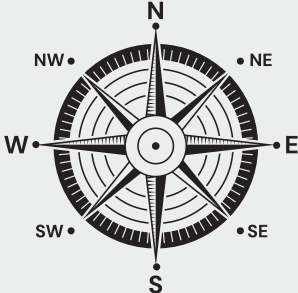


## ODOUR DIARY

### How To Complete the Odour Diary

To enable Environmental Health Officers to resolve this matter, the odour diary needs to be completed in the following manner:

<b>Date</b>	The date of each instance is to be recorded.
<b>Time of odour from and to</b>	The time that the odour started and ceased needs to be recorded. It is not sufficient to state the odour occurred all morning or all night.
<b>Wind direction</b>	Wind direction is always determined by where the wind is blowing from, not where the wind is blowing towards.

<b>N</b> North <b>S</b> South <b>E</b> East <b>W</b> West <b>NW</b> Northwest <b>NE</b> Northeast <b>SW</b> Southwest <b>SE</b> Southeast		<b>Wind speed scale</b> <b>0</b> not perceptible <b>1</b> very weak <b>2</b> weak <b>3</b> distinct <b>4</b> strong <b>5</b> very strong <b>6</b> extremely strong
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<b>Initials of witness</b>	It is important that you include the initials of the person/s who have witnessed or observed the alleged odour.
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<b>Description of odour and any other observation</b>	An accurate description of the odour you are experiencing is important to determine the possible source of the odour. <i>Please note "Bad smell" is not a sufficient description of the odour.</i> Please see some examples of acceptable descriptions.
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<b>Vegetable Origin</b> Compost or mulch Garlic or Onion Yeast or fermentation Woody or resinous Paper or pulp Cabbage Seaweed	<b>Chemical or Solvent</b> Alcohol or Medicinal Paint Thinner, spray or paint (acetone) Sour or acidic Metallic or Foundry Sweet Ammonia Chlorine	<b>Rotted or Putrid</b> Garbage or Rubbish Rotten Eggs Decaying organics or compost Sewage or septic Milk or dairy (rancid) Dead animal or rotten meat Grease Trap
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<b>Hydrocarbon or fuel</b> Gas Petrol Bitumen or tar Diesel Oil or grease	<b>Cooked</b> Nutty or grain Fried, oily or fatty Coffee (burnt or roasted) Meaty (cooked or burnt)	<b>Burnt or smoke</b> Rubber Plastic Feathers or Hair Wood or Wood smoke Waste (Rubbish) or landfill	<b>Animal Origin</b> Skin or hides Manure or faeces Chicken/Poultry farm Fishy Livestock Rendering
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<b>Odour intensity</b>	<p>Is the odour subtle or obvious and what is the intensity rating?</p> <ul style="list-style-type: none"> <li>• <b>Subtle:</b> Odour is detected but might not immediately be recognisable, described and attributed to a source. You need to focus to recognise it, for example, by standing still, inhaling into the wind and concentrating but the odour will ultimately be recognised.</li> <li>• <b>Obvious:</b> Odour is recognisable, can be described and can be attributed to a source. You can easily smell it without any effort or focus on it.</li> <li>• <b>Rating:</b> 0 – not perceptible; 1 – very weak; 2 – weak; 3 – distinct; 4 – strong; 5 – very strong and 6 – extremely strong</li> </ul>
<b>Odour frequency</b>	<ul style="list-style-type: none"> <li>• <b>Transient:</b> less than 25% of the period of time the odour was recognised.</li> <li>• <b>Repetitive:</b> between 25% and 75% of the period of time the odour was recognised.</li> <li>• <b>Continuous:</b> more than 75% of the period of time the odour was recognised.</li> </ul>
<b>Description of how it affects you</b>	<ul style="list-style-type: none"> <li>• Indicate your feelings and impacts e.g. can't concentrate on work.</li> <li>• Indicate whether you experienced annoyance only and/or any health effects e.g. general unpleasant feeling, headaches, nausea and throat irritation.</li> <li>• Indicate whether the health effects are temporary or long-lasting.</li> </ul>

When the diary has been completed for a minimum period of 14 days, please return it to the City of Kwinana Administration Building marked for the attention of Environmental Health or email to [health@kwinana.wa.gov.au](mailto:health@kwinana.wa.gov.au). The information will then be assessed as to what action should be taken.

Please note – great care is to be taken when compiling this record.

The information that you provide will be used as evidence and may be presented in court if necessary.

# Odour Log Sheet

Reg No

Doc No

Name

Address

Phone Number

Address of odour source (if known)

Please be aware that the City of Kwinana is subject to the Freedom of Information Act 1992.

Do you allow this information to be released to:

Other Government Agencies e.g. Department of Water and Environmental Regulation Yes      No

The Suspected Odour Source Yes      No

Would you be willing to give evidence in Court Yes      No

Customer Signature

Date

The form is to be returned to:

City of Kwinana, Corner of Gilmore Avenue & Sulphur Road Kwinana or  
PO Box 21 Kwinana WA 6966

Please contact the City of Kwinana Environmental Health Services for further information  
on 9439 0200 or email [health@kwinana.wa.gov.au](mailto:health@kwinana.wa.gov.au)

## Odour Intensity Scale

0 not perceptible      1 very weak      2 weak      3 distinct      4 strong      5 very strong      6 extremely strong

## Wind Speed Scale

Still      Light      Moderate      Strong

Date	Time (duration if known)	Wind Direction	Wind Speed Scale	Initials of Witness	Description of Odour and any other Observations	Odour Intensity (rating 0 to 6)	Odour Frequency (Transient, Repetitive or Continuous)	Description of how it affects you (Annoyance/health effect, for health effects, is this temporary/long-lasting)
6/5/24	8.15am to 10.30am	Southeast	Light	HS	Manure smell	Strong 4	Transient	Unable to sit outside house, unpleasant and annoying smell

**Odour Intensity Scale**

0 not perceptible    1 very weak    2 weak    3 distinct    4 strong    5 very strong    6 extremely strong

**Wind Speed Scale**

Still    Light    Moderate    Strong

Date	Time (duration if known)	Wind Direction	Wind Speed Scale	Initials of Witness	Description of Odour and any other Observations	Odour Intensity (rating 0 to 6)	Odour Frequency (Transient, Repetitive or Continuous)	Description of how it affects you (Annoyance/health effect, for health effects, is this temporary/long-lasting)
6/5/24	8.15am to 10.30am	Southeast	Light	HS	Manure smell	Strong 4	Transient	Unable to sit outside house, unpleasant and annoying smell