



11 Talavera Road
Macquarie Park NSW 2113
Ph 02 8873 7000

Project NG6745
Living in Australia
Wave 3 Household Form
Version 4 (27/03/03)

Date completed HF (IS)
(dd/mm/yy)

--	--	--

Date completed HF (FS)
(dd/mm/yy)

--	--	--

Household ID				
	5 th Digits used			
Last known address				

Day and time previous HQ completed		
------------------------------------	--	--

<p>Address Status (circle appropriate code)</p> <p>Household now at new address 1 →</p> <p>Household still at last known address</p> <p>Corrections needed to address..... 2 →</p> <p>No corrections needed..... 3</p> <p>Household now at new unknown address..... 4</p>	<p>Write new corrections or new details for <i>street address</i></p> <p>No. and Street _____</p> <p>Suburb/town _____</p> <p>State _____ Postcode _____</p>
--	---

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.

<i>Visits & phone calls</i>	#	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 Fieldwork Contacts (FS)	1									
	2									
	3									
	4									
	5									
	6									

Non-finalised Outcome of call codes (record in outcome column above)

- NC: no contact made with a Wave 3 household member
- CN: contact made, no interview - appointment NOT made
- CA: contact made, no interview - appointment made
- C1: contact made, and interviews with some household members completed
- C2: contact made, and interviews with all household members completed
- SC: call to pick up self-completion only (record number picked up)

Appointments made

	Day	Date	Time	Reason
1				
2				
3				
4				
5				

IS Interviewer Name:

FS Interviewer Name:

Interviewer ID:						Interviewer ID:					
-----------------	--	--	--	--	--	-----------------	--	--	--	--	--

A) ASK A LISTED HOUSEHOLD MEMBER:
Can I first just check a few of your details? Check HF3, 5, 6 and record HF8 for respondent.

B) WHO IS PRESENT FROM LAST WAVE?
Last time we had ... listed as living with you. Does he/she still live here?
Yes - check HF3, 5, 6 and record HF8. No - record HF8, 11-14. Repeat for all listed people.

- C) MOVERS GUIDE:
- All PSMs still live here 1 () - Interview household at this address.
 - Do not interview any XXXs who have moved out.
 (I.e. Do not follow an XXX living without a PSM).
 - All PSMs have moved to one address 2 () - Interview household at new local address.
 - Call 1800 if non-local or unknown address.
 - Only interview an XXX living with a PSM.
 - Some PSMs still live here 3 () - Interview household at this address. Only interview an XXX living with a PSM.
 - Split PSMs who have moved locally and interview at new address.
 - Call 1800 if non-local or unknown address.
 - All PSMs have moved to more than one address 4 () - Keep at least one PSM on this HF.
 - Split other PSM(s) to new household(s).
 - Interview household(s) at new local address(es).
 - Interview any XXXs living with PSMs (don't follow an XXX living without a PSM).
 - Do not interview any XXXs still at this address.
 - Call 1800 for non-local or unknown addresses.

D) ANYONE ELSE NOW LIVING WITH A PSM? **And does anyone else usually live here with you?** Record HF3, 5-8, 10, 12.
(Do not include if: 1) Lives somewhere else more than ½ the time; or 2) Is an overseas resident living in Australia for less than 1 year.)

E) ANYONE ELSE? I have listed [*read names of all Wave 3 Household Members*]. Is there anyone I have missed – babies, boarders or anyone who usually lives here but is away at the moment? Record HF3, 5-8, 10, 12.

WHAT PQ TYPE APPLIES TO PEOPLE NOT LISTED?
 For re-joiners refer to page 7 for their PQ type. All other people not listed complete an NPQ.

HF1	HF2	HF3	HF4a	HF4b	HF5	HF6	HF7		HF8
ID no	Person ID	Name	Wave 2 PQ interview outcome	Wave and date last ivwd	Sex	Date of birth	Interview?		Household membership
	<i>For new HF's, record the person ID of the Listed Household Member/s from the previous HF</i>	First name and surname <i>Tick if details correct or cross out and record changes</i>			Male=1 Female=2 <i>Tick if details correct or cross out and record changes</i>	dd/mm/yyyy <i>Tick if details correct or cross out and record changes</i>	PQ type	Sample status	<u>Listed</u> Resident 1 Absent for workload (<i>fill in HF9</i>) 2 No longer member of household 3 Deceased 4 <u>Not listed</u> Re-joiner (<i>Ref Page 7</i>) 5 New resident 6 Absent for workload new resident (<i>fill in HF9</i>) 7
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									

HF9 ABSENT FOR WORKLOAD PERIOD (Code 2 or 7 at HF8)				N/A – no code 2 or 7 at HF8 <input type="checkbox"/>
	ID:	First name:	Expected return date:	Comments:
Address: Phone No. Mobile: Email:	()			
Reason away:				
If aged 15-17, permission to interview obtained from person (ID) ___ ___				
	ID:	First name:	Expected return date:	Comments:
Address: Phone No. Mobile: Email:	()			
Reason away:				
If aged 15-17, permission to interview obtained from person (ID) ___ ___				

