

# 1980 POPULATION CENSUS

## INSTRUCTIONS FOR FILLING IN THE QUESTIONNAIRE

### 1. *General remarks:*

(a) Legal authority – The filling in of this questionnaire by the main occupier or the person in charge of any dwelling or piece of land is compulsory. The census is conducted in accordance with the regulations promulgated by the Minister of Statistics in terms of the provision of section 17 of the Statistics Act, 1976. Should anyone, however, have any objection to disclosing his religion, the word “object” should be entered against the relevant item.

(b) The occupier or the person in charge of any dwelling or piece of land must ensure that every person present on his premises at midnight between 6 and 7 May 1980 is enumerated in Part A of a questionnaire. This also applies to persons in charge of hostels, children’s homes, etc.

[c] The information given by you will be treated as **STRICTLY CONFIDENTIAL**. Only employees of the Department of Statistics who have sworn an oath of secrecy will have access thereto. This return shall under no circumstances be used for tax purposes or legal proceedings, except in terms of the provisions of the Statistics Act.

(d) If more than seven persons are to be enumerated, an additional questionnaire must be obtained from the enumerator. (The reverse side of the questionnaire must not be used for the overflow.) The columns of the additional questionnaire must then be numbered 8, 9, 10, etc.

(e) Should you have any **DIFFICULTY** in filling in the questionnaire, kindly contact .....  
at .....

(f) Citizens of foreign countries in the employment of foreign governments must only fill in particulars of the dwelling occupied by them and endorse the questionnaire “Foreign citizen employed by a foreign government.”

(g) All other non-South African citizens who are foreign visitors, i.e. tourists, businessmen or students, and who are present in the Republic of South Africa on census night and will remain here for less than one month, must fill in questions 1 to 9 only and enter the words “foreign visitor” thereunder.

(h) If any question is not applicable, make a dash ( -- ) in the relevant answer space.

### 2. *Instructions for the filling in of Part A:*

(a) Persons to be enumerated in Part A. – Each individual, including children, babies, adults, visitors and servants present on these premises at midnight between 6 and 7 May 1980 must be enumerated in Part A. It should, however be borne in mind that:

(i) Shift workers and other persons working at midnight between 6 and 7 May 1980 must be enumerated at their dwellings as if they spent the night there.

(ii) Each family must be enumerated on a separate questionnaire. A person who is not a member of a family may, however, be enumerated with the family on one questionnaire. See (iii) below. For census purposes a family is defined as:

- A husband and wife (including a couple living together as husband and wife without being lawfully married); or
- A father and mother with one or more unmarried children; or
- A father with one or more unmarried children; or

- A mother with one or more unmarried children.

The expression “children” includes stepchildren and adopted children. However, as far as Parts C and D are concerned, foster-children must *not* be regarded as family members.

Married children constitute separate families and even if such married children are living with their parents, they must be enumerated on a separate questionnaire.

- (iii) A person who is not a member of a family (including a relative of the head or wife, such as a widowed mother, a divorced father, a brother, an uncle, etc.) and does not wish to be enumerated with the family, must obtain and fill in a separate questionnaire.
- (iv) It is the responsibility of persons TRAVELLING in the Republic of South Africa on the night of the census to ensure that they are enumerated in Part A of a questionnaire on arrival at their destination. Persons travelling abroad will, on their return to the Republic of South Africa, be enumerated at the port or place of arrival.
- (b) QUESTION 5. – If two persons are living together as husband and wife without being lawfully married write “living together”.
- (c) QUESTION 6 – Distinguish between White, Coloured, Malay, Griqua, Chinese, Indian, Xhosa, Zulu, Swazi, South Ndebele (Ndzundza/Manala), North Ndebele [Kekana, Lidwaba, Maraba, Langa (i.e. Bakenberg and Mapela), Seleka], North Sotho (Mosotho wa Lebowa), South Sotho (Mosotho wa Borwa), Tswana, Shangaan/Tsonga, Venda, Lemba, etc.
- (d) QUESTION 8 – For SA blacks, distinguish between Ciskei, KwaZulu, KaNgwane (Swazi), kaNdebele, Lebowa QwaQwa, Gazankulu.
- (e) QUESTION 9 – In the case of a child at boarding school, university or undergoing military training or a living-in dervant his/her home address should be entered, i.e. where the person’s family lives.
- (f) QUESTION 11 – If PHYSICALLY disabled, state whether blind, deaf, deaf-mute, epileptic, spastic, paraplegic, deformed (cripple), etc. If MENTALLY ILL, state whether addicted, schizophrenic, neurotic, dementia sufferer, mentally retarded, etc. If the medical term for the person’s illness is not known, please state “serious mental illness” or “less serious mental illness”, as the case may be.
- (g) QUESTION 12 – Far Blacks, distinguish between the following languages: Xhosa, Swazi, S. Ndebele (Kuluma?), N. Ndebele (Sumayela?), N. Sotho (Sesotho sa lebowa), S. Sotho (Seshweshwe), Tswana, Shangaan/Tsonga, Venda and other. In order to distinguish between North and South Ndebele the persons should be asked whether they “sumayela” or “khuluma”.
- (h) QUESTION 16 – If main mode of transport is a motor vehicle write (car, bakkie or lorry) state whether driver or passenger. If person works shifts or belongs to a lift-club, position on last working day is required. If journey is to the central area of a city, write “city centre”. The object of the question is to measure flow of traffic and should, therefor, also be filled in in respect of housewives who transport children to school or university. Against “time of departure *to*” the relevant area, the time at which the housewife leaves home in the morning should be shown, and against “time of departure *from*” that area, the time of commencement of the return journey after school or university should be entered.

