



**MINUTES OF THE TWENTY FOURTH COMBINED
ANNUAL GENERAL MEETING AND COUNCIL MEETINGS**

Held in the Bellarine Room at the Park Royal Hotel – Melbourne Airport Victoria on Thursday
May 5, 2016

ATTENDING:

| | |
|-------------------|---|
| Steven Apeldoorn | New Zealand Councilor and ASTT Chairman |
| Jeff Pace | Secretary / Treasurer |
| Ben Crosby | Queensland Councilor |
| Trevor Gosatti | West Australian Councilor |
| Chris Frangos | Victorian Councilor and Vice President |
| Nabil Issa | New South Wales Councilor |
| Jim Shooter | Pezzimenti |
| Christopher Malan | DitchWitch Australia |
| Tori McLennon | Great Southern Press |
| Lyndsie Clark | Great Southern Press |
| Chris Bland | Monkey Media |

1. Open Meeting.

Steve Apeldoorn, Chairman of the ASTT opened the meeting at 1:00pm and welcomed all in attendance.

The agenda was reviewed, and those attending were provided with the opportunity to advise of any items to be included in General Business.

2. Apologies.

Apologies have been received from Dudley Jensen and Bruce Embery.

3. Minutes of the previous meeting.

Last year's 23rd combined Council and Annual General Meeting was held in Melbourne on 30 April 2015.

The membership was advised through the June 2015 edition of the Trenchless Australasia magazine that the minutes of that meeting were now available and can be downloaded from the ASTT website, refer to the following link:

www.astt.com.au/trenchless_technology/links/agm_minutes/.

To date there has been no comments or queries received.

The minutes of the previous meeting held in Melbourne dated May 1, 2015 were accepted as a true and correct record.

Moved by Ben Crosby and seconded by Trevor Gosatti.

4. Chairman's Report - By Steven Apeldoorn

I would like to acknowledge, with thanks, the Councilors and executive for the ongoing generous commitment of their time and energy over the last twelve months, and for the year ahead. The ASTT has been working hard, over the last year, to implement initiatives to encourage our members to be more engaged and involved, and helping in the development of industry best practice. 2015/2016 saw a great deal of success for the society, including:

The Gold Coast conference, which was one of the most successful local conferences we have had. As a result of the very positive feedback we received after the conference, we are for the first time planning to return to the Gold Coast again for the next event in 2017. We have also initiated a review of how we run the conferences and the conference program. At the beginning of February, the ASTT arranged a workshop, with key sponsors of the No-Dig Down Under Conference, to look at how we can make these events even better than they already are. This workshop raised a number of good initiatives that the ASTT, along with our event partners, Great Southern Press, will work through as part of the planning process.

Introduction of the NASTT training packages. These were rolled out for the first time, with the help of the NASTT volunteers, at the Gold Coast Conference. These resources provide the opportunity to provide high quality education, and a base point for the development or adoption of additional courses, to a framework, over time. Our challenge is to ensure that we find the opportunities to deliver the content, and market these courses to the right audience, that they are best targeted at.

Towards the end of 2015, following the conference, 2 groups of our members set about to establish the first 2 Special Interest Groups (SIG). The first was a Micro-tunnelling Group, coordinated by Jim Shooter of Pezzimenti (ASTT Rep is Nabil Issa). The second group was established was the Lining Group, coordinated by the 2015 Person of the Year Lance Horlyk (ASTT Rep is Chris Frangos). A big thanks to all of the members who have stepped forward to be the first members of these groups and are working at establishing the group's objectives. These two early groups are a great start, and shortly I hope that other groups will also form, including one for HDD that I believe is close to establishment.

The ASTT has expanded the coverage of the trenchless forums, which have occurred regularly in New Zealand over the last 7 years, and also recently Queensland. This year has now seen these extended, in similar formats, to NSW and Victoria. These both have had a promising start, well attended and sponsored, with at least 3 forums each planned over the next 12 months. A big thanks to Chris Frangos, Nabil Issa and GSP for coordinating these events. A grateful thankyou to all of the sponsors, in all of the forum states, and NZ, for their generous contributions to making these happen. Further expansion of these successful programs to the remaining states would be suitable objective for the society.

Development of a new membership database and updating of the ASTT website. This will enable better management of member registration, updating details and renewals. The new website,

which is currently under construction, will refresh the look of the current website, and provide space for pages for the SIGs and access to member only areas.

I think that there are a number of key areas and challenges that we have in the year ahead, and beyond, that we need to focus on:

We exist within a challenging economy, where members are asking what they should do with the 'precious' budget they have. We need to make sure that maintaining or joining the ASTT is money well spent, and the choice they choose to make.

We have a need to stay relevant to where we are as an industry today, and ensure that it remains the preeminent industry organisation representing the trenchless industry and supporting trenchless technology.

One of the messages that I tried to express during the conference, was the need for getting our members to become more engaged and involved in the society.

One of our significant challenges is to ensure that we can grow our membership in unison with the growth of the industry itself. There are a number of individuals and organisations that are involved in the trenchless industry that are not yet members, and we need to appeal to these to join the ASTT.

For the coming year, the ASTT must continue with the hard work we have been doing in establishing our Special Interest Groups, and provide sufficient support to ensure that they are active and successful. We need to expand the Trenchless Forums, as an effective way to provide education, networking and member engagement opportunities, to as many places as we can. We must recognize the contributions that members make, in a very public way, to encourage our members to step up to participate. As a society we need to ensure that what we do appeals to a broad audience, from large utilities to small family businesses – in particular for our conferences and training.

Let's continue to explore opportunities and initiatives that will help us to address these challenges.

5. Secretary/Treasurer's Report - By Jeff Pace

5.1 International Update

ISTT Board Meeting

Mr Derek Choi ISTT Chairman opened the ISTT Board meeting on 27 September 2015 at Istanbul. Present at this meeting were representatives from 22 of the 27 Societies. For personal safety reasons I decided not to attend this event.

