to make as few demands as possible on the supervisory staff consistent with achieving our aim of taking an accurate census.

4. If recruitment, training, supervision in the field and the detailed checks are carried through with meticulous care, your task will be very much easier. It is far better in an operation of this kind to make sure that nothing goes wrong than it is to correct matters at a later stage.

5. Please impress on all concerned with the enumeration that a high standard of work is expected and that the checks exist to make sure we get it. Let there be no doubt that the checks will be carried out and that slipshod work will be discovered. Payment to field staff will be withheld until mistakes have been corrected.

6. Your specific responsibilities are,
- to master the questionnaire and the Instructions,
  - to recruit supervisors and enumerators,
  - to train them,
  - to conduct the enumeration,
  - to account for and return census records.

### **Recruitment**

7. The importance of recruiting the right kind of people as supervisors and enumerators cannot be over emphasised. **Political party workers, councillors, persons connected with law enforcement or taxation and persons engaged in essential services are not to be recruited.**

8. Field staff must satisfy the following criteria,  
They must be mature

- must have a minimum of Form 5 education,
- must be willing to learn and be capable of learning,
- must be acceptable to all sections of the community,
- must be resident in the areas in which they will be working,
- must be available full time for the census,
- must be physically fit and of an even temperament,
- must speak English, Fijian and Hindustani if working in areas of mixed settlement.

9. It is absolutely essential that recruitment is such that predominantly Indian settlements are enumerated by Hindustani speaking enumerators and Fijian villages and settlements are canvassed by enumerators well versed in Fijian language and culture. There should be an even distribution of males and females.

## **Training**

10. You are responsible for training your field staff. The principles are set out in Instructions to Supervisors.

### **Training of Enumerators and Supervisors**

<b>First Day.</b>	Session 1 - Introduction	[0900 - 1030]
	Session 2 - Part 1 & 2 of Instructions to Enumerators	[1100 - 1230]
	Part 3 Questions D1-D4	
	Session 3 - Questions D5-D9	[1330 - 1500]
<b>Second Day</b>	Session 4 Questions D10-D13	[0900 - 1030]
	Session 5 Questions D14-D17	[1100 - 1230]
	Session 6 Questions F1-F5	[1300 - 1500]
<b>Third Day</b>	Session 7 Questions M1-M6	[0900 - 1030]
	C1-C3	
	Session 8 Questions H1-H13	[1100 - 1230]
	Session 9 Mock Interviews	[1330 - 1500]
	Session 10 Mock Interviews	[1515 - 1700]

### **FOR SUPERVISORS ONLY**

<b>Fourth Day</b>	Session 11 Supervisors Manual	[0900 - 1030]
	Session 12 Supervisor Area for Enumeration	[1100 - 1230]
	EA maps	

Rest of **fourth and fifth day** EA maps for Supervisor areas clarification on the ground.

## **Public Relations and Discipline**

11. The subject is dealt within Instructions to Supervisors but there may be difficulties they cannot handle, Patience, firmness and tact should be enough to settle them but it is as well to be prepared for the isolated incident.

12. If you are satisfied that a supervisor or enumerator has misbehaved, deal with the matters as you think fit. The offender may be dismissed and may forfeit all or part of the payment provided for. If the matter is more serious, such as formal complaint in terms of the Census Act, investigate it and take appropriate administrative action. Tell the complainant of the legal provisions and invite him or her to take the matter to the nearest Police Officer.

13. People must not be allowed to obstruct census staff. If an incident is reported, go to the scene at once. If in your opinion an offence is disclosed, inform the persons concerned and invite them to accompany you to the nearest Police Officer. This action will almost always have the desired effect.

14. People sometimes refuse to disclose information required on the questionnaire. It is not worth wasting time on such cases and you may find it convenient to allow the person to complete the specimen questionnaire on a leaflet and hand it to you sealed in an envelope or to post it directly to the Census Commissioner.

15. It should never be necessary to institute legal proceedings. Such a course is seldom constructive and is an admission of failure. It is a last resort and should not be used without the Census Commissioner's consent.

16. Keep a record of incidents and the people involved and inform the Census Commissioner as soon as possible.

## **Institutions**

17. Institutions vary greatly in nature and size, but in every case it is your responsibility to decide how best to enumerate the occupants and to ensure that this is done. Make early contact with heads of institutions to make arrangements.

18. You may find it convenient to have the enumeration done by a member of the institution's staff. There is no objection to this, provided that the person nominated satisfies you as to his or her ability to complete the forms completely and accurately. Almost always this will be the best way of handling large institutions.

