



Newtown Festival, Wellington

# Reducing waste at your event

An organiser's guide to help you understand best practice waste minimisation, reduce the amount of waste produced at your event, recycle and reuse more, and send less material to landfill.





# Step by step quick guide

**1** Make a plan to reduce waste at your event and commit to a target (e.g. 50% diversion).

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**2** Work out what types of waste, how much to expect and how it will be removed from the site.

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**3** Request or require vendors to bring materials that can be reused, composted or recycled.

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**4** Provide a system to reduce waste at the event.

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**5** Develop a site plan including your waste system.

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**6** Have an on-site waste manager and work out how many people you will require on the day.

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# Helpful resources

March Madness, Upper Hutt



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# How reducing waste at your event will benefit you

Working to minimise the waste from your event from the earliest planning stages means that you don't have to deal with it at the end, and can benefit your event in many ways – including having **less impact on our environment, improved public relations, happier attendees, compliance with Council guidelines, and a safer, tidier site.** If you work with stallholders, attendees, media, and other stakeholders to ensure that problematic items (such as polystyrene) aren't brought to the event site in the first place, then reducing the waste from your event is easier for everyone. Having good waste systems in place on event days will lead to a more streamlined waste process, and will make your event site safer and tidier.

**It's a win-win!**



Paraparaumu College  
Waste volunteers

# How to be a waste minimisation hero

## Commit to reducing waste at your event

Set an aspirational goal of “zero waste to landfill”. This signals to everyone involved that there is a strong commitment to minimise waste at your event. To make this goal a reality, you will need to provide the necessary resources, including time and funding.

**Action point:** Develop a waste-free plan, including waste reduction targets for your event.

A waste-free plan will help you communicate clearly what you want to achieve from the event. It can be used to show key stakeholders – including the Council, media and suppliers – your commitment to waste minimisation. Keep it simple and to the point.

Refer to Appendix A

## Understand your event

To effectively manage waste at your event, you first need a clear picture of how much is likely to be produced and what kind of waste it will be.

**Action point:** Answer the following questions:

- How long is the event?
- How many people are expected to attend?
- Using the following table, calculate the volume of waste you can expect your event to produce. This is a starting point – once you have run the event, you will have a clearer understanding for next time.

### Approximate volumes

Daytime event only	1–2 litres per person
Daytime plus evening only	2–2.5 litres per person

### Action point continued...

- What type of event is it? Does it have any unique waste to consider, eg two tonnes of banana peels?
- What types of stall holders will there be?
- Are there any restrictions on types of waste for the area the event is to be held? For example, a glass ban.
- Is the event unticketed or ticketed?

**Unticketed:** Attendees can come and go as they please, bringing with them and taking away their own waste.

**Ticketed:** Attendees have to formally enter and leave an area. Waste may be better controlled, because event planners can decide to not introduce certain types of waste.

## Know your waste

Waste is usually generated in four ways:

- In public areas (where people consume food and drinks). This type is the most visible, and typically accounts for the largest proportion of waste and litter produced at an event.
- Back of house (where the food is prepared). This can produce significant volumes of waste.
- During set-up/pack-down activity. Multi-day music events will have more set-up/pack-down waste.
- During event activities such as parades or performances, items such as streamers, confetti, glitter and balloons should be avoided. These items are difficult to contain and cause pollution in the environment.

**Action point:** Identify the types of waste you expect to be produced at your event and ensure a removal service is offered for that waste stream in your area.

**Make it clear to stallholders before they register to attend your event what your expectations are. Use vendors who share the same view on waste minimisation.**

# Understand how to reduce, reuse and recycle

## In public areas

The greatest opportunity to reduce event waste is to ask vendors to follow your instructions regarding the purchasing of materials, to ensure they can be recycled or composted in the system you have designed. If non-recyclable or non-compostable materials like polystyrene don't come on site at all, then you don't have to worry about them at the end!

### Action point:

Request that vendors:

- Use materials that can be recycled or composted in the public bins provided. Avoid all other materials as listed in Appendix C – Event Packaging Guidelines.
- Avoid using plastic containers with food. They need to be cleaned before going into recycling bins, which is unlikely to happen. Food residue contaminates clean recycling. Use approved compostable containers and cutlery instead.
- Sell drinks in containers that can be recycled in the system you are providing (cans, glass, plastics 1 and 2) or consider a deposit scheme.