Some key points to note from this meeting are as follows:

The Board of Directors by majority vote selected Keh-Jian (Albert) Shou (CTSTT) and Stanislav Lovecky (CzSTT) to serve as members of the ESC for the period 2015-2018.

The ISTT realised a nett income for 2014 of £20,900.

2015 No-Dig Istanbul

The 33rd International No-Dig was held in Istanbul, Turkey over 28 – 30, September 2015. The AKATED TSITT, Turkish Society for Trenchless Technology was the host for this event.

94 companies from 21 different countries joined the exhibition. 910 visitors from 50 different countries visited the booths during the event.

51 papers were presented in the 14 separate sessions of the conference. 149 delegates from 31 different countries followed the presentations.

During the ISTT Award ceremony, the Australian Drilling Industry Training Committee (ADITC) won the Academic/Training Award for its DICAT Training Course Horizontal Directional Drilling (HDD) Edition. IMS Robotics GmbH received the New Product Award. EKOL Yapi Insaat Ltd received the New Installation Project Award and Stroitelna Mehaniztsia received the Rehabilitation Project Award.

2016 No-Dig Beijing Fox Chen updated progress CSTT has made to date in preparation for hosting the 2016 International No-Dig in Beijing. Chen invited all member societies to exhibit at no charge at the event. Fox also invited everyone to come to the 2016 International in Beijing.

Paul Harwood from Westrade advised that the draft conference program will be available by February 2016. This event will be held over 10 to 12 October 2016

2017 No-Dig Medellin. Arlex Toro Rodriquez and Harwood stated that the management team, venue and hotels have been selected.

Host Society Selection for 2018

Three member societies put forward proposals to host the 2018 International No-Dig. These were from Finland (FiSTT), Romania (RoSTT) and Southern Africa (SASTT).

The ISTT Board by secret ballot, selected SASTT to host the 2018 No-Dig.

Host Society Selection for 2019 and beyond

The UKSTT's announced its intention to apply to host the 2019 International No-Dig in 2019.

The Singapore Society (SgSTT) stated that it might be interested in hosting the event perhaps in conjunction with the Singapore International Water Week (SIWW) in either 2019 or 2020. The Brazil Society (ABRATT) indicated that it has an interest in hosting the event in 2021.

New Zealand Events Update

The ASTT in conjunction with WaterNZ will be holding its 58th Annual Conference & Expo and it will be held at Rotorua Energy Events Centre from 19–21 October 2016. Steve Apeldoorn will be representing the ASTT in developing the trenchless interest at this event.

5.2 Financial Report

Jeff Pace referred to the Audit Report that was tabled outlining the financial status of the Society. Councillors were provided a copy of this report in January 2016.

Despite the economic downturn nationally, the ASTT in 2015 still managed to reflect a nett profit of 108,257.84 compared to the profit in 2014 of 17,167.35. This dramatic increase is because the ASTT once again held a very successful National Conference in 2015 which realized a net profit of \$89,849. By way of comparison, the 2013 Sydney International No-Dig's profit was \$91,881

The 2015 Audit Reports was accepted as tabled.

Moved by Chris Frangos and seconded by Nabil Issa.

5.3 ASTT Database Upgrade

Monkey Media were approached in 2014 to assist the ASTT develop a new database as the existing one was now outdated and in need of an upgrade. They responded suggesting we use the existing cloud based system <http://www.wildapricot.com/>. This system has the ability to

- generate letters and form invoices
- standard amounts and custom amounts
- Deal with AUD and NZ currency amounts
- automated email communications
- online data entry and updates for members, straight into system
- online payment ready

One of the requirements for the new database is the online fees payment option that utilises the PayPal facility. This new arrangement was established in November 2015 and to date is working well. More than 75% of membership renewals has been paid using PayPal.

In order to complete the database integration with the website it is necessary to upgrade the ASTT website. To this end both Monkey Media and Great Southern Press were invited to provide quotes for this work. The closing date for the quotes was set at 29 January 2016.

Monkey Media were the successful bidder.

5.4 ASTT Website Upgrade

The new site is to provide the following:

- Provide 3 alternative modern web page designs; existing content to remain as is initially;
- Switch the current ASTT web page hosting to a single entity if possible.
- New website to use “Wordpress” in order to enable integration with newly developed database system;
- New website to maintain links to Great Southern Press’s newsfeeds from Trenchless Australasia.
- New website to be able to be easily maintained by the ASTT;
- New site to be capable of allowing the new membership form which is a cloud based system using <http://www.wildapricot.com/> to be incorporated in order to allow the directory of members to be updated live by the membership and the ASTT;
- New site to make provision for a Members Only Area with access via a separate logons and passwords for both the ASTT and ISTT;
- New site to enable multiple log-ons for the maintenance of the Special Interest Group webpage;
- New website to be capable of easily allowing for the creation and uploading of additional web pages and linkage to .pdf files. Example is ASTT AGM Minutes;
- Provision of ongoing support as and when required.

The successful bidder was Monkey Media and the contract was signed on 22 February 2016.