19. Smaller institutions might best be handled by your enumerators in consultations with the person in-charge.

## **Hotels**

20. Arrange with the Managers of hotels to distribute census forms to guests present on census night. Guests are required to complete the questionnaire and to return it to the Manager on the morning of 26 August.

Recover the envelopes as soon as possible, have them bundled and marked with the name of the hotel and return them to the Census Office after the enumeration. It is not necessary to open the envelopes or check the questionnaires. Census staff should not approach guests directly.

## **Call Backs**

21. Enumerators may have difficulty in finding people at home during the day. And in urban areas where there are single person households in flats or lodging houses it may not be easy to find them in the evening either. Keep a close watch on progress and ensure that enumerators are making return visits and are working into the evenings if necessary.

22. The rule is that enumerators will complete questionnaires for everyone, but if progress is unacceptably slow you may authorise the following procedure in high income urban areas where people are sufficiently literate in English,

- cause the enumerator to leave a copy of the leaflet together with a call back slip asking the householder to complete the questionnaire,
- on his or her return, the enumerator will check the questionnaire and complete or correct it if necessary,
- he or she will then transcribe the information into the book of questionnaires and **return the leaflet to the householder after recording on it that the information has been transcribed**, he or she will then affix the label in the ordinary way.

**Enumerators are not allowed to carry completed leaflets away for transcription.**

Loose forms may be lost and confidentiality may be broken.

### **Before the enumeration**

23. Make the necessary administrative arrangements.

- Find out if your area has new residents or language groups who need special attention.  
Make arrangements to enumerate them eg. Mandarin speakers in greater Suva area.
- Check EA maps
- Pay the appropriate allowances
- Issue identity cards and materials
- Arrange to meet your supervisors.

## **During the Enumeration**

24. Get out and about as much as possible.

- Make sure your office is always manned by people who can issue extra questionnaire books and so on.
- See your supervisors early, review their EA reports, discuss any difficulties and if need be dismiss poor workers.
- Ensure that your supervisors are getting into the field, are carrying out the checks, are checking that coverage is complete and that long lists of call backs are not accumulating, are using their reserve enumerators effectively.
- Do not shrink from dismissing the idle and the incompetent. You may be penalised financially if you pass poor work.
- Make independent enquiries about the progress of the enumeration and to check the truth of statements made by your supervisors and enumerators. There are always complaints about people being missed. Investigate and settle these things before the field work is finished. Once you have paid off the enumerators it is too late.

## **After the enumeration**

25. Check the work systematically, supervisor by supervisor and EA by EA. Adopt the following procedure,

- Speak to the supervisors and enumerators and check the EA Inspection Report to be sure it is complete and accurate.
- Check the EA map, discuss any problems over boundaries and the like, ensure that it is annotated and amended as necessary.
- Check one questionnaire in each book to be sure there are no errors in reporting, sign the questionnaire.

- Look for the forms the Supervisor has signed and make sure he has not passed errors.
- When you are satisfied, sign each book on the front cover.
- As you complete the checks for each EA, make any observations you think may be useful and sign the Inspection Report.

26. If there have been minor errors, such as inadvertent crossing of EA boundaries, note the facts on the EA map and on the Inspection Report. State the localities and the household numbers affected. **Don't break up questionnaire books or have records copied from book to book.**

27. If you are unable to sign the certificate on the Inspection Report because there has been a hopeless mess and you can see no way of putting things right, telephone the Census Commissioner at once. It may be necessary to re-enumerate entire EA's - but if you have recruited able people, trained them well and supervised them closely this should never happen.

28. When everything is accounted for,

- recover and destroy identity cards,
- pay off your staff,
- return the following to the Census office:
  - a. all questionnaire books, whether used or not
  - b. EA maps, corrected
  - c. EA Inspection Reports
  - d. full details of expenditure

When they have been received and any consequent queries have been answered, your honorarium will be paid.

29. Very often individuals complain that they have not been counted. Thank them for their public spirit and ask them to complete a questionnaire. Keep a supply of loose training questionnaires for the purpose. When the flow of enquiries ceases, send completed forms to the Census Office. This is a public relations exercise. Do not allow it to delay the return of other census records.



Census Circular No. 1

03 July 1996

From : The Census Commissioner

To: Superintendents of Census  
The Secretary of the Public Service  
The Permanent Secretary for Regional Development  
and Multi Ethnic Affairs  
The Permanent Secretary for Finance & Economic Development

**CONDITIONS OF SERVICE AND RATES OF PAY FOR TEMPORARY FIELD STAFF**

The following conditions of service and rates of pay will apply to temporary field staff during the 1996 Population & Housing Census.

