



RHODESIA

CENSUS AND STATISTICS ACT, 1955

1969 Census of Population

DIRECTIONS

The form given overleaf is the form to be used for the enumeration of all persons other than Africans within Rhodesia at midnight on Thursday, the 20th March, 1969. There is, in addition, a second form, C.2, in which all employers are required to give supplementary particulars about their employees of all races.

It is the responsibility of the head or person acting as head of every household, and of the manager or other person in charge of an hotel, club, boarding-house, hostel or institution where persons are accommodated, to ensure that every person other than an African who passes the night of Thursday, the 20th March, 1969, in his establishment is enumerated. All temporary visitors are to be included. Persons temporarily absent should normally be excluded, as they should be enumerated where they happen to sleep on census night, but there are two exceptions to this rule, namely:

- If a person arrives at an establishment on the morning of the 21st March without having been enumerated elsewhere he should be included as if he were present the previous night.
- Particulars of persons temporarily absent from Rhodesia should be given in Section Y, but not in the remainder of the form.

A separate form should be obtained from the enumerator concerned for the main household in the establishment, and for every other family and single person passing census night in the establishment as a boarder, guest or lodger. The head, or person acting on his behalf, of every establishment with boarders, guests or lodgers is required to distribute forms to all such persons on or before the 20th March and to collect them early on the morning of the 21st March. Boarders, guests, lodgers, etc., who are provided with separate forms should seal their completed forms in the special census envelope provided for the purpose before returning them to the head of the household or management.

Every family or single person with or for whom a census form has been left by an authorized officer is required to complete that form in every particular by the morning of the 21st March, 1969.

Every person who does not fill up a separate form is required, truthfully and completely, to answer any questions put to him by an enumerator for the purpose of recording the particulars required in a census form.

The form will be called for on Friday, the 21st March, or as soon as possible thereafter, by the appointed enumerator; in order that he may not be delayed, it must be ready with the answers written in the proper columns early on the morning of that day. If the answers are incomplete or inaccurate, the enumerator must ask any question necessary to enable him to correct the form.

If any person whose duty it is to make a return or to give information refuses or neglects to do so, or wilfully gives false or incomplete information, or uses otherwise than for the purpose of making a return any information given him for that purpose, or obstructs any person performing duty under the Census and Statistics Act, 1955, he will be liable to heavy penalties.

C. A. L. MYBURGH,
Director of Census and Statistics.

Additional Notes Regarding the Completion of Certain Sections of the Form Given Overleaf

NOTE (1): RELATIONSHIP: COLUMN B

Boarders.—A person should be described as a "boarder" only if—
(i) he has both accommodation and at least one meal a day at an hotel, club, hostel or boarding-house; or
(ii) he pays for a room in a private dwelling and eats at least one meal a day at the same table as the family with whom he lives.

Lodgers.—A lodger is a person who pays for accommodation but does not normally have one or more meals a day at the same table as the family from whom he rents the accommodation.

Members of a mess sharing household expenses should use the term co-head in column B.

NOTE (2): MARITAL STATUS: COLUMN G

The term "separated" should be used for married persons who are not living together as man and wife, as well as for legally separated persons who are not divorced. Married persons who are only temporarily separated should state "Married". Persons who, though not legally married, have set up a household and are living as man and wife may record themselves, for census purposes, as married.

NOTE (3): PERSONAL OCCUPATION: COLUMN M

A person who is working on census day should state the occupation at which he is working, regardless of previous experience or training and regardless of any income or pension from a previous occupation.

Unpaid workers.—Persons engaged only in unpaid domestic duties at home should write "Home duties". Persons giving unpaid help in a business, etc., should state the occupation concerned, whom they are assisting, how many hours were spent at this work in the week ended 15th March and add "Unpaid", e.g., "Typist, assisting husband, 15 hours, unpaid".

Part-time workers.—Persons engaged in paid work but only on a part-time basis should state their occupation and should add the number of hours worked in the week ended 15th March, 1969, e.g., "Book-keeper, 10 hours".

Unemployed persons.—The term "Unemployed" should be added to a person's occupation when the person is both out of work and seeking employment. A person with a job who is temporarily away from work on census day because of illness, a vacation, a breakdown of equipment, etc., should not write "Unemployed" after his occupation. For young persons seeking employment for the first time, write "Seeking first employment".