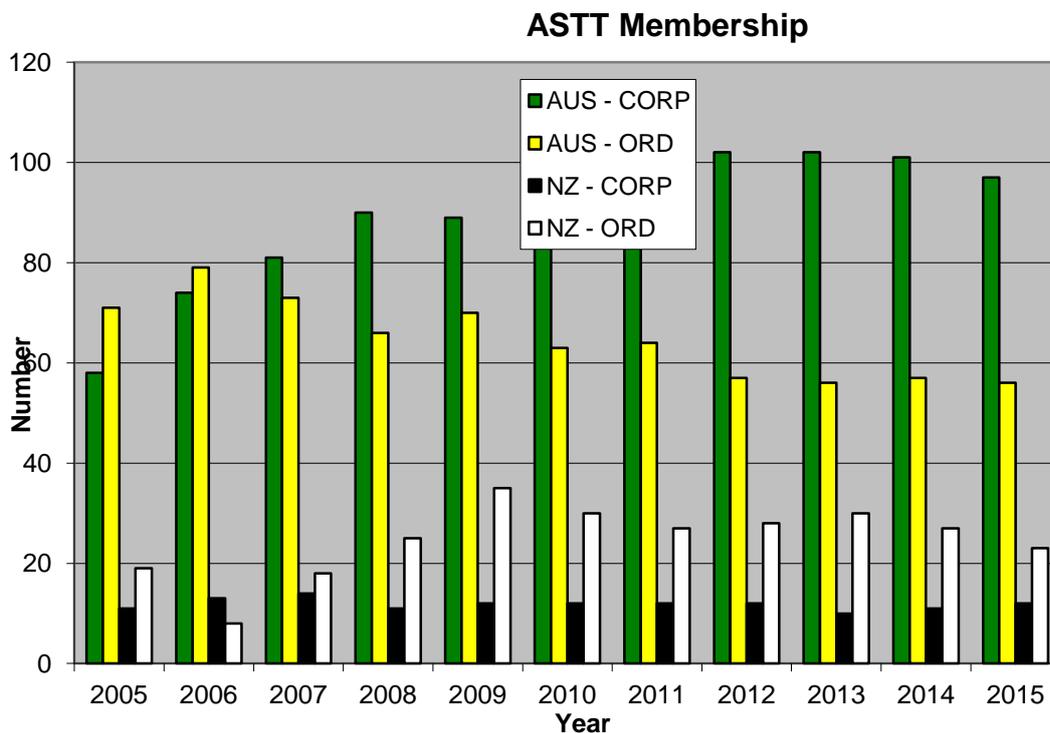
This item will be discussed further at item 10 Monkey Media update on new website.

5.5 Membership

On 1 December 2015, some 189 membership renewal Tax Invoices were e-mailed out for the first time to the members. By the end on 2015, 41 of the 189 had paid their fees, 1 resignation was received. Of the 41 payments received, 20 chose to use the newly introduced Paypal option

Also at the end of 2015, membership numbers totaled (Corporate and Individual) 188 compared to 196 in 2014. Of the 188 members that the ASTT has, 152 are from Australia and 35 are from New Zealand and 1 is from Sri Lanka. Despite the continuing economic slowdown, membership numbers are still fairly good although have declined a little.

The table under reflects membership numbers over the last 10 years.



May 2016 Comment

This year is no different to past years with regards to chasing membership payments. In early March some 80 reminder e-mail notices were sent to those unfinancial members which resulted in a few resignations being received and several payments being made.

Also in March I phoned most of the members which resulted in several members paying their fees. A follow up by Councillors was also initiated in early April to track down the remaining 58 unfinancial members.

Towards the end of April, a further follow up e-mail was sent to all members reminding them that their fees were overdue.

There was some success in several members paying and a few resigning.

The issue of outstanding members was discussed and it was agreed that Jeff Pace would send GSP the list and that they would forward requests to these unfinancial members advising that if

payment was not received by a designated date that they would be excluded from the 2016 Directory.

It was also agreed that Jeff Pace would wait until the GSP stipulated deadline was passed before sending out the Final Notices by post.

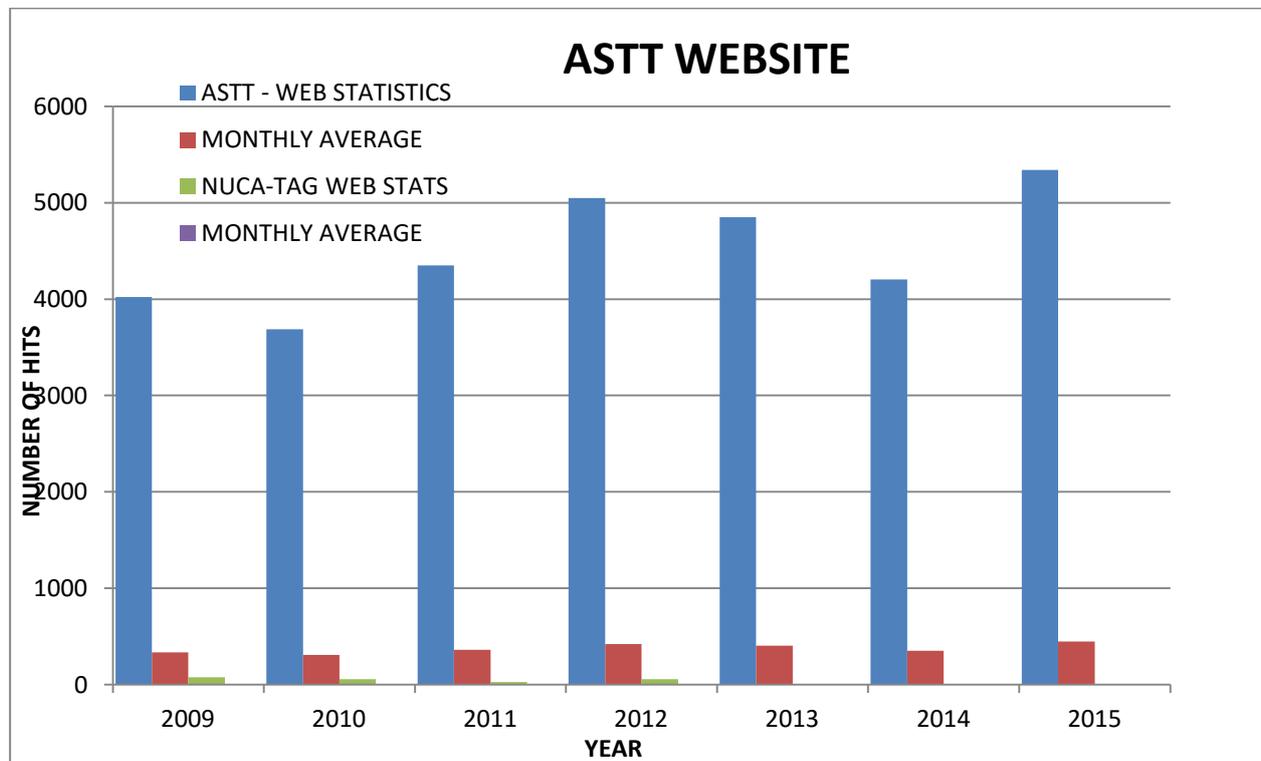
I have managed to stall the ISTT Affiliation Fee payment by requesting that the cut off date be set at the end of April and not March 1 as is the normal practice.