1. The conditions of service will be:

Supervisors and enumerators engaged on the census are casual workers and accept employment at their own risk. They are excluded from the operation of the Workers Compensation Act.

Payment will be on a lump sum basis and will depend upon the worker completing his or her task to the satisfaction of the supervising officer next above him or her.

Payment will be subject to PAYE deductions. No deductions will be made in respect of FNPF contributions. Supervisors and enumerators will be subject to the provisions of the Census Act and the Census Regulations, 1996.

2. The method of payment is designed -

- to provide a fair reward;
- to provide incentives to fast and accurate work
- to enable prompt payment to be made upon completing the work;
- to keep accounting simple.

3. The lump sum is an all inclusive payment. No allowances will be paid nor will any claim be entertained in respect of expenses incurred except as provided for in the following paragraphs.

## **Enumerators**

### **4. Training Allowance**

Potential enumerators who attend training sessions may incur out of pocket expenses. An allowance of \$15 will be paid when training is completed.

A person who does not attend throughout the three days of training, for whatever reason, will not be eligible for this or any other allowance.

Persons who complete the course but who are rejected or drop out may be paid this allowance at the discretion of the Superintendent.

Enumerators who complete the course and are appointed will receive this allowance before they go into the field.

### **5. Commuted Expense Allowance**

Enumerators need money during the enumeration, and a payment will be made before the field work starts to cover out of pocket expenses.

It is anomalous to pay the same allowance to an enumerator working within five minutes of his home as to one working in the most remote and difficult hill country. And in order to avoid glaring injustice, two categories are recognised:

- a. urban and normal - where an Enumerator works close to home - \$30.00.
- b. hardship - involving extensive travel and perhaps lengthy stays away from home - \$60.00.

To ensure even treatment across the country to avoid argument, each EA will be categorised in the Census Office. In marginal cases where the decisions might depend upon the location of the Enumerator's home and so forth, the matter will be decided in consultation with the DO concerned.

Besides covering the bus fares etc. these amounts should be sufficient to induce an enumerators with access to a motor vehicle to use it for census work.

### **6. Lump Sum Payment**

Enumerators will be paid when they have accounted for their work to their Supervisor and Superintendent. They will be paid \$270 gross [less PAYE 15%] [\$229.50 net].

7. Reserve Enumerators are provided for. They will be used full time during the census to replace sick or injured personnel, to maintain communications, to deliver extra material, to handle special jobs such as enumerating persons in prison or hospital and to help in areas where the work is going more slowly than expected. If there are no special tasks at the outset, they will be assigned to work in the largest EA. Reserves will therefore receive the same payments as other enumerators.

8. It may happen, through no fault of his or her own, that a person who has started the work may be unable to complete it. He or she may fall ill or be injured or suffer some domestic calamity or bereavement. In such cases a proportion of the lump sum will be paid, calculated as follows:

- if the person ceases to work during the first three days of the enumeration, no payment is made. The allowances already paid being deemed sufficient payment;
- for the fourth and subsequent days, payment of \$15.00 per full day worked. To qualify, work must have been done at normal rates, that is an average of 80 persons per day.

9. If a person is dismissed because of incompetence, illness or neglect or leaves the work of his or her own volition, he or she is not eligible for any payment except allowances already received.

10. The lump sum will be paid as a standard amount net of taxes by District Officers. Full nominal rolls and properly acquitted vouchers will be submitted to the Census Office where they will be grossed up for tax and processed in the usual manner.

### **Supervisors**

11. Supervisors will be employed on the same basis as enumerators and the provisions of paragraphs 8-10 above will apply to them as well as to enumerators.

12. Payment will be as follows:

An Allowance of \$15.00 will be paid when training is completed.

- Commuted expenses allowances \$70.00 [\$100.00 if, with the approval of the Superintendent, the Supervisor uses a private vehicle on census work.]
- Lump sum payment \$400.00 [\$340.00 net]

13. Supervisors will be paid when they have accounted for their work and for that of the enumerators under their control to the Superintendent.

### **Superintendent**

14. Superintendents will be paid an honorarium of \$700.00. It is all inclusive, is subject to tax and no other claims or allowances are payable.

15. The honorarium will be paid by the Census Commissioner upon receipt of -

- all accountable documents and materials from the field; and full details of expenditure and replies to any queries thereon.

