



Thank you for taking the time to report this matter to Link Wentworth.

To best help us address your experience of anti-social behaviour, we ask you to record incidents in a log. It is best to fill in the log immediately after each incident. Please complete it in easy-to-read writing and black ink, if possible.

How to fill out the anti-social behaviour log

It is very important for you to fill in as much of the form as you can. When you are completing the logbook, please take care to note:

- **The time and date of the incident.** Please record the exact or approximate length of time if the incident lasts several minutes or hours. For example, write 'between 10.15am to 10.40am' or 'between 11.20pm on 1/1/11 to 3.10am on 2/1/11'.
- **Where the incident occurred.** For example, write 'Inside 1 High Street, Any Suburb' or 'In the back garden of 1 High Street, Any Suburb'.
- **If you reported the incident to police.** Please show the police event number or the police officer's name and/or number.
- **If there were any witnesses.** If a friend or neighbour saw the incident, please include their name and address or a contact number.
- **Details of what happened.** Please give as much detailed information as possible, including writing down any swear words. We appreciate you may find this offensive, but it is necessary.
- **Who was involved.** Please name those involved if you know who they are. If you're unsure, please write their address, for example 'the resident of 1 High Street'. If you do not know their name or address, please give descriptions if you can.
- **How the incident has affected you.** This information is important if this case proceed to the NSW Civil and Administrative Tribunal (NCAT). Use descriptive words, for example, 'I was very scared' or 'I could not sleep' or 'I was offended and upset'.

When you have recorded several incidents, please return the form to your Tenancy Manager. They will contact you to let you know the best course of action. You can obtain more copies of this log from your Tenancy Manager.

Your Personal Details (These will be kept confidential)

Full Name	
Address	
Phone number	
Email address	

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 NSW Civil and Administrative Tribunal (NCAT).

Signed: Date:



Incident Log

Time and date of incident	
Where did the incident occur?	
Did you report this incident to the police?	
Did anyone else witness this incident? Who?	
What happened?	
Who was involved?	
How did this affect you?	

This statement is true to the best of my knowledge and belief. I understand that this information may be used as evidence at the NSW Civil and Administrative Tribunal (NCAT).

Signed: Date:

If you need more information, please contact Link Wentworth on 13 14 21 or email enquiries@linkwentworth.org.au

Do you need a translator?
TIS National provides access to phone and on-site interpreting services in over 150 languages.
Call 13 14 50.