As has been stated in the past, members probably do not realise that payment of the Affiliation Fee to ISTT is directly related to the number of members (financial or otherwise) that the Society has on its books as at the designated cutoff date which is normally March 1 of each year. Therefore the Society carries the risk of paying for members that may end up cancelling their membership after March 1.

Members are also reminded that if they change addresses, that they can now update their own information through the new ASTT database. This also applies to e-mail addresses. I also still require this information so that the ISTT can be kept up to date. It impacts especially on the distribution of the Trenchless International magazine.

5.6 Internet

The ASTT's homepage traffic continues to be monitored on a monthly basis. For 2015 we averaged 445 hits per month compared to 350 hits per month in 2014. The upturn is most likely due to the Gold Coast National Conference in 2015.



5.7 Trenchless Australasia

Congratulations go out to all the staff, past and present of Great Southern Press for continuing to produce our flagship magazine. This magazine is now recognised as the best trenchless magazine anywhere.

In September 2004, the Trenchless Australasia magazine was introduced to our members. By the end of 2015, Great Southern Press has produced 45 magazines and 8 Trenchless Directories. This arrangement continues to be a success story for the ASTT and I am confident that it will continue to realise a benefit to all involved in the trenchless industry.

5.8 Special Interest Groups

In October 2015, Jim Shooter from Pezzimenti Tunnelbore was advised that his request to establish a SIG on microtunnelling has been approved and that the ASTT was excited about this and wants to provide him and the group with as much support as is required to make this inaugural request a success.

The formation of this SIG was approved on the basis that this SIG represents the Microtunnelling group in general, and will be open to all current financial members of the ASTT to join. The development of Microtunnelling guidelines can be considered as a project for the SIG to tackle.

The ASTT Councilor Liaison for the SIG will be Nabil Issa.

Another request was received on 13 January 2016 from Lance Horlyck to establish a SIG to look at Linings. We are also anticipating receiving a request to establish a SIG for HDD.

6. Councillor's Reports

All Councilors' gave a brief summary of their reports to the meeting. The actual detailed reports are listed under from items 6.1 to 6.8.

6.1 Western Australia - By Trevor Gosatti

The Western Australian trenchless technology sector was steady and "back to normal levels" mainly due to the completion of the construction phases within the resources sector highs that had occurred in previous years.

The Water Corporation of WA continued its programs, which affected works that allow for trenchless technology. The Infill Sewerage program projects was reduced in 2015 in comparison to previous years due to budgetary constraints, and this meant a reduction in microtunnelling works which would be a natural part of those projects. It is expected to pick up in 2016 with the planned completion of several Infill Sewerage projects.

The Water Corporation continued its sewer rehabilitation program, but sought expressions of interest for a single contractor and no longer sought a panel of contractors.

Western Power, the state power utility, has continued its significant underground power program, which has been in place for over a decade now. This is a program that converts areas of overhead power wires and poles to underground power. About 98% of these works are done by directional drilling which minimizes the impacts on residents and businesses of the areas. Approx. \$40

million per year is contributed towards works on the program and Western Power and the State and Local governments share these costs. The Round 5 projects were being completed in 2015.

Works attached to the NBN planned works in WA was still slow but planned to pick up late 2015, early 2016 to increase to a steadier level. Use of percussion tooling to minimize digging has been highly prevalent for these works with many units sold to contractors.

2015 represented the reduction of construction works on many of the oil and gas projects and the resources projects that were occurring in the North West of WA over the last few years. A number of sophisticated and complex HDD bores were completed as part of those projects and demonstrated the skills of the top end operators in that field. Many of these bores were required to comply with strict environmental conditions.

In 2015, many asset owners started introducing stronger procurement policy that required minimum standards and levels of qualifications (ie. “tradesman level qualifications”) for HDD operators seeking to complete works on their projects.

The application of this policy is expected to increase in 2016 throughout Western Australia.

Trenchless works in 2016 is expected to increase in comparison to 2015, with a number of projects in the water and communications areas planned.

6.2 New South Wales - – Nabil Issa

OVERVIEW OF THE TRENCHLESS INDUSTRY IN NSW

Demand for trenchless technology services has remained steady in NSW. The power industry has implemented a substantial reduction in its capital budgets to meet targets that were imposed by the Australian Energy Regulator (AER). The impact of these reductions has been offset by an increased demand for trenchless work in the water and telecommunication industries.

