

New Zealand Census of Population and Dwellings

Tuesday, 5 March 2013

Guide Notes

What is the census?

The census is the official count of how many people and dwellings there are in New Zealand. It takes a snapshot of the people in New Zealand and the places where we live. The last census was held in 2006.

Census information is needed for planning vital public services such as education, health, housing and transport. It is also used to help understand how our society changes over time.

How is my information kept confidential?

The information you provide is protected by the Statistics Act 1975 and must be kept confidential by Statistics New Zealand.

Census information can only be used for statistical purposes and must be reported in a way that cannot identify you.

No other organisation – including the New Zealand Police, Immigration New Zealand or Inland Revenue – can obtain information from us that identifies you.

The only people who have access to your personal information are those authorised by the Government Statistician. Each of them must sign a declaration of secrecy. They cannot reveal your information to anyone else – if they do, they can be prosecuted.

Is the census compulsory?

Yes. Filling in census forms is required by law.

Under the Statistics Act 1975, everyone in New Zealand on census day must fill in a census form.

What do I have to do?

The census is on Tuesday, 5 March 2013.

Census forms can be completed online or on the paper forms delivered to your dwelling. Forms are available in English or Māori.

Everyone in your dwelling, including babies, children and visitors, must fill in a blue Individual Form or have one filled in for them. One person must fill in the brown Dwelling Form.

To complete your census forms online, go to:
 www.census.govt.nz

What happens to my forms once I've filled them in?

If all the forms for your household have been completed online, you don't need to do anything and your collector may not need to call back.

If you have completed the paper forms, they will be collected sometime between Wednesday 6 March and Sunday 17 March. If your collector cannot contact you to pick up the completed forms during the collection time, they will leave a freepost envelope. You can also request a freepost envelope by calling the Helpline toll-free on:

 **0800 CENSUS (0800 236 787)**

Your collector will wear a Statistics New Zealand identity card with their photograph and name on it. They will carry a blue bag with the Statistics New Zealand logo. If you have any concerns about your collector, call the Helpline.

If you know your collector or want to take extra steps to protect your privacy, ask your collector for a privacy envelope. Your collector is not allowed to open this envelope.

The Public Records Act 2005 requires that census forms be retained. After 100 years census forms may be made available for research that meets the confidentiality requirements of the Statistics Act 1975.

What happens after the census?

A Statistics New Zealand interviewer may call on you soon after the census. You will be asked questions that will help us know how well the census counted everyone.

We will also use census responses to select people for two surveys after the census.

- The Māori Social Survey is planned to begin in June 2013 and will involve face-to-face interviews with about 5,000 people.
- The Household Disability Survey is planned to begin in July 2013 and will involve telephone and face-to-face interviews with about 20,000 people.

Census results will be released from late 2013.

If you:

- **need help with your forms**
- **need extra forms**
- **would like Māori / English forms**
- **would like to complete your forms online and don't have an Internet Access Code**

go to:

 www.census.govt.nz

or call the Helpline toll-free on:

 **0800 CENSUS (0800 236 787)**

If you are hearing impaired, fax toll-free on:

 **0800 FAX 2013 (0800 329 201)**

List of iwi to help answer question 15

This list is a guide only. All iwi names are counted even if they are not listed below.

Te Tai Tokerau / Tāmaki-makaurau (Northland / Auckland) Region

Te Aupōuri
Ngāti Kahu
Te Kawerau
Ngāti Kurī
Ngāpuhi
Ngāpuhi ki Whaingaroa-Ngāti Kahu ki Whaingaroa
Te Rarawa
Te Roroa
Ngāi Takoto
Te Uri-o-Hau
Ngāti Wai
Ngāti Whātua

Hauraki (Coromandel) Region

Ngāti Hako
Ngāti Hei
Ngāti Maru (Hauraki)
Ngāti Paoa
Patukirikiri
Ngāti Porou ki Harataunga ki Mataora
Ngāti Pūkenga ki Waiau
Ngāti Rāhiri Tumutumu
Ngāi Tai (Hauraki)
Ngāti Tamaterā
Ngāti Tara Tokanui
Ngāti Whanaunga

