



COMMONWEALTH OF AUSTRALIA.

CENSUS, 1954.

INSTRUCTIONS
TO
Collectors in the States of
the Commonwealth.

By Authority :
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To the Collector:

The primary objective of the Census is to secure accurate answers to the questions asked—not to prosecute persons for refusing to answer them or for supplying inaccurate information. When pointing out that the law requires the questions to be answered, under penalties for non-compliance, offer any assistance that may be required by the householder in completing his Schedule. In the great majority of cases a tactful and helpful approach on your part will gain the householder's voluntary co-operation, which will ease your own task and improve the accuracy of the answers supplied. In those cases where you are compelled to be firm, do so with the courtesy to which every citizen is entitled.

S. R. CARVER,
Acting Commonwealth Statistician.

Instructions to Collectors in the States of the Commonwealth.

A.—PRELIMINARY ARRANGEMENTS.

1. **Contract of Service and Undertaking as to Fidelity and Secrecy.**—Before a Collector is appointed he will be required to sign a Contract of Service, and also an Undertaking as to Fidelity and Secrecy. These must be forwarded to the Enumerator, by whom a Certificate of Appointment will then be issued. A duplicate copy of his Contract of Service must be retained by the Collector.

2. **Collector to make Himself thoroughly acquainted with his Duties.**—The Collector must carefully study these instructions, together with the instructions on the Householder's Schedule to be distributed by him amongst householders. It is essential that each Collector should thoroughly understand his duties before commencing the work of distribution. If he is in any doubt at all he must, without delay, consult the Sub-Enumerator or Enumerator under whom he is engaged.

3. **Census Collection.**—The collection of the Census information will be made on Householder's Schedules as follows:—

- (a) For every dwelling there will be a Householder's Schedule, containing a description of the dwelling, a summary of the number of inmates and detailed particulars concerning each inmate of the dwelling; one line of the Schedule being used for each person.

- (b) Generally a Householder's Schedule only will be issued for each dwelling, but in some cases it will be necessary to issue a Personal Slip in addition, for those persons who object to their particulars being entered on the Householder's Schedule, e.g., boarders, visitors, domestic servants, &c. A Personal Slip will not be required for those persons whose particulars are entered on the Householder's Schedule. The name of each person who elects to use a Personal Slip must be entered by the occupier of the dwelling on the Householder's Schedule, and the words "Personal Slip" must be written in the Schedule opposite the name. The Personal Slip when completed must be handed, enclosed in an envelope, to the occupier, for delivery to the Collector. The Personal Slips will also be used for inmates of hospitals, asylums, institutions, &c., for shipping population and railway and air travelers. Where the inmates of an hospital, asylum, institution, &c., are numerous, Census Form 38 should be issued to avoid the inconvenience of entering on a large number of Household's Schedules the names of persons to whom Personal Slips have been issued.
- (c) A list of "Instructions" for guidance in filling in the Schedules and Slips is printed on the back of each Schedule and Personal Slip.
- (d) An Envelope will not be required for the Householder's Schedule, but in every case where a Personal Slip is supplied an Envelope should be issued also.
- (e) A special schedule will not be printed for the collection of information from the master of each vessel in port in the Collector's

District; the ordinary Householder's Schedule will be used for the purpose, and the Personal Slip for the persons on board will be the same as that used for persons resident in hotels, &c., on shore. Each Personal Slip and the Householder's Schedule must be clearly marked "Shipping SS.....".

4. Map of Collector's District.—A map of the District allotted to a Collector, together with a description of its boundaries, will be supplied by the Sub-Enumerator so that the Collector may thoroughly comprehend the boundaries of his District, and also that he may make sure that he has visited all parts of it. The Collector is responsible for the enumeration of all persons in the area enclosed by the boundaries of his District. Should a Collector entertain any doubt about the boundaries, he should at once confer with his Sub-Enumerator.

Where streets, roads, railways or rivers are used as boundaries, the boundary line must be understood as running in the **centre** of the street, road, railway or river, so that dwellings on one side will be in one Collector's District, and those on the other side in the adjoining Collector's District.

5. Census Schedules, Slips, Compilation and Record Books, &c.—The Sub-Enumerator will supply each Collector, for use in connexion with the Census, with the requisite material:—

(a) An adequate supply of—

- (i) Householders' Schedules;
- (ii) Personal Slips;
- (iii) Envelopes (for Personal Slips only);
- (iv) Census Forms 38 (for use when a large number of Personal Slips is issued to an institution, &c.);
- (v) Census Forms 1A—Dwellings being Built.

