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**Project NG6497**  
**Living in Australia**  
**Wave 2 Household Form**  
Version 16 (18/07/02)

Date completed HF (IS) (dd/mm/yy)	Household ID	W1 HHID				HH #	
Date completed HF (FS) (dd/mm/yy)	Household numbers used					2	3
						4	5
		Last known address					
		Postcode					
Day and time HQ completed in Wave 1							

<b>Address Status</b> (circle appropriate code)		<b>Write new corrections or new details for street address</b>					
Household now at new address..... 1 →		No. and Street _____					
Household still at last known address		Suburb/town _____					
Corrections needed to address..... 2 →		State _____		Postcode			
No corrections needed..... 3							

## IN-CONFIDENCE

**INTERVIEWER NOTE: All work conducted by ACNielsen is confidential. Under the Code of Professional Behaviour of the Market Research Society of Australia you cannot disclose any information about respondents to any third party.**

Visits & phone calls	#	Visit (V) or ph (T)	Day	Date	Time in	Time out	Total time (mins)	Outcome of call	# SCQ's picked up	Comments
Initial Fieldwork Contacts (IS)	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
Follow-up Contacts (FS)	1									
	2									
	3									
	4									
	5									
	6									

### Appointments made

<b>Non-finalised Outcome of call codes (record in outcome column above)</b>  NC: no contact made with a Wave 2 household member CN: contact made, no interview - appointment NOT made CA: contact made, no interview - appointment made C1: contact made, and interviews with <u>some</u> household members completed C2: contact made, and interviews with <u>all</u> household members completed SC: call to pick up self-completion only (record number picked up)	Day	Date	Time	Reason	
	1				
	2				
	3				
	4				
	5				
<b>IS Interviewer Name:</b>		<b>FS Interviewer Name:</b>			
<b>Interviewer ID:</b>		<b>Interviewer ID:</b>			

IF NONE OF THE PEOPLE LISTED BELOW LIVE AT THIS ADDRESS, STOP HERE. ASCERTAIN THEIR NEW ADDRESS IF POSSIBLE. GO TO PAGE 5 FOR FURTHER INSTRUCTIONS.

**A) QUESTION FOR FIRST RESPONDENT**

After determining that you are talking to one of the listed household members, ask:

**Can I first just check a few of your details?** Check that the name and details provided in columns 5 and 6 for respondent are correct. If only one person listed move to C) "Identifying Unlisted Members".

**B) DETERMINING WHO IS PRESENT FROM LAST YEAR**

Last year we had [name of first person] listed as living with you. Does he/she still live here?

And what about [name of next person]? Does he/she still live here?

Ask about ALL persons listed in the grid below and enter appropriate code in column 8, and check name and details in columns 5 and 6 are correct.

**C) IDENTIFYING UNLISTED HOUSEHOLD MEMBERS**

**i) And does anyone else usually live here with you?** Enter their name in column 3 after the last pre-printed line, and then complete columns 5-8. **PLEASE DO NOT INCLUDE ANYONE WHO USUALLY LIVES SOMEWHERE ELSE MORE THAN HALF THE TIME OR WHO IS AN OVERSEAS RESIDENT LIVING IN AUSTRALIA FOR LESS THAN 12 MONTHS.**

**ii) I now have listed [read out names of all In Wave 2 Household Members]. Is there anyone else who normally lives here that I have missed, such as babies or lodgers or anyone who usually lives here but is away at the moment?** Complete columns 3 and 5-8 for these people.

