



Sydney2030/Green/Global/Connected



# How to write a Community Composting Management Plan



## This is a guide to developing a management plan for your proposed community composting project.

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Once you've read the **Community Composting Guidelines**, available on the City's website, you'll know all about community composting projects and how to manage them.

After reading the guidelines, please contact us to discuss your proposed site.

If our staff agree your project is viable, you'll need to develop a **Community Composting Management Plan**. Your plan should explain how you will set up and maintain your proposed community compost, as well as the project's benefits and outcomes. You'll also need to consult with your neighbours about the project.

# 01

## **Make sure you address the questions below, as well as the questions in the Community Composting Guidelines.**

### **1 About your composting project**

- a. How will this project benefit your garden and your local community?
- b. Will you have rules for who can and can't use the composting system and how will you ensure the rules are followed?
- c. How will you get the community involved?

### **2 Location**

- a. Where do you propose to have the composting system - in a business, community garden, footpath verge or school? Have you discussed the proposed location with the landowner?
- b. Where will you put the composting system exactly? Please attach a map. What are the dimensions of your site?
- c. Will you have access to water?
- d. Where will you store dry materials, turning tools, wheelbarrows or other materials?
- e. Will the compost system be placed on a sealed surface or on the ground (soil)?
- f. How many compost bins or worm farms are you proposing?

### **3 The group**

- a. Who is going to coordinate the compost system? A group, an individual or all users?
- b. Tell us about your group - are you a group of neighbours, a school, a community garden or a business?
- c. Are businesses allowed to contribute?
- d. Will food waste from businesses be collected by compost caretakers only?
- e. How will your group communicate – Facebook, email, website or another method?
- f. How will you manage any litter or illegal dumping?
- g. Where are you going to use the compost, worm tea or worm castings?
- h. What is your exit strategy if your compost system needs to be removed?
- i. What is your plan to manage any contamination?
- j. Will you have rosters for regular maintenance? Include details for aerating/turning the material, adding moisture, balancing wet/dry input materials, and removing the ready compost.

## 4 Skills and knowledge

- a. Does your group already have the skills and knowledge to compost or do they have to attend a training workshop?

## 5 Composting system

- a. What type of compost system will you use – open bins, rotating bins or worm farms? Depending on the size of the area, we suggest a minimum of 3 x composts and a worm farm and a compost turner, as well as signs on the bins and in the area around the system.
- b. What signage will you use to inform people about how to use the system?

## 6 Timeframe

- a. How long would you like to compost for? We recommend a trial period of six months, that is monitored by the landowner monthly.

## 7 Funding

- a. How will you fund the compost system – infrastructure, tools, signs and other materials?
- b. Will you apply for a grant, charge a membership fee, apply for sponsorship or fund the system yourself?

## 8 Pest management and vandalism

- a. What is your plan for managing pests, such as rats, maggots and cockroaches?
- b. How are you going to manage vandalism such as graffiti, rubbish or the destruction of compost bins?

## 9 Health and safety, insurance and site inductions

- a. What is your approach to risk management? Include details on first aid kit, health and safety inductions, and training for all volunteers.
- b. Are you covered by your own public liability insurance?
- c. The City offers public liability insurance cover to its volunteers'. The City will ensure all volunteers are inducted and aware of their health and safety while working onsite.

## 10 Recording data

- a. What are your techniques for recording the results of your project? Include ways to measure how much food waste goes into the system, how many people are involved and how much compost is produced.
- b. Types of waste going into the compost bins?
- c. How many people are expected to put food waste in the composting system?

11 Tell us about your group - are you a group of neighbours, a school, a community garden or a business?

12 Are businesses allowed to contribute?

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14	How will your group communicate – Facebook, email, website or another method?
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19	Will you have rosters for regular maintenance? Include details for aerating/turning the material, adding moisture, balancing wet/dry input materials, and removing the ready compost.
20	<p><b>Skills and knowledge</b></p> <p>Does your group already have the skills and knowledge to compost or do they have to attend a training workshop?</p>
21	<p><b>Composting system</b></p> <p>What type of compost system will you use – open bins, rotating bins or worm farms? Depending on the size of the area, we suggest a minimum of 3 x composts and a worm farm and a compost turner, as well as signs on the bins and in the area around the system.</p>
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24	<p><b>Pest management and vandalism</b></p> <p>a. What is your plan for managing pests, such as rats, maggots and cockroaches?</p> <p>b. How are you going to manage vandalism such as graffiti, rubbish or the destruction of compost bins?</p>

# 02

## Consult with community.



It's important to let your neighbours know you're planning a community composting system in your area.

Talking to local residents about your proposal can help you to identify support and attitudes towards your composting system. You'll also discover how well your plan will fit the needs of your community, and may even recruit more members for your group.

Remember you're not doing this alone. We will give you advice on the scope of consultation and provide you with logistical support.

### Ideas to engage your community

- Door knock at homes next to the proposed site and show them your proposal;
- Do a letter box drop about your proposal to properties within 50 metres of the proposed site;
- Put up signs at the proposed location; local community centres and public notice boards; or
- Organise a community meeting to explain your proposal.
- Can your group take food waste from local cafes?

# 03

## Submit your plan.

Submit your plan to the City for approval. Make sure your management plan includes the group coordinator's name and contact details, as well as the address, photo and map of the proposed composting site.

Submit your plan to [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) or post to **City of Sydney, Reply Paid 1591, Sydney NSW 2001.**

For further information phone **02 9265 9333.**

**Have you thought about applying for a matching grant to help with your project?**  
Find out more at [cityofsydney.nsw.gov.au](http://cityofsydney.nsw.gov.au)

If you want to start a community compost in a public space such as a City park, community garden or on a street footpath verge contact: **Community Garden Coordinator**; or if you want to start a community compost on private land such as within the grounds of an apartment block or a school, please contact the Sustainability team.

**Please refer to back cover for contact details.**

### General Enquiries or after-hours assistance

Tel: 02 9265 9333

(24 hours, seven days a week)

Fax: 02 9265 9222

[council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au)

[cityofsydney.nsw.gov.au](http://cityofsydney.nsw.gov.au)

DX: DX1251 SYDNEY

### Street address

City of Sydney

Town Hall House

456 Kent Street

Sydney NSW 2000

### Postal address

City of Sydney

Reply Paid 1591

Sydney NSW 2001



Help shape the future of Sydney.  
Have your say at  
[SydneyYourSay.com.au](http://SydneyYourSay.com.au)