



Cook Islands Statistics Office  
Rarotonga, COOK ISLANDS

Cook Islands  
**Census**  
**2006**

# **Instruction Manual**

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## 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 Supervisors, Enumerators and other staff working on the 2006 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 2006 is being conducted under the authority of the Statistics Act, 1966. The particular provisions relating to this census is set out in sections 18 to 25 (inclusive) 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, 1966 (section 17) apply in full to all census officers. Part 3 of the Act provides for a fine for improperly divulging information. Before the commencement of duties all census staff will have taken a statutory declaration of secrecy.
- Attestation** Attestation is an oath taken by a person appointed for the purpose of census before entering on his duties. This is required to be signed in front of a Statistics Officer, Minister and a local authority. This document is to ensure all information furnished is kept confidential.
- Obstruction** Every person commits an offence that hinders or obstructs any person employed in the execution of any duty or the exercise of any power or function under this Act.

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## PART 2: DUTIES AND RESPONSIBILITIES

### ***Census Supervisor***

A Supervisor in charge of a Census District or an Island is responsible for:

- Appointing Enumerators for each Enumeration Area in their district.
- Ensuring the Field Books and Materials are distributed to the Enumerators
- Countersign the completed questionnaires when fully satisfied that:
- Ensure all entries of the questionnaires are properly completed and that all members of each household have been enumerated
- There is no inconsistency in the recorded particulars of both the Dwelling and Personal Questionnaires
- Monitor and maintain record of the distribution of the work and materials to each Enumerator.

### ***Census Enumerator***

An Enumerator is personally responsible for the proper completion of a Dwelling Questionnaire for each dwelling and a Personal Questionnaire for each and every person in his/her Enumeration Area.

The Enumerator is also to complete all of the summaries set out in the Enumerators Field Record sheets and to ensure the return of the materials (including the signed declaration) to the Supervisor of his/her Census District.

The Enumerator is required to attend the training sessions arranged for all personnel involved in the Census Work.

### ***What to do if there is no one at home during the fieldwork.***

If no one is at home during the fieldwork, the Enumerator is to:

- Leave a note under the door to inform that a call was made and when he/she would call back.

- Make a record to re-visit when the people may have returned.
- Make enquiries of neighbours who may be able to advise when that particular dwelling's occupant would be back.
- Ask of the neighbours to inform that particular dwelling' occupants of the approximate time of the re-visit.
- Use the telephone (if any) for contact.

Having done so, the Enumerator then proceeds to the next dwelling. 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.

## FIELD WORK

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

### ***Update of Household listing and Maps***

The enumerator is responsible for the updating of field maps and household listings. 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. On this map every dwelling is shown whether occupied or vacant.
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 when it was prepared. These numbers are to be retained throughout the operation 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-listed information
- updated information for every household in the Enumerator's Field Record Book.
- amend the information as necessary for each dwelling
- check the name of the head of household and amend where necessary.
- enter the total number of persons expected to be present in each dwelling on census night

During this Phase the Enumerator are to familiarize them with the Enumeration Area location of each dwelling, the route to be decided upon and followed in covering the area during the enumeration period.

The Enumeration Area is to be checked with the Field Map supplied to make sure that all the occupied dwellings and other prominent buildings have been noted. 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.

Hotels, motels, prisons and hospitals will be enumerated only on the night of the census or the day after. This will be conducted by the Office staff.

The residences' of Doctors; management and staff of the hotels and motels; staff of the Corrective Services (prisons); within the boundaries of each institution or a room adjacent to the institution are to be included in the pre-listing stage.

**Abbreviations** Abbreviations used in the drawing and update of the maps are as follows. Some are self-explanatory and are abbreviations regularly used.

- V** Vacant dwelling
- VF** Vacant dwelling fit for living
- VU** Vacant dwelling not fit 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 26<sup>th</sup> November and Friday the 30 November 2006.

During this stage of the census, the Enumerator is to visit each dwelling in the Enumeration Area assigned to him/her starting at dwelling 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 Books and a Certificate of Appointment as an Enumerator, is taken.
2. To be carried out from the 25<sup>th</sup> to 30<sup>th</sup> of November, the Pre-Census

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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 his/her spouse is to be asked for and consulted as to the purposes of the Census. Give a general explanation of what the Questionnaires requires.
  4. Complete a Dwelling Questionnaire for each household and Personal Questionnaires for each and every person found in the dwelling on Census Night.
  5. Make sure that if a person wished that his/her information given be viewed only by the Enumerator (and the Census office) and not by any other member of the Household, those steps are taken to provide for this and to be respected.
  6. Where necessary, fill in the Personal Questionnaire for each person who is unable to do so they as a result of old age or illness.
  7. 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.
  8. The number of Personal Questionnaires should equal to the total persons in the dwelling (refer **D2**).
  9. Record total males and females of the household in the fieldbook. This must be done before moving on to the next dwelling.
  10. 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.