Working proprietors of wholesale and retail businesses and shops engaged in making or repairing goods should, as far as possible, describe themselves by one of the following terms: for retail or wholesale shops—(1) Owner-manager or (2) Owner-salesman; for making or repairing shops—(1) Owner-manager or (2) Owner-artisan (specify trade).

Territorial trainees.—Persons serving in the Territorial forces on census day should describe themselves as such, but should also state their occupation immediately prior to joining the armed forces, e.g., "Territorial trainee—apprentice electrician", "Territorial trainee—scholar".

Clergy and members of religious orders.—Clergy and members of religious orders engaged in the care of the sick, teaching or conduct of charitable or similar institutions should state their regular occupation, e.g., hospital nurse, teacher, etc. Those not engaged in such activities should state their religious titles, e.g., nun, clerk in holy orders, minister, bishop, etc.

NOTE (4): PLACE OF WORK AND NATURE OF BUSINESS: COLUMN N

Dual occupations.—A person who is working at more than one occupation should state the name, address and nature of the business which refers to the occupation he has recorded in Column M.

Clergy and members of religious orders.—Clergy and members of religious orders engaged in the care of the sick, teaching, etc., should state the full name of the hospital, school, etc., at which they work.

NOTE (5): CURRENT GROSS WAGE OR SALARY: COLUMNS S AND T

Columns S and T, overleaf, should be completed by all employees currently in paid employment. They should be left blank in the case of an unpaid, self-employed or unemployed person.

The entry given in Column T should relate to the gross earnings in respect of the occupation specified in Column M. Gross earnings are defined as the amount accruing before any deductions are made for such items as P.A.Y.E., personal tax, pensions, insurance, medical and trade union subscriptions, rent, etc. Weekly or monthly receipts for such items as cost of living and commissions, etc., should be included, but irregular, *ad hoc* or special payments such as an annual bonus, a holiday grant or a refund of travelling expenses should be excluded.

Weekly paid employees should write "W" in Column S and should base their entry in Column T on their gross actual accrual for the week ended 15th March, 1969. These should not be increased for any shortfall due to illness or unpaid leave. However, persons who entered their current jobs after the 10th March, 1969, should estimate their current gross earnings for an average week.

Monthly paid employees should write "M" in Column S. Those who were in their current jobs on the 1st February, 1969, should base their entry in Column T on their actual gross earnings for the month of February. These should not be increased for any shortfall due to illness or unpaid leave. Those who have not been in their current jobs for a full calendar month should estimate their current gross earnings for a full calendar month.

The weekly or monthly gross earnings should be recorded in Column T by means of a code number as given below.

£5	Under £5	1	£50 but under £60	13
£7 10s.	but under £7 10s.	2	£60 " " £70	14
£10	" " £10	3	£70 " " £80	15
£12 10s.	" " £12 10s.	4	£80 " " £90	16
£15	" " £15	5	£90 " " £100	17
£17 10s.	" " £17 10s.	6	£100 " " £125	18
£20	" " £20	7	£125 " " £150	19
£22 10s.	" " £22 10s.	8	£150 " " £175	20
£25	" " £25	9	£175 " " £200	21
£30	" " £30	10	£200 " " £250	22
£40	" " £40	11	£250 " " £350	23
£50	" " £50	12	£350 and over	24

NOTE (6): HOUSING PARTICULARS: SECTION X AT FOOT OF FORM

Housing particulars are required only in respect of private houses and flats on stands or plots of up to 15 acres in extent, whether owned by Government, a local authority, the railways, a mine, etc., or a private individual. No housing particulars at all are required from persons in hotels, clubs, boarding-houses, hospitals, prisons and similar institutions, or from lodgers and boarders staying with private families, or in respect of dwellings on landholdings of more than 15 acres in extent.

Number of rooms.—Passages, garages and outbuildings used for African servants should not be enumerated. The number of each type of all other rooms, verandas, etc., should be stated on the appropriate lines provided. A lounge/dining-room which is divided into two sections by means of an arch or portion of a wall should be treated as two separate rooms.

NOTE (7): PERSONS TEMPORARILY ABSENT FROM RHODESIA: SECTION Y

Only members of this household who are temporarily absent from Rhodesia on census night should be enumerated in Section Y.