Waikato / Te Rohe Pōtae (Waikato / King Country) Region

Ngāti Haua (Waikato)
Ngāti Maniapoto
Ngāti Raukawa (Waikato)
Waikato

Te Arawa / Taupō (Rotorua / Taupō) Region

Ngāti Pikiao (Te Arawa)
Ngāti Rangiteaorere (Te Arawa)
Ngāti Rangitihī (Te Arawa)
Ngāti Rangiwewehi (Te Arawa)
Ngāti Tahu-Ngāti Whaoa (Te Arawa)
Tapuika (Te Arawa)
Tarāwhai (Te Arawa)
Tūhourangi (Te Arawa)
Ngāti Tūwharetoa (Te Arawa)
Uenuku-Kōpako (Te Arawa)
Waitaha (Te Arawa)
Ngāti Whakaue (Te Arawa)

Tauranga Moana / Mātaatua (Bay of Plenty) Region

Ngāti Awa
Ngāti Manawa
Ngāti Pūkenga
Ngaiterangi
Ngāti Ranginui
Ngāi Tai (Tauranga Moana / Mātaatua)
Tūhoe
Whakatōhea
Te Whānau-a-Apanui
Ngāti Whare

Taranaki Region

Te Atiawa (Taranaki)
Ngāti Maru (Taranaki)
Ngāti Mutunga (Taranaki)
Ngā Rauru
Ngā Ruahine
Pakakohi
Ngāti Ruanui
Ngāti Tama (Taranaki)
Tangāhoe
Taranaki

Te Tai Rāwhiti (East Coast) Region

Te Aitanga-a-Māhaki
Ngāti Porou
Rongowhakaata
Ngāi Tāmanuhiri

Te Matau-a-Māui / Wairarapa (Hawke's Bay / Wairarapa) Region

Ngāti Kahungunu ki Heretaunga
Ngāti Kahungunu ki Tāmakinui-a-Rua
Ngāti Kahungunu ki Tamatea
Ngāti Kahungunu ki Te Wairoa
Ngāti Kahungunu ki Wairarapa
Ngāti Kahungunu ki Te Whanganui-a-Orotu
Rangitāne (Te Matau-a-Māui / Hawke's Bay / Wairarapa)
Rongomaiwahine (Te Māhia)
Ngāti Pāhauwera
Ngāti Rākaipaaka

Whanganui / Rangitikei Region

Ngāti Apa (Rangitikei)
Te Ati Haunui-a-Pāpārangi
Ngāti Haua (Taumarunui)
Ngāti Hauiti

Manawatū / Horowhenua / Te Whanganui-a-Tara (Manawatū / Horowhenua / Wellington) Region

Te Atiawa (Te Whanganui-a-Tara / Wellington)
Te Atiawa ki Whakarongotai
Muaūpoko
Rangitāne (Manawatū)
Ngāti Kauwhata
Ngāti Raukawa (Horowhenua / Manawatū)
Ngāti Toarangatira (Te Whanganui-a-Tara / Wellington)
Ngāti Tama ki Te Upoko o Te Ika (Te Whanganui-a-Tara / Wellington)

Te Waipounamu / Wharekauri (South Island / Chatham Islands) Region

Ngāti Apa ki Te Rā Tō
Te Atiawa (Te Waipounamu / South Island)
Ngāti Koata
Ngāti Kuia
Kāti Māmoe
Moriōri
Ngāti Mutunga (Wharekauri / Chatham Islands)
Rangitāne (Te Waipounamu / South Island)
Ngāti Rārua
Ngāi Tahu / Kāi Tahu
Ngāti Tama (Te Waipounamu / South Island)
Ngāti Toarangatira (Te Waipounamu / South Island)
Waitaha (Te Waipounamu / South Island)

INDIVIDUAL FORM

Who has to fill in a blue Individual Form or have one filled in for them?