11. Repeat each step described above for each occupied dwelling until all dwellings have been visited and their questionnaires well completed.
12. For each dwelling completed insert the Census Book 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 in confidential security until the Post-Census Enumeration.
13. 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.
14. Complete the fieldwork before Census Night.
15. 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.

**Post-Census  
Night  
Enumeration**

Since the morning after Census Night is a Sunday no census activity is to be conducted. The Post-Census Night Enumeration will be carried out on Monday 3, December 2006 and (if necessary), Tuesday 4<sup>th</sup> December 2006.

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.

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. Make a record of all the Personal Questionnaires with the respective Dwelling Questionnaire and enter the household characteristics by age group in the "Final Enumeration Listing".
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.

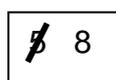
***Note: All Field workers are urged to ensure that all questionnaires is completed and information provided by the respondents is accurate.***

**CORRECTION PROCEDURES.**

Extra care must be taken when completing the questionnaires. If errors occur the following procedure need to be followed. Answers must be clearly written and easily read, so that at the later stage of the census work (i.e at the editing, coding and data entry into the computer), unclear writing would cause unnecessary delays. A figure must be written clearly and in such a way that there is no chance that it will be mistaken for another figure.

***How a correction should be made:***

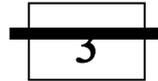
If the figure 5 is to be replaced by a figure '8'. The correct procedure is to cross out the figure with one single line and then to write the correct figure next to it. **DO NOT** write the correct figure over the wrong one.



**Tick box Correction:** During the interview an error may occur in the tick

box system owing maybe to the Enumerator hurrying the interview and in doing so, making the person to provide an erroneous answer, or the Enumerator to tick the wrong box. To make the correction the following examples should be followed:

Example 1: If an error has been made, that is the wrong box was ticked, draw a line neatly through the ticked box and then tick the correct box.



Make a note on both the questionnaire and the field book that the error has been corrected. This will allow the editors to quickly identify the correction in the field.

## **PACKAGING AND RETURN OF CENSUS MATERIALS.**

### **Return of Census Materials**

It is the function of the Supervisor of each Census District, to make sure that the census materials are checked.

All the census materials are to be sealed and packaged before they leave the Supervisor's hands. The packages are to be correctly labelled and the contents of each parcel listed on the outside.

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 through to the Census Office/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.

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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 despatched by Mail to the Statistics Office, PO Box 41, Rarotonga, preferably by air.

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, labelled UNUSED CENSUS MATERIALS. For other details, these will be the same as those illustrated earlier.

## THE PERSONAL QUESTIONNAIRE

### One Questionnaire is to be completed for each person

A number is to be entered in the space provided in the top right-hand corner of the Personal Questionnaire. These numbers are to be written in consecutive order for each Questionnaire completed starting from number 1 for the Head of the Household.

**P1. Name** The inclusion of the names in the Census is mandatory being required under the Statistics Act 1966. Enter the full name of the person not necessarily to be the registered name but as long as the person can be easily identified.

Full names of the person are included in all censuses for the proper enumeration of the population and for quality control purposes. Names may assist in the identification of household and family groups and to identify persons whose questionnaires are missing, incomplete and to avoid duplication. Names will not be retained as part of the final computerised information. Newborn babies that have not yet been given a name, print BABY.

**P2. Sex** To avoid offending the person, enumerators are asked to complete this item from observation. Census data on sex is essential for identifying differences between men and women in labour force participation, educational achievements, unemployment rates, migration patterns, etc. This is a key variable in all of gender development programmes.

**P3. Relationship to Head of Household** Tick one box to show how each person is related to the person in charge of household. If Other category is ticked, print the exact relationship such as: Brother in law, Daughter in law, Grandchild, Mother of spouse, Niece, Flatmate, Patient, Inmate, etc. Information provided will give an indication of the composition of each household.