EXAMPLES OF HOW TO FILL IN SECTIONS A TO T OF THE FORM

	Initials and surname	Relationship to head of household	Usual postal address	Race	Sex	Age	Marital status	Post-school qualifications and training		Citizenship	Birth-place	Year of entry	Personal occupation on 20th March, 1969	Place of work and nature of business	Means of transport to work				Current gross wage or salary	
								Obtained to date	Currently studying						Car or truck		Bus	Bicycle, M/Cycle, etc.	Weekly or monthly	Code
															Driver	Passenger				
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1st EXAMPLE	I. A. J. Smith	Head	Here	European	M	45	Married	A.M.I. Chem. E.		Rhodesia	R. of S. Africa	1951	Chemical engineer	1. M. B. Gibbs and Co. (Pvt.) Ltd., 33 Msasa Rd. 2. Manufacturing	X				M	22
	2. P. L. Smith	Wife	Here	European	F	42	Married	Pitman's Shorthand 100 w.p.m. Typing 50 w.p.m.		United Kingdom	United Kingdom	1948	Shorthand typist	1. van Zyl Construction (Pvt.) Ltd., 32 Ash St. 2. Head office 3.		X	X		M	14
	3. K. M. Smith	Son	Here	European	M	14	Never married			Rhodesia	Rhodesia		Scholar	1. 2. 3.						
	4. C. N. Shackleton Brown	Guest	177A Main St. Johannesburg	European	M	32	Divorced	C.I.S. (Intermediate)	C.I.S. (Final)	R. of S. Africa	R. of S. Africa	Visitor		1. 2. 3.						
2nd EXAMPLE	I. L. Mehta	Head	Here	Asian	M	36	Married			Pakistan	Pakistan	1935	Owner salesman	1. Mehta Stores, 11A, 5th St. 2. Self employed 3. Retail	X					
	2. M. Mehta	Wife	Here	Asian	F	33	Married	B.A. U.E.D.		Rhodesia	Malawi	1957	Home duties	1. 2. 3.						
	3. J. H. Mehta	Daughter	Here	Asian	F	3	Never married			Rhodesia	Rhodesia		Child	1. 2. 3.						
	4. B. Hassan	Boarder	Here	Asian	F	8	Never married			Rhodesia	Rhodesia		Scholar	1. 2. 3.						
3rd EXAMPLE	I. N. Jones	Head	Here	Eurafrican	M	65	Widowed			Rhodesia	Zambia	1931	Retired	1. 2. 3.						
	2. P. Jones	Mother	Here	Eurafrican	F	87	Widowed			Rhodesia	R. of S. Africa	1931	Home duties	1. 2. 3.						
	3. R. A. Jones	Son	Here	Eurafrican	M	29	Separated	Journeyman motor mechanic		Rhodesia	Rhodesia		Motor mechanic	1. TranRho Ltd., 15 Cedar Rd. 2. Transport 3.	X			W	10	
	4. F. Jones	Son	Here	Eurafrican	M	25	Never married			Rhodesia	Rhodesia		Sales clerk Unemployed	1. Greta Industries Ltd., 14 Fir Ave. 2. Sales 3. Manufacturing						

District Area Census No. Type of dwelling

Address of premises

Include on this form all persons, other than Africans, present at this address at midnight on Thursday, the 20th March, 1969, or who arrive here after midnight on the morning of the 21st March, 1969, without having been enumerated elsewhere.
 Visitors to Rhodesia need only complete sections A to L.
 Persons temporarily absent from this household, but elsewhere in Rhodesia, should generally be excluded, as they would normally be enumerated where they pass census night.
 Persons temporarily absent from this household who are outside Rhodesia should be included in Section Y but excluded from the remainder of the form.

Marital status
 State whether "Married", "Separated", "Widowed", "Divorced" or "Never married". See also Note (2) overleaf.

Post-school qualifications and training
 State all trade, technical, commercial, academic and professional certificates, diplomas and degrees, using standard abbreviations where applicable.

Citizenship
 State country of which you are a citizen, e.g., "Rhodesia", "South Africa", "U.K.", "Greece", "Italy". Those with dual citizenship should state both countries.

Birth-place
 State country of birth.

Year of entry
 If born in Rhodesia, leave blank.
 Visitors: see note above.
 All others state year of first arrival in Rhodesia as a resident.

