

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 Nam	e:	Surname:		
Unit/House No.	1		Street		
Town/Suburb:				Postcode:	
Phone (home):			Mobile:		
Email address:					
INCIDENT 1 DATE:		TIME:			
1.1 Name and a	ddress of p	person(s) involved in the inciden	t.		
Title:	First Nam	ne:	Surname:		
Unit/House No.	I		Street		
Town/Suburb:				Postcode:	
1.2 Where the incident occur?					
1.3 What happe	ned?				
1.4 Did anyone else witness the incident?		YES↓	NO → Go to next question		
Title:	First Nam	e:	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 s	tatement to the police?	YES → Attach details		NO	
NOTE: If there is anot	her incident please con	tinue to Incident	inue to Incident 2. If not go to Consent and Declaration Section.		
INCIDENT 2		DATE:		TIME:	
2.1 Name and addres	ss of person(s) involved i	in the incident.			
Title:	First Name:		Surname:		
Unit/House No.			Street		
Town/Suburb:					Postcode:
2.2 Where did the inc	ident occur?				
2.3 What happened?					
2.4 Did anyone else witness the incident?		YES ↓ Give detail		S	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 so police?	tatement to the	YES → Att	ach details	NO		
NOTE: If there is anot	ther incident please con	tinue to Incident	3. If not go to Cons	ent and De	claration Section.	
INCIDENT 3		DATE:		TIME:		
3.1 Name and address	ss of person(s) involved	in the incident.				
Title:	First Name:		Surname:			
Unit/House No.			Street			
Town/Suburb:					Postcode:	
3.2 Where did the inc	cident occur?					
3.3 What happened?						
3.4 Did anyone else v	vitness the incident?	YES √ Give deta		ails	NO → Go to next question	
Title:	First Name:		Surname:			
Unit/House No.			Street			
Town/Suburb:					Postcode:	
Phone (home):			Mobile:			
Email address:						
3.5 Did you report th police?	e incident to the	YES		NO → Go to next question		
ponee.		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		
3.7 Did police advise they were taking any action?		YES √ Give details		NO → Go to next question		
		I E S & Clive			2 30 to next question	



3.8 Did you make a statement to the police?		YES → Attach details		NO		
NOTE: If there is another incident please continue to Incident 4. If not go to Consent and Declaration Section.					claration Section.	
INCIDENT 4		DATE:		TIME:		
4.1 Name and addres	ss of person(s) involved	in the incident.				
Title:	First Name:	Surname:				
Unit/House No.			Street			
Town/Suburb:				Postcode:		
4.2 Where did the inc	ident occur?					
4.3 What happened?						
4.4 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:						
4.5 Did you report th police?	e incident to the	YES √ Give details		NO → Go to next question		
·		Date		Time		
		Police Station		Event Number		
Name of Office				1		
4.6 Did police attend to the incident? YES → G		YES → Go	to next question	NO –	NO → Go to next question	
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		YES → Attach details		NO		
	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 authorises 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 complainant/witness gave me.	information the
	I have read out the form and the answ witness who seemed to understand t	-
	I understand there are penalties for ginformation.	iving false or misleading
Full name (please print):		
Signature:		
Date:		
Conatct phone number:		

Evolve Housing is committed to respecting and protecting the privacy and rights of individuals in relation to their personal information. Our Privacy Policy outlines how we collect, use, store and disclose information in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth). Please refer to our Privacy Policy on the Evolve Housing website if you would like more detailed information. You may also request a copy of the Privacy Policy from any Evolve Housing employee.