Provide:

- Staffed and actively monitored public recycling stations for paper, plastic bottles, aluminium cans, compostable waste and glass bottles/jars. Recycling bins and hoods can be borrowed free of charge from your local council. The recommendation is a minimum of one person at each recycling station.
- Adequate signage and/or information outlining the purpose and proper use of the waste system – this will help monitors to reduce contamination, as well as engage with the public.
- Pails can be used to collect food scraps at smaller events. Scraps can be given to a community garden to compost.

**All contaminated recycling and composting must be disposed of at a landfill and will be charged accordingly.**

## At back of house

### Action point:

- Ask back of house to recycle the same materials as the public, as well as clean tins and plastics type 1-2 (check with your local council which other types of plastic are accepted.)
- Unless otherwise arranged, businesses with permanent premises will need to make provisions for the surplus rubbish and recycling they will receive, eg arranging extra bins or collections directly with their contracted collectors. Traffic control will also need to be made aware of logistical plans/changes.
- Plan to manage bulk packaging/containers used to transport goods. For example, larger cardboard boxes etc.

## During set up/pack down

This will depend on the event size and capacity, but set up and pack down should be coordinated with the opening and the closing of the event to capture as much waste as possible and to avoid contamination of the waste station bins.

## Develop a site plan

**Action point:** Design a site plan to work out the logistics of your waste activities, using a map of the event area. Questions to answer for your site plan include:

- Where are the key activity areas where people with waste gather? (eg food stalls, eating areas, stages)
- Where should recycling/rubbish stations go? Research shows people will only walk a short distance to throw things away. Good practice is to have stations every 20 metres.
- Where should bulk waste be stored? Bulk waste includes recyclables from public bins, extra compost bins to replace full ones, and landfill waste.
- Where are the key access areas for waste and recycling collection? Consider traffic management needs.
- Are there public litter bins at the event site? If so, these may need to be covered to stop them overflowing during the event and to ensure people use the recycling stations instead. Your local Council may have litter bin covers available for loan.
- Refer to Appendix D for an example of an event site plan.

# Prioritise reducing

## Provide:

- Water refill station
- Wash station
- Reusable souvenir cups, which are a great way to promote your event. Reusable cups can also have a return deposit; or

## Encourage event-goers:

- to bring their own vessels and containers (advertise this in your pre-publicity)

## Encourage vendors:

- to provide reusable utensils for customers sitting at tables (if the vendors can keep up with washing requirements) rather than disposables – or where possible, providing food that doesn't even require utensils!

## Donate:

- unsold food (suitable for consumption) to a food rescue organisation
- suitable props or materials (including timber and textiles) to a second hand store or preschool/school

## Save for future events:

- signage and banners.



# Appoint an on-site waste operations manager

Operating your system on the day is a big job. The on-site waste operations manager will need to know the system and be responsible for everything working well.

**Action point:** Appoint an on-site waste operations manager. They will need to consider the following:

- Health and Safety of all staff and volunteers. Watch this video for more information: <http://beyondthebin.org.nz/video-10-event-waste-health-safety/>
- How will persons staffing the recycling stations be managed? Consider how breaks will be rostered. Will they dress up, or wear event-branded gear?
- How often will bins be serviced? Full bins lead to overflow and contamination into recycling bins and littering.
- How many people will be needed to do this?
- How can peak times be covered?
- How will the waste from the recycling stations be transported safely to bulk waste storage areas? How often will this need to be done? One way is to use plastic bin bag liners of different colours and a cart.
- If people are to sort through the recycling and composting to remove the contamination from the recyclables, where will this be done, and how can it be done safely? Will people be remunerated for this role?
- Who will remove waste, recycling and compostables from the event? When and how can this be done safely? Engage appropriate contractors.
- Cleaning the streets is a separate service to be arranged and funded, unless agreed otherwise. How will excess litter be collected/recycled? There won't be much if your system is good, but it's likely there'll be some – especially in busy areas.

## Educate staff and volunteers

The persons taking care of the bin stations are critical to the success of public area recycling efforts – their importance cannot be overstated.

To recruit volunteers to staff the stations, consider offering free tickets to your event, a free meal, or offer to pay a community group that is fundraising, such as a local sports club or school group. Volunteer organisations or Timebanks might also be able to help recruit volunteers.

They will need enough education about the systems in place to explain them to the public.

**Action point:** Plan an education session with personnel staffing the bin stations.

For more information check out this YouTube playlist on zero waste at events: <http://bit.ly/1YUttjX>

Waste Officers are also available to help with education.