- (b) A copy of Collector's Compilation Book.
- (c) A copy of Collector's Record Book.
- (d) A Certificate of Appointment.
- (e) A map of the Collector's District and a description of its boundaries.
- (f) A copy of Instructions to Collectors.
- (g) A list of material to be accounted for by the Collector to the Sub-Enumerator at the completion of the Census.

Should the supply of Census Schedules, Slips, Envelopes, &c., prove insufficient for the purpose, the Collector must immediately advise his Sub-Enumerator in order that no delay in distribution may arise.

The Collector is required to provide himself with pen and ink.

B.—DISTRIBUTION OF CENSUS SCHEDULES AND SLIPS.

6. Marking of Census Schedules and Slips.—The name of the State, the number of the Census Division and the letter denoting the Census Subdivision will be printed on all Schedules and Slips issued to a Collector.

When delivering the Schedules, Slips, &c., the Collector must—

- (a) **mark** every Householder's Schedule and every Personal Slip with the letter denoting his Collector's District in the place provided for the purpose;
- (b) **number** the Householder's Schedule with the number of the entry in the Record Book;
- (c) **number** the Personal Slips and Envelopes issued to boarders, inmates of institutions, &c., with the same record number as the Householder's Schedule for the dwelling in which the persons concerned passed the night of 30th June;
- (d) **write** the name of the town, township, village, settlement or other "locality" in the place provided on each Schedule and Slip.

The object of the entry under (*d*) above is to enable the Commonwealth Statistician to compile separate population figures for each "locality". It shall be the Collector's job to determine the locality or localities in his Collector's District (assisted by such expert local knowledge as he can get and, wherever conveniently possible, under the direction of, and in close consultation with, the Sub-Enumerator for the subdivision concerned), and to indicate on the map contained in his Record Book the names and approximate boundaries of such localities wholly or partly within his Collector's District. If his Collector's District is wholly included in one town, township or other "locality", write the words "Wholly included in" (mentioning the locality) on the map in the Record Book.

The Collector may regard as a locality any city, town, township, village, rural or mining settlement, &c., which bears a recognized place name and has a population of at least twenty persons. No great difficulty will be experienced with "urban" localities such as cities, towns or townships, even where no defined boundaries exist, as the grouping of the dwellings or the occupations of the householders should clearly indicate the extent of the locality. The Collector will be required to exercise special care in determining the boundaries of the remaining localities where the areas of such may vary from a rural village of small dimensions to a farming settlement extending over several square miles. In these cases the area included in the rural village or farming settlement should be that which is generally accepted locally as being within the locality in question.

Where a dwelling is located outside the accepted boundaries of a township or village, and the area has no recognized name, the entry should be shown as "near", giving the name of the nearby town or township.

Where scattered dwellings are situated near the boundaries of a Collector's District, they should not be allocated to a locality wholly within the Collector's own District if they could be more correctly allocated to a "locality" which extends into an adjoining Collector's District.

7. Distribution of Census Schedules and Slips before 1st July.—(a) On the four days commencing Saturday, 26th June, 1954, and terminating Wednesday, 30th June, or at such time prior thereto as the Enumerator may direct, the Collector must leave at each dwelling in his District a Householder's Schedule. As the Householder's Schedule provides space for no more than eight persons, care must be taken by the Collector to ascertain in each case the number of forms which the householder estimates will be needed.

(b) In the case of hotels, boarding-houses, institutions, &c., where it will be necessary to provide Personal Slips for individual inmates, the Collector, in addition to leaving a Householder's Schedule for the dwelling, should ascertain the number of Personal Slips which will be required. An Envelope also should be left with each Personal Slip issued.

(c) The Collector, when distributing the Schedules and Slips, should explain the nature and importance of the returns required, and the obligation imposed by law upon each occupier to give a complete and accurate statement.

(d) The Collector should also state that the Schedules and Slips will be called for on Thursday, 1st July, or as early as possible after that date, by which time they must be completed and ready to be delivered. Emphasis should be laid upon the penalty for non-compliance with these instructions.

