

## **NUISANCE, HARRASSMENT & ANTI-SOCIAL BEHAVIOUR LOG BOOK**

For serious incidents, such as violence, report to PPHA immediately. With less serious incidents, let PPHA know and then assist us to help you with this matter by completing the log book to record further incidents. If possible, you should fill in the log book immediately after each incident. Please complete the log book in legible writing. It is very important for you to fill in as much of the form as possible. Please note the following points when completing the log book:

- *Time and Date of Incident?*  
You should record the exact or approximate time. You also need to state how long the incident lasted for. For example, “between 10.15am to 10.40am on 3/2/12” or “between 11.30pm 1/2/12 and 3.30am 2/2/12”.
- *Where the Incident Occurred?*  
Record location as well as address. For example, “inside number 702/360 High Street, Any Town” or “on the common patio of 360 High St, Any Town”.
- *Did you report this to the police?*  
If you reported the incident to the police, please provide the police event number or Officer’s name and/or number and which station they are from.
- *Did anyone else witness this?*  
If a friend or neighbour witnessed the incident please include their name and address or a contact number.
- *What happened?*  
Please give as much detailed information as possible, including swear words. We understand you may find this offensive, but it is necessary.
- *Who was involved?*  
Please name those involved if you know who they are or “the resident of ....”. If you do not know their names or addresses please give nicknames or descriptions if you can.
- *How did this affect you?*  
This information is very important should this case proceed to the Victorian Civil & Administrative Tribunal (VCAT). Examples include “I was very scared” or “I was woken up and kept awake” or “I was offended and upset”.

When you have recorded several incidents or when the log book is full, you should return the form to your Tenancy Manager who will contact you for further information or to inform you of the best course of action. You can complete as many pages of the log book as you need.

**Your Personal and Contact Details**

These will be kept confidential

Full Name: ..... (Please Print)

Address: .....

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Telephone Contact: .....

Email Contact: .....

This statement, consisting of ..... page(s) each signed by me, is true to the best of my knowledge and belief. I understand that this information may be used as evidence at the Victorian Civil and Administrative Tribunal (VCAT).

Signed: .....

Date: .....

Thank you for reporting this matter to Port Phillip Housing Association.

**NUISANCE, HARRASSMENT & ANTI-SOCIAL BEHAVIOUR  
LOG BOOK**

Name: .....

Time and date of Incident: .....

Where the incident occurred: .....

Did you report this to the police? .....

Did anyone else witness this? Who? .....

What happened?  
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Who was involved?  
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How did this affect you?  
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This statement is true to the best of my knowledge and belief. I understand that this information may be used as evidence at the Victorian Civil & Administrative Tribunal (VCAT).

Signed: ..... Date: .....

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Name: .....

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Signed: ..... Date: .....

**NUISANCE, HARRASSMENT & ANTI-SOCIAL BEHAVIOUR  
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Name: .....

Time and date of Incident: .....

Where the incident occurred: .....

Did you report this to the police? .....

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What happened?

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