# Engage stakeholders

It is important to share your waste-free strategy, and event and site plans with your stakeholders. Communicating your expectations to everyone involved in the event is a critical step, and should be done frequently to maintain momentum.

## Key stakeholders include the following:

- **Sponsors:** Can be attracted to waste-free events to help them meet their corporate sustainability objectives. They may also gain promotional benefit, especially if the event is branded as a waste-free event.
- **Site owners:** They may have specific requirements or conditions you must consider to hold the event on their property.
- **Stall holders/shop owners and managers/vendors:** Need to be informed that you intend to reduce the waste produced at the event, and divert as much from landfill as possible. See *Appendix E* for an example of a request to vendors.
- **Suppliers:** Vendors could approach procurement of food and drinks packaging collectively. Joint procurement would reduce costs and increase bargaining power.
- **Recycling and waste companies:** Select contractors that are able to recycle/ process the materials you want to collect, and that can provide the bins you need or borrow event bins from your local council.
- **Data collection is critical:** It will inform post-event reporting and make sure progress is tracked for future events. For smaller events, you could carry out an audit yourself (See *Appendix G*). For larger events, select a contractor that can provide you with post-event data on types and quantities of materials collected.
- **Attendees:** Share your vision of a waste-free event, and make it clear what they need to do through your communications, event signage and staff.
- **Volunteers:** All recycling stations should be staffed by volunteers who have been educated on the process.
- **Others:** Cleaners, on-site staff, entertainers, security, and media.

**Action point:** Decide when you will share your waste-free objectives with stakeholders. Involving stakeholders from the start will ensure their buy-in and also ensure all the right questions have been asked. Consider the following:

- Build positive working relationships with the people involved and if the event is large, consider forming a working team to help keep track of everything.
- Work with vendors and suppliers to help them provide the right materials for your recycling and composting systems.
- Interview and engage recycling/composting/waste collection contractors that meet your requirements. (You may need contracts in place for reuse, recycling, composting and waste disposal).
- Appoint someone from the beginning to monitor the outcome of the event, so they are part of the journey. Notify everyone participating that the data from the recycling and rubbish will be measured, recorded and reported to all key stakeholders at the end.

Secure stakeholder commitment to play their part in making the event a waste-free event.

# Share your message loud and clear

No matter how well you have prepared, people will need reminding and reinforcement, especially if it is a new concept for an event. The good news is it will get easier each year as people gradually change their behaviour.

## Action points, pre-event:

- Remind all vendors about your waste system requirements.
- Include zero-waste messaging in your event marketing e.g remind event goers to bring their reusable cups.
- Share your progress with sponsors.
- Make sure event programmes contain waste-free information, and what people can expect – consider putting posters up during the event to highlight best practice.
- Does the event have an MC who can communicate what to do with waste?
- Liaise with the media to highlight your waste-free systems. Arrange for photographers (local media/ event participants) to document the successes and share the story.
- Consider ways to gather public feedback during the event.

## Action points, during the event (the on-site waste operations manager should participate in these checks)

- Are vendor back of house systems working properly? If not, can their problems be easily resolved? If not, note them for tackling the next time.
- Is the signage in place and visible?
- Do bin monitors feel confident in their role?
- Are vendors comfortable about telling their customers where the bins are and how to use them?
- Note litter levels during the day.
- Where are they worse?
- If there is early public feedback, what is it?

## Action points, post-event:

- To publicise achievements, and problem solve for next time you need to know how everything went.
- As early as possible, have a team debrief with the people who were involved in the waste-free plan. This is a fantastic way to celebrate, commiserate, and note down anything that needs improving for next time.
  - Receive recycling, composting and waste disposal data, as set out and agreed on in contracts. Include contamination levels.
  - Support press releases on event success.
  - Request feedback from suppliers, contractors, vendors and the public.
  - Write a simple case study to share what you learned.



Cupa Dupa, Wellington

# Appendices

## Appendix A: Writing a waste-free event plan

Aim to make your waste-free plan clear and motivational. Start as you mean to go on! It should contain the following:

- A vision statement
- Practical goals (eg start with a 50 percent diversion rate)
- A process guide for how to attain the goals, along with contractors' requirements
- Stallholders' responsibilities around the generation and management of waste. Consider including:
  - a ban on or disincentives for waste that is difficult to manage
  - a refundable bond or penalties for non-compliance.

An example of setting out a refundable financial bond is outlined by the Tauranga Moana Seafood Festival (TMSF).