(e) Persons in charge of hotels, boarding-houses, hospitals, institutions, &c., should be specially informed that they will be required to give full particulars respecting every person who spent the night between

Wednesday, 30th June, and Thursday, 1st July, on the premises under their control, and that they are similarly subject to a penalty for non-compliance. Where possible, inquiries should be made as to the method to be adopted by the persons in charge in obtaining the required information from those residing in the hotel, &c., in order that the Collector may satisfy himself that every one spending the night there will be enumerated. Separate Personal Slips and Envelopes should be provided for boarders, servants, &c., in hotels, institutions, &c.

8. Entries to be made in Record Book.—When distributing the Census Schedules the name of the occupier of the dwelling, together with the address and the date of delivery, must be immediately entered in the Record Book by the Collector, and the date when collected must be inserted when the Census Schedules are received duly completed. By doing this a Collector will be able to ascertain when all the Schedules and Slips delivered have been collected. The printed number against which this entry is made in the Record Book is the number which must be written on the Householder's Schedule (and on every Personal Slip and Envelope if Personal Slips are required). In such cases the Personal Slips and Envelopes must be given the same record number as the Householder's Schedule for the dwelling to which they relate. In the event of a Schedule or a Personal Slip being lost or defaced, another should be substituted, which must be given the same number as that lost or defaced. Schedules and Slips used for shipping should be dealt with in a similar manner. The occupier must be understood as being the head of the household, or the person in charge of the dwelling or vessel.

9. Dwelling.—(a) Where a building is let, sublet, or held in different apartments, and occupied by different persons or families, each part so let, sublet, or held in different apartments is to be considered

a separate dwelling. Thus, in a building let as flats each flat is a separate "dwelling" for Census purposes. *The occupier of each dwelling must be furnished with a separate Householder's Schedule.* In large households, the number of lines available on the Schedule may not be sufficient for the names of all the inmates. In any such case one or more additional Schedules must be left in order to provide sufficient space for every inmate. The Schedules should be pinned together, and must be given the same record number, and after the first should have the word "continued" or the abbreviation "con." written after the number. Where there is more than one Schedule for the inmates of a dwelling the particulars concerning the dwelling itself must be entered on the First Schedule only. In the case of hotels, boarding-houses, &c., where Personal Slips are required, in addition to the Householder's Schedule for the dwelling, each Slip should bear the same record number as the Schedule for the dwelling of which the persons are inmates.

Care should be taken to ensure that particulars of the proprietor of a hotel, board-house, &c., or the head of an institution and their respective families are obtained, as well as those of other inmates.

(b) Where two or more distinct household groups occupy different sections of a house, but use some common facilities such as the kitchen, bathroom, lavatory, &c., each portion should be treated as a separate "dwelling", and the occupier of each portion should write "Share of a Private House" in answer to "Question (1)—Class of Dwelling". East householder sharing a private house should answer the questions regarding rooms and weekly rent only for that portion of the house occupied by his or her household. The owner or principal tenant should include the kitchen or any other room shared in his Householder's Schedule, and the sub-tenants only those rooms of which they have exclusive use.

(c) In the case of *shared houses* the Collector must leave a Householder's Schedule for *each* household in the house and enter *each* in his Record and Compilation Books, writing "P" in the "Remarks" column for the Principal Occupier and "T" for each sub-tenant, with a cross-reference reading "*See entry No. in each case.*" (This is to enable Census staff subsequently to combine these entries for certain purposes.)

(d) Where two or more non-attached buildings near each other are used by one family group for dwelling purposes, the whole should be regarded as one dwelling.

(e) In the case of offices, stores, &c., with a caretaker in residence, the only portion of the building to be treated as a dwelling is that actually so used by the caretaker and his family, unless other persons sleep on the premises. In this latter case the portion used by the caretaker and his family should be treated as one dwelling, and that occupied by the other persons as another, one of these persons being treated as "occupier".

(f) In the case of a party of men or of women batching together the premises as occupied should be regarded as a single dwelling in the same manner as would be done if they were occupied as a boarding or lodging house. Under these circumstances there may be no indicated "head of the household", but as each of the persons is, in such case, responsible for furnishing the whole of the particulars there should be no difficulty in securing a satisfactory return from some one of the party who may for the purposes of the Census be regarded as the "occupier" of the dwelling in question.

(g) Where camps on public works or elsewhere consist of tents or similar structures separately occupied, each tent, &c., should be treated as a separate dwelling, and one of the inmates as the "occupier" of that dwelling.

