

COMMONWEALTH OF AUSTRALIA.



CENSUS, 29th–30th JUNE, 1961.

Instructions for Filling In the Householder's Schedule.

Owing to the national character of the Census and its importance to the Governments and the people, it is confidently expected that all will endeavour to make it successful by giving full and accurate information.

Information given on a Census Form is strictly confidential and is used only for statistical purposes. Any Collector or Occupier of a dwelling disclosing any particulars is liable to a penalty of £50.

A.—GENERAL.

There are two Census forms, the Householder's Schedule (white), and the Personal Slip (Blue). The Householder's Schedule is the principal form and generally particulars regarding all persons who spent the night of 29th June, 1961, in the dwelling should be entered on that form, together with particulars of the dwelling itself. The Personal Slip is to be used only for special cases where some inmate of the dwelling objects to having his or her particulars entered on the Householder's Schedule. In that case the person who objects is required to fill in a separate Personal Slip which must be handed, in an envelope, to the head of the household or manager of the establishment for delivery with the Householder's Schedule to the Collector.

The occupier, or person in charge, of the dwelling (or ship) is responsible:—

- 1) For filling in the particulars on the Schedule for all persons in the household.
- 2) For seeing that the Personal Slips issued to boarders, servants, &c., are duly delivered to the Collector. The name and sex of each person who has been issued with a Personal Slip must be entered on the Householder's Schedule also, and the words "Personal Slip" must be written in the line opposite the name.

A Personal Slip is not required for any person whose particulars are supplied on this Schedule.

If any person who usually resides in the dwelling was away during Thursday night, 29th June, and returned to the dwelling on Friday, 30th June, without having been counted elsewhere, the name and particulars must be entered on the Schedule or a Personal Slip must be filled in by that person.

Where a private house is shared or a building is occupied in tenements or flats, each share, tenement or flat is a dwelling and requires a separate Householder's Schedule. An hotel, motel, boarding-house, institution, or a ship is to be treated as a separate dwelling.

The householder or person in charge of any dwelling must answer the questions which the Collector asks for Census purposes. There is a penalty of £10 for not answering and a penalty of £50 for knowingly making an untrue statement either to the Collector or on a Census form.

Both the Householder's Schedule and the Personal Slip must be filled in with pen and ink—not pencil.

B.—DESCRIPTION OF DWELLING.

Question 1. Class of Dwelling.—State whether this Schedule relates to a private house, share of a private house*, self-contained flat*, "home unit"*, tenement, shed, hut, tent, caravan, boat, hotel, motel, boarding or lodging house, caretaker's quarters, religious or educational institution, military or naval establishment, charitable institution, hospital, penal institution, &c. Where it relates to an institution, give the name of the institution. Occupiers of terrace houses or semi-detached houses should write "Private house".

* **Share of a Private House.**—Where a private house is shared by two or more household groups, without structural sub-division, each part separately occupied should be described as a "Share of a Private House" and each householder should fill in a separate Householder's Schedule and answer the questions regarding number of rooms, rent, &c., of his "dwelling" only for that part of the house occupied by his or her household.

Self-contained Flat, "Home Unit."—Where the dwelling is a self-contained flat or "home unit" which can be completely closed off and which includes both cooking and bathing facilities write "Self-contained Flat" or "Home Unit" as the case may be.

Other private dwellings, which are not self-contained, but are part only of a building, should be specifically described as room(s), apartment, tenement or flat not self-contained, &c., as the case may be. Dwellings which are sheds, huts, tents, caravans, &c., should be described as such.

Question 2. Material of which Outer Walls are Built.—Walls may be of stone, brick, brick-veneer, concrete, concrete blocks, masonry veneer, iron, fibro-cement, wood, lath and plaster, &c. If built of different materials state the material most largely used.

Question 3. Number of Rooms.—Rooms in non-attached buildings should be included as part of the dwelling if used for living or sleeping purposes by the household group. In caretaker's quarters include only those rooms actually occupied by the caretaker's household.

Question 4. Occupancy.—An occupier paying interest only on a mortgage on his dwelling should enter "Owner". But an occupier buying his house by regular payments including interest and principal should enter "Purchaser by Instalments".

Question 5. Weekly Rent.—An occupier who is a tenant or a sub-tenant should state the rent per week actually paid for the "dwelling" occupied by him. If part of a house is let to sub-tenants the principal tenant should state the rent applicable to that portion of the house retained by him for his own use, and should add "P.T." after the amount. The average weekly payments on account of a purchase by instalments should not be inserted. If the dwelling is not rented do not answer this question.