**IF DETAILS ARE INCORRECT, CROSS OUT AND RECORD ABOVE PRE-PRINTED INFORMATION.**

1.	2.	3.	4a.	4b.	5.	6.	7.	8.
ID no.	For new HFs, record the person ID of the In Wave 1 Household Member/s from the previous HF	Name First name and surname  Tick if details correct	Wave 1 PQ interview outcome	Date Wave 1 interview completed	Sex Male=1 Female=2  Tick if details correct	Date of birth dd/mm/yy  Tick if details correct	Ivw?  Yes or No	Household membership  <b>In Wave 1 Household</b> Household member ..... 1 Absent for workload period (complete Q9)..... 2 Moved (no longer member of hhold) ..... 3 Deceased ..... 4  <b>Not in Wave 1 Household</b> Household member ..... 5 Absent for workload period (complete Q9)..... 6
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								

**9. ABSENT FOR WORKLOAD PERIOD (Code 2 or 6 at Col 8)**

ID	First Name	Expected return date:	ID	First Name	Expected return date:	Comments
Address: Phone No. ( ) Mobile: Email:			Address: Phone No. ( ) Mobile: Email:			
Reason away:			Reason away:			
If aged 15-17 years - Permission obtained to interview 15-17 year olds from person (ID) _____						

**FINDING OUT ABOUT NEW PERSONS**

**COMPLETE COLUMNS 10 AND 11 FOR ALL NEW ENTRANTS (ie code 5 or 6 in column 8)**

10. ASK AS APPROPRIATE: "What is the reason ... is living with you?" OR "What is the reason you are living with...?"

11. ASK AS APPROPRIATE: "When did ... start living with you?" OR "When did you start living with...?"

**FINDING OUT ABOUT LEAVERS (ie movers and deceased)**

**COMPLETE COLUMNS 12, 13, 14a AND 14b FOR MOVERS AND DECEASED PERSONS (ie code 3 or 4 in column 8)**

12. Why did ... leave the household?

13. When did ... leave the household?

14a. Where did...move to?

14b. *IF LOCAL MOVE (ie code 2 at Col 14a) – Enter address on new Household Form and record new HHID at 14b.*

*IF NON-LOCAL MOVE OR ADDRESS UNKNOWN (ie code 3 or 4 at Col 14a) – Complete details on page 5.*

**Then continue HF.**

NEW PERSONS			MOVERS/DECEASED PERSONS							
	10.	11.	12.	13.	14a.	14b.				
ID no.	Why living with	Date started living with	Why left	Date left	New location	New HHID for local split movers				
	New baby (born to) ..... 1 Adopted ..... 2 Marriage / cohabiting ..... 3 Return from education ..... 4 Return from institution (specify below) ..... 5 Other reason (specify below) ..... 8 Never left ..... 6	<i>If don't know, enter 99 / 9999</i>	Deceased ..... 1 Separation/divorce ..... 2 To education ..... 3 To institution (specify below) . 4 Left for job ..... 5 Other reason (specify below) .. 8 Don't know ..... 9	<i>If don't know, enter 99 / 9999</i>	Overseas ..... 1 New address: Local ..... 2 Non-local ..... 3 Address unknown.. 4 Deceased ..... 5					
	<i>Enter code</i>	<i>Specify if necessary</i>	<i>Mth</i>	<i>Yr</i>	<i>Enter code</i>	<i>Specify if necessary</i>	<i>Mth</i>	<i>Yr</i>	<i>Enter code</i>	<i>Record new HHID</i>
01										
02										
03										
04										
05										
06										
07										
08										
09										
10										
11										
12										

ASK SPLIT LOCAL MOVERS ABOUT MOVERS WITH UNKNOWN ADDRESS FROM PREVIOUS HOUSEHOLD (refer to 'Completing the Household Form – Page 3' Section of Manual for more information)

<b>Full name/s</b>			
<b>Date and outcome of W1 interview</b>			
<b>Sex</b>			
<b>Date of birth</b>			



