

If you need help, call

0800 CENSUS
(0800 236 787)

or go to

www.census.govt.nz

Kia ora and welcome to the 2023 Census!

Thank you for your support as an Assisted Completion Location (ACL) for the 2023 Census. Your team has an important role to play in supporting people across Aotearoa New Zealand to complete their census forms and ensure they are counted in the census.

To help you in the operation of your ACL, some guidance notes and frequently asked questions are on the next page.

All the resources and information provided for your ACL can also be viewed at

www.census.govt.nz/ACL

Privacy and security of census information

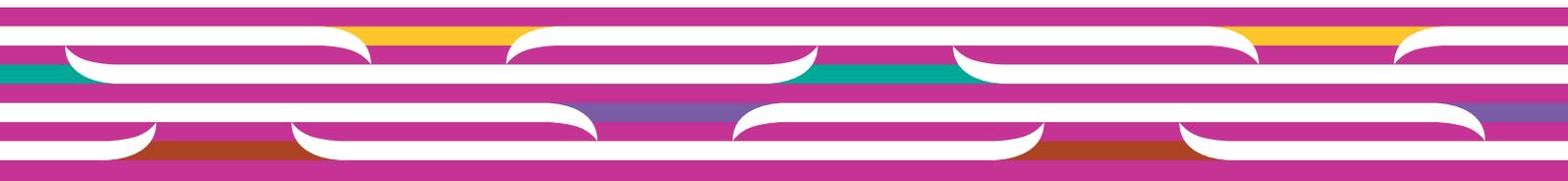
Stats NZ takes the privacy and confidentiality of survey respondents and the information they provide seriously. We work hard to meet our obligations under the Privacy Act 2020 and Data and Statistics Act 2022 and have appropriate measures and processes in place to protect people's data and personal identity.

As an ACL, you must uphold these responsibilities and take reasonable steps to protect the security and privacy of census information and any responses that are collected at your location. You can find more information about privacy and safety in the 2023 Census at:

www.census.govt.nz/your-info

If you need further support, please contact your regional 2023 Census team member.

Thank you for doing your part to help shape the future of Aotearoa New Zealand.



Frequently asked questions

What dates does the ACL need to operate for?

The census collection period starts on 13 February 2023 and continues to the end of April 2023.

Who has to complete census forms?

Everyone who is in Aotearoa New Zealand on Census Day, 7 March 2023.

If a person is experiencing homelessness, do they have to fill in the Dwelling Form?

Yes.

If the person is an international visitor, do they have to fill in a census form?

Yes. They must complete the first nine questions of the Individual Form.

Can I photocopy the census forms?

No. Census forms must not be photocopied for any reason. This is because each form has a unique QR code that links the form to an address.

Will ACLs be supplied with paper forms?

No. Paper census forms will not be provided to ACLs. You can support people to complete the paper census forms they bring themselves or help them order paper forms.

You can also support people to do the census online using the private access code printed on their census letter. Or you can help them request an access code.

Please see the 'Step-by-step guide to completing a census form' for information about how to support someone to fill out their census forms.

Are census forms available in different formats or languages?

People can complete their census forms online in English or te reo Māori.

There are three different options for paper forms:

- English standard print
- Bilingual English/te reo Māori standard print
- English Large Print (18 pt font)

A Braille copy of the census questions is also available on request.

Is there support available in other languages?

The census website has guidance and information in 27 different languages, in addition to English and te reo Māori. This includes New Zealand Sign Language (NZSL) videos.

When you visit the census website, a pop-up box will ask you to select your default language (English or te reo Māori). The homepage will then be shown. Alternate formats (including Easy Read and Audio) and translated material in other languages can be located through the 'Languages' button on the top right-hand side of the menu bar.

The **0800 CENSUS (0800 236 787)** freephone helpline will also provide support in nine different languages (English, te reo Māori, Samoan, Tongan, Mandarin, Cantonese, Korean, Hindi, and Punjabi). The helpline opens 7 February 2023.

How can I help promote the 2023 Census?

You can find resources and promotional materials at www.census.govt.nz/census-resources to help promote the census in your community.