Question 7. Date of Building.—If you are unable to state the year of completion with reasonable certainty inquiry should be made of the owner, house agent or other person from whom the information could probably be obtained.

Question 8. Farm Dwellings.—For Census purposes, a rural dwelling is one on which agricultural, pastoral, dairying, &c., operations are carried on. Approximate distance of dwelling from Post Office is to refer to the route normally travelled. For size of the holding on which the dwelling is situated state the total area used for all purposes.

EXAMPLE OF A COMPLETED HOUSEHOLDER'S SCHEDULE.

DESCRIPTION OF DWELLING.

1. Class of Dwelling.	2. Material of which Outer Walls are built.	3. Number of Rooms.	4. Occupancy.	5. Weekly Rent.	6. Facilities.	7. Date of Building.	8. Farm Dwellings.																										
<i>Private House</i>	<i>Brick</i>	6	<i>Tenant</i>	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 5px;">Unfurnished</td> <td style="text-align: right;">s. d.</td> </tr> <tr> <td style="padding-right: 5px;">Furnished</td> <td style="text-align: right;">67 6</td> </tr> <tr> <td></td> <td style="text-align: right;">—</td> </tr> </table>	Unfurnished	s. d.	Furnished	67 6		—	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 5px;">(a) Gas</td> <td style="text-align: right;">No</td> </tr> <tr> <td style="padding-right: 5px;">(b) Electricity</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td style="padding-right: 5px;">(c) Television Set</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td style="padding-right: 5px;">(d) Kitchen</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td style="padding-right: 5px;">(e) Bathroom</td> <td style="text-align: right;">Yes</td> </tr> </table>	(a) Gas	No	(b) Electricity	Yes	(c) Television Set	Yes	(d) Kitchen	Yes	(e) Bathroom	Yes	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 5px;">(a)</td> <td style="text-align: right;">Yes</td> </tr> <tr> <td style="padding-right: 5px;">(b)</td> <td style="text-align: right;">1958</td> </tr> </table>	(a)	Yes	(b)	1958	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 5px;">(a)</td> <td style="text-align: right;">No</td> </tr> <tr> <td style="padding-right: 5px;">(b)</td> <td style="text-align: right;">—</td> </tr> <tr> <td style="padding-right: 5px;">(c)</td> <td style="text-align: right;">—</td> </tr> </table>	(a)	No	(b)	—	(c)	—
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RECORD No. 125.

Town, &c. Eastville.

Division 4; Sub-Div. F.

Collector's District b.

Number of Inmates—

Males 5; Females 2; Total 7.

Address of Dwelling—" *Quentin*", 28 Woods Road,
Eastville.

NAME AND PARTICULARS OF EACH PERSON IN THE DWELLING.

