

# SERIOUS INCIDENT DIARY

Document No: HS112.3

To be completed by a person who is experiencing serious ongoing or persistent problem with an Evolve Housing tenant. For information or assistance with this form, phone your Housing Manager on **1800 693865**. Please provide as much information as possible. If you need more room to answer any questions, please include details on a separate page and attach it to this form.

## YOUR DETAILS

Title:	First Name:	Surname:
Unit/House No.	Street	
Town/Suburb:	Postcode:	
Phone (home):	Mobile:	
Email address:		

<b>INCIDENT 1</b>	DATE:	TIME:
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### 1.1 Name and address of person(s) involved in the incident.

Title:	First Name:	Surname:
Unit/House No.	Street	
Town/Suburb:	Postcode:	

### 1.2 Where the incident occur?

### 1.3 What happened?

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<b>1.4 Did anyone else witness the incident?</b>	YES ↓	NO → Go to next question
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Title:	First Name:	Surname:
Unit/House No.	Street	
Town/Suburb:	Postcode:	
Phone (home):	Mobile:	
Email address:		

1.5 Did you report the incident to the police?	YES ↓ Give details	NO → Go to next question
	Date	Time
	Police Station	Event Number
	Name of Office	
1.6 Did police attend to the incident?	YES → Go to next question	NO → Go to next question
1.7 Did police advise they were taking any action?	YES ↓ Give details	NO → Go to next question
1.8 Did you make a statement to the police?	YES → Attach details	NO

**NOTE: If there is another incident please continue to Incident 2. If not go to Consent and Declaration Section.**

<b>INCIDENT 2</b>	DATE:	TIME:
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**2.1 Name and address of person(s) involved in the incident.**

Title:	First Name:	Surname:
Unit/House No.		Street
Town/Suburb:		Postcode:

**2.2 Where did the incident occur?**

**2.3 What happened?**

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2.4 Did anyone else witness the incident?	YES ↓ Give details	NO → Go to next question
Title:	First Name:	Surname:
Unit/House No.		Street
Town/Suburb:		Postcode:
Phone (home):		Mobile:
Email address:		

2.5 Did you report the incident to the police?	YES ↓ Give details	NO → Go to next question
	Date	Time
	Police Station	Event Number
	Name of Office	

2.6 Did police attend to the incident?	YES → Go to next question	NO → Go to next question
2.7 Did police advise they were taking any action?	YES ↓ Give details	NO → Go to next question
2.8 Did you make a statement to the police?	YES → Attach details	NO

NOTE: If there is another incident please continue to Incident 3. If not go to Consent and Declaration Section.

<b>INCIDENT 3</b>	DATE:	TIME:
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3.1 Name and address of person(s) involved in the incident.

Title:	First Name:	Surname:
Unit/House No.		Street
Town/Suburb:		Postcode:

3.2 Where did the incident occur?

3.3 What happened?

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3.4 Did anyone else witness the incident?	YES ↓ Give details	NO → Go to next question
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Title:	First Name:	Surname:
Unit/House No.		Street
Town/Suburb:		Postcode:
Phone (home):		Mobile:
Email address:		

3.5 Did you report the incident to the police?	YES ↓ Give details	NO → Go to next question
	Date	Time
	Police Station	Event Number
	Name of Office	

3.6 Did police attend to the incident?	YES → Go to next question	NO → Go to next question
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3.7 Did police advise they were taking any action?	YES ↓ Give details	NO → Go to next question

3.8 Did you make a statement to the police?	YES → Attach details	NO
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NOTE: If there is another incident please continue to Incident 4. If not go to Consent and Declaration Section.

<b>INCIDENT 4</b>	DATE:	TIME:
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4.1 Name and address of person(s) involved in the incident.

Title:	First Name:	Surname:
Unit/House No.	Street	
Town/Suburb:	Postcode:	

4.2 Where did the incident occur?

4.3 What happened?

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4.4 Did anyone else witness the incident?	YES ↓ Give details	NO → Go to next question
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Title:	First Name:	Surname:
Unit/House No.	Street	
Town/Suburb:	Postcode:	
Phone (home):	Mobile:	
Email address:		

4.5 Did you report the incident to the police?	YES ↓ Give details	NO → Go to next question
	Date	Time
	Police Station	Event Number
	Name of Office	

4.6 Did police attend to the incident?	YES → Go to next question	NO → Go to next question
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4.7 Did police advise they were taking any action?	YES ↓ Give details	NO → Go to next question

4.8 Did you make a statement to the police?	YES → Attach details	NO
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NOTE: If there is another incident please include details on a separate page and attach it to this form. If not go to Consent and Declaration Section.

## CONSENT AND DECLARATION

Under the Housing Act 2001 the Privacy and Personal Information Act 1998 and the Health Records and Information Privacy Act, your consent is needed before Evolve Housing can exchange your personal information (including health information) with another party unless required or authorised by law to do so.

If you are prepared to give evidence to the NSW Civil & Administrative Tribunal (NCAT) please read and sign the notice below. If you are not prepared to give evidence this may limit Evolve Housing's ability to successfully take action against a tenancy at the NCAT.

Consent and Authority	I am prepared to give evidence to the NSW Civil and Administrative Tribunal (NCAT)
	I also authorise Evolve Housing to confirm information provided by me with any third party and/or any such third party to provide Evolve Housing with any relevant documentation or information sought by Evolve Hosuing when determining or supporting this statement.
Full name (print print)	
Signature	
Date	

## Declaration from person assisting witness/complaint

Is there another person helping you fill out this form?	YES ↓ That person should read and sign the declaration below	NO
	I filled in this form on the basis of the information the complainant/witness gave me.	
	I have read out the form and the answers to the complainant/witness who seemed to understand them.	
	I understand there are penalties for giving false or misleading information.	
Full name (please print):		
Signature:		
Date:		
Conatct phone number:		