**P4. Date of birth or Age** In the space provided enter the day, month and year in which the person was born. If the respondent does not know (which may be true for a small portion of the population) ask the respondent to give approximate age. It is important to have this question completed, as this would provide the check to answers given for other questions. The majority of the census tabulations require the accuracy of dates of birth for a variety of important reasons. Information on the age profile of the population is essential for measuring the delivery of health, education, social welfare, and other community services.

**P5. Place of Birth**

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 respondent was born in, Middlemore Hospital in Auckland state New Zealand.

**P6. Visitors Only**

Persons responding to this question are those who at the time of the census would be visiting the Cook Islands on vacation or holiday. Such persons would not have worked between his/her date of arrival and date of departure and will be here for less than 12 months. Cook Islanders living overseas who would only be here visiting and holidaying would be classified as visitors.

Those responding to this question are not required to answer the rest of the questionnaire. Their signature in the declaration in **P23** completes the questionnaire.

**P7. Ethnic Origin**

This question is about ethnic group or groups (cultural groups) that people belong to or identify with. It is not asking about nationality or citizenship.

1. Cook Island Maori - The respondent is born of Cook Island Maori Parents.
2. Cook Islands Maori/Other: - The respondent is part Cook Island Maori and other.
3. Other Ethnic Origin - The respondent does not have any Cook Island Maori blood.

**P8. Residential Status**

To be answered by all persons who are of Other ethnic origin.

- **Temporary Contract Worker** - the respondent is residing and working in the Cook Island on Contract Working conditions.
- **Dependent of Temporary Contract Worker** - the respondent has been granted residential status in the Cook Islands.
- **Other** is any other person that does not fit in either of the category above.
- **Nationality** - The respondent is required to state the country of citizenship
- **State number of years lived in the Cook Islands** – Record the total number of years the respondent has lived in the Cook Islands up to the Census Night. If the respondent has not completed a year of residing in the Cook Islands, record the total number of months, if not, the total number of days but this situation would not be common.

**P9. Do you have any disability** This question is asked directly to the people, who are disabled, handicapped or has a health condition that is long term. The Disability Survey questions provide information on:

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

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

**P10. Religion** The respondent has a legal right not to answer this question. If the respondent objects do not push for an answer just tick **P10(7)**. For children, tick or write the religion (if any) according to the parents choice. Persons whose religion is not listed in this question are to tick **P10(6)** and in the space provided write down the name of the religion they claim to be affiliated to.

**P11. Address on Census Night** Enter the name of the village and island, where the respondent was on Census Night.

**P11(i)** If the respondent usually lived at the address on Census Night, tick circle, if not, enter the name of the village and island/country where the respondent usually lived.

In **P11(ii)** state the number of years stayed at the address in **P11(i)**, ignore temporary absences. If a child of less than 1 year state '0'.

***If persons is less than 1 year old GO TO END else Continue***

Persons who were living in the same address as stated in **P11(i)** one year ago would tick the circle. Respondent who were not living at the same address are to enter in the space provided, the address they were living in one year ago.

***Ask only to person's 5 years and over, if under 5 GO TO END***

For **P11(iv)** the same applies as in **P11(iii)** except that the address referred to is the address for five years ago (1 December 1996).

**P12. Education** (a) Tick yes if full time student. These are students enrolled in an educational programme whose study load is considered to be full time by national norms or conventions. Do not tick 'yes' if studying part time. Part time students are those, whose study load is less than that of a full time student and who consequently will require a longer period of time to complete an equivalent educational programme.

(b) Public school is one controlled and managed by a public education

authority, whatever the origin of its financial resources. In our case all government schools are regarded as public school. A private school is one controlled and managed by a non-governmental organization, whether or not it receives financial support from public authorities.

**(c) Highest primary or secondary level completed?** The respondent is to give the last grade or form or level that was attended in the formal schooling system. Possible examples are Standard 4, Form 2. The question is asking for the highest primary or secondary level completed but which the respondent may not have passed.

**(d) What is your highest school qualification gained.** Record only the highest qualification that the respondent may have gained. The respondent may have a string of qualifications but for the purposes of the census, they need not all be recorded. Examples of qualifications are: Cook Islands or New Zealand School, Sixth Form Certificate and University Bursary.