1 Name.	2 Relation to Head of Household.	3 Sex.	4 Age.	5 Particulars as to Marriage.				6 Religion.	7 Birthplace.	8 Period of Residence in Australia.	9 Nationality.	10 Race.	11 —	12 Unemployment.			13 Particulars of Grade, Occupation and Industry.			14 Place of Work.	15 State of Usual Residence.				
				(i)	(ii) Duration.	(iii) Children born to existing Marriage.								(a)	(b)	(c)	(d) Grade.	(e) Occupation.				(f) Industry, Trade or Service.			
						Living.	Dead.											For those not engaged in Industry.	For those out of a job at time of Census.				(i)	(ii)	
																			Years.						—
1 <i>Alfred White</i>	<i>Head</i>	<i>M</i>	<i>Years.</i> 48	<i>M</i>	<i>Years.</i> 26	3	1	<i>Church of England</i>	<i>Victoria</i>	<i>—</i>	<i>British</i>	<i>European</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>W</i>	<i>Shop Assistant</i>	<i>—</i>	<i>Retail Hardware Store</i>	<i>J. M. Smith Dominion Street Northwood</i>	<i>—</i>				
2 <i>Maude White</i>	<i>Wife</i>	<i>F</i>	<i>Years.</i> 46	<i>M</i>	26	3	1	<i>Church of England</i>	<i>South Australia</i>	<i>—</i>	<i>British</i>	<i>European</i>	<i>H.D.</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>				
3 <i>Judith White</i>	<i>Daughter</i>	<i>F</i>	<i>Years.</i> 23	<i>N.M.</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>Church of England</i>	<i>South Australia</i>	<i>—</i>	<i>British</i>	<i>European</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>W</i>	<i>Accounting Machine Operator</i>	<i>—</i>	<i>Insurance Company</i>	<i>Safety Ins. Co. 16 Main Street, Westbourne</i>	<i>—</i>				
4 <i>Kevin White</i>	<i>Son</i>	<i>M</i>	<i>Years.</i> 21	<i>N.M.</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>Church of England</i>	<i>Victoria</i>	<i>—</i>	<i>British</i>	<i>European</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>W</i>	<i>Milling Machinist (Metal)</i>	<i>—</i>	<i>Motor Car Manufacture</i>	<i>South Cars Corporation 25 Ninth Street, Middletown</i>	<i>—</i>				
5 <i>Brian White</i>	<i>Son</i>	<i>M</i>	<i>Years.</i> 14	<i>N.M.</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>Church of England</i>	<i>Victoria</i>	<i>—</i>	<i>British</i>	<i>European</i>	<i>S</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>—</i>				
6 <i>John White</i>	<i>Brother</i>	<i>M</i>	<i>Years.</i> 44	<i>W</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>Church of England</i>	<i>Tasmania</i>	<i>—</i>	<i>British</i>	<i>European</i>	<i>—</i>	<i>4 weeks</i>	<i>—</i>	<i>U</i>	<i>—</i>	<i>Carpenter</i>	<i>5 years Apprenticeship</i>	<i>Coal Mining</i>	<i>—</i>	<i>—</i>			
7 <i>Robert Scott</i>	<i>Visitor</i>	<i>M</i>	<i>Years.</i> 43	<i>N.M.</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>Methodist</i>	<i>U.S.A.</i>	24	<i>British (N)</i>	<i>European</i>	<i>—</i>	<i>—</i>	<i>—</i>	<i>W</i>	<i>Technician (Telecommunications)</i>	<i>5 years Training Course</i>	<i>Communication Postmaster-General's Dept.</i>	<i>Telephone Exchange, Grand Street, Centreville</i>	<i>New South Wales</i>				
8			<i>Years.</i>																						

I certify that, to the best of my knowledge and belief, this return has been correctly and completely filled in.

Signature of Occupier or Person in Charge *A. S. White*

Postal Address "*Quentin*", 28 Woods Road, Eastville.

Date 29/6/1961.

R. D. Jones Signature of Collector.

EXAMPLE OF A COMPLETED HOUSEHOLDER'S SCHEDULE.

C.—PARTICULARS OF EACH PERSON IN THE DWELLING.

Eight lines are provided for particulars of persons in the dwelling. If there are more than eight persons please use an additional schedule or schedules. One line must be filled in for each person (including children) in the dwelling. Below each question on the Schedule write the answer in the proper space on each person's line. The first line should be used for the head of the family, if present; then the others in order for wife, children, relatives, visitors, boarders, domestic servants, other employees, &c.

Question 4. Age.—Age last birthday is to be stated in years. For children under one year of age on 29th June, 1961, write "O." For children who are aged one year but less than two years write "1." Please do not write age in months.

Question 10. Race.—In the case of a person both of whose parents are non-European but of different races, state the race of that person's father (and do not add "H.C.").

Question 11. Persons not engaged in an industry, profession, business, trade or service—

Temporary inmates of hospitals and members of religious orders (see below) should not be described as inmates of institutions.

For mother, wife, daughter and other relatives performing unpaid home duties, write "H.D."

For young persons seeking work but not previously employed do not answer this question but write "U" in answer to question 12 (c) and state the period since leaving school in answer to question 12 (a).

Question 12. Unemployment.—This question does not apply to those who have retired, or to those permanently unable to work through illness, old age, &c., who should be included under the appropriate description in question 11. Neither does it apply to persons who are not out of a job but are only temporarily absent from their jobs through illness, accident, annual holidays, long-service leave, &c., who must answer sections (d), (e) and (f) of question 13 and question 14. It does apply to those who have lost their jobs by reason of illness or accident.

Question 13. (d) Grade.—Where partners are conducting their own business or farm without employing others (except casually) each partner should write "O". Where employing others each should write "E".

Managers, secretaries and similar classes of executives in receipt of salary as employees should not describe themselves as employers merely because they have the right to engage and dismiss staff.

Employees or relatives should not be described as "helping but not receiving wages or salary" unless they are assisting in the operation of a business or farm for a substantial part of their time, and are not more correctly classified under one of the headings in question 11.