The NBN rollout in NSW has gathered momentum in both regional and metropolitan NSW. With the ramped up NBN rollout also comes an increased incidence of damage to underground infrastructure caused by trenchless technology operators. As reported previously, the areas of concern arising from the NBN rollout include damage to existing underground infrastructure, laying cables outside the usual telecommunication alignment and inconsistencies in the laying depth. These issues are of a major concern to road and utility asset owners / operators. The accuracy of cable recording is also questionable which makes it difficult to locate underground infrastructure in future based on Dial Before You Dig plans. These underlying issues can be more effectively addressed by appropriate training and authorisation of trenchless operators. There has been a great body of work done to formalise the qualifications framework for trenchless work. There has also been a substantial investment made by training providers in developing training material and Verification of Competencies (VOC) schemes for directional drillers. However, the take-up of such initiatives has been less than satisfactory. There are well known commercial realities that impede the take-up of training. These challenges present an opportunity for further collaboration between the ASTT and NBNC / Federal Minister for Communications on providing incentives to trenchless technology principles to invest in training their operators.

The demand for Directional Drilling and Piercing Tools for short shots for Sewer reticulation remains steady in NSW. There is also a significant level of activity in Pneumatic pipe bursting for sewer replacement as well as static bursting for laterals and water main replacement.

The Coal Seam Gas (CSG) industry in NSW is continuing to generate interest in HDD for the construction of Methane Gas pipe networks. As a percentage of total HDD work in NSW, this type of activity is expected to reach double digits within the next 5 years.

The trenchless technologies that are currently being utilised the most in NSW include:

- Horizontal Directional Drilling
- Relining
- Static and Pneumatic Pipe bursting
- Piercing Tools for short shots.

TECHNICAL FORUMS IN NSW

In May 2015 I set a target of holding 2 technical forums within the following 12 months for ASTT members in NSW. The objectives of these forums can be summarised as follows:

- To promote more interaction between trenchless technology stakeholders
- To share experiences and, more importantly, challenges that members face or have overcome
- To identify opportunities for future advances in the science and technology of trenchless work
- To gain a better understanding of the evolving operating environment and the performance requirements being imposed by various state and federal legislative instruments, and
- To provide networking opportunities for the trenchless community in NSW.

I am pleased to report that 2 forums were held in July 2015 and April 2016. Four presentations were delivered at each of the forums, which involved presenters from WorkCover NSW, Sydney Water, Dial Before You Dig NSW/ACT, UEA, Pezzimenti Tunnelbore, Qenos, ITS Pipe Tech and Finlease. The forum held in July 2015 was attended by 29 delegates and was proudly sponsored by Great Southern Press. The forum held in April 2016 was attended by 49 delegates and was proudly sponsored by:

- Pezzimenti Tunnelbore,
- ITS PipeTech,
- Qenos
- Ditch Witch and
- ASTT

The presentations were well received and the feedback from delegates has been very positive. There are 2 more technical forums planned for August and November of this calendar year for

NSW. Sponsorship for both events has already sold out. It is my intention to hold a branch meeting immediately preceding each of the next 2 technical forums.

SPECIAL INTEREST GROUPS

One of the significant outcomes of the recent review of the ASTT constitution was the introduction of the concept of Special Interest Groups (SIGs). These SIGs will be regarded as the ASTT subject matter experts within their approved area of interest.

I am pleased to report that the first 2 SIGs established under the new provisions of the ASTT constitution are NSW based. The inaugural Special Interest Group is focussed on the development of Micro-tunnelling Design Guidelines for Sewer. The SIG's initial focus will be on the requirements of Sydney Water Corporation; however the guidelines are expected to form the basis for developing a more comprehensive document for industry-wide application. This SIG is chaired by Jim Shooter, NSW Manager for Pezzimenti Tunnelbore, and has the following members:

L-R in photo:

Shaun Nadin – Sydney Water

Chester Chen- AECOM/ AAJV

Dennis Shaw- Iplex Pipelines

Thomas Carolan- UEA

Sombath Lam- RARI

David Loizou- Qalchek

Robert Loncar – Sydney Water

Jim Shooter – Pezzimenti Tunnelbore

Kennie Bowie- Aurecon/AAJV

Not in photo:

Lee McCourt- UEA

Florian Jaehne- Qalchek

Nabil Issa – ASTT Liaison Councillor



A 30-page draft design guideline has already been produced by the SIG. This document will continue to evolve as more issues are identified and addressed.

The second NSW-based SIG is focussed on lining work. It is chaired by Lance Horlyck, ASTT's 2015 Person of the Year. The purpose of the Linings SIG is to establish a forum for the discussion of contemporary pipe lining rehabilitation issues, with a view to improving the delivery of lining technology within the industry. The initial focus will be on:

- The impact of grouting on lining design and performance
- The lining of large diameter road and rail culverts
- The issues associated with using high strength cured-in-place pipe linings
- The revision and/or extension of the current lining design standards.

Member of the group include:

Lance Horlyck - SASTTI JV

Stijn Sampermans - Monadelphous

Peter Marchant - ITS Pipetech

John Monro - Interflow

David Dubois - Abergeldie Watertech

Will Zillmann - Insituform Pacific

Maurice Lubbock - AECOM

Andrew Hackett - KBR

Blair Telfer - Project Max

Ken Vanheesan - Queensland Urban Utilities

Sudipta Basu - Sydney Water

Mohammed Hanifi - WA Water Corporation

Chris Frangos – ASTT Liaison Councillor

6.3 South Australia - – By Dudley Jensen

New projects with potential for trenchless technology

Tenders are open and have been awarded for stormwater, wastewater and drainage projects throughout the SA region, with resulting benefits for the trenchless industry that should be realised in the coming months.

These include:

- The Burra Stormwater Management Plan for the Regional Council of Goyder, encompassing the Central Region, Eyre Peninsula, Metropolitan, Murray Mallee, Outback, Southern & Hills, South East regions
- The Maxwell Tce Drainage Project in the City of Marion
- The Hargave Street Stormwater Upgrade for the City of Port Adelaide Enfield
- Neil Avenue Community Wastewater Management System (CWMS) Installation between the Light Regional Council and The Barossa Council, in Nuriootpa.