***Ask only to persons 15 years and over, if under 15 GO TO END***

**(e) What is your highest Trade, Vocational or Professional qualification gained?** Record only the highest that the respondent may have fully passed. This question relates to the qualification gained by the respondent after completing formal school. During this time the respondent's intention is to specialise in a particular area. For example a Bachelor in Accounting to become an accountant and a trade certificate to become a mechanic.

Partial passes for educational certificates, diplomas and degrees are **not** to be recorded here. Do not leave questions blank, enter '-' dash if no qualification.

***P13. Marital Status***

If the respondent is living with another person and is not legally married and has never married before tick 'Never married'.

If the respondent is living apart from spouse whether or not there is a legal separation agreement or order tick 'Separated from legal partner'. They do not have to go through any legal process to tick 'Separated from legal husband/wife'.

If marriage have been dissolved mark 'Divorced'.

***P14. Activity Status***

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 2006.

- **Employer, own business/plantation without employees** - The respondent works in own business (shop, etc.) or plantation alone and does not employ any person.

- **Employer, own business/plantation with employees** - The respondent works in own business (shop, etc.) or plantation and employs workers.
- **Working full time for wages/ salary** - The respondent works for 6 hours a day or more, or 30 hours a week or more for wages or salary.
- **Working part time for wages or on casual basis'** - The respondent works regularly for less than 6 hours a day, or less than 30 hours a week.
- **Unpaid family worker in plantation/store/business** - The respondent could be working in the family plantation, or the family stores and is not receiving any wages. Respondents maybe receiving food or other items, in this case disregard this kind of payment.
- **Full time student** - If the respondent attends school full time but have a job tick circle then give a description of the job in **P16**.
- **Unemployed and looking for work** - The respondent was not employed in the month of November 2006. He is required to answer questions **P17** and continue on.
- **Home duties** - If the person voluntarily stays home.
- **Retired** The respondent is retired from the public and private sector and are not active in any other form of activity for 'gain'.

**P15.Principal Activity**

**(a) Details of work done:**

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)**.

**(b) Name of Employer.**

Give full name of employer: company, government department, store, the person is working for. The respondent who works for himself is to record, 'self-employed', unless of course his business has a name, and that name is to be given.

**(c) Type of business or activity employed in.**

Give full details of the business activity that the person is engaged in eg. agriculture/fishing, retail store, plumbing, etc.

**(d) Number of hours worked last week.**

- Give number of hours worked during the last week or if you did not work last week, give number of hours usually worked.

If the respondent has more than one job isolate the most important one in terms of the number of hours worked. 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.

**P16. Secondary Activity**

The activity referred to here are those in which the person was engaged for **gain**. Those persons in **P14 (1-6)** e.g. working for wages full time/part-time, self-employed, or full time student may hold a secondary occupation, therefore are required to complete this question. Complete this question as you would in **P15**.

**P17. Unemployed only**

The person that answered this question would have checked **P14(7)**.

If the person has had paid work before ask 'How many weeks since he/she had a paid job?' and in the space provided write the number of weeks he has been unemployed from his last paid job. If the person says no ask the respondent " if a job has been available, would he/she has started work? Tick the appropriate box.

**P18. Unpaid Work**

This question is intended to capture the involvement of individuals in activities around the home.

**P19. Social Welfare Benefits**

Social Welfare Benefits do not include Insurance Benefits. A respondent may tick more than one answer, provided that he/she does receive the benefit.

Child Benefit - The respondent receives this benefit on behalf of the children under 10 years old in their care. The respondent maybe receiving for more than one child.

Old Age Person - The respondent would be 60 years old or more. In some cases the pensioner does not collect the pension directly, rather one of his children maybe collecting on his behalf. Where this is the case, mark this box for the pensioner and not for the collector.

Superannuation - The person would normally be a retired person both from the public and private sector, who had during their service years contributed financially to the Superannuation Fund. The spouse of a deceased superannuante may also mark this box if that spouse is receiving superannuation.

**P20. Income**

Mark appropriate box to indicate the total income that the respondent received for the period of one-year ending 30 November 2006. 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 **P19**.

**P21. Land Tenure**

Person that has rights to land whether by inheritance or lease will respond to this question. It is not necessarily a Cook Islander only.

Some non-Cook Islander may have acquired land by lease or as a gift.

Mark appropriate boxes, which indicates the respondent's rights to land as has been determined by the court. In doing so please indicate the purpose of the rights, possible examples house site and agriculture.