16. Retired Officer - retired officers appointed as Superintendents who attended training sessions may claim out of pocket expenses. An allowance of \$30.00 will be paid when training is completed.

### **Travel and Accommodation During Training**

17. A Supervisor or enumerator required to travel and to stay overnight away from home in order to attend a training course may be paid a reasonable cost of travel and shall be entitled to an allowance of \$40.00 per day supported by receipts if staying in a hotel and \$17 if staying in private homes. These entitlement applies only if the Census office deems it absolutely necessary.

18. Travel, accommodation and meal costs for Superintendents attending the Briefing Conference from outside Suva will be paid for. Meal claims in hotels shall not exceed \$22.00 per day supported by receipts. Appropriate arrangements will be agreed with individual District Officers and may only be varied with the prior agreement of the Census Commissioner.

**T I Bainimarama**  
**Census Commissioner**

Census Circular No. 2

10 July 1996

From : The Census Commissioner

To: Permanent Secretaries  
Heads of Department  
Commissioner of Divisions  
Census Superintendents

**ACCOUNTING INSTRUCTIONS - 1996 CENSUS FUNDS**

The following instructions are issued to all officers involved in the Census work and are to be observed when disbursing the 1996 Census Funds.

**1996 Census Funds**

1. The Census Commissioner is the Chief Accounting Officer for the operation of the 1996 Census Funds.
2. The Census Commissioner will allocate funds which he considers appropriate to District Officers; who are appointed as Census Superintendents; with the 1996 Census Funds. This vote is necessary to meet that expenditure and the appropriation of those sums for the purposes specified in Budget Estimates.
3. The Census Superintendents are required to maintain proper accounting records and to forward to the Census Commissioner reports on expenditure at the end of the month together with the payment vouchers.

**Accountable Advance**

4. Census Superintendents will be issued with accountable advances under their own names with an estimated amount to meet the above payments to include all training expenses, travel costs, accommodation, other allowance etc. as indicated in the Budget Summary for Census by Census Divisions and Districts.
5. Lump sum payments to Superintendents, Supervisors and Enumerators will be made from the Office of the Census Commissioner in accordance with Census Circular No.1 of 3rd July, 1996.
6. All payment vouchers should contain full particulars of each service such as dates, numbers, authority i.e. Census Circular No.1 and No.2 so as to enable them to be checked without reference to any other documents and are properly authorised for payments.
7. All services and purchases are to be authorised under proper authority and should be in line with the condition of services spelled out in Census Circular No.1 and the Financial Instructions.

T I Bainimarama

**Census Commissioner**

Bureau of Statistics  
Census Office  
Ratu Sukuna House  
P O Box 2221  
Government Buildings  
SUVA

Phone No. 315822  
Fax No. 303656

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Census Circular No. 3

10 July 1996

From : The Census Commissioner

To: Owners and Masters of Vessels, District Officers  
and Superintendents of Census

**POPULATION CENSUS, 1996**

In terms of the Census Order, 1996 a census of population will be taken on the night of 25th August, 1996.

To complete the enumeration it will be necessary to include crew and passengers on board local vessels in territorial waters on census night.

The Census Regulations, published as Legal Notice No. 55 in the Fiji Republic Gazette on 24th May 1996, place the responsibility for enumerating crew and passengers aboard a vessel on the Master or other person in charge.

Owners of vessels will be supplied with census schedules to be handed to Masters for completion on census night.

Instructions for completing the schedules are on the form itself and in the booklet 'Instructions to Enumerators', Part 3 of which is relevant. Copies will be enclosed. Masters are asked to ensure that the information recorded is accurate and complete in respect of all persons on board.

In the case of vessels in port on census night, an enumerator will call on the Master to check the enumeration and collect completed schedules. If for any reason the schedules are not so collected or if the vessel is at sea on census night, it will be the duty of the master to return schedules directly to the Census Office.

A NIL return is required for local vessels which are not in territorial waters on census night so that all vessels on the Fiji Register are accounted for.

Crew and passengers on board foreign registered vessels will be excluded from the enumeration.

Please note that in terms of the Census Act all information will be regarded as confidential.

I will very much appreciate your cooperation.

T I Bainimarama  
**Census Commissioner**

Bureau of Statistics  
Census Office  
Ratu Sukuna House  
P O Box 2221  
Government Buildings  
SUVA

Phone No. 315822  
Fax No. 303656

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Census Circular No. 4

10 July 1996

From : The Census Commissioner  
To: Managers of Hotels, District Officers  
and Superintendents of Census

**POPULATION CENSUS, 1996**

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In terms of the Census Order, 1996 a census of population will be taken on the night of 25th August, 1996.