Please note that information is required not only in respect of motor cars and buses, but all modes of transport, including bicycles, motorcycles, trains, on foot, etc.

(i) QUESTION 17 – The nature of work done is required, e.g. bricklayer, typist, scholar, housewife, domestic servant, pensioner, etc. In the case of a person working part-time (e.g. mornings only) descriptions such as “part-time clerk”, “part-time typist”, etc. should be given. In the case of civil servants, rank and type of work must be given. In the case of seasonal farm workers *who are not in employment on census day*, write “Farm worker S”.

(j) QUESTION 18 – Distinguish between employee, employer, worker on own account, family worker, unemployed (looking for work), housewife or “not employed” (not looking for work). “Not employed” includes pre-school children, scholars, full-time students, pensioners, etc.

(k) QUESTION 20 – Employees of the state, S.A. Railways, provincial and municipalities must also state the department, subdepartment and/or branch in which employed.

(l) QUESTION 21 – “Industry or profession” includes all economic activities. State for example: agriculture, agricultural services, forestry, fishing, gold mine, quarry, abattoir, shoe factory, car factory, building construction, plumbing, café, butchery, furniture shop, hotel, road transport of goods, air transport, financing, architect’s practice, university, medical practice, bioscope, library, etc.

(m) QUESTION 22 – State total income for the 12 MONTHS ended 30/4/1980 or 29/2/1980.

#### INCLUDE:

- (i) Salary, wages, overtime and commission (*before deduction* for pension, tax, etc.)
- (ii) Net profit from business, farming (remember profit from the sale of cattle, crops, etc.) or professional practice.
- (iii) Estimated cash value of fringe benefits such as company car and housing subsidy, as well as meals, clothing and accommodation provided by employers.
- (iv) Any other regular income (e.g. pension, interest, dividends, NET rent from fixed property, NET amount received from boarders/lodgers, etc.).

#### EXCLUDE:

- (i) Irregular or abnormal income, such as inheritances, matured policies, gratuities;
- (ii) Household allowances and pocket-money given by one member of the family to another.

N.B. – The income particulars will UNDER NO CIRCUMSTANCES be used for income tax purposes.

### 3. *Instructions for filling in Part B:*

- (a) When the questionnaire is not filled in at your home address, e.g. when a family is away from home on holiday, the amenities which are at your disposal at the *home address* must be listed. If a family member is temporarily absent from the home address, but other family members are at home, this part must not be filled in by him/her, but must be filled in by a member of the family at his/her *home address*. The latter must then also include amenities which may be with the absentee, e.g. a car, a radio, etc. However, if a family member is away from home on a semi-permanent basis, (e.g. working elsewhere, at boarding school, etc.) the amenities which are at the disposal of that person should be listed by him/her and not by other family members at the home dwelling.
- (b) Vehicles belonging to the employers of individuals, but at the full-time disposal of the employees should also be included against “motor car/combi/bakkie”.

4. *Instructions for filling in Part C:*

(a) The term “flat” includes flats in blocks of flats as well as the so-called duplex and simplex flats, which in many cases are separate units. On the other hand, the so-called “cluster houses” which are encountered in unit-forming buildings must, for census purposes, be regarded as semi-detached houses.

(b) Where two or more families and/or non-family persons live in one house or flat (i.e. share meals and amenities) Part C must be filled in on the main occupier’s questionnaire and particulars of the whole dwelling, including rooms occupied by the others, must be given. On questionnaires other than that of the main occupier, the words “see form filled in by...” (state name) must be entered in question 1 and all other questions must be left blank.

(c) Where two or more households occupy subdivided independent portions of a house (but do not share meals and amenities), the divided house must be regarded as a semi-detached one.

(d) If the head of the family is absent from his/her home-dwelling, but other members of the family are at home, this part must not be filled in by him/her, but must be filled in by a member of the family at his/her *home address*.

5. *Instructions for filling in Part D:*

See instruction 2 (a) (ii) above for the definition of a family.









**PART B: AMENITIES** - Indicate HOW MANY of the following amenities are at the sole disposal of the persons enumerated in part A. When the form is not filled in at your home, or when the head of family is absent from the home dwelling, but other members of the family are at home, see instruction 3a. Also see instruction 3b.