**P22. Females  
Only**

(Include all children born alive to female respondent)

**(a) Children born alive.** This question can be of sensitive issue because 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) Total number of children still living.** In the spaces provided, record the number of children that are still living. Do not leave any of the spaces blank. If the woman has no male or female child, record '0'.

**(c) Date of birth of first and last child.** Ask the respondent for the date of birth of the second child. Here you maybe able to calculate what is 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 maybe able to obtain that information if the child is present in that household during the census.

**P23. Declaration**

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.

**QUESTIONNAIRES**

Two types of questionnaires are used in the census. The Dwelling and the Personal Questionnaire.

***Dwelling  
Questionnaire***

The Dwelling Questionnaire is to be made out for each private and non-private dwelling. Examples of non-private dwellings are hotel(s), motel(s), jail, hospitals, 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; floor are; means of cooking; tenure and other information relating to the dwelling.

***Personal  
Questionnaire***

The Personal Questionnaire is to be completed by or for every man, woman and child found in the Cook Islands at midnight on "Census Night". Personal details such as age, residential status, ethnic origin, religion, marital status and other information, which have in the forthcoming census. Information obtain from the census will assist government and decision makers for implementing essential local and national services.

***How the Questionnaire  
is organised***

One booklet is allocated for each household. The Booklet contains one dwelling questionnaire and at least seven personal questionnaires.

***Front Cover of the  
Questionnaire Booklet.***

The cover of each questionnaire booklet contains identification of the household. This identification is to be entered and reconciled with that on the maps and household listing provided in the Enumerators Field Book. Identifications includes:

Census District Number: \_\_\_\_\_

Enumeration Area Number: \_\_\_\_\_

Dwelling Number: \_\_\_\_\_

Total Persons: \_\_\_\_\_

## THE DWELLING QUESTIONNAIRE

**One Dwelling Questionnaire is to be completed for each Occupied Dwelling**

<p><b>D1</b> Name of Person In Charge of Dwelling</p> <p>_____</p> <p>Firstname                      Surname</p>	<p>For the purpose of completing the questionnaire, it is not necessarily to be the head of household. It could be another member of the household. The person must be a responsible adult of the household, one the family consider as the major decision-maker.</p>
<p><b>D2</b> Number of Persons in this Dwelling: <i>Don't forget the babies.</i></p> <p>_____ + _____ = _____</p> <p>Male                      Female                      Total</p>	<p>This question provides a count of the total people present in each dwelling on Census Night - including any temporary visitors. This question is used as a check to ensure that the number of individual forms is the same as the number of occupants specified as being present in the dwelling on Census Night. Check that newborns are included and visitors.</p>
<p><b>D3</b> Type of Dwelling: <i>Mark appropriate box</i></p> <p>1 <input type="checkbox"/> Private dwelling</p> <p>2 <input type="checkbox"/> Non private dwelling, such as <i>(Hotel, Hostel, Hospital, Guest House , etc.)</i></p> <p style="text-align: right;"><b>IF NON PRIVATE GOTO 27</b></p>	<p>Private dwellings are those that do not operate as a business. Two common examples are family homes and flats.</p> <p>Non-private dwellings are dwellings that are institutions or businesses, for example, a hospital, a hotel, motel or guesthouse.</p> <p>If a person, say the Manager of the Rarotongan live in self-contained accommodation or in a manager's flat attached to the hotel, this will be counted as a Private Dwelling and the Rarotongan a Non Private Dwelling.</p>
<p><b>D4</b> Year this dwelling was constructed</p> <p>_____</p> <p style="text-align: center;">Year</p>	<p>State the year in which the house was completed for occupation, that is, when people start living in it.</p> <p>An extension or renovation to the building is not to be considered.</p>

**D5 Dwelling Tenure:** *What is the tenure of this household?*

- 1  Owned outright
- 2  Occupying without charge
- 3  Provided free with job
- 4  On loan repayment/mortgage
- 5  Rented - *How much rent do you pay in a week?* \$ \_\_\_\_\_

Under what condition was this house provided to the tenant?

- Unfurnished
- Partly furnished
- Fully furnished

This question deals with ownership of dwellings and not of land.

- **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 tick this box.
- **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 remuneration. Common example in our country is the parsonages or minister's residence.
- **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.
- **Rented or Leased** - The respondent or occupants pay rent for the occupancy of the dwelling.

**If dwelling is rented or leased:**

In the space provided indicate the weekly rent in dollars. If the rent is paid annually, give the annual amount and indicate that it is for a year. Same treatment of monthly and fortnightly rents.

