



11 Talavera Road
Macquarie Park NSW 2113
Ph 02 8873 7000

Project NG6969
Living in Australia
Wave 4
Household Form
M_V7 (02/07/04)

Hhold Structure Date (dd/mm/yy)
Date completed HF (IS)
Date completed HF (FS)

Household ID						
	5 th Digits used				1	2
Last known address						

Day and time previous HQ completed

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<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>
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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 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 4 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:					F2F 1	Phone 2	Interviewer ID:					F2F 1	Phone 2

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.

Only ivw XXXs living in same household as a PSM

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: Circle code

All PSMs still live here..... 1 →	<ul style="list-style-type: none"> - Interview household at this address - Don't ivw any XXXs who have moved out (ie. Don't follow an XXX living without a PSM)
All PSMs have moved to one address..... 2 →	<ul style="list-style-type: none"> - Interview household at new local address - Phone 1800 if non-local or unknown address - Only interview an XXX living with a PSM
Some PSMs still live here 3 →	<ul style="list-style-type: none"> - Interview household at this address. Only interview an XXX living with a PSM - Split PSMs who have moved locally and interview at new address - Phone 1800 if non-local or unknown address
All PSMs have moved to more than one address..... 4 →	<ul style="list-style-type: none"> - 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 - Phone 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 4 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?
Check pg 7 for possible pre-printed PQ type. Otherwise, if EVER interviewed complete a CPQ, if NEVER interviewed complete a NPO

HF1	HF2	HF3	HF4a	HF4b	HF5	HF6	HF7		HF8
PID	Previous W4 PID	First name and surname	Wave 3 PQ interview outcome	Wave and date last ivwd	Sex	Date of birth	Interview?		Household membership at Household Structure Date
	<i>Split hh: Record person's ID from their previous W4 HF; Ghosts: record "ghost"</i>				M=1 F=2	dd/mm/yyyy	PQ type	Sample status	<u>Listed</u> Resident 1→HF15 Absent for workload 2→HF9 No longer member of household/in prison.... 3→HF11 Deceased 4→HF11 <u>Not listed</u> Re-joiner/Merger(pg 7) ..5→HF10 New resident..... 6→HF10 Absent for workload new resident 7→HF9
01									
02									
03									
04									
05									
06									
07									
08									
09									
10									
11									
12									

WHEN/HOW TO CONTACT HOUSEHOLD MEMBERS CURRENTLY AWAY

HF9 Are any household members **ABSENT FOR WORKLOAD PERIOD (HF8= 2 or 7)?** *Yes..... 1 → complete contact details below*
No.....2 → go to 'finding out about joiner & leavers'

PID(s): --	First Name(s):	Expected return date: ___/___/___	Should we try to interview them: While they're away?1 When they return?.....2	CHECK: Is person aged 15-17? Yes....1 → Permission from ID __ __ No.....2
Address:	Ph (h) Ph (w) Ph (m) Email:	Comments:		
Reason away:				
PID(s): --	First Name(s):	Expected return date: ___/___/___	Should we try to interview them: While they're away?1 When they return?.....2	CHECK: Is person aged 15-17? Yes....1 → Permission from ID __ __ No.....2
Address:	Ph (h) Ph (w) Ph (m) Email:	Comments:		
Reason away:				

FINDING OUT ABOUT JOINERS AND LEAVERS (If HF8 is not coded 3-7 go to HF15)

PID	HF10		HF11		HF12		HF13	HF14
	<u>JOINERS:</u> Why did [you / name in HF3] join the household?		<u>LEAVERS:</u> Why did [name in HF3] leave the household?		<u>JOINERS & LEAVERS:</u> When did this happen?		<u>LEAVERS LOCATION:</u> Where did [name in HF3] move to?	<u>NEW HHID:</u>
	Marriage/live together..... 1		Separation/divorce.....01		<i>If don't know, enter 99 / 9999</i>		New address: Local.....1	New HHID for all split PSMs and XXXs who move with PSMs
	New baby/Adopted 2		To education/job02		<i>If know year, but not month, enter 99/yyyy</i>		New address: Non-local2	
	Share/financial reasons..... 3		To marry/live together.....03				Address unknown.....3	
	Returned to family household.. 4		To live independently.....04				Deceased4	
	Moved with family member..... 5		Bought own home.....05				Overseas permanently5	
	Care/support..... 6		Returned to family household....06				Overseas but not permanently6	
	Other reason (specify)..... 8		To live with other parent07					
			Left with family member08					
			Deceased.....09					
			Other reason (specify) 10					
			Don't know 11					
	<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>	<i>Record new HHID</i>
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								