**The vendor agreement for the event specified:**

*"A bond of \$100 is required as a safeguard against stallholders leaving damaged and unclean sites. Once the packed up stall has been deemed clean and undamaged by TMSF management officials and the feedback form returned, the bond will be refunded (less any additional fees acquired)."*



Newtown Festival, Wellington

Photo: Geoff Infield



# Appendix B: Gear, health and safety checklist

- Bin Liners
- Bins Recycling/Waste
- Bin Hoods
- First Aid kit
- Gazebo/Umbrellas for shade
- Hi Viz Vests
- Litter pickers
- Map of site with bin locations
- Public litter bin covers
- Provide personal protective equipment, cut proof gloves, barrier gloves, hand-washing
- Signage - clear and consistent
- Waste Station banners/signage
- Water Station – to fill your own vessel
- Wash Station – bins, tea towels, washup detergent – for reusable vessels, containers, crockery and utensils are available to use at your event.

# Appendix C: Event Packaging Guidelines



<https://wellington.govt.nz/~media/services/environment-and-waste/minimise-waste-at-events/files/regional-food-vendor-guidelines.pdf>

# Appendix D: Example of a site plan



# Appendix E: Example of vendor letter and waste plan

Having vendors on board and aware of your expectations is crucial to achieving your waste diversion target. Here is a template to guide you as you write to vendors and stall holders prior to your event. Remember this is only a template to guide you. Please cater to your individual event.

To "vendor/stall holder",

Organisers of the event are working together with their local Council to deliver the vision of sending NO rubbish to landfill at our event this year. To make this a success, vendors have an essential part to play. We will be providing eight Rubbish & Recycling Stations around the site for the public to use. The material that can go into these bins are:

- glass bottles and clean glass jars
- clean plastic grades 1-2
- clean paper
- compostable items
- general waste.

Most of the waste at this event comes from food scraps and packaging. Therefore, to register as a vendor for this event we need you to make a commitment to use compostable or recyclable food packaging and to significantly reduce the other types of waste produced by your stall. Please read the steps below and complete the attached waste plan before submitting it to us along with your vendor's application.

**How to Reduce Your Waste at the Festival**

**Use less packaging**

- Please don't give out more packaging than you need to.
- Offer napkins and straws on your table but let people take what they need.

**Only use packaging that can be composted or recycled**

- Compostable packaging is the best option as plastics coated in food cannot be recycled. Please refer to Appendix C & E.

**Helping your customers to put their rubbish in the right place.**

- Closer to the event we will get in touch to give you more information about how the waste system will work at the festival. Each vendor will be given a sign to let customers know whether the packaging from that stall is recyclable, compostable, or needs to go into the landfill.

**Look after your own waste.**

- A lot of waste is produced by vendors themselves during an event.
- Vendors with stalls can use the public recycling bins at the end of the day. Businesses with permanent premises need to arrange for extra bins and/or more frequent collections with their own contracted collectors to manage their surplus rubbish and recycling.
- If you need any support or advice on how to reduce your waste please get in touch with \_\_\_\_\_.

We will also be contacting all vendors closer to the event to see how they are getting on.

Warm regards,  
Event manager/team

**Vendor Waste Plan**

Vendor name:  
I am selling:  
Contact name:  
Phone:  
Email:  
I will be using the following packaging products (please specify materials paper/ plastic/glass etc.)  
I will take the following steps to reduce the waste produced:  
I am committed to working towards the vision of zero waste to landfill.  
(Please sign or initial)  
Please complete and send to:

# Appendix F: Case Studies

## Newtown Festival

### Overview

Newtown Festival is an annual event in its 23rd year. It's New Zealand's largest street festival and sees over 80,000 visitors take over the central suburb. With 450 stalls and 14 stages of live entertainment – it's an often sun-soaked and much-loved event on Wellington's summer event calendar. The current waste minimisation programme started small in 2013 – driven by a group of passionate locals – and has grown each year to become a large-scale bespoke system operated by a dedicated team and hundreds of volunteers.

### Challenges

The scale of the event and the inability to control waste streams are the key challenges at Newtown Festival.

Newtown Festival began in the mid 1990's as a much smaller event. Recycling using domestic green recycling bins was easily manageable by volunteers. As the event grew in scale and with no civic composting for food scraps the contamination of recyclables from food waste swamped the recycling efforts. By the mid 2000's the scale of contamination led Newtown Festival to reluctantly give up managing recycling, instead sending all of the Festival waste to the landfill. In 2013 the Newtown Festival Zero Waste pilot project was started by a group of passionate locals, test driven at the two busiest food stall streets, and then year by year refined and steadily expanded across the whole Festival.