HF15 MOVER INFORMATION: Can you help us find movers from your previous household? Ask this question of all split moves (code 1 or 2 at HF13) from the original HF where there is also an 'address unknown' (code 3). N/A – no split moves <input type="checkbox"/>			
Full name/s			
Date and outcome of last interview			
Sex			
Date of birth			

FINDING OUT ABOUT JOINERS AND LEAVERS

ID No	HF10	HF11	HF12	HF13	HF14			
	JOINERS: Why did [you/name in HF3] join the household?	LEAVERS: Why did [name in HF3] leave the household?	JOINERS & LEAVERS: When did this happen?	LEAVERS LOCATION: Where did [name in HF3] move to?	NEW HHID:			
	Marriage/live together 1 New baby/Adopted 2 Share/financial reasons 3 Returned to family household 4 Moved with family member 5 Care/support 6 Never left 7 Other reason (specify) 8	Separation/divorce 01 To education/job 02 To marry/live together 03 To live independently 04 Bought own home 05 Returned to family household 06 To live with other parent 07 Left with family member 08 Deceased 09 Other reason (specify) 10 Don't know 11	<i>If don't know, enter 99 / 9999</i>	New address: Local 1 Non-local 2 Address unknown 3 Deceased (report to 1800) 4 Overseas permanently 5 Overseas but not permanently 6	New HHID for all split PSMs and XXXs who move with PSMs			
	<i>Enter code</i>	<i>Specify if necessary</i>	<i>Enter code</i>	<i>Specify if necessary</i>		<i>Month</i>	<i>Year</i>	<i>Enter code</i>
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								

				INDIVIDUAL INTERVIEW OUTCOMES <i>Complete HF19-20 for everyone listed in HF3 after completing the PQ</i>			
		HF16	HF17	HF19		HF20	
	First name	Employment status	Health	PQ response status		SCQ outcome	
	<i>Carry over the first name of household members from HF3 to the same person number below</i>	<p><i>Only to be asked for those persons aged 15 years and over as at 30th June 2003</i></p> <p>Looking at SHOWCARD HF16, what is ...'s current employment status?</p> <p>Employed – usually works 35+ hours per week 1</p> <p>Employed – usually works less than 35 hours per week 2</p> <p>Not employed but is looking for work 3</p> <p><u>Neither employed not looking for work:</u></p> <p>Retired 4</p> <p>Home duties 5</p> <p>Non-working student 6</p> <p>Other 7</p>	<p>Looking at SHOWCARD HF17, does anyone here have any long-term health condition, disability or impairment such as these?</p> <p>Yes 1</p> <p>No 2</p>	<p>Interview in person 01</p> <p>Interview by phone 02</p> <p><u>Ineligible to interview</u></p> <p>Less than 15 years at 30th June 2003 03</p> <p>Overseas for more than 6 months 04</p> <p>In prison 05</p> <p>XXX no longer living with a PSM 06</p> <p><u>Refusal</u></p> <p>Too busy 07</p> <p>Too invasive 08</p> <p>Other reason 09</p> <p>Refusal via 1800 number 10</p> <p>Interview terminated 11</p> <p><u>Other non-interview</u></p> <p>Deceased 12</p> <p>Moved to another HF 13</p> <p>Language problem (specify) 14</p> <p>Incapable/illness/infirmity 15</p> <p>Home but unable to contact 16</p> <p>Away for workload (<i>complete HF9</i>) 17</p>	<p>Picked up 1</p> <p>To be sent .. 2</p> <p>Refused 3</p> <p>Not given 4</p>		
ID	First name	Employment status	Health	IS	FS	IS	FS
01							
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							

HF18 How are the different members of the household related to each other?

- 01 Married spouse (incl same sex ptrns)
- 02 De facto spouse (incl same sex ptrns)
- 03 Ex partner
- 04 Own child (incl adopted child)
- 05 Step child (incl adopted child)
- 06 Foster child
- 07 Own parent
- 08 Step parent
- 09 Foster parent
- 10 Parent in-law (incl step/adoptd/foster)
- 11 Son-in-law/daughter-in-law
- 12 Grandchild (incl step/adoptd/foster)
- 13 Grandparent (incl step/adoptd/foster)
- 14 Sibling – both parents same
- 15 Sibling – step or half
- 16 Adopted sibling
- 17 Foster sibling
- 18 Other relative – specify
- 19 Unrelated

Name eg. John's	Reference Person											
	ID	01	02	03	04	05	06	07	08	09	10	11
01												
02												
03												
04												
05												
06												
07												
08												
09												
10												
11												
12												

TRACKING INFORMATION

COMPLETE THIS SECTION FOR:

This page N/A.

Now go to HF25
on page 6

- *Non-contacts*
- *PSMs who have moved outside the local area*
- *PSMs who have moved 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.

HF21 Which of the following steps did you take to try and track the household/respondent?

Multiple response

- 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

HF22 Give full details and outcome of all sources/people consulted (eg names of sample members, flat/house number of neighbours etc.).

.....

.....

.....