	HF15	HF16	HF17	HF19 Complete HF19 for everyone listed in HF3 after completing the PQ	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>	<i>Only to be asked for those persons aged 15 years and over as at 30th June 2004</i> Looking at SHOWCARD HF16, what is ...'s current employment status? Employed – usually works 35+ hours per week 1 Employed – usually works less than 35 hours per week 2 Not employed but is looking for work 3 <u>Neither employed nor looking for work:</u> Retired 4 Home duties 5 Non-working student 6 Other 7	Looking at SHOWCARD HF17, does anyone here have any long-term health condition, disability or impairment such as these? Yes 1 No 2	Interview in person01 Interview by phone02 <u>Ineligible to interview</u> Less than 15 years at 30 th June 2004.....03 Overseas for more than 6 months04 In prison for more than 6 months05 XXX no longer living with a PSM06 <u>Refusal</u> Too busy07 Too invasive08 Other reason09 Refusal via 1800 number10 Interview terminated.....11 <u>Other non-interview</u> Deceased12 Moved to another HF (<i>complete HF14</i>).....13 Language problem (specify)14 Incapable/illness/infirmity15 Home but unable to contact16 Away for workload (<i>complete HF9</i>).....17 Other unable to contact (only if HF30=11).....18 Contact made and all calls made (only if HF30=12)19	Picked up ... 1 To be sent ..2 Refused.....3 Not given.... 4

PID	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 (not adopted child)
- 06 Foster child
- 07 Own parent
- 08 Step parent
- 09 Foster parent
- 10 Parent in-law (incl step/adopted/foster)
- 11 Son-in-law/daughter-in-law
- 12 Grandchild (incl step/adopted/foster)
- 13 Grandparent (incl step/adopted/foster)
- 14 Brother or sister – both parents same
- 15 Brother or sister – step or half
- 16 Adopted brother or sister
- 17 Foster brother or sister
- 18 Other relative – specify
- 19 Unrelated

Name eg John's	A: Reference Person eg B is A's....										
	A										
PID	01	02	03	04	05	06	07	08	09	10	11
01											
B 02											
03											
04											
05											
06											
07											
08											
09											
10											
11											
12											

HF21 Are any of the people on this form.....

MULTI RESP

- Non-contacts 1 → HF23
- PSMs who have moved outside the local area 2
- PSMs who have moved to an unknown address 3
- PSM who have moved overseas (permanently or temporarily) 4
- None of the above (incl. away for workload period) 7 → HF25

TRACKING INFORMATION

HF22a HELP US CONTACT MOVERS

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.

- *If more than one PSM has moved to the same address record each person's name in the same box below.*
- *If PSMs 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.*
- *Email contacts are helpful, particularly for people who have moved overseas*
- *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 and phone numbers		
Name(s) of mover		Further information
Person ID(s) of mover		
Address and phone numbers		
Name(s) of mover		Further information
Person number(s)		
Address and phone numbers		

HF22b

***NOW PHONE 1800 656 670 WITH THE DETAILS
SYDNEY IVWRS 8873 7076***

NOTE: If you later locate any mover(s), call the 1800 number to cease tracking

HF23 Which of the following steps did you take to try and track the household/respondent?

MULTI RESP

- 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

HF24 Give full details and outcome of all sources/people consulted (eg names of sample members, flat/house number of neighbours etc.).

TELL US ABOUT THIS HOUSEHOLD: Complete for all HF's

HF25 Record anything which will help us reapproach the household either by phone or face-to-face.
For non responding households or part responding households ALSO provide details of non-response.