10. Schedules to be Placed under Door if Inmates are Absent.—If the Collector finds that no one is at home at a dwelling which appears to be occupied, a Householder's Schedule should be placed under the door or left with a neighbour. Should the Collector, after calling two or three times, be unable to meet any of the occupants, he should fill in a Schedule from information obtained from the neighbours, or from some other person acquainted with the inmates. In cases, however, where it is definitely ascertained that the usual residents are away on holidays, or for other reasons, and will not return before or on 1st July, particulars concerning the dwelling only should be entered on the schedule, and the words "Temporarily unoccupied" should be written across the Schedule.

11. Buildings "Unoccupied".—The Collector must enter on a Householder's Schedule (Census Form 1) the dwelling particulars for each dwelling (including flats, &c.) in his District intended for a resident (excepting those referred to in paragraph 12 below), which may be unoccupied at the date of the Census, giving the particulars so far as it is possible for him to do so. The word "Unoccupied" should be written across the Schedule or "Temporarily Unoccupied" if the usual residents are away on holidays (*see* paragraph 10 above). No account is to be taken of buildings such as churches, stores, &c., in which nobody sleeps, and which are not used, or intended to be used, either wholly or in part as dwellings. Where the dwelling is used for holiday purposes and is unoccupied at the time of the Census, the words "Holiday purposes" in addition should be written across the Schedule.

12. Dwellings "Being Built".—Particulars concerning dwellings "being built" are to be shown on a separate form (Census Form 1A). Full instructions for the collection of this most important information are shown on the left-hand side of the form, and should

be read most carefully before the collection is commenced. The form must be returned with the Collector's Record Book, and if no dwellings are being built in the District, "Nil" must be written across the form before returning it.

It is stressed that on this form information is sought in respect of **all** dwellings being built (including houses or flats and other types of buildings used for dwelling purposes). No Householder's Schedule is required in respect of dwellings being built.

13. Persons Camping Out.—Arrangements should be made by the Collector to visit the localities in his District where it is likely that persons will be camping out or sleeping in the open on Census Night in order that the necessary information may be obtained. The word "Camper out", "travelling", &c., as the case may be, should in such cases be written across the space on the Schedule provided for the particulars of the dwelling. Where two or more persons are camping out together in the open, a separate Householder's Schedule will not be required for each person, as their particulars can be entered on the same Schedule. Every such person who is not otherwise counted is required by the Census regulations to report at once at the nearest post-office or police station. The Collector must, therefore, keep in touch with any post offices or police stations in his District, and should leave a few spare Schedules and Personal Slips at each. If he subsequently ascertains that any such persons were in his District on Census Night, but were not counted, the Collector should furnish an estimate respecting their number, and a report concerning the circumstances.

14. Civilized and Semi-Civilized Aborigines only to be Counted.—All aborigines and half-caste aborigines who are civilized or semi-civilized, and who are either in employment, or living in reserves, camps, &c., in proximity to settlements, are to be enumerated, care being taken that in every case a distinguishing abbreviation "Ab." (aboriginal) or

“Ab. H.C.” (aboriginal half-caste), as the case may be, is inserted in reply to the query as to “race” in Item 10 of the Schedule. The Collector should ascertain the various particulars required as fully as possible. No attempt need be made by the Collector to obtain any particulars concerning aborigines who are living in a purely wild state.

15. Births and Deaths Occurring during Census Night.—A number of births and deaths will occur during the night of the Census. As the hour of midnight is the exact time at which the population is to be determined, children born at or before midnight on Wednesday, 30th June, should be included, and those born after midnight should be excluded from the count. Similarly, persons who died before midnight on Wednesday, 30th June, should be excluded, while those who were still alive at midnight but died, say, in the early hours of 1st July, should be included.

16. Collection of Information from those on Board Ships.—(a) A special form will not be printed for recording shipping, but the ordinary Householder's Schedule will be used for the vessel, and a Personal Slip, as used for persons on shore, will be used also for each individual on board ship. The Schedule and Personal Slips should be clearly marked “Shipping SS.”. The requisite number of Schedules and Personal Slips should be distributed by the Collector to the masters or persons in charge of all vessels in every port in his District on or before Wednesday, 30th June. The collection on board war vessels will be arranged for by the Deputy Field Supervisor. Every person who spent the night between 30th June and 1st July on board, whether officer, member of crew, passenger, &c., should be accounted for, also every person who was absent from the vessel on that night, but returned on Thursday, 1st July, without having been counted elsewhere. These returns must be collected on Thursday, 1st July, or as soon as practicable thereafter.