HF23 DETAILS

- *If more than one respondent has moved to the same address record each person's name in the same box below.*
- *If respondents have moved to different addresses record each person's name in different boxes below.*
- *Do not record details for any XXXs who have moved without a PSM.*
- *If address is unknown record name of missing persons(s) along with any further information.*

Name(s) of mover		Further information
Person ID(s) of mover		
Address		
Name(s) of mover		Further information
Person ID(s) of mover		
Address		
Name(s) of mover		Further information
Person number(s)		
Address		

HF24 ***NOW CALL THE 1800 NUMBER WITH THESE DETAILS – 1800 656 670.
SYDNEY INTERVIEWERS CALL 8873 7076.***

CONTACT INFORMATION

HF25 Write in full details of anything that might help future contacts with this household as well as reasons for refusal or other non-interview details. *Answer for all households.*

Initial Stage

.....

.....

.....

Follow-up Stage

.....

.....

.....

HF26 For future approaches to this household, which of the following do you think would be most successful?

Answer for all households.

	IS	FS
It is ok for a face to face interviewer to phone this household first (eg. unlikely to refuse over phone)	1	1
It is recommended that a face to face interviewer phone this household first (eg. difficult to contact)	2	2
All approaches to this household should be face to face if possible (eg. likely to refuse over phone)	3	3
This household should not be re-issued (specify) _____		
_____	4	4

REFUSAL AND NON-INTERVIEW INFORMATION

HF27 What was the main reason for refusal? *Answer for all part and full household refusals.*

	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

OFFICE USE ONLY

A1 Complete for codes 03-15 & 17 in Initial Response Status (HF30)

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 Issue this household for Wave 4?

Issue 1
Issue part of the household..... 2 \ A4
Do not issue 3

A4 ID's of people not to be issued for Wave 4

IS THERE ANYTHING I NEED TO KNOW BEFORE INTERVIEWING THIS HOUSEHOLD?

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 ie. there are no comments in regards to this household.

GHOSTS

*Ghosts are potential re-joiners – people who have previously been associated with the household and who may possibly return. **Ring 1800 656 670 if you find any ghosts that are PSM's. Sydney interviewers call 8873 7076.***

Previous ID	Name (first name and surname)	Sex	Date of birth	PQ Type	Sample status	Wave and date last ivwd

FINALISING THE HF

HF28 Before coding final response status...	IS			FS		
	Yes	No	N/A	Yes	No	N/A
a) Have you informed the office of any unknown address or non-local movers?	1	--	3	1	--	3
b) IF YES – Date you phoned the information through to the 1800 number?	___ / ___ / ___			___ / ___ / ___		
c) PART/FULL NON-RESPONSE HHOLDS: Has anyone in the household deceased or moved overseas?	1	2	--	1	2	--
d) IF YES – Date you phoned the information through to the 1800 number?	___ / ___ / ___			___ / ___ / ___		

HF29 Check this HF is completed

Household response	Page numbers required to complete							
	1	2	3	4	5	6	7	8
Full response	✓	✓	✓	✓	T	✓		✓
Part response	✓	✓	✓	✓	T	✓		✓
Non-response	✓				T	✓		✓

T: completed for households/people to be tracked or interviewed elsewhere

RESPONSE STATUS

HF30 Response status

	IS	FS
Full response Every eligible member of the current household interviewed.....02	32	
Part response / part non-response Some members aged 15 plus interviewed and other(s): (ONE ONLY - HIERARCHY)		
Refused03	33	
Non-contact04	34	
Contact made with all non-respondents05	35	
Away for workload period06	36	
Language problem07	37	
Incapable/death/illness08	38	
Non Response		
<u>Full (household) refusal</u>		
PSMs still live there09	39	
Don't know if PSMs still live there10	40	
Address occupied–no contact with a Wave 3 Household member11	41	
Contact made and all calls made12	42	
All residents away for workload period13	43	
Household does not speak English (specify language)14	44	
Household incapable/illness15	45	
Refusal to ACNielsen ie via 1800 number16	46	
Terminate (no PQ's were completed)17	47	
Household deceased18	48	
Household moved out of scope19	49	
All PSMs moved in with another PSM20	50	
Office contacted for tracking97	98	

Tips for coding response status

- Consider all eligible members
- Remember when coding an FS status to only code for those who didn't complete a PQ at IS.

	HF	HQ	PQs
Full response	✓	✓	From all eligible people
Part response	✓	✓	From some eligible people
Non response	✓	Possibly	None

OFFICE USE ONLY

Suspensions (tally & total)	<input style="width: 90%;" type="text"/>	<input style="width: 80%;" type="text"/>
Call back (date)	<input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	<input style="width: 80%;" type="text"/>
Validated (tick & date)	<input style="width: 20%;" type="checkbox"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/>	<input style="width: 80%;" type="text"/>
Returned to field (tick)	<input style="width: 20%;" type="checkbox"/>	<input style="width: 80%;" type="text"/>
W3 final response status	<input style="width: 80%;" type="text"/>	

Last known postal address:

To be confirmed when completing the HQ.