**Was dwelling provided...**

**Unfurnished** - The dwelling is rented without furnishings, that is, it was provided with only the structure of the dwelling.

**Partly furnished** - The dwelling does not have some of the items listed below.

**Furnished.** This dwelling has all of the essential furniture for the comfort of the respondent.

Record only the Materials of Construction for the main house of the dwelling unit.

<p>Examples for each of the materials of construction are given below:</p> <ul style="list-style-type: none"> <li>▪ Outer Walls - wood, koro, fibrolite, concrete, concrete blocks, lime.</li> <li>▪ Roof - corrugate iron, kikau, pandanus.</li> <li>▪ Floor- concrete, lime, wood, kirikiri.</li> </ul>	<p>In some case, the outer walls are constructed of different types of materials, like the outer walls might be built of half concrete and half fibrolite. The most permanent structure in this case, is concrete so the correct answer to outer walls is concrete.</p> <p>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'.</p>
<p><b>7 Spouting:</b> <i>Mark appropriate box</i></p> <p>1 <input type="checkbox"/> Not spouted</p> <p>2 <input type="checkbox"/> Partially spouted</p> <p>3 <input type="checkbox"/> Fully spouted</p>	<p>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 is spouted.</p>
<p><b>8 Number of rooms in this dwelling</b></p> <p><b>COUNT</b> <span style="float: right;"><b>Total rooms:</b> _____</span></p> <ul style="list-style-type: none"> <li>• bedrooms</li> <li>• kitchens, dining rooms</li> <li>• lounges or living rooms</li> <li>• study rooms</li> <li>• rumpus rooms, family rooms, etc</li> </ul> <p><b>DO NOT COUNT</b></p> <ul style="list-style-type: none"> <li>• bathrooms, showers, toilets</li> <li>• garages, open verandah, etc</li> </ul>	<p>This is a count of all rooms available to a household whether they are all in one, two or more buildings.</p> <p><b>COUNT</b></p> <ul style="list-style-type: none"> <li>▪ bedrooms</li> <li>▪ kitchens, dining rooms</li> <li>▪ lounges or living rooms</li> <li>▪ study rooms</li> <li>▪ rumpus rooms, family rooms, etc</li> </ul> <p><b>DO NOT COUNT</b></p> <ul style="list-style-type: none"> <li>▪ bathrooms, showers, toilets</li> <li>▪ garages, open verandah, etc</li> </ul> <p><i>Count open-plan rooms such as kitchen-dining-lounge as three rooms. If garage is furnished as bedroom count in number of rooms.</i></p>

<p><b>9 Source of Water:</b> <i>Mark appropriate boxes</i></p> <p>1 <input type="checkbox"/> Public water main</p> <p>2 <input type="checkbox"/> Public water catchment</p> <p>3 <input type="checkbox"/> Own rainwater tank</p> <p>4 <input type="checkbox"/> Other sources eg wells, springs, etc</p>	<p><b>Public Water Main.</b> The household's source of water is made available through pipes laid down by the government.</p> <p><b>Public Water Catchment.</b> The household uses water made available through a public water tank provided for and built by the government for the local community.</p> <p><b>Own Rainwater Tank.</b> The household's source of water is made available by it's privately owned rainwater tank.</p>
<p><b>10 Supply of Water:</b> <i>Mark appropriate box</i></p> <p>1 <input type="checkbox"/> Piped water inside dwelling</p> <p>2 <input type="checkbox"/> Piped water from outside dwelling</p> <p>3 <input type="checkbox"/> Cart or carry to dwelling</p>	<p><b>Piped to Dwelling.</b> Tick this box only if the dwelling has its water piped to the dwelling and connected to the dwelling's sanitation system, including those in separate buildings.</p> <p><b>Outside but less than 100 metres.</b> Tick this box if the dwelling's piped water is outside but at a distance of less than 100 metres from the dwelling.</p>
<p><b>11 Waste Disposal:</b> <i>Mark appropriate boxes</i></p> <p>1 <input type="checkbox"/> Disposed in backyard</p> <p>2 <input type="checkbox"/> Recycle</p> <p>3 <input type="checkbox"/> Waste separation</p> <p>4 <input type="checkbox"/> Collected by local authority/council or contractor</p>	<p>This question will provide useful health and environmental information. Waste in this question relates only to household garbage and not waste going into the sewer. Some households will have carries out all four methods of disposing waste. Recycle is when the household use the recycling services.</p>
<p><b>12 Main Cooking fuel:</b> <i>Mark appropriate box</i></p> <p>1 <input type="checkbox"/> Electricity</p> <p>2 <input type="checkbox"/> Gas</p> <p>3 <input type="checkbox"/> Firewood</p> <p>4 <input type="checkbox"/> Kerosene</p>	<p>This information is used to show changing trends in fuel usage and to plan future energy requirements.</p> <p>Mark only the main cooking fuel used by the household or the one that is used for the majority of meal preparation. If for example, the household uses the gas stove from Monday to Friday while on Sunday the meal is cooked in the 'umu', then the main cooking fuel is 'Gas'</p>
<p><b>13 Facilities:</b> <i>Mark appropriate boxes</i></p> <p>1 <input type="checkbox"/> Hot water system</p> <p>2 <input type="checkbox"/> Water filter</p> <p>3 <input type="checkbox"/> Kitchen sink</p> <p>4 <input type="checkbox"/> Bath/Shower</p> <p>5 <input type="checkbox"/> Flush toilet</p> <p>6 <input type="checkbox"/> Pour flush toilet</p> <p>7 <input type="checkbox"/> Pit toilet</p> <p>8 <input type="checkbox"/> Lagoon toilet</p>	<p>A dwelling may have all or only some of the facilities listed here. Tick only those that the dwelling have and are being used.</p> <p>Exclude those that are yet to be installed.</p>