	Number		Number
Refrigerator (including combination refrigerator/deep-freezer).....	.....	Motor cycle.....	.....
Separate deep-freezer.....	.....	Bicycle.....	.....
Stove.....	.....	Caravan.....	.....
Washing machine.....	.....	Tractor.....	.....
Radio (including car radio).....	.....	Animal-drawn vehicle (e.g. horse cart).....	.....
Television set.....	.....	Private swimming pool.....	.....
Motor-car/combi/bakkie.....	.....	Holiday cottage/flat.....	.....

**PART C: PARTICULARS OF DWELLING.** – **N.B.** When this questionnaire is not filled in at your home, e.g. when a family is away from home on holiday, particulars of the home dwelling must be furnished below.

Type of dwelling. – Mark applicable space with a cross(X). See instruction 4a.

House	Demi detached house	Flat	Flat on same erf as house
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Traditional dwelling for blacks (huts)	Hotel/Boarding house	Old age home	Hostel/Compound	Other
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If a cross has been made in any of these spaces, part C must be filled in bearing the following remarks in mind.

If a cross has been made in any of these spaces, ignore the rest of part C.

**REMARKS REGARDING PART C.**

- (a) Where two or more families and/or non-family persons share one house or flat, see instruction 4b.
- (b) Where two or more households occupy subdivided independent portions of a house, see instruction 4c.
- (c) If the head of family is absent from the home dwelling, but other members of the family are at home, see instruction 4d.

1. PARTICULARS OF THE DWELLING (HOUSE, SEMI-DETACHED HOUSE OR FLAT):

	Number		Number
(i) Bedrooms.....	.....	(vi) Kitchen.....	.....
(ii) Other living-rooms, lounge, study, television-room, etc.....	.....	(vii) Outside bedrooms and living-rooms not for servants.....	.....
(iii) Combination bathroom and toilet.....	.....	(viii) Bedrooms and living-rooms for servants.....	.....
(iv) Separate bathroom and toilet.....	.....	(ix) Garage (double garage=2).....	.....
(v) Separate toilet.....	.....	(x) Other (storeroom, laundry, etc.).....	.....

2. HOW MANY separate families [see instruction 2a (ii) for definition of a family], how many non-family persons and how many persons in total **usually** live in this dwelling, irrespective of whether present or not during the night of the census. **(Servants must be excluded.)**

- (i) Number of families.....
- (ii) Number of non-family persons.....
- (iii) total number of occupants [i.e. persons in families shown against (i) plus persons shown against].....

3 . PERSONS EMPLOYED BY HOUSEHOLD:

	Full-time	Part-time
(a) How many persons are employed as domestics by you? (Include garden workers).....	.....	.....
(b) Total cash wages paid to above –mentioned persons for April 1980.....Rand	.....	.....

4. OWNERSHIP – Do not answer this question if your dwelling is on a farm.

Mark with a cross (X) where applicable and answer **only** (i) **or** (ii).

(i) Own dwelling – (Including hire-purchase, sectional title property or property of wife):

(a) Is the dwelling..... 

Fully paid	Partly paid-off
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(b) If partly paid-off, state monthly repayment (include housing subsidy, but exclude insurance: ....R.....c..... |

(ii) **Rented or occupied free dwelling:**

(a) Is the dwelling..... 

Occupied free	Rented furnished	Rented unfurnished
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(b) If rented, state monthly rent:.....R.....c..... |

(c) Is the dwelling owned by the employer?..... 

Yes	No
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(d) Does it belong to the state, SA Railways, a provincial administration, a divisional council, or a municipality or other local authority?..... 

Yes	No
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**PART D: PARTICULARS OF THE FAMILY** – It is MOST IMPORTANT that instruction 2a (ii) be read for the definition of a family. N.B. – Part D not applicable to BLACKS.

PART D must be filled in by the head of family who spent the night of the census with his/her family. If absent from his/her family, this part must not be filled in by him/her, but by a member of the family at his/her home address.

1. **Number of members in the family** – Include ALL members of the family including absentees, but not independent children who are permanently living elsewhere. Children at boarding school, university or undergoing military training must be included:

Family members	Male (number)	Female (number)	Total (number)
Head of family and/or wife.....	.....	.....	.....
Unmarried children (exclude independent children who are permanently living elsewhere):			
(a) Under 6 years.....	.....	.....	.....
(b) 6-12 years.....	.....	.....	.....
(c) 13-17 years.....	.....	.....	.....
(d) 18+ years.....	.....	.....	.....
Total:.....	.....	.....	.....

2. **Occupation.** (Nature of work done) – See instruction 2i

(a) Head of family.....(b) Wife.....

3. **Annual income of head of family and wife.** (All sources). – See instruction 2m.

Annual income of: Head R.....Wife (if applicable) R.....Total:.....

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I certify that to the best of my knowledge and belief this questionnaire has been correctly and completely filled in according to the instructions.

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Date

.....

Occupier/Respondent

.....

Telephone number