The Census Regulations, published as Legal Notice No. 55 in the Fiji Republic Gazette on 24th May 1996, place the responsibility for enumerating of hotel guests on the Manager. They also provide that persons shall furnish the particulars required on the census schedule.

Hotel Managers will be supplied with census schedules and envelopes to be handed to each guest on the evening of August 25th. Guests are required to complete the schedule and return it in the sealed envelope to the Manager on the morning of August 26th. Envelopes will be collected by an enumerator and checked against the Hotel Register as soon as is practicable thereafter.

All guests, whatever their nationality or resident status, are required to complete the census schedule.

Hotel staff, including persons on night duty, will be enumerated in the ordinary way with their households.

In terms of the Census Act all information will be regarded as confidential.

In case of difficulty or if you have any queries, please contact your local District Officer who is also the Superintendent of Census.

I will very much appreciate your cooperation.

**T I Bainimarama**  
**Census Commissioner**

**Bureau of Statistics  
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Government Buildings  
SUVA**

Phone No. 315822  
Fax No. 303656

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*Census Circular No. 5*

17 May 1996

From : The Census Commissioner  
To: The Commissioner of Police  
The Commander, Fiji Military Forces  
Permanent Secretary for Health  
Commissioner of Prisons  
Persons in charge of Institutions  
District Officers  
and Superintendents of Census

**POPULATION CENSUS, 1996**

In terms of the Census Order, 1996 a census of population will be taken on the night of 25th August, 1996.

The Census Regulations, published as Legal Notice No.55 in the Republic of Fiji Gazette on 24th May 1996, place the responsibility for providing the particulars of persons in barracks, approved schools, prisons, police stations and other institutions upon the person in charge.

It will be necessary to include all persons who were present at midnight on census night. District Officers, who are appointed Census Superintendents and who are responsible for the enumeration within their districts, will be in touch with those in charge of institutions to discuss how best this can be arranged.

My purpose in writing to you beforehand is to let you know what is intended and to ask your help in briefing those under your control.

It is proposed that an enumerator shall visit each institution as soon after census night as is practicable in order to record the particulars required on the census schedule. It is expected that this can be done in many cases by consulting the usual records and it will not be required that enumerators interview prisoners or patients who are seriously ill. I hope that Census Superintendents or their supervisors may with your approval approach those in charge of institutions and work out mutually convenient ways of obtaining the information required.

Soldiers living in married quarters, staff living with their families on prison property and the like will be enumerated with their households in the usual way. I will be grateful if you will arrange for census staff to have access to them.

In terms of the Census Act all information will be regarded as confidential.

If there are matters which you wish to have elaborated, I will be happy to discuss them, but trust that the details can be settled by those immediately concerned.

T I Bainimarama  
**Census Commissioner**

## CENSUS SUPERINTENDENTS - PROGRAMME OF WORK

23 July - 26 July	Conference
to - 11 August	Prepare for enumeration
12-16 August	Train Supervisors
16 August	School term ends
19-21 August	Train enumerators
25 August	Census Night
26 August - 1 September	Enumeration
2-4 September	Check the work, pay the staff, etc.
2 September	Third school term starts
by 8 September	Records returned to Suva
to 1 October	Preliminary results compiled Queries dealt with Results prepared for publication Results published Honarium cleared for payment

## 1996 POPULATION CENSUS

Summary of staff and materials issued for the enumeration.

District: \_\_\_\_\_

Superintendent Areas: \_\_\_\_\_

Supervisors: \_\_\_\_\_ Enumerators: \_\_\_\_\_

### Materials

QTY	DESCRIPTIONS
	Questionnaire books [3 per EA + spares. Issue 3 per enumerator]
	Instructions to Enumerators [1 per Enumerator]
	Instructions to Supervisors [1 per Supervisor]
	Bags [1 per enumerator]
	Pens [3 per enumerators]
	Self adhesive labels [rolls of 200 1 per EA]
	ID Cards
	EA maps [2 sets]
	Questionnaires for hotels
	Call back cards [urban areas only]
	Leaflets to accompany call back cards

### Training materials

	Questionnaires [3 per person]
	Covers [2 per person]
	Leaflets
	Booklets

EA Report forms \_\_\_\_\_ Nominal Roll Proforma: \_\_\_\_\_

Scribbling Pads: \_\_\_\_\_

Notes: \_\_\_\_\_

Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