<p><b>14 Means of generating Electricity:</b> <i>Mark appropriate boxes</i></p> <p>1 <input type="checkbox"/> Grid (Te Aponga Uira)      3 <input type="checkbox"/> Solar</p> <p>2 <input type="checkbox"/> Generator                              4 <input type="checkbox"/> No electricity</p>	<p>This refers to the type of fuel or energy used to generate electricity for this dwelling. Some dwellings may have one or more types. If box 4 is ticked check that appliances run by electricity in the other questions are not ticked.</p>
<p><b>15 Telecommunication:</b> <i>Mark appropriate boxes</i></p> <p>1 <input type="checkbox"/> Telephone                              3 <input type="checkbox"/> Cellular Phone</p> <p>2 <input type="checkbox"/> Facsimile                              4 <input type="checkbox"/> Internet Access</p> <p>If the household has a fax machine combined with a telephone tick both boxes (telephone and fax).</p>	<p>This question is an indicator of living standards and householders' ability to communicate with others. It also indicates household access to information and services.</p> <p>If the household has a computer that can send/receive faxes then include this as "fax access". If the household has internet access but using a rental computer, tick the internet access box but make sure the computer in Q24 is not ticked.</p>
<p><b>16 Agriculture Activity:</b> <i>Mark appropriate box</i></p> <p>The household is engaged in:</p> <p>1 <input type="checkbox"/> Mainly subsistence</p> <p>2 <input type="checkbox"/> Mainly commercial</p> <p>3 <input type="checkbox"/> No agricultural activity</p>	<p><b>Mainly subsistence:</b> The intention of the household's agricultural activity is for own consumption although the excess maybe sold.</p> <p><b>Mainly commercial:</b> The intention of the household's agricultural activity is for commercial purposes but would also use for own consumption.</p> <p><b>No agriculture activity:</b> The household does not engage in an agriculture activity</p>
<p><b>17 Fishing Activity:</b> <i>Mark appropriate box</i></p> <p>(a) The household is engaged in:      (b) The household fish:</p> <p>1 <input type="checkbox"/> Mainly subsistence                      1 <input type="checkbox"/> Only in reef</p> <p>2 <input type="checkbox"/> Mainly commercial                      2 <input type="checkbox"/> Only outside reef</p> <p>3 <input type="checkbox"/> No fishing activity                      3 <input type="checkbox"/> Both in and outside reef</p> <p>(c) Is the household engaged in pearl farming?</p> <p>1 <input type="checkbox"/> Yes                      2 <input type="checkbox"/> No</p>	<p><b>(a) The household is engaged in:</b></p> <ol style="list-style-type: none"> <li><b>Mainly subsistence:</b> The intention of the household's fishing activity is for own consumption although the excess maybe sold.</li> <li><b>Mainly commercial:</b> The intention of the household's fishing activity is for commercial purposes but would also use for own consumption.</li> <li><b>No fishing activity:</b> The household does not engage in any fishing activity at all.</li> </ol> <p><b>(b) Where does this household fish?</b> If D17(a) or (b) then answer this question.</p>