Ongoing projects

- SA Water's Water Loss Management project continues as they investigate the more than 4000 pipe bursts in Adelaide city in the last 12 months.
- Gateway South, a Joint Venture of Fulton Hogan and Laing O'Rourke, have been awarded the major works contract for the \$620 million North-South Corridor Darlington Upgrade project major works contract awarded, and the project scope extended
- The South Australian and Australian Governments announced the extension of the existing Torrens Road to Torrens River Project to include the section of South Road between Pym Street and Torrens Road in Croydon Park, which will extend the lowered motorway by approximately one kilometre. All works will be completed within the current approved \$896 million budget and completed within the original timeframe; by the end of 2018
- The National Broadband Network continues, with several key contractors investing in trenchless technology as the build phase ramps up. Notably, Fulton Hogan has elected to

self-perform NBN work in the region and have invested in a significant trenchless fleet to support this work.

All of these infrastructure projects require input from trenchless technology practitioners for maximum efficiency from the public sector. We remain optimistic for the future prospects for trenchless in South Australia.

6.4 Tasmania – No Report

6.5 Victoria – By Chris Frangos

Overview

Trenchless Technology in Victoria continued to grow steadily during 2015/2016 and is currently enjoying a positive outlook for the coming few years.

Infrastructure projects of all sizes have continued to support trenchless technologies across all sectors.

Government funded major infrastructure projects have been announced and are commencing, despite the political debate around the Infrastructure Priority List released alongside the “Australian Infrastructure Plan” written by Infrastructure Australia.

Regardless of the politics between Governments, a prioritized list highlights the emphasis the federal and state governments have placed on infrastructure investment.

The Metro Rail project is a significant trenchless project and will follow on from current projects in progress across Victoria including, 50 Level Crossing Removals, Tullamarine Fwy widening and the West Gate Distributor.

The majority of works are in the rail and road sectors, however all are in congested urban areas and will require trenchless solutions for both asset relocation works and to minimise disruption.

It is expected that growth in trenchless solutions will continue as a necessary part of all capital works programs to ensure sustainable solutions to aging infrastructure continue to provide value to Victorians and contribute to the national economy.

Membership & Events

Membership in Victoria has remained strong during 2015 and benefited from the No Dig Downunder conference held at the Gold Coast.

The Gold Coast conference proved to be a very successful event with a great program of papers, a busy exhibition hall, enjoyable events and a great opportunity to meet new industry people and catch up with old friends. The newly introduced training courses were run for the first time and I am sure they will develop further at the next event.

I was pleased to see so many Victorian attendees at the event showing the strength of the trenchless community in Victoria.

Preparations for the next No-Dig Downunder in 2017 have commenced and I am confident that this will also be another successful event.

The ASTT's focus in Victoria for 2016 will be to showcase local projects via a series of Trenchless Forum's. This exciting initiative will bring a grassroots focus to trenchless this year highlighting the many trenchless projects across the state. The first forum will be held on Thursday 7th April and is shaping up to be good opportunity to meet and swap ideas.

Water Industry Overview

The Victorian water industry in 2015 has continued the implementation of their Water Plans with the emphasis on efficiency of investment being the focus. Many authorities have implemented new delivery models and productivity improvements.

A period of retendering term contracts by some authorities has been followed by continued growth in renewal of both water and sewer assets with key trenchless projects being highlighted by individual authorities across the state.

New high profile projects in the rail and road sectors are planned that will continue to see the commencement of new tunneling projects and rehabilitation of existing infrastructure in close proximity.

Smaller scale trenchless projects are also expected as part of the current program of infrastructure investment.

2016 Forecast

The key objective of 2016 is the establishment and support of Special Interest Groups. Along with the focus on local projects via the series of Trenchless Forum's, it is expected that 2016 will be another exciting year for trenchless.

6.6 Queensland – by Ben Crosby

The trenchless industry is healthy in Queensland with some impressive projects being planned and delivered in the last 12 months. This is projected to continue over the next 12 months.

The ASTT has remained relevant in QLD and active in the last 12 by having (and planning) the following Quarterly Presentation and Networking Nights:

| Date | Speaker 1 | Speaker 2 |
|-------------------|--|--|
| 25.02.15 | Vermeer: Bore Aid Software | Iplex: Trenchless Pipe Solutions |
| 02.12.15 | HMI: Drill Bits and Tooling | Pipeline Drillers: Yamba Outfall Project |
| 29.02.16 | Global Pipe / Hobas: CC GRP Presentation | Interflow: Rehabilitation of the S1 Sewer |
| Next: 26.05.16 | Dunstans: Anglesea HDD Outfall | Rob Carr: Alphington Sewer Microtunnelling |

We are currently working on being able to broad cast these presentations via Webinars such that people unable to attend due to distance can still participate in the promotion of trenchless technology.

The format of the QLD Presentation and Networking Nights is well received and we appreciate the sponsorship from the private industry and the ASTT to make these happen.

It is apparent that the membership in Queensland is down and I propose to deal with this by undertaking a membership recruitment drive. This will be done mostly during our Presentation and Networking nights.

6.7 Northern Territory – no report

6.8 New Zealand - By Steve Apeldoorn

Refer to Chairman’s report at item 3.

7. 2016 Council Structure

The ASTT Council structure for 2014/2015 was as follows:

| | | | |
|-------------------------------------|---------------------------|--------------------------------|-------------------------------------|
| Western Australia Trevor Gosatti | Tasmania Vacant | Queensland Ben Crosby | New Zealand Steve Apeldoorn |
| New South Wales Nabil Issa | Victoria Chris Frangos | South Australia Chris Neate | Northern Territory Peter Lockett |

For 2016, in accordance with the Constitution, a call for nominations for election to council was e-mailed to all members on February 22, 2016 with the closing date set at March 18, 2016.

No nominations were received.

