



MINUTES OF THE TWENTY FIFTH COMBINED

ANNUAL GENERAL MEETING AND COUNCIL MEETINGS

Held in the Bellarine Room at the Park Royal Hotel – Melbourne Airport Victoria on Thursday April 27, 2017 commencing at 13:00

ATTENDING:

<i>Steve Apeldoorn</i>	<i>New Zealand Councilor and outgoing ASTT Chairman</i>
<i>Chris Frangos</i>	<i>Victorian Councilor and incoming ASTT Chairman</i>
<i>Jeff Pace</i>	<i>Secretary / Treasurer</i>
<i>Ben Crosby</i>	<i>Queensland Councilor</i>
<i>Blair Telfer</i>	<i>Incoming New Zealand Councilor</i>
<i>Christopher Malan</i>	<i>DitchWitch Australia</i>
<i>Annie Ferguson</i>	<i>Great Southern Press</i>
<i>Lyndsie Clark</i>	<i>Great Southern Press</i>
<i>John Herbert</i>	<i>South Australian Councilor (phone link up for item11)</i>

1. Open Meeting.

Steven 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.

All members were notified of the date and time for the AGM by way of the Great Southern Press's regular e-news that was sent out on March 7, 2017.

Apologies have been received from Nabil Issa and Trevor Gosatti. John Herbert to join the meeting via a phone hook up for item 11.

3. Minutes of the previous meeting.

Last year's 24th combined Council and Annual General Meeting was held in the Bellarine Room at the Park Royal Hotel – Melbourne Airport Victoria on Thursday May 5, 2016. The membership was advised through the June 2016 edition (issue 47) 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:

http://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 5, 2016 were accepted as a true and correct record.

Moved by Jeff Pace and seconded by Chris Frangos

4. Chairman's Report - By Steven Apeldoorn

I would like to acknowledge, with thanks, the Councilors, executive and all our members who have given their generous commitment of time and energy over the last twelve months, and for the year ahead. A big thank you is also extended to our partners Great Southern Press (GSP) in recognition of their commitment and support. 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. The following is a review of the 2016/2017 year:

- The March edition of Trenchless Australasia is the 50th Edition of the magazine. The magazine has faithfully and triumphantly communicated almost everything the society has been involved in since 2004. The magazine has changed a bit over this time, but every issue has been a credit to our industry and continues to be an excellent asset to the society. Congratulations to GSP on reaching the 50 issues.*
- The Gold Coast conference in 2015 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 made the decision last year to return to the Gold Coast again for the No-Dig Down under this year. A conference committee was established with Ben Crosby as Chair of the Committee. Committee members were made up from sponsor and SIG representatives as well as local members and NULCA. The committee, working with GSP have been responsible for pulling together the conference program and reviewing technical paper abstracts. Two NASTT training courses will be included as part of the conference program as well as a 'practical' workshop sessions aim at targeting and adding value to the smaller contractors. The call for papers saw over 70 abstract submissions, 30 more than the 2015 event. To date over 80% of the exhibition has been sold. The 2017 event appears that it will be as successful as the last.*
- The first two Special Interest groups (Micro-tunnelling Group and Lining Group) have continued to operate and work on specific projects. A third group was also established during the year for HDD. All of these groups face the challenges of a volunteer membership, including the limitations on time, resources and the geography of a large area that makes up the society. The Micro tunnelling group has continued to make fantastic progress on their project under the leadership of Jim Shooter.*
- The ASTT has continued with an expanded program of the trenchless forums in New Zealand Queensland, Victoria and New South Wales. All of these events have been successful and show a growing attendance and reputation as great value. This year has now seen a change in management of the New Zealand forums from ProjectMax to GSP. This change brings the management of 3 of the 4 forums under common management, which helps ensure consistency of the marketing and organisation going forward. 2017 marks 10 years of Trenchless Technology Forums in New Zealand. I hope that these forums continue to be successful in New Zealand and Australia for many years to come.*
- In October 2016 the WaterNZ annual conference was held in Rotorua and once again we had the ASTT technical paper stream as part of this conference program. A big thanks to*

the Water New Zealand executive for supporting our ongoing involvement in this conference every two years. A thank you also to everyone that submitted an abstract for the stream and well done to all of you who presented. I believe it was another successful event. Having involvement in 'non-trenchless' conferences, such as this one, is a great way to raise the trenchless profile amongst those who may otherwise not get the opportunity to hear about trenchless technology.