Occupying 25 street blocks, a school ground and a local park, the site takes some serious logistical planning. The waste infrastructure now includes 22 waste stations, each monitored by educators, collecting compost, mixed recycling, glass and landfill streams; no stand-alone rubbish bins; three hand-sorting areas where all waste is hand sorted by a crew of trained sorters; and a centrally located Waste HQ. The site is divided into north, south and central zones with lead and 2IC coordinators for each. Shopping trolleys donated by Newtown New World are used by a team of 'bin runners' to move full bags of waste from the waste stations to sorting areas. The huge mass of people means the site is difficult to navigate during the busiest period of the event – back streets are used and 'stash sites' employed to store full bags of waste until the streets have cleared enough to transfer to sorting areas.

The event isn't ticketed and there are dozens of entry points to the event, so it is impossible to control what types of waste can enter the site. A dedicated effort is made in the months leading up to the event to work with the 150-odd mobile food vendors to align their packaging with the Regional Packaging Guidelines, so that as much as possible will be diverted as compost or recycling streams. English is not a first language for a number of the local vendors which presents unique challenges in communicating the complicated world of food service ware packaging, but progress has been made and initiatives are being scoped to translate some materials to support the waste reduction efforts. Local businesses have a big part to play also – this is a key focus area for future events.

The maximum waste diversion the event has achieved is 70% from landfill. While this is a large amount of waste that didn't go to landfill, it shows that there is still a way to go to reduce waste at the event.

### Successes

One way of controlling waste streams that the event has successfully trialled is to allocate an area as a packaging free zone, serviced by a Wash Against Waste (WAW) system. WAW uses real cutlery, crockery and napkins which are supplied to food vendors and then washed by a street team using a hired steriliser temporarily plumbed into the sewer drains. Feedback has been extremely positive and there are plans to expand the system at future events. Newtown Festival is also looking to bring in the services of Globelet to the many bars across the event site. Event goers are encouraged in the lead up to the event via boosted posts on social media to bring their own keep cups and drink bottles to reduce waste created at the event.

A huge drive for volunteer waste educators is conducted each year to build a team of 200 to interact with the public at the event. While all waste is hand sorted by back-of-house teams, this public facing cohort of trained, passionate waste minimisers assist the public with placing their waste in the correct stream at the event. Thousands of conversations are held with tid-bits of knowledge passed on about what is locally compostable or recyclable in Wellington. The expectation is that this knowledge is taken home and put into practice in domestic settings.

All this organisation takes time and expertise, and a professional trained crew working closely with the event organising team to pull it all together.

## Highlight, Carnival of Lights Lower Hutt

### Overview

Over Labour Weekend in 2017 Highlight, Carnival of Lights was set up for the first time by Hutt City Council with a goal to create a successful well attended annual event. The event engages with a number of Lower Hutt businesses sponsoring or participating in creative displays and engaging activities.

Highlight takes place in a mainly 'hard' landscaped area in and around the Council Precinct focused on 30 Laings Road and Queens Drive to Woburn Road. Activities covered the area in and around the Dowse, the Main Administration Building, Town Hall and Events Centre, Riddiford Gardens, ANZAAC Lawn and War Memorial Library.

For the 2018 event, the Sustainability Team was approached by Highlight organisers, who had a desire to reduce waste at the event, improve waste management practices and address the quality of material being collected for recycling and composting, and reduce waste to landfill.

Beyond the Bin was contracted to act as mentors and advisors, starting with a review of potential waste streams.

Council staff and the vendor coordinator worked together to communicate with 16 mobile food vendors and 4 café/restaurants located within the event precinct. Food vendors were encouraged to comply with packaging guidelines.

Due to the nature of the evening event, lack of lighting was a key issue intended to be better addressed in the 2019 event.

### Volunteers/Monitors

From past successful working relationships, a local scout group was engaged as a part fund-raising exercise from their perspective.

There was a pre-event site visit. Samples of accepted packaging were affixed to bin lids. Only a few of the permanent fixed landfill/litterbins were covered as some were needed to prevent litter overflow.

The regular waste contractor was involved for the duration of the event to prevent overflowing bins.

An independent event waste manager as well as a waste contractor acted as sorters for the event. This reduced contamination and addressed unexpected waste issues in a timely and effective manner. This team produced the post-event report.