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

HF27 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
Weary of participating in the study.....	6	6
Other (specify)	8	8
No refusals in household	7	7

OFFICE USE ONLY

A1 Complete for HF30 IS = 03-15 & 17 (Issue FU P2?)
 F2F 1 }
 Phone..... 2 } Skip A2-A4
 Either..... 3 }
 Do not issue P2 FU..... 4

A3 Issue FFU P3? FS = 33-45 & 47
 F2F (Met only) 1 }
 Phone 2 } Skip A4
 Either 3 }
 Do not issue P3 FFU 4

A2 Issue FU P3? IS = 03-15 & 17
 F2F (Met only)..... 1 }
 Phone..... 2 } Skip A3-A4
 Either..... 3 }
 Do not issue P3 FU.....

 4

A4 Wave 5
 F2F 1
 Phone 2
 Either 3
 Do not issue W5 (**must** give reason/details)

 4

HF28 CAN YOU HELP US FIND PSMs FROM SPLIT HOUSEHOLDS?

1. Is this household part of a 3 (or more) way split in Wave 4? IF YES go to 2. IF NO go to HF29.1
2. Are any of the PSMs in any of the split households unable to be found? IF YES go to 3. IF NO go to HF29.1
3. Call your supervisor.

Make sure this list is copied onto all split HF's

W4 Full ID	Name (first name and surname)	Wave and date last ivwd	Sex	Date of Birth	PQ Type	Sample status

GHOSTS: People from previous waves

Ghosts are potential re-joiners – people who have previously been associated with the household and who may possibly return. This list is not comprehensive – there may be other people who have been in the sample previously who are not listed below.

a) Phone 1800 656 670 if you find any PSM ghosts in this hhold (another interviewer will be looking for them on another HF)
Sydney interviewers phone 8873 7076.

b) ** are untraceable PSMs who we really want to find so, if appropriate, ask hhold members if they can tell us anything about these untraceable PSMs. Record all details and ring 1800 number.

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

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

*This pre-printing is from information we have received about this household.
 If this box is blank it is intentional - there are no comments in regards to this household.*

FINALISING THE HF - THIS MUST BE COMPLETED BEFORE CODING HF30

	IS		FS	
	Yes	No	Yes	No
HF29.1 Any unknown address or non-local movers? a) Any unknown or non-local movers? b) IF YES – Date you phoned the information through to the 1800 number?	1 ___ / ___ / ___	2 ___ / ___ / ___	1 ___ / ___ / ___	2 ___ / ___ / ___
HF29.2 Anyone in the household deceased? a) PART/FULL NON-RESPONSE HHOLDS: Is anyone in the household deceased? b) IF YES – Date you phoned the information through to the 1800 number?	1 ___ / ___ / ___	2 ___ / ___ / ___	1 ___ / ___ / ___	2 ___ / ___ / ___
HF29.3 Any untraceable PSM ghosts**? a) Have you found anything about untraceable PSM ghosts? b) IF YES – Date you phoned the information through to the 1800 number?	1 ___ / ___ / ___	2 ___ / ___ / ___	1 ___ / ___ / ___	2 ___ / ___ / ___

RESPONSE STATUS

HF30 Response status (Have you completed HF29.1 - 29.3?)

	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)		
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
Full (Household) Non Response		
Full refusal-PSMs still live there..... 09.....		39
Full refusal-Don't know if PSMs still live there 10.....		40
Address occupied–no contact with		
a Wave 4 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 (eg overseas) ... 19.....		49
All PSMs moved in with another PSM 20.....		50
Office contacted for tracking..... 97.....		98

Tips for coding response status

FS: only code for those people in the hhold being followed-up

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

LAST KNOWN POSTAL ADDRESS:

To be confirmed when completing R28 in the HQ.

This address must NOT be modified here – any changes are to be recorded at HQ R28.

HF31 Have you completed the joiner or leaver details (HF8, HF10-14, HF19 and tracking information on Pg 5)?

Yes- joiner/leaver details complete 1

No joiner/leaver details required..... 2

HF32 Which household member should receive cheques and correspondance?

Person ID

Person's First Name: _____

OFFICE USE ONLY

Suspensions (tally & total)

Returned to field (tally)