



**ACNielsen**

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**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 <sup>th</sup> Digits used				
Last known address					

Day and time previous HQ completed

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

## 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  
hhold 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:

All PSMs still live here .....

*Circle code*

1

- - 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

- - 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

- - 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

- - 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 NPQ

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
								<i>Listed Resident ..... 1→HF15 Absent for workload ..... 2→HF9 No longer member of household/in prison.... 3→HF11 Deceased ..... 4→HF11 Not listed Re-joiner/Merger(pg 7) .. 5→HF10 New resident..... 6→HF10 Absent for workload new resident ..... 7→HF9</i>
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								

#### **WHEN/HOW TO CONTACT HOUSEHOLD MEMBERS CURRENTLY AWAY**

HF9 Are any hhold 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 &amp; 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 New baby/Adopted ..... 2 Share/financial reasons ..... 3 Returned to family household.. 4 Moved with family member..... 5 Care/support..... 6 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>  <i>If know year, but not month, enter 99/yyyy</i>	New address: Local.....1 New address: Non-local.....2 Address unknown.....3 Deceased .....4 Overseas permanently .....5 Overseas but not permanently .....6  <i>Codes 1-3 ..... complete HF14 Codes 2-3,5-6 ..... complete pg 5 Code 3 ..... complete HF28 pg 7 Codes 2-4 ..... phone 1800</i>	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>
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	
	<p>Carry over the first name of household members from HF3 to the same person number below</p> <p>Only to be asked for those persons aged 15 years and over as at 30<sup>th</sup> June 2004</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 nor 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 30<sup>th</sup> June 2004..... 03</p> <p>Overseas for more than 6 months ..... 04</p> <p>In prison for more than 6 months..... 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 (<i>complete HF14</i>)..... 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>Other unable to contact (only if HF30=11)..... 18</p> <p>Contact made and all calls made (only if HF30=12)..... 19</p>	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 ptnrs)
- 02 De facto spouse (incl same sex ptnrs)
- 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										B	C	
		PID	01	02	03	04	05	06	07	08	09	10	11
	01												
	02												
	03												
	04												
	05												
	06												
	07												
	08												
	09												
	10												
	11												
	12												

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

MULTI RESP

- |  |                 |
|--|-----------------|
| Non-contacts .....   | <u>1</u> → HF23 |
| PSMs who have moved outside the local area.....                | <u>2</u>        |
| PSMs who have moved to an unknown address.....                 | <u>3</u>        |
| PSM who have moved overseas (permanently or temporarily) ..... | <u>4</u>        |
| None of the above (incl. away for workload period) .....       | <u>7</u> → 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.....                        | <u>1</u> |
| Asked new occupants at address .....                                      | <u>2</u> |
| Called all contact phone numbers (home, work, mobile) .....               | <u>3</u> |
| Asked neighbours (only if no contact with remaining sample members) ..... | <u>4</u> |
| Other (specify) .....   | <u>8</u> |

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

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## TELL US ABOUT THIS HOUSEHOLD: Complete for all HFs

**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

<b>A1</b> 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	<b>A3</b> Issue FFU P3? FS = 33-45 & 47 F2F (Met only) ..... 1 Phone ..... 2 } Skip A4 Either ..... 3 Do not issue P3 FFU ..... 4
<b>A2</b> Issue FU P3? IS = 03-15 & 17 F2F (Met only) ..... 1 Phone ..... 2 } Skip A3-A4 Either ..... 3 Do not issue P3 FU .....  ..... 4	<b>A4</b> 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 HFs

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?	1	2	1	2
a) Any unknown or non-local movers?	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____
b) IF YES – Date you phoned the information through to the 1800 number?	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____
HF29.2 Anyone in the household deceased?	1	2	1	2
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?	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____
HF29.3 Any untraceable PSM ghosts**?	1	2	1	2
a) Have you found anything about untraceable PSM ghosts?	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____
b) IF YES – Date you phoned the information through to the 1800 number?	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____	_____ / _____ / _____

### RESPONSE STATUS

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

IS	FS
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##### 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)