(b) Every vessel leaving any port in a Collector's District for any other port in the Commonwealth on any date within three days prior to 30th June must have a Schedule, a supply of Personal Slips, and Envelopes placed on board, so as to admit of a return being furnished without delay at the next port reached subsequent to Census Night.

(c) Inquiry must be made of every vessel which arrives at the port within a week after Census Night whether its last port of call was in the Commonwealth, and, if so, whether the necessary returns have been supplied elsewhere. If no returns have been handed in, particulars must be furnished relative to the vessel, and to every individual on board that vessel on the night between 30th June and 1st July, in the same manner as if it had been in port during that night. In the case of a vessel arriving after midnight on the night between 30th June and 1st July, from a port outside the Commonwealth, Census returns will not be required.

17. Gaols, Asylums, Hospitals, Other Public Institutions and Defence Establishments.—Unless specially advised to the contrary, the Collector must obtain the necessary information from the officer-in-charge of any institution or defence establishment in his District with respect to the premises occupied and to each person therein.

In special cases, however, the Enumerator may arrange for the officer-in-charge to act as Collector and to forward the returns direct to the Sub-Enumerator. The Collector will be advised of these special cases, and must not assume that this action will be taken unless he is so advised.

C.—COLLECTION OF CENSUS SCHEDULES AND SLIPS.

18. Collection of Schedules and Slips on or after 1st July.—On the morning of Thursday, 1st July, the Collector, taking with him some blank

Schedules and Slips for the purpose of supplying any possible omissions in the distribution, or for use in place of any that may have been lost or defaced, should proceed to visit every dwelling in which he has left Census Schedules and Slips and must continue this work on the following day or days (excluding Sunday) until the whole of the forms which were distributed have been collected. If the Collector is unable to complete the collection in his District within the time allowed by the Enumerator he is still bound to continue until the work of collection is completed.

19. Returns to be Carefully Examined and Completed where Necessary.—At each place visited the Census Schedules (and Personal Slips, if any) previously left must be asked for, and when they are given up, the Collector must ascertain if they contain all the particulars required, and if not, he must endeavour to obtain such further information as is necessary to complete them. The Collector must ascertain whether all the persons are accounted for who spent the night between 30th June and 1st July in the dwelling to which the Schedule relates. The number and sex of all persons in the dwelling must be inserted by the Collector in the summary at the top right-hand corner of the Householder's Schedule. This information should agree with the particulars of persons inserted in the Householder's Schedule, including those for whom Personal Slips are attached. The Collector must be careful, also, to see that, in every case where Personal Slips have been issued, they are returned duly completed and that the names of all persons to whom Personal Slips were issued are entered on the Householder's Schedule or on Form 38. Personal Slips will be withdrawn from Envelopes by the Collector, and the Personal Slips fastened to the Householder's Schedule to which they belong. The Envelopes must not be destroyed but should be retained by the Collector for reference and checking with the number of Personal Slips collected each day.

20. Persons Returning on 1st July to be Included if not elsewhere Counted.—Inquiries should also be made whether any one who was travelling or out at work during Census Night returned to the dwelling on Thursday, 1st July. If such is the case, and the person has not been elsewhere included, his particulars must be entered on the Schedule, or, if a boarder, &c., on a Personal Slip if so desired, in the same manner as if the person had resided in the dwelling during the Census Night, and the person must be duly included in the summary on the Schedule.

21. Absentees not Returning on 1st July.—If any member of the household was absent on Census Night, and did not return on Thursday, 1st July, inquiry must be made whether there is reason to suppose that in consequence of his having been travelling in the bush, out camping, fishing, or otherwise engaged, he is not likely to have been recorded. If this is considered probable, the Collector should enter on the Schedule the full particulars concerning such person as far as they can be ascertained, with a note stating as definitely as possible the locality in which the absent person spent the night between 30th June and 1st July.

22. Collector to assist Householder, where necessary, in Completing Returns.—If on inquiry for the Census Schedule it is delivered to the Collector not filled in, or in an incomplete state, the Collector must fill in the requisite particulars, after asking all the necessary questions from the head of the household—or, in his or her absence, from any other member possessing the requisite knowledge. It is the Collector's duty to help those who, by reason of illiteracy or other cause, are unable personally to fill in the Schedule or Slip, and the Collector may fill in any part, or, if necessary, all the particulars for such persons. The informant, however, must in each case personally sign his or her name, or attach his or her mark (which must be witnessed by the Collector) on the Schedule or Slip, as a guarantee that the particulars are authentic.