Everyone who is spending the night in this dwelling on Tuesday, 5 March 2013, including babies, children and visitors.

2 Why do you need my name?

Names are used to match the blue Individual Forms to the people listed on the brown Dwelling Form to make sure that all the forms in a household have been completed. We may need to contact you if we have any questions about your form, or if you are selected to take part in one of two surveys after the census.

5 Which address do I give?

If you are an overseas resident and will be staying in New Zealand for less than 12 months, give your address in your home country. Otherwise, give your New Zealand address.

If you are a New Zealand resident, follow these guidelines to give the right address.

- If you are a primary or secondary school student at boarding school, give your home address.
- If you are a tertiary student, give the address where you live during term.
- If you live in more than one dwelling, give the address of the one you most consider to be your home. If you spend equal amounts of time at different addresses, **give only one** of those addresses.
- Children in shared care should give the address where they spend most nights. If children spend equal amounts of time at different addresses, **give only one** of those addresses – their census night location.

11 Why do you want to know about my ethnic group or groups?

Ethnicity statistics count the number of people identifying with different ethnic groups in New Zealand. Understanding where these groups are and how they change over time helps government, businesses and community organisations to plan policies and services in areas such as health and education. People also use this information to learn more about their communities.

An ethnic group is made up of people who have some or all of the following:

- a shared culture, such as traditions or ways of doing things, customs, beliefs or language
- a common ancestry or history
- a similar geographic, tribal or clan origin.

Examples of ethnic groups are: Māori, Samoan, Chinese New Zealander, Kiribati, Greek, Afrikaner, Eritrean, Kurd, Iraqi, Assyrian and Malay.

14 I am of Cook Island Maori descent – how should I answer the Māori descent question?

If you are of Cook Island Maori descent, mark 'no' **unless** you are also of New Zealand Māori descent.

19 What do you mean by civil union?

A civil union is a legally registered relationship that in New Zealand has an equivalent legal status to marriage, but can be entered into by two people of either the same or opposite sex. A marriage formalised by a non-religious or civil ceremony is **not** a civil union. To be in a civil union you and your partner must have had a ceremony and your relationship must have been legally registered as a civil union.

23 What do you mean by legally registered marital/civil union status?

This question is only concerned with legally registered marital/civil union status.

- If you are living with a partner as a couple but are not legally married or registered in a civil union, each of you should mark the answer that fits your own legal marital/civil union status. While long-term 'de facto' relationships now have legal rights and obligations, these relationships are not legally registered.
- A marriage formalised by a non-religious or civil ceremony is not a civil union – see 19 above.
- If you are permanently separated but still married or registered in a civil union, mark 'I am permanently separated from my legal husband/wife/civil union partner'. You do not need to have gone through any legal separation process.

30 31 Why do you want to know my income?

Income statistics are used for developing social and economic policy, research and monitoring programmes. All of the answers you give are kept confidential.

Remember

- If you and your spouse/partner earn income jointly, only include your part of that income.
- If you received Working for Families payments (including Family tax credit, In-work tax credit, Minimum family tax credit and Parental tax credit), mark 'other government benefits ...'.
- If you received homestay or child support payments, mark 'other sources of income ...'.
- If you did piecework, mark 'wages, salary, commissions, bonuses, etc ...'.

Count any payments that are taken out of your income **before** you get it, such as repayments of student loans, union fees, fines or child support.

DON'T count loans (including student loans), inheritances, sale of household or business assets, lottery wins, matrimonial/civil union/de facto property settlements or one-off lump sum payments.

DON'T count money given by members of the same household to each other. For example, pocket money given to children, or money given for housekeeping expenses by a flatmate.

If you know your weekly or fortnightly income **after tax**, use this table to work out your annual income **before tax**.