(e) Occupation or Craft.—(i) Wherever appropriate use two or more words to describe occupation. For instance, do not use general terms such as "foreman", "labourer", "miner", "machinist", "engineer", without descriptive qualifications but give full descriptions, such as "foreman carpenter", "road labourer", "coal miner", "metal machinist". An engineer should be described according to the work performed, namely "maintenance engineer", "electrical engineer", "stationary engine-driver", &c. Professional engineers should be described according to the branch of engineering in which engaged, namely "civil engineer", "mining engineer", &c., and the word "professional" added.

An employee of a Government, semi-government or local government authority should not use terms such as "public servant", "civil servant", &c., but should be described by the official designation of the position occupied such as "Postal Clerk", "Audit Clerk", "District Employment Officer", "Shire Clerk", and the name of the government department or other public body should be written in addition to the answer in question 13 (f).

(ii) Persons in professional occupations, apprenticeship trades and other occupations in which qualifications or training are required should state briefly the qualifications, &c., applicable to the present occupation.

(f) Industry, Trade or Service.—Persons engaged in a profession or conducting their own business whether employing others or not (that is, persons who answer "E" or "O" in question 13 (d)) should state the nature of their profession or business in question 13 (f).

Persons who are employees (that is, those who answer "W" or "H" in question 13 (d)) should state the industry of the employer for whom working; for example a carpenter engaged in housebuilding should write "Building"; a carpenter in a coal mine "Coal Mining". In the case of an employee working for an employer who carries on more than one kind of business state the particular branch of the employer's business in which employed. Thus a carpenter working for a Railway Department should write "Railway Workshops" if he is engaged therein; "Railway Permanent Way" if he is engaged in the construction or maintenance of railways; and a "Porter" should write "Railway Service".

Persons who are unemployed or temporarily absent from work should state the industry, trade or service in which usually engaged.

For domestic workers employed in private households, write "P.H."; for similar workers in institutions, write "Hospital", "School", &c., as the case requires.

NOTE.—Clergy and Members of Religious Orders—

Members of the clergy, of whatever denomination, are asked to write "C" in answer to part (d) of question 13, their clerical designation in answer to question 13 (e) and "Religion" in answer to question 13 (f).

Members of religious orders engaged in such activities as care of the sick, teaching, conduct of charitable or similar institutions should write "W" in answer to question 13 (d), their actual occupation in answer to question 13 (e) and their industry (e.g., hospital, education, home for the aged, &c.) in answer to question 13 (f). Those not engaged in such activities should answer as for members of the clergy.

Questions 11 and 12 should not be answered by members of the clergy or religious orders.

Question 15. State or Territory of Usual Residence.—For persons who are temporarily away from their usual place of residence (on holidays, travelling in connexion with their business or occupation, in hospital, &c.) write the name of the Australian State or Territory in which the place of usual residence is situated. For temporary visitors from outside Australia who have no settled place of residence in Australia write "Overseas".

D.—CERTIFICATE.

After having filled in all the required particulars in respect of the dwelling and of each person specified in this Schedule to the best of his knowledge and belief, the occupier or person in charge must sign the certificate and must write the full postal address including name and number of the dwelling in the space provided at the foot of the Schedule.

S. R. CARVER,
Commonwealth Statistician.

CANBERRA.

CENSUS,

This Householder's Schedule must be filled in by

CONFIDENTIAL.

For Census purposes

All answers must be given as correctly as possible.
Penalty for untrue statement—Fifty pounds (£50).

Before writing on this Schedule, read carefully
all the Instructions and Example overleaf.

ALL ENTRIES TO BE MADE IN INK

1 Class of Dwelling. (See Instructions.)	2 Material of which Outer Walls are Built. (See Instructions.)
State whether the dwelling is a— Private house. Share of a private house. Self-contained flat. Room(s), apartment, tenement or flat not self-contained, shed, hut, tent, &c. Hotel, boarding house, institution, &c.	State the material of which the outer walls of the dwelling are built. If more than one material is used, state that which is most largely used.

Each householder in a "Shared House" should answer the questions r

USE ONE LINE FOR EACH PERSON IN THIS DWELLING.