Initials and surname	Relationship to head of household	Usual postal address	Race	Sex	Age	Marital status	Post-school qualifications and training		Citizenship	Birth-place	Year of entry
	State whether "Head", "Wife", "Son" or other relative, or "Boarder", "Lodger", etc. See also Note (1) overleaf.	State normal address used for personal mail. If identical with address of premises given above, write "here".	State whether "European", "Asian", "Coloured", "Eurafrican", "Eurasian", etc.	If male, write "M", if female, write "F".	State age as at last birthday. For infants under one year write "O".		Obtained to date.	For which currently studying.			
A	B	C	D	E	F	G	H	I	J	K	L
1.											
2.											
3.											
4.											
5.											
6.											
7.											

U. Summary of persons enumerated above					V. State number of persons of each religion in this dwelling		W. Total number of motor-cars, vans and trucks of less than one ton carrying capacity usually kept at this address overnight by the persons enumerated above.	X. Housing particulars for private houses and flats only—to be completed by owner-occupier or main tenant. See also Note (6) overleaf.				
Race	No. of males		No. of females		Religion	No.		Number of rooms, by type (excluding all outbuildings).			Terms of occupancy: place a cross in the appropriate space below.	
	Under 21 yrs.	21 yrs. and over	Under 21 yrs.	21 yrs. and over			Bedrooms	Closed in verandas	Other: please describe	Owned by occupier but mortgaged	Owned by occupier and not mortgaged	
Europeans							Lounge	Open verandas			Rented fully or partly furnished	
Asians							Dining room	Kitchen			Rented unfurnished	£.....
Others							Sleeping porches	Bathrooms			Occupied free of rent (e.g., caretaker)	

NOTE.—Persons in Rhodesia for a temporary period of less than twelve months and neither seeking employment nor working in Rhodesia should not complete Sections M to Y, provided they record themselves as "Visitor" in Column L.

Personal occupation on 20th March, 1969	Place of work and nature of business	Means of transport to work				Current gross wage or salary	
<p>Do not use general terms, such as "Apprentice", "Foreman", "Civil servant", "Mechanic", "Engineer", etc., without further qualification. Use specific trade, business or professional terms, such as "Apprentice bricklayer", "Foreman carpenter", "Administrative cadet", "Motor mechanic", "Civil engineer", etc.</p> <p>Persons working in more than one occupation should state <u>only the most remunerative</u> of these.</p> <p>The following should consult Note (3) overleaf. Unpaid workers. Working proprietors. Part-time workers. Territorial trainees. Unemployed persons. Clergy and members of religious orders.</p> <p>Persons neither working nor seeking employment should write "Home duties", "Scholar", "Child", "Retired", etc., as the case may be.</p>	<p>Employees (including unpaid assistants) state:</p> <p>(1) The name and street address of employer, including, where applicable, the abbreviations Ltd. or (Pvt.) Ltd.</p> <p>(2) The department in which employed if the firm, public body, etc., is divided into departments.</p> <p>(3) The nature of employer's business, if this is not clear from (1) or (2). Describe as "Farming", "Mining", "Manufacturing", "Retailing", etc.</p> <p>Self-employed persons. If occupied but not an employee, state:</p> <p>(1) The name and street address of business or partnership, including, where applicable, the abbreviations Ltd. or (Pvt.) Ltd.</p> <p>(2) "Self-employed".</p> <p>(3) The nature of business (e.g., "Manufacturing", "Mining", etc.), if this is not clear from the name of the business or entry in column M.</p> <p>Unemployed persons other than those seeking employment for the first time should answer as employees or self-employed persons, as the case may be, but in respect of their last place of work.</p> <p>All others. No entry is required here. See also Note (4) overleaf.</p>	<p>For each person working in a municipal area or a neighbouring suburb, indicate means of transport used (other than walking) for the first journey to work on the 20th March. Place a cross in the appropriate column(s) below.</p>				<p>If paid weekly, write "W".</p> <p>If paid monthly, write "M".</p>	<p>Appropriate code.</p> <p>See Note (5) overleaf.</p>
		<p>M</p>	<p>N</p>	<p>O</p>	<p>P</p>	<p>Q</p>	<p>R</p>
	1.						
	2.		3.				
	1.						
	2.		3.				
	1.						
	2.		3.				
	1.						
	2.		3.				
	1.						
	2.		3.				
	1.						
	2.		3.				
	1.						
	2.		3.				

Y. Persons temporarily absent from Rhodesia.

Initials and surname	Sex	Age	Reason for absence. Describe as "Education", "Holiday", "Business" or "Medical", as case may be.	If absent for educational reasons, state name and country of school, college or university.

DECLARATION

I declare that this schedule is correctly filled in to the best of my knowledge and belief.

Signature