The 2016/2017 ASTT Council is now

| | | | |
|-------------------------------------|---------------------------|----------------------------------|--------------------------------|
| Western Australia Trevor Gosatti | Tasmania Vacant | Queensland Ben Crosby | New Zealand Steve Apeldoorn |
| New South Wales Nabil Issa | Victoria Chris Frangos | South Australia Dudley Jensen | Northern Territory Vacant |

7.1 Election of Federal President.

In accordance with Item 7d of the Constitution,

7 (d) The Federal President and Vice-President as well as the Federal Secretary and Federal Treasurer shall be elected annually by Members of Council from among their own number. These appointments shall be arranged through new elections as arranged by the Federal Secretary at least 7 days prior to the Annual General Meeting.

Jeff Pace reported that on March 18, 2016 Councilors' were invited to submit nominations for the roles of President in accordance with the ASTT Constitutions amended Clause 7d.

Only one nomination was received for the position of President and that was from Steven Apeldoorn, the NZ Councillor. As there were no other nominations received, Steve Apeldoorn is appointed to the role of ASTT President for the next 12 months.

7.2. Election of Vice President.

Jeff Pace also reported that on March 18, 2016 Councilors' were invited to submit nominations for the roles of Vice President in accordance with the ASTT Constitutions amended Clause 7d

Only one nomination was received for the position of Vice President and that was from Chris Frangos, the Vic Councilor. As there were no other nominations received, Chris Frangos is appointed to the role of ASTT Vice President for the next 12 months.

7.3 Appointment of Secretary Treasurer.

Also in accordance with amended Clause 7d of the Constitution, only one nomination was received for the role of ASTT Secretary Treasurer and this was from Jeff Pace the current ASTT Secretary/Treasurer. As there were no other expressions of interest received from Councilors' for the role of ASTT Treasurer, Jeff Pace will continue to be the Society's Secretary.

7.4 Appointment of Treasurer

As per item 7.3 above.

7.5 ASTT International Representative to ISTT Board.

At the ISTT AGM of 2013, Jeff Pace was re-elected for a 3 year term as the ASTT's International Representative to the ISTT Board. On May 20, 2015 Council was requested to endorse a request from the ISTT to extend Jeff's role on the ESC by a further 12 months as there were too many members up for re-election that year. Council endorsed this request. Jeff's role on the ISTT's Executive Sub Committee will now cease after ISTT Board meeting that will be held 2017 at Medellin, Columbia.

8. Appointment of Auditor.

Mr Terry Machin, Accountant continues to provide timely audits for the Society and at a reasonable rate. Jeff Pace therefore moved a motion that Terry Machin, continue as the ASTT Auditor.

Moved by Jeff Pace and seconded by Steven Apeldoorn.

9. General Business

9.1 Special Interest Groups

The objectives of the SIG are:

- To aid the ASTT to achieve its objective including advancing the science and practice of trenchless technology for the public benefit;
- To disseminate information to the society, industry and the wider public, related to the specialist area;

- To provide a forum for the discussion of related issues;
- To promote and undertake ‘projects’ in areas of common need and interest for the development and betterment of Trenchless Technology;
- To determine the most appropriate mechanisms to further learning and skills development within the membership of the SIG;
- To develop and provide comment on national industry standards and policies;
- To promote lines of communication within all sectors of the utilities community;
- To promote education and public understanding of specialist trenchless issues;
- To advise the ASTT of matters the SIG has specialist knowledge or advice on;
- To also address the needs of people new to the ASTT and the specialist sector;
- Any others matters relevant to the SIG.

To date we have 2 SIG’s in place, one for Microtunnelling and the other for relining. We anticipate another request coming in for HDD shortly.

It is planned that the SIG’s will be made available on the ASTT website once formed.

Jim Shooter briefed the meeting on his Microtunnelling SIG. He reported that the SIG was developing an ASTT document that consisted of 3 sections, the microtunnelling design guidelines, a sample bore section and a submission checklist. The document is currently at the comment stage. Additional work is required to complete the work on the document and Jim requested that the ASTT provide funding in the order of \$3000 to assist in this work.

This was discussed and Council agreed. A formal request is to be provided by Jim Shooter through Nabil Issa for this funding.

9.2 NASTT Training Initiatives

The ASTT has endorsed the NASTT Agreement to adopt their best practice training courses that can be delivered across Australia and New Zealand. To this end, the ASTT utilized the services of the NASTT to deliver some of their modules at the recently held Gold Coast National Conference.

The courses delivered covered CIPP, HDD and a general overview of trenchless. Presenters from the USA were Kim Staheli, Dr Samuel Ariaratnam and Chris Macey. Co presenters from the ASTT were Trevor Gosatti Chris Frangos and Ben Crosby.

Before the ASTT considers another series of training, the marketing and who the local presenters will be must be sorted out.

Trevor Gosatti as the ASTT training representative suggested that we need to do some training this year. All agreed and Ben added that he had several lessons learnt to incorporate in the future training.

It was agreed that Trevor liaise with both Ben Crosby and Chris Frangos on the training for 2017.

Christopher Malan from DitchWitch added that their US training resource package has been localized and is being used for the NBN project and can be utilized if required.

9.3 Membership

Following a group discussion on the membership, it was agreed that the ASTT needs to target new members like HDD small operators and that we need to explain to the prospective new members

what is the value of them becoming members of the ASTT. The issue of how we market this to them is paramount.

Ben Crosby indicated that he was prepared to run with this initiative and Christopher Malan also indicated that he would assist Ben.

10. Monkey Media update on new website

Chris Bland displayed the new ASTT website to the meeting. He showed how it was integrated with the new database and explained that the old links to Trenchless Australasia were also incorporated. The site is easy to maintain and extremely flexible should some of the headings need to be amended.

Members now have the ability to maintain their own information in the Members Directory area.