- *Jeff Pace, the ASTT Secretary, retired from his role on the ISTT executive committee in April 2017. Jeff has done a fantastic job as our representative on the ISTT executive committee for a long and successful tenure. On behalf of the ASTT I would personally like to express my sincere thanks to Jeff for all of his hard works and dedication to the role which has been a credit to the society internationally.*

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 continue to focus on:

- *We have a need to stay relevant to where we are as an industry today, and ensure that it remains the preminent industry organization representing the trenchless industry and supporting trenchless technology. We have previously looked at operator competencies, and we have established a core set of training courses, but more work is required to show leadership.*
- *We still have a need to motivate and keep our members engaged and involved in the activities of the society. Over the last 12 months we have seen an increase in member's involvement in presenting at the technical forums, as part of SIG's and in the Conference Committee. This is great to see, but we must continue to find new opportunities to engage with our members.*
- *The 2017 Gold Coast No-Dig Down Under has attempted to implement initiatives to attract smaller contracting companies to the value of the society, particularly with respect to offering the more practical workshop sessions. However, the lower 'price point' that industry is telling is telling us that these smaller companies are looking for, to attend the conferences, remains a challenge that needs to be addressed. Other initiatives also need to be considered and explored to attract the 'smaller' contractors and also the larger utilities which are the other membership type that is less represented than is desired.*

This AGM also marks the end of my time as both the New Zealand Councilor and as the ASTT President. I have enjoyed 8 years in the role as Councilor and the last 2 years as President. Over this time, I can reflect on a number of initiatives that I have had involvement in, some of which include:

- *The establishment in 2010 of the Bi-annual WaterNZ Conference trenchless technology stream*
- *The establishment of the technical forums in Victoria and NSW, based on the NZ format.*
- *Review and improvements to the ASTT constitution*
- *Establishment of the Special Interest Groups.*

My focus has always been in improving the value of the ASTT to its members, and trying to get our membership involved within the society. I hope that, that although I believe that there is still a way to go in this endeavor, that I have helped deliver some of this vision and set in place some of the mechanisms to enable this to happen. I would like to say thank you to all of the Councilors, and Jeff, for all of your support and comradely over the last eight years.

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

5.1 International Update

International No-Dig Conferences and Events

The 34th International No-Dig Event was held over October 10 to 12 in Beijing, China. The event was well attended with some 1978 visitors from 26 countries, 81 exhibitors and 44 papers from 16 countries being presented during the conference. The ISTT's incoming chairman, Mr. Enrico Boi, opened the event.

The ISTT Board meeting was held prior to the opening of the conference. A few key points to note from this meeting were the election of three new ESC members, the vote for host nation of International No-Dig Event in 2019 and the change of venue for the 2017 International No-Dig.

The 3 new ESC members duly elected for the period 2016-2019 were Jens Hoelterhoff from the GSTT, Mathew Izzard from the UKSTT and Yasin Torun from the TSITT. Yasin was re-elected for a second term.

In order to determine the location for the 2019 International No-Dig, 2 really good presentations were looked at. One from the UKSTT for London and the IATT for Florence were put to the ISTT Board to vote on the venue for the 2019 International No-Dig. The merits of both bid locations were discussed with the successful bidder being that from the IATT. To this end the 37th International No-Dig will be held in Florence over September 30 to 2 October, 2019. The venue will be the Fortezza da Basso.

At the 2013 ISTT Board meeting in Sydney, the Board approved holding the 2017 ISTT No-Dig in Medellin, Colombia subject to ISTT and the Colombian Institute for Subterranean Infrastructure Technologies and Techniques (CISTT) agreeing to terms for a hosting agreement.

Following several months of meetings and discussions between ISTT and CISTT, the parties have been unable to reach an agreement for holding the International No-Dig in Colombia.

At the 2016 Board meeting in Beijing, the ESC recommended that the Board approve the ESC recommendation that the 2017 Board meeting now be held in Washington, D.C. in April as part of the 2017 International No-Dig. This significant change of venue was discussed and finally approved by the Board.

In accordance with usual practice of ISTT for Affiliated Society events, the ISTT will continue its support of the CISTT's World Congress in Medellin. The ISTT will market the CISTT event worldwide, solicit participation in the Congress and provide other possible assistance as requested.

Changes to the International No-Dig Venue Format.

The ISTT Board approved the establishment of two formats for International No-Digs. One format would be the traditional No-Dig format that consists of a two and a half day conference with concurrent technical sessions and an exhibition area and would be best suited for larger market venues that attract strong participation world-wide from vendors, exhibitors, and sponsors.

The other would be a more regionally focused format and would emphasize trenchless education and training, and promotion of trenchless for the public benefit, but would be structured to be

attractive to a wider range of host Societies that wish to showcase market opportunities in an attractive venue. This new format would have a condensed technical program of possibly one and a half days, a smaller scale exhibition that may feature table-top displays rather than a large scale exhibit hall. The two types of No-Digs will still be evaluated based on the Hosting Criteria previously developed by ISTT.