23. Schedules and Slips Lost or Defaced to be Replaced.—If the Collector is unable to obtain certain of the Census Schedules and Slips which he distributed, by reason of their having been defaced or lost, he must put the requisite questions to the inmates, and from the answers given fill in the information required on spare forms carried with him for the purpose. These substituted forms must be given the same record number as appeared on those for which they are substituted.

24. Every effort to be made to ascertain Required Particulars.—In every instance where a question is applicable, the full particulars required must be obtained, and the Collector must not accept a blank for any such query until every effort has been made to secure the required information. This rule must be observed as regards all omissions, except an omission to state "religion". In certain cases the Collector must fill in the Schedule, even though he cannot obtain all the information respecting the persons concerned. If, for instance, the Collector obtains reliable information that a person who has since gone away without reporting himself, and whose name is unknown, occupied a dwelling or camped out in a certain place on Census Night, he should fill in a Schedule for such person, writing "not known" in the first column of the Schedule, but stating the sex, and adding such other particulars as to age, &c., as can be ascertained or estimated.

25. Certain Compartments not to be Considered as Rooms.—Unless some one usually sleeps therein, shops, offices, storerooms, bathrooms, laundries and pantries are not to be considered as "rooms". In the case of public offices, banks, stores, &c., in which a person or family resides in order to take care of the premises, and which has no other inmates, only the number of rooms occupied by such person or family is to be given, and not the total number in the building.

In all cases a kitchen and an enclosed sleepout should be included as rooms in the dwelling. The Collector should be careful, in general, not to overlook the possibility of people living behind or above commercial premises, &c.

26. Refusal to Supply Information.—(a) Any person who refuses to make returns, or to answer any questions which the Collector is authorized to put, is liable under the Act to a penalty of £10 for not filling in a Schedule or Personal Slip; £10 for not answering the Collector's necessary questions; £10 for not giving the required information as to absent persons.

(b) Any person who knowingly supplies any false information is liable to a penalty of £50.

(c) Should any person refuse to supply information, or supply false information, the Collector should at once report the matter to his Enumerator, so that the requisite steps may be taken to enforce compliance with the law.

27. Ink to be used by Collectors in Making Entries.—All entries made on the Census forms by the Collector must be made in ink. Indelible or other pencil must not be used.

28. Errors to be Struck Out, not Erased.—In case of a correction having to be made by the Collector, the incorrect information must be carefully struck out, not erased, and every alteration thus made must be initialled by the Collector.

29. Schedules and Personal Slips to be Signed by the Collector.—When satisfied that all the particulars required have been properly filled in on the Schedule (and Personal Slip, if any), the Collector should sign the Schedule and Slip in the space provided for the purpose in the right-hand lower corner.

30. **Record Book.**—As the Schedules and Slips are collected entries must be made in the Record Book as instructed in paragraphs 8 and 9 (c). Where it is seen that Schedules or Personal Slips have been missed in collection the Collector must at once take steps to obtain them.

D.—COLLECTOR'S COMPILATION BOOK.

31. **District and Collector to be Specified on Front Page.**—The distinguishing letter of the Collector's District must be stated on the first page of the Compilation Book, in addition to the Collector's name.

32. **Entries to be made Daily.**—After completing the outdoor portion of each day's work whilst the collection is being made, the Collector should make entries in his Compilation Book concerning the returns which have been collected during the day, and thus keep the compilation up to date so that the results may be forwarded to the Sub-Enumerator as early as possible after the collection has been completed.

33. **Entries to be made in order of Record Numbers.**—Every entry in the Compilation Book must be made against the printed number corresponding to the record number on the Schedule being entered up.

34. **Cases of more than one Householder's Schedule to a House to be Noted.**—In every case where a house is shared by different household groups, the fact is to be recorded in the column headed "Remarks" in the Compilation and Record Books, by writing "P" in the "Remarks" column for the Principal Occupier and "T" for each Sub-tenant, with a cross-reference reading "*See entry No..... in each case.*" (See paragraphs 9 (b) and 9 (c), pages 8 and 9.)