**HOUSEHOLD FORM – WHAT DO I DO NOW???** (tick one of the following boxes)

No moves (including some deceased)	<input type="checkbox"/>	Complete this HF.
Partial household move	<input type="checkbox"/>	Complete this HF for remaining members. Create additional HF's for any local split-offs. For non-local split-offs where new address is unknown, record details below in <i>Tracking Information</i> then call the information through to the 1800 number immediately.
Whole household move to one address	<input type="checkbox"/>	If local move, write in new address on front of this HF and attempt contact at new address. If non-local address or new address unknown, record details below in <i>Tracking Information</i> then call the information through to the 1800 number immediately.
Whole household move to more than one address	<input type="checkbox"/>	Complete HF with first respondent contacted. Treat others as partial household moves. That is: Create new HF/s for local addresses. If non-local or new address unknown, record details below in <i>Tracking Information</i> then call the information through to the 1800 number immediately.
Whole household deceased	<input type="checkbox"/>	Complete relevant parts of this HF.
Mover status not determined (i.e., whole household non-contact / refused)	<input type="checkbox"/>	Complete relevant parts of this HF. If a non-contact, record details in <i>Tracking Information</i> below then call the information through to the 1800 number immediately.

**TRACKING INFORMATION**

COMPLETE FOR NON-CONTACTS OR FOR SAMPLE MEMBERS WHO HAVE MOVED OUTSIDE THE LOCAL AREA OR TO AN UNKNOWN ADDRESS.

It is important that you do your best to try and locate any movers. Investigate as much as possible and record all details below. Even if you only find out the town or suburb the person may have moved to, record this below:

**A. Which of the following steps did you take to try and track down the household/respondent?**

Asked any remaining sample members at address .....1

Asked new occupants at address.....2

Called all contact phone numbers (home, work, mobile) .....3

Asked neighbours (only if no contact with remaining sample members).....4

Other (specify) .....8

\_\_\_\_\_

**B. Give full details and outcome of all sources/people consulted (eg names of sample members, flat/house number of neighbours etc.):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. IF MORE THAN ONE PERSON HAS MOVED TO THE SAME ADDRESS, THEN RECORD EACH PERSONS NAME FOR THAT ADDRESS IN THE SAME BOX BELOW. IF ADDRESS IS UNKNOWN RECORD NAME OF MISSING PERSON/S AND ANY FURTHER INFORMATION.**

Name/s of mover		<b>Further information</b>
Person number/s		
Name of institution (if applicable)		
Street number and name		
Suburb, State and Postcode		
Name/s of mover		<b>Further information</b>
Person number/s		
Name of institution (if applicable)		
Street number and name		
Suburb, State and Postcode		
Name/s of mover		<b>Further information</b>
Person number/s		
Name of institution (if applicable)		
Street number and name		
Suburb, State and Postcode		

19. WRITE IN FULL DETAILS OF REASONS FOR REFUSAL OR OTHER NON-INTERVIEW DETAILS AND ANYTHING THAT MIGHT HELP FUTURE CONTACTS.

Initial Stage

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Follow-up Stage

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Part and full household refusal questions.  
20. What was the main reason for refusal?

	IS	FS
Too busy .....	1	1
Not interested/waste of time .....	2	2
Questions too personal/too intrusive....	3	3
Don't trust surveys/Government .....	4	4
Never do surveys.....	5	5
Too old.....	6	6
Other (specify) .....	8	8

Full household refusals only.  
21. What was the sex and approx age of the person who did the refusing?

	IS	FS
Male.....	1	1
Female.....	2	2
15-24 .....	1	1
25-44 .....	2	2
45-64 .....	3	3
65 plus.....	4	4

22. For future contact, would you suggest mainly using telephone to arrange an interview appointment?

	IS	FS
Yes.....	1	1 (specify) _____
No .....	2	2 _____

OFFICE USE ONLY

A1. Complete for codes 03-15, 17 in Initial Response Status (Q23)

Issue for follow up.....	1
Do not issue for follow up.....	2

A2. To be issued for further follow-up?

Issue for further follow up.....	1
Do not issue for further follow up.....	2

A3. ID's of people not to be issued for Wave 3

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A4. Should household be issued for Wave 3?

Yes.....	1
No.....	2 (specify) _____

This information has been pre-printed onto the HF from information we have received about this household. If this box is blank it is intentional i.e. there are no comments in regards to this household.