### Logistics

Council's own set of recycling bins were used for the "green room" areas. 240 wheelie bins were contracted in and our own sets of bin lids with signage were used elsewhere, with the addition of acceptable packaging on bin lids for illustration.

A separate waste/recycling/compost decontamination and weigh station was set up.

### Outcomes

Waste diversion for Highlight 2018 was considered a success. 77.8% diversion rate is a good result.

Products collected: glass, comingle, kai to compost, general waste.

While not all vendors were audited, of the ten food vendors audited, eight were fully compliant. The non-compliant vendors were challenged by inadequate labelling/labels visually unclear.

The site was generally litter free.

Resulting recommendations for 2020:

- An additional waste management station be added to ANZAAC Lawn.
- Use Council's banners with up-lighting, for better overall illumination for waste station locations (in the dark and crowded areas).
- Ensure engaging and relevant pre-event waste minimisation planning sessions with stall holders
- Provide pre-event waste management goals in publicity.
- Ensure message is repeated during event.
- Engage with local cafes located within 1 kilometre radius, especially fast food chains, to obtain cooperation about their waste ending up at our event.
- Support the WasteMINZ initiative to encourage the packaging industry to support recyclability and consistent labelling of all packaging.



# Appendix G: Auditing your event waste

After your event, it is important to get data on how much waste of the different types you have collected at your event, and how much has been diverted from landfill. This data helps you measure your diversion success and enables you to communicate your achievement.

If your event is small, or if your waste collector can't reliably provide you with the data you need, you can conduct a quick audit yourself.

If you are doing some post-sorting after the event (which is recommended to keep contamination low), weigh the waste after you have sorted it. An easy way to do this is to use bin liners in your wheelie bins, so you can lift the bags out, tie them up and weigh them using a hook scale.

Take care when handling and lifting the bags, as they may be heavy or contain sharp objects. Make sure you include the sorting and auditing of waste in your event's health and safety plan and take appropriate precautions.

You can also use bathroom scales. Check out this video <http://beyondthebin.org.nz/video-9-auditing/> for instructions.

Below is an example of a simple waste audit table.

Waste type	Weight bin 1	Weight bin 2	Total	Percentage
Rubbish	11kg	13kg	24kg	30%
Recycling	5kg	3kg	8kg	10%
Compost	23kg	25kg	48kg	60%
			80kg	100%

In this example, the collection of recyclable and compostable material resulted in 70% of the total waste being diverted from landfill.

If scales are not available, you can make a rough assessment based on volume. The standard volume of a large wheelie bin is 240l – therefore, a full wheelie bin equates to 240l of rubbish (or compostables, or recyclables), a half-full wheelie bin is 120l etc. You will get a different result if you use volumes rather than weight to conduct your audit, as recyclables such as plastic bottles and cans tend to be light but bulky, whereas compostable and landfill waste tends to be heavier and more compact. Weight is the more reliable measure.

# Contact details for your local council

Council	Number	Website
Masterton District Council	06 370 6300	<a href="https://mstn.govt.nz/services/waste-collection/">https://mstn.govt.nz/services/waste-collection/</a>
Carterton District Council	06 379 4030	<a href="https://cdc.govt.nz/services/sustainability/">https://cdc.govt.nz/services/sustainability/</a>
South Wairarapa District Council	06 306 9611	<a href="http://www.swdc.govt.nz/refuse-collections-disposal-and-recycling-services">http://www.swdc.govt.nz/refuse-collections-disposal-and-recycling-services</a>
Kāpiti	04 296 4700	<a href="https://www.kapiticoast.govt.nz/zero-waste-events">https://www.kapiticoast.govt.nz/zero-waste-events</a>
Porirua	04 237 5089	<a href="http://www.porirua.govt.nz/waste-minimisation">www.porirua.govt.nz/waste-minimisation</a>
Upper Hutt	04 527 2169	<a href="https://www.upperhuttcity.com/event-waste">https://www.upperhuttcity.com/event-waste</a>
Hutt City	04 570 6666	<a href="http://www.huttcity.govt.nz/services/rubbish-and-recycling/">http://www.huttcity.govt.nz/services/rubbish-and-recycling/</a>
Wellington	04 499 4444	<a href="https://wellington.govt.nz/services/environment-and-waste/rubbish-and-recycling/minimise-waste-at-events">https://wellington.govt.nz/services/environment-and-waste/rubbish-and-recycling/minimise-waste-at-events</a>



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Absolutely Positively  
**Wellington City Council**  
Me Heke Ki Pōneke



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