35. **Schedules or Slips affected by Removals to be Noted.**—If, owing to removals or other causes, a Collector is unable to recover Census Schedules or

Slips distributed by him, the circumstances must be noted in the Compilation Book opposite the number corresponding to that shown for them in the Record Book. If, on the other hand, Schedules or Slips are received which were distributed in other Districts, these should be entered on page 20 of the Compilation Book, and should be noted in the "Remarks" column to this effect.

36. Aborigines.—Any full-blood aborigines recorded on the Schedules must be included in the columns of the Compilation Book headed "Total number of persons, &c.," and they must also be shown separately in the column provided for the purpose. Half-caste aborigines, as well as Chinese and other Asiatics, whether full-blood or half-caste, are not to be shown separately in the Compilation Book, but care must be taken that they are distinguished as such on the Schedule in the reply to Item 10.

37. Totals not to be Carried Forward to next Page.—The totals at the bottom of each page are not to be carried on to the next page, but are to be copied into the summary form at the end of the book, which must then be added up.

38. Summary of Dwellings.—A summary table on page 20 of the Compilation Book must be completed to show the total number of Householders' Schedules issued, the number of Schedules cancelled, the number of unoccupied dwellings and the number of occupied dwellings.

39. Estimates to be made of Distance Travelled.—At the end of each day's work a careful estimate should be made of the number of miles travelled during the day, and the total distance travelled in the work of distributing and collecting should be inserted in the space provided for the purpose at the foot of the summary on page 21 in the Compilation Book.

40. Record of Receipt of Census Schedules and Slips, &c.—(a) All Schedules and Slips received are to be duly accounted for in the form provided for that purpose at the beginning of the book.

(b) All completed Schedules and Slips must be duly accounted for.

(c) No blank Schedules or Slips should be included with the completed forms.

41. Certificate of Collector.—The certificate on the last page of the book must be signed by the Collector before the book is returned to the Sub-Enumerator.

E.—RETURN OF CENSUS SCHEDULES, SLIPS, ETC., TO THE SUB-ENUMERATOR.

42. Returns to be Arranged in Order.—The filled-in Schedules and Slips are to be arranged in their proper numerical order, so as to make a suitable parcel or parcels, each parcel having the letter denoting the Census Sub-division and the letter of the Collector's District marked on the outside. These, together with the Collector's Compilation and Record Books duly completed, and the Collector's certificate of appointment, must be forwarded to the Sub-Enumerator as early as possible after all forms have been completed and collected.

43. Surplus Forms and Material to be Returned.—After the Census work has been completed, all surplus Schedules and Slips and Envelopes, and any other material which has been supplied in connexion with the Census, must be forwarded to the Sub-Enumerator, together with a list of same in duplicate, one copy of which will be signed by the Sub-Enumerator, and returned to the Collector as a receipt.

F.—GENERAL.

44. Certificate of Appointment and Instructions to be carried by Collector.—The Collector should carry his Certificate of Appointment and a copy of these instructions with him in case his authority to carry out the provisions of the Act should be questioned.

45. Census Forms Strictly Confidential.—All Census returns are confidential documents, and any officer or householder divulging their contents is liable to a penalty of £50. A Collector must not either directly or indirectly divulge or make use of any information acquired whilst carrying out his duties.

46. Deputy Field Supervisor to be Communicated with only in Cases of Extreme Urgency.—The Collector should consult his Sub-Enumerator or Enumerator on all questions regarding his duties. The Deputy Field Supervisor must not be communicated with except in urgent cases.

47. Postage.—The Collector shall pay postage on all communications sent to his Enumerator or Sub-Enumerator. The amount spent should be included in his claim for remuneration.

48. Telegrams.—Only in urgent cases should telegrams be sent. The matter is then to be condensed into as few words as possible. All telegrams sent to a Sub-Enumerator or Enumerator must be marked "Collect", and the Collector, when sending such a telegram, must produce to the telegraph officer his certificate of appointment, and this instruction, as evidence of authority to dispatch such a telegram.

49. Payment for Services Rendered.—The Collector shall claim on Census Form 35, through his Sub-Enumerator, for his remuneration as authorized, within seven days after the completion of his Census work. The Collector's claim must not be paid until the Sub-Enumerator has certified that the Collector's duties have been completed satisfactorily.

S. R. CARVER,

Acting Commonwealth Statistician.

Commonwealth Bureau of Census and Statistics,
Canberra, A.C.T., 30th October, 1953.

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