	<ol style="list-style-type: none"> <li>1. <b>Only in-reef</b> is the area from the watermark to the reef</li> <li>2. <b>Only off-reef</b> is the area from the reef to the ocean</li> <li>3. <b>Both in and outside reef</b> is the area from the water mark to the ocean</li> </ol> <p><b>(c) Is household engaged in pearl farming?</b></p> <p>Include only farms operated by the households and not a registered company.</p>																								
<p>The following questions (D18 to D25) requires the enumerator to indicate the number of livestock, pets, machinery, equipment, appliances and transport owned wholly by the household. If the household does not own any of the above items, put a dash (-). Do not leave blank spaces. In the case of those equipment, appliances, transport that are temporary out of order but could still be functional when repaired then include them in. The key word is temporary.</p>																									
<p><b>D18. Livestock and Pets</b></p>	<p>Count only those raised by the household. This question relates to the night of the census. If the household is likely to slaughter an animal before or on Census night then do not include in the count.</p>																								
<p><b>D19. Farm Machinery</b></p>	<p>State the number of farm machinery owned by the household and in working order. If the machinery is temporarily out of order but is likely to be fixed, count this in.</p> <p>Do not include any that has been hired by the household members and those owned by the community but looked after by you.</p>																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="4" style="background-color: #f2f2f2;"><b>20 Fishing Equipment:</b></td> </tr> <tr> <td style="width: 5%;">1</td> <td style="width: 45%;">_____ Speargun</td> <td style="width: 5%;">6</td> <td style="width: 45%;">_____ Fishing net</td> </tr> <tr> <td>2</td> <td>_____ Canoe</td> <td>7</td> <td>_____ Scuba (full set) *</td> </tr> <tr> <td>3</td> <td>_____ Boat</td> <td>8</td> <td>_____ Hooka (full set) *</td> </tr> <tr> <td>4</td> <td>_____ Fishing rod imported</td> <td>9</td> <td>_____ Outboard motor</td> </tr> <tr> <td>5</td> <td>_____ Fishing rod local</td> <td></td> <td></td> </tr> </table>	<b>20 Fishing Equipment:</b>				1	_____ Speargun	6	_____ Fishing net	2	_____ Canoe	7	_____ Scuba (full set) *	3	_____ Boat	8	_____ Hooka (full set) *	4	_____ Fishing rod imported	9	_____ Outboard motor	5	_____ Fishing rod local			<p>* Some new equipments are included in this question such as Scuba and Hooka. Scuba an aqualung. This is an acronym from [<i>Self Contained Underwater Breathing Apparatus</i>]. Hooka is a mechanism used for breathing oxygen while underwater, with a long flexible tube attached to a compressor, which pump or feeds oxygen to the diver.</p> <p>These apparatus are often used by divers as well as Pearl farmers.</p>
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<p><b>D21. Power Tools</b></p>																									

<b>D22 Cooking Appliances</b>	
<b>D23 Household electrical appliances</b>	
<b>D24 Entertainment Appliances</b>	
<b>D25 Transport</b>	<p>If a vehicle is temporarily out of order, unlicensed or has no warrant of fitness (WOF), still count it; however if it is unlikely to be on the road again for a long time, do not count.</p> <p>Do not include any that has been hired by the household members and those owned by the community, by the employers or by other people but looked after by the household.</p>
<p><b>26 Safety Equipment:</b> <i>Mark appropriate boxes</i></p> <p>1 <input type="checkbox"/> Fire extinguisher      4 <input type="checkbox"/> Lantern</p> <p>2 <input type="checkbox"/> Fire safety alarm      5 <input type="checkbox"/> Emergency lighting</p> <p>3 <input type="checkbox"/> First aid kit                      e.g torch, candles, etc.</p>	<p>The Office of Disaster Management requires this information. This is to find out whether households are equipped with appropriate equipment for time of disaster.</p> <p>Tick if equipment is available for use by the dwelling.</p>
<p><b>27 Declaration:</b> <i>I declare that the information given are true and complete.</i></p> <p> _____</p> <p style="text-align: center;"><i>Signature</i></p>	<p>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.</p> <p style="text-align: center;">END OF DWELLING QUESTIONNAIRE</p>