**RESPONSE STATUS**

**23. RESPONSE STATUS (CODE ONE ONLY)**

	IS	FS
<b>Full response</b>		
Every eligible member of the current household interviewed .....	02	32
<b>Part response / part non-response</b>		
Some members aged 15 plus interviewed and other/s (ONE ONLY - HIERARCHY):		
Refused .....	03	33
Non-contact .....	04	34
Contact made with all non-respondents .....	05	35
Away for workload period .....	06	36
Language problem .....	07	37
Incapable/death/illness .....	08	38
<b>Non Response</b>		
Full (household) refusal		
Wave 1 Household members still live there .....	09	39
Don't know if Wave 1 Household members still live there .....	10	40
Address occupied--no contact with a Wave 2 Household member .....	11	41
Contact made and all calls made .....	12	42
All residents away for workload period .....	13	43
Household does not speak English (specify language) .....	14	44
Household incapable/illness .....	15	45
Refusal to ACNielsen ie via 1800 number .....	16	46
Terminate (no PQ's were completed) .....	17	47
Household deceased .....	18	48
Household moved out of scope .....	19	49
Office contacted for tracking .....	97	98

**Tips for Coding IS Response Status:**

**Full Response** = A completed HF, completed HQ and as many completed PQs as there are eligible household members.  
**Part Response** = A completed HF, completed HQ and some completed PQs but there are eligible household members yet to complete a PQ. (Remember this is a hierarchy so if two members do not complete a PQ, one a non-contact and the other refuses, then the code chosen is 03 – Refused.)  
**Non Response** = No PQs have been completed for the eligible household members. (A completed HF and a completed HQ without a completed PQ is a non-response.)

**Tips for Coding FS Response Status:**

(Households will only be sent for Follow Up that are either part responses or non response households from IS fieldwork. The concept of coding for Follow Up changes to coding in respect to only those household members that did not complete a PQ from IS.)  
**Full Response** = A completed HF, a completed HQ and all the remaining eligible household members complete PQ/s.  
**Part Response** = A completed HF, a completed HQ and some of the remaining eligible household members complete a PQ but there are still eligible household members that have not completed a PQ.  
**Non Response** = No PQ for the remaining eligible sample members were completed. (A household can be coded as a part response at IS and when we return for FS if no further PQ are completed the household is coded as a Non Response.)

**OFFICE USE ONLY**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Suspensions (Tally)</b>		<b>Call back (date)</b>		
<input type="checkbox"/>	<b>Validated (tick)</b>			<input type="checkbox"/>
<input type="checkbox"/>	<b>Returned to field (tick)</b>			<input type="checkbox"/>

**W2 Final Response Status** (office use only)

**HAVE YOU COMPLETED THIS HOUSEHOLD???**

**24. Have you completed the following items?**

	IS			FS		
	Yes	No	N/A	Yes	No	N/A
On Household Form						
• Front page .....	1	2		1	2	
• Interviewer name and ID .....	1	2		1	2	
• Contact details for persons away for workload (Q9) .....	1	2	3	1	2	3
• Individual interview outcomes (Q16) .....	1	2	3	1	2	3
• Household Refusal Information (Q19, 20, 21 & 22) .....	1	2	3	1	2	3
• Response status (Q23) .....	1	2	3	1	2	3
Recorded details of any unknown address or non-local mover or whole household non-contact on page 5? .....	1	2	3	1	2	3
Informed office of any unknown address or non-local mover? .....	1	2	3	1	2	3
IF YES – Date you phoned the information through? _____ / _____ / _____						
Household Questionnaire completed? .....	1	2	3	1	2	3
For all PQ's completed						
Tracking information (Section T) .....	1	2	3	1	2	3

**Note :**

If the household is **fully responding** then all pages except page 6 and 7 should be completed.

If the household is **partially responding** then all pages except for page 7 need to be completed.

If the household is **non-responding** then the front page, then page 5, then page 6 and this page need to be completed.