



the place  
to live

Darebin City Council  
ABN 75 815 980 522

Dear Resident,

## Re: Public Health – Residential Odour Log

I refer to your recent request relating to odour/smoke that is causing you concern. To assist our Officer's with investigating this matter we request you complete an odour log, this log has been enclosed for your action. For information on the types of odour/smoke that Council investigate, please see [Council's website](#).

The **odour log** must be completed for **at least a 14 day period** as this allows Council to identify any patterns regarding frequency and duration and area of the house. If the odour/smoke is entering a habitable room, this includes bedroom, lounge room, etc. We seek your support in this investigation, please complete these logs with accuracy and clear descriptions because they may be used as evidence if further action is pursued.

The data provided will enable an Authorised Officer to determine whether the odour/smoke may be seen to be potentially unreasonable or a nuisance that requires further investigation. This is determined by frequency, duration, as well as the type of odour.

Council is required to consider a number of factors when determining whether the odour/smoke is unreasonable or whether a nuisance exists.

Please note that where an odour/smoke disturbance is not deemed to be unreasonable or a nuisance, Council will not be able to take any further action. In these cases you may be advised to speak to your neighbour directly, consider mediation with your neighbour through the [Dispute Settlement Centre of Victoria](#) on 1300 372 888 or seek to resolve the matter privately.

Where odour logs have not been returned to Council after a period of **28 days from the date of lodgement of your request**, Council will consider that the matter has resolved, and no further action will be taken.

Odour logs can be submitted via [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au) and for further information, please contact Council on 8470 8888.

Regards,

Health Protection Unit  
City of Darebin

### Postal Address

PO Box 91  
Preston VIC 3072  
T 03 8470 8888  
F 03 8470 8877  
[darebin.vic.gov.au](http://darebin.vic.gov.au)



### National Relay Service

[relayservice.gov.au](http://relayservice.gov.au)

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.



### Speak your language

T 03 8470 8470

العربية

繁體中文

Ελληνικά

हिंदी

Italiano

Македонски

नेपाली

ਪੰਜਾਬੀ

Soomalii

Español

اردو

Tiếng Việt



## Public Health – RESIDENTIAL ODOUR LOG

Pathway Request Number: \_\_\_\_\_

Please complete and sign the declaration at the bottom of the **odour log** giving details of further incidents causing you odour nuisance over a minimum of **14 days** and return it to the City of Darebin.

**Please note that the information you provide the Council in this log may be presented in court should the complaint not be resolved informally.**

Complainant's Name: \_\_\_\_\_

Complainant's Address: \_\_\_\_\_

Property causing odour: \_\_\_\_\_

Type of odour: *eg. chemical, etc* \_\_\_\_\_

Date	Time odour observed in habitable room started	Time odour observed in habitable room stopped	Source of the odour	Which room could the odour be observed?	<u>Health Effects</u> – Briefly describe how the odour has affected you	Action Taken
01/02/2025	11.30pm	2.15am	Chemical odour from neighbours house	Bedroom		Spoke to the neighbour.

Date	Time odour observed in habitable room started	Time odour observed in habitable room stopped	Source of the odour	Which room could the odour be observed?	<u>Health Effects</u> – Briefly describe how the odour has affected you	Action Taken

Date	Time odour observed in habitable room started	Time odour observed in habitable room stopped	Source of the odour	Which room could the odour be observed?	<u>Health Effects</u> – Briefly describe how the odour has affected you	Action Taken

## Privacy Statement

Darebin City Council ("Council") collects, holds and manages personal information under the *Privacy and Data Protection Act 2014 (Vic)* ("PDP Act"). Your personal details are collected so that the Council can contact you regarding the investigation of the odour issue you have reported.

We will share this information with the Health Protection Unit at Council who manage odour concerns. The Council may provide personal information to its agents, such as its lawyers. At times, the Council may be legally required to disclose personal information, for instance to the police, courts or if required under the *Public Health and Wellbeing Act 2008*.

If you choose not to provide your name and address, we will be unable to investigate your request.

You can access the Council's privacy policy by emailing [privacy.officer@darebin.vic.gov.au](mailto:privacy.officer@darebin.vic.gov.au) or from our customer centre. For further information on privacy matters please call Council's Privacy Officer on 8470 8888 or email to [privacy.officer@darebin.vic.gov.au](mailto:privacy.officer@darebin.vic.gov.au).

If you would like to gain access to your personal information, you can contact Council's Freedom of Information officer on 8470 8888 or email to [foi@darebin.vic.gov.au](mailto:foi@darebin.vic.gov.au).

## Declaration

I hereby confirm that the information I have provided on the log sheets is true and correct and that:

1. I am willing to give evidence in relation to this matter in a Court of Law or Tribunal; and
2. I am aware that it is an offence under Section 210 of the Public Health and Wellbeing Act 2008 to give information, make a statement or produce a document that is false or misleading in a material particular to the Secretary, a Council, the Chief Health Officer or an Authorised Officer under this Act or the Regulations. A contravention of this section is guilty of an offence against this Act and may be liable to a penalty of not more than 60 penalty units in the case of a natural person, and of not more than 300 penalty units in the case of a Body Corporate.

I hereby acknowledge that the information contained above was written by me and is a true and correct account of observations taken of odour emanating from the above-mentioned property.

I understand that I may be required to present this document in a Court of Law should this matter ever proceed and further acknowledge that I make this statement knowing that it is an offence for a person to provide false or misleading information to a regulatory authority.

Please return the completed odour log to:

Health Protection Unit  
City of Darebin  
274 Gower Street  
**PRESTON VIC 3072**

or via email: [mailbox@darebin.vic.gov.au](mailto:mailbox@darebin.vic.gov.au)

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_