Annual income (before tax)

After tax weekly income \$	After tax fortnightly income \$	Before tax annual income \$
up to 86	up to 172	1 – 5,000
87 – 172	173 – 343	5,001 – 10,000
173 – 256	344 – 512	10,001 – 15,000
257 – 335	513 – 671	15,001 – 20,000
336 – 414	672 – 829	20,001 – 25,000
415 – 493	830 – 987	25,001 – 30,000
494 – 573	988 – 1,145	30,001 – 35,000
574 – 652	1,146 – 1,303	35,001 – 40,000
653 – 805	1,304 – 1,610	40,001 – 50,000
806 – 939	1,611 – 1,879	50,001 – 60,000
940 – 1,074	1,880 – 2,147	60,001 – 70,000
1,075 – 1,459	2,148 – 2,918	70,001 – 100,000
1,460 – 2,102	2,919 – 4,203	100,001 – 150,000
2,103+	4,204+	150,001+

39 Why do you want to know where I work?

This information is used for measuring traffic flows and for planning transport services. It helps to work out daytime populations in specific areas for civil defence, and provides a measure of the number of people who work at home. All of the answers you give are kept confidential.

If you mostly worked away from home and had no fixed workplace address, print the address of the depot, headquarters or reporting point you operated from.

If you mostly worked away from home and had no fixed reporting point, but travelled from your home to various work locations, print **NO FIXED ADDRESS**.

More help is available online. Go to:

 www.census.govt.nz

or call the Helpline toll-free on:

 **0800 CENSUS (0800 236 787)**

DWELLING FORM

Who has to fill in a brown Dwelling Form?

One person in each dwelling must fill in a brown Dwelling Form (either on the Internet or on paper) for that dwelling.

6 Why do I need to list all the people in my dwelling on the night of the census?

This list of people is needed because we have to make sure a blue Individual Form is completed for all the people in your dwelling on Tuesday night, 5 March 2013. Please make sure everyone is on the list. Remember to include babies and children.

People in New Zealand live in many different types of households. We work out what type of household you have by asking how people are related to you.

6 I am legally registered in a civil union. Which space should I mark?

If you are legally registered in a civil union with an opposite-sex partner, mark 'my wife / husband *or* opposite-sex partner / de facto'.

If you are in a legally registered civil union with a same-sex partner, mark 'my same-sex partner / de facto'.

7 What is a family trust?

A family trust is a special way of owning property such as a home. The home is owned by a group of people, not an individual. The family trust arrangement will be set out in a legal document, usually called a trust deed.

9 What counts as owning or partly owning this dwelling?

Mark 'yes' if:

- you or someone else living here owns the dwelling, even if you don't own the land
- the dwelling owned is a moveable dwelling such as a caravan, boat, tent or motorhome, even if it has been bought under hire purchase or some other financial loan agreement
- the dwelling owned was purchased under unit title, stratum title, licence to occupy, or composite leasehold. This may include self-care flats, townhouses, apartments, or units in a retirement complex.

Mark 'no' if you are occupying this dwelling under a rent-to-buy or similar agreement.

13 What counts as making mortgage payments?

Mark 'yes' if you are on a short-term mortgage repayment holiday.

Mark 'no' if:

- you have taken a 'reverse' or 'equity release' mortgage
- the debt for this dwelling is not a mortgage (eg hire purchase or financial loan for a boat or caravan).

14 I sleep in the lounge. Does that count as a bedroom?

DON'T count your lounge as a bedroom **unless** you have no other bedrooms in this dwelling. If your lounge is the only bedroom in this dwelling, then count it and write '1'.

18 What vehicles should I count as 'available for use'?

Count:

- vehicles belonging to people who usually live here but are temporarily away
- vehicles that are temporarily out of order or under repair
- vehicles that are usable but at the moment have no current registration or warrant of fitness (WoF).

DON'T count:

- vehicles likely to be off the road for several months
- vehicles that can be used **ONLY** for work or to get to and from work.

21 What do I do if more than five people in my household are away and won't be filling in a blue Individual Form here?

If there are more than five people in your household who are away on Tuesday night, 5 March 2013 and won't be filling in a blue Individual Form here, write the total number of people in question 20 and answer question 21 for the first five people who are away.