1 Name.	2 Relation to Head of Household.	3 Sex.	4 Age.	5 Particulars as to Marriage at 29th June, 1961.			6 Religion.	Bi
Using one line for each person write the first name and surname of each person (including children) who spent the night of Thursday, 29th June, 1961, in this dwelling, or who was absent on that night but returned to this dwelling on Friday, 30th June, without having been counted elsewhere. For unnamed baby, write "Baby" and surname. (UNDERLINE SURNAME.)	State whether head of the household, wife, son, daughter, mother, or other relative, visitor, boarder, domestic servant, other employee, &c.	For male, write "M." and for female, write "F."	State the age last birth- day. For child- ren under one year of age write "O."	(i)	(ii)	(iii)	State the full name of the religious denomination. (There is no penalty for failure to answer this ques t.)	Fo l A write of th T wh Fo boi A writ of t wt (no othe
				If never married, write "N.M." If married write "M.", but if permanently separated (legally or otherwise), write "P.S." If divorced and not remarried, write "D." If widowed and not remarried, write "W."	Duration of Existing Marriage. For each person who is married at 29th June, 1961, state the number of years the existing marriage (not including any previous marriage) has been in force. If married less than one year, write "O."	Children Born to Existing Marriage. State the number of children, (both living and dead) from existing marriage (not including children from any previous marriage). If no children, write "O."		
1			Years.		Years.			
2			Years.					
3			Years.					
4			Years.					
5			Years.					
6			Years.					
7			Years.					
8			Years.					

I certify that, to the best of my knowledge and belief, this return has been correctly and completely filled in.

Signature of Occupier or Person in Charge.....

HOUSING SCHEDULE.

for delivery to the Collector, who will call on that day or as soon as possible thereafter.

VICTORIA

Unit, whether comprising the whole or only a part of a building.

Record No.....(from Collector's Record Book).

6 Facilities.		7 Date of Building. (See Instructions.)	8 Farm Dwellings. (See Instructions.)
State "Yes" or "No" whether the dwelling has the following facilities—		(a) Was this dwelling built after 30th June, 1954? (State "Yes" or "No".)	(a) Is this dwelling on a Rural Holding of One Acre or more? (State "Yes" or "No".)
(a) Gas..... (b) Electricity..... (c) Television set..... (d) Kitchen* (e) Bathroom* * If shared with another household add "S"		(b) If "Yes," in what year?	If "Yes", also state— (b) Approximate distance of dwelling from Post Office used in addressMile(s) (c) Size of Rural Holding.....Acres.

Town, Village or Locality.....

Census Division No.

Census Subdivision

Collector's District

Number of Persons who passed the night of Thursday, 29th June, 1961, in the dwelling to which this Schedule relates or who arrived on Friday, 30th June, not having already been counted elsewhere—

Males..... Females..... Total.....
 (NOTE.—Where more than one form is used for a Household, pin them together and give them the same Record Number.)

hold. In each such case write "Share of a private house" in answer to Question (1).

Address of Dwelling.....

PERSONS IN THIS DWELLING.

12 Unemployment. (See Instructions.)			13 Particulars of Grade, Occupation and Industry. (See Instructions.)			14 Place of Work.	15 State or Territory of Usual Residence. (See Instructions.)
For those out of a job at time of the Census but who are usually engaged in an industry, business, profession, trade or service. (Persons on long service leave, &c., to answer Question 13, NOT Question 12.)			Those who are engaged in an industry, business, profession, trade or service at the time of the Census to supply particulars for (d), (e) and (f) below.			In respect of each person engaged in an industry, business, profession, trade or service, state the business name and full address of the place at which working.	If temporarily absent from usual residence write the name of the Australian State or Territory of usual residence.
(a)	(b)	(c)	(d) Grade	(e) Occupation or Craft.	(f) Industry, Trade or Service.		
State the number of weeks since last working. If less than one week write "O".	If not at present actively seeking a job, state reason; for example, "Sickness," "Accident," "On Strike," "Locked-out," "Changing job," "Temporarily laid-off," &c.	If able and willing to work but unable to secure employment, write "U".	If at present employing others in your own trade or business, write "E." If conducting own business or farm without employing others (except casually), write "O." If an employee working for wages or salary (including apprentices), write "W." If helping but not receiving wages or salary, write "H."	State in precise (or award) terms the present occupation, craft or calling; for example, "Builder's Labourer," "Dairy Farm Hand," "Clothing Machinist," "Wood Machinist," "Motor Mechanic," "Electrical Fitter," "Coal Wheeler," "Dairy Farmer," &c. If unemployed or temporarily absent from work, state occupation or craft in which usually engaged.	Where it applies, state particulars of professional qualifications, trade training or other qualifications or training used in present occupation, for example, "5 years apprenticeship," "Bachelor of Engineering (Civil)." &c.		
Persons answering these questions must also answer (e) and (f) of Question 13.							

Date.....

.....Signature of Collector.