The proposed new site can be viewed at <http://publishersresource.com.au/test/astt/>

Councilors' were invited to review the site and to forward comments to Jeff Pace by May 15, 2016.

Chris Bland to forward instructions on how to add the minutes of this meeting to the new website.

11. Publishing Partners GSP Report

GSP Report

In the 2014-2015 financial year, magazine returns to the ASTT totaled \$20,000.

Magazine

In September 2004, the Trenchless Australasia magazine was introduced to the ASTT members. As at May 2016, Great Southern Press has produced 46 magazines, 9 Trenchless Directories, 1 commemorative book, and 1 commemorative magazine.

Trenchless Australasia continues to be published quarterly. The magazine distribution sits around 3,580 copies per edition, with many more people accessing the publication online through the digital magazine, online PDF and through reading the magazine stories on the Trenchless Australasia website.

In addition to being sent to all ASTT members plus key industry stakeholders, the magazine is sent to all Australian and New Zealand councils, water authorities and a range of other utilities including telecommunications, gas and electricity.

Over the last 2-3 years, GSP has undertaken an initiative to increase the already high-quality content of the magazine to include more technical papers, case studies, and industry data and information. This has involved undertaking readership surveys to see what readers find most beneficial and enjoyable from the magazine. In the last year we have refreshed the magazine's look to reflect the quality of its content.

Events

As at May 2016, the ASTT and GSP collaboration has produced 5 national conferences and exhibitions, 2 Trenchless Live events, and 8 training roadshows.

The ASTT receives 20 per cent of the net profit from these events. The net profit figure is calculated by subtracting the direct costs of an event from the revenue – before GSP’s overheads are taken into account. Once overheads are taken into account, GSP ends up with a similar share to the ASTT.

No-Dig Down Under 2015

The Australasian Society for Trenchless Technology’s No-Dig Down Under 2015 event was held on the Gold Coast, Australia, from 8–11 September 2015. The venue received very favorable feedback from attendees and exhibitors alike.

The event saw 1,200 visitors attend the show over three days, and holds the strongest attendance number for a local (non-international) show. The event hosted 76 exhibiting companies.

ASTT collaborated with the NASTT to provide three in-depth training courses for members of the infrastructure industry. Produced by the North American Society for Trenchless Technology, and adapted for Australasian audiences, these courses offered the chance for infrastructure professionals to learn from leading experts from around the world and develop their skillset to an international standard. The courses were in HDD, New Installation, and Rehabilitation.

The event returned \$89,849.15 to the ASTT for the 2015–16 financial year.

No-Dig Down Under Gold Cost 2017

Planning is now underway for No-Dig Down Under 2017, the ASTT’s 12th national conference and exhibition, which will be held on the Gold Coast from 23–25 August 2017.

Due to the popularity of the venue, the ASTT has decided to return the event to the Gold Coast for another year.

In February 2016, past No-Dig event sponsors, the ASTT and GSP met to discuss event planning for the 2017 event. New initiatives were discussed for the 2017 show, including additional training opportunities and modifications to the event timing (such as the technical program and exhibition hall hours ending earlier).

Technical Forums

GSP has been contracted to provide event services for the VIC and NSW Chapters of the ASTT, in order for both regions to run regular Technical Forums. Technical Forums are run in New Zealand and Queensland regularly, and provide ASTT members with the opportunity to learn and share technological innovation, as well as network with industry peers. The first events were run on 7 April (VIC) and 27 April (NSW).

The Melbourne event had approximately 60 attendees, three presentations and two event sponsors, and was very well-received by those who attended.

At the time of writing, the NSW show has a healthy number of registered delegates and three event sponsors locked in.

11.3 Brisbane sponsors workshop meeting

Attending a special workshop in Brisbane with key sponsors/exhibitors on February 2, 2016 were the following.

- A Jeff Lawson: Vermeer
- Steve Reeves: Vermeer
- Michael Elms: Holcim/Humes
- John Munro: Interflow
- Christopher Malan: Ditch Witch
- Jeff Pace: ASTT
- Steve Apeldoorn: ASTT
- Zelda Tupicoff: GSP
- Tori McLennon: GSP

Main aim of the meeting was to make sure the events remain successful, make sure it's worth it for delegates, exhibitors and sponsors. This was the opportunity to provide feedback that may be adopted for the next event in 2017.

Key points that were raised include the following.

1. Length of the exhibition. Reduce to end at lunchtime on last day and not 5pm.
2. When does the event actually start, Exhibition opening or the next day
3. Consider having the 3rd day technical stream removed and replaced with either training provided or key speakers in the exhibition area. Also consider providing training at the beginning of the conference,
4. We need a mix the papers to suit everyone and not just utilities and local government. Try to get the Contractors interested.
5. The social program shows that there is something on every night. This does not give companies any opportunity to arrange their own private functions with their clients. Future marketing needs to really promote that everyone attends the opening cocktails. If this is promoted properly to delegates then exhibitors and sponsors will have their clients there to entertain after the cocktail party solving the problem of not having a free night for client entertainment.
6. Training target audience, who was it targeted towards. This needs to be spelt out and the content needs to be made more localised.
7. Consider having an App for the conference that shows who the stream is targeted for, ie A driller of operator, not a design engineer.
8. Councilors' should not be responsible for the be the organizing committee.

Several of these ideas will be incorporated into the planning of the 2017 Gold Coast National Conference and Exhibition.

12. Other Business

Nabil Issa suggested that another session with Councilors' was required to review and update the ASTT Strategic Plan. All were in agreement and the timing of this is tentatively set for some time in either June or July this year possibly at Melbourne.

13. Next Meeting

The meeting closed at 15:32.

The next combined Council and Annual General Meeting will be held at a time and venue yet to be determined.

Minutes compiled by:

Jeff Pace

Federal Secretary

May 6, 2016