The proposed plan for selecting the location of the 2020 No-Dig. ISTT will invite Affiliated Societies interested in applying to host the 2020 No-Dig to give a brief presentation at the 9 April Board of Directors' meeting.

Under new guidelines and policy established by the Board last year, an applicant must prepare its proposal and submit it to ISTT for review in advance to allow, ISTT to assess the proposal and report its finding to the Board. A schedule for submitting proposal will be established and notice sent to all ISTT Societies. After receiving the report from ISTT, the Board will make its selection for 2020 at the Board meeting to be held in Cape Town in 2018.

New Zealand Events Update

The ASTT in conjunction with WaterNZ held its Water New Zealand's Annual Conference & Expo 2016 over 19-21 October 2016 at Rotorua. Once again I thought that this event was well patronised and the trenchless streams were well attended. Steve Apeldoorn is to be congratulated for his co-ordination work on 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 2017.

Despite the economic downturn nationally, the ASTT in 2016 still managed to reflect a nett profit of 11,875.39 compared to the profit in 2015 of 108,257.84. This dramatic decrease is because the ASTT did not hold a National Conference in 2016. The profit in 2015 from the National Conference was \$89,849.

The 2016 Audit Reports was accepted as tabled.

Moved by Ben Crosby and seconded by Steven Apeldoorn.

5.3 ASTT Website Upgrade

The new website has now settled down and is working as intended.

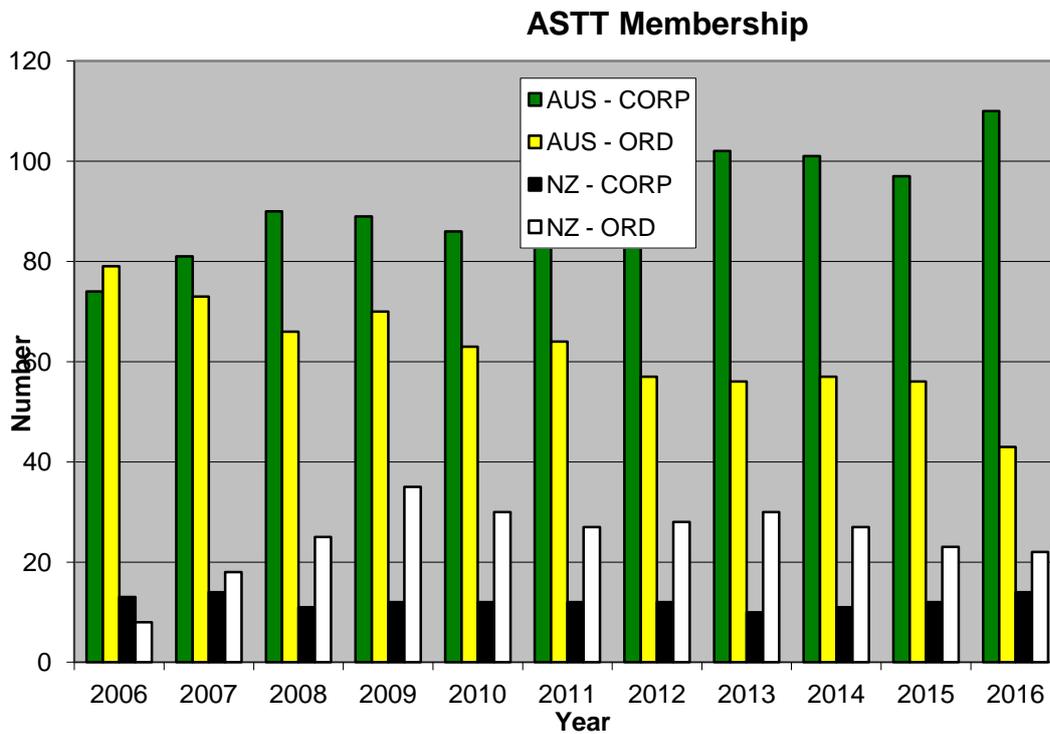
The new site now handles all requests for new memberships which is managed behind the scenes by a cloud based system using <http://www.wildapricot.com/>. The site also maintains links to Great Southern Press's newsfeeds from Trenchless Australasia.

5.4 Membership

On 3 December 2016, some 181 membership renewal Tax Invoices were e-mailed out for the second time to the members. 3 Resignations were received. By the end on 2016, 53 of the 178 had paid their fees which is up from 41 previously. Of the 53 payments received, 35 chose to use the newly introduced Paypal option which is also up from 20 the previous year.

Also at the end of January 2017, membership numbers had increased slightly to 188 (Corporate and Individual) The increase was in the Corporate sector with a slight decrease in Individual sector Of the 188 members that the ASTT has, 153 are from Australia and 36 are from New Zealand. Despite the continuing economic slowdown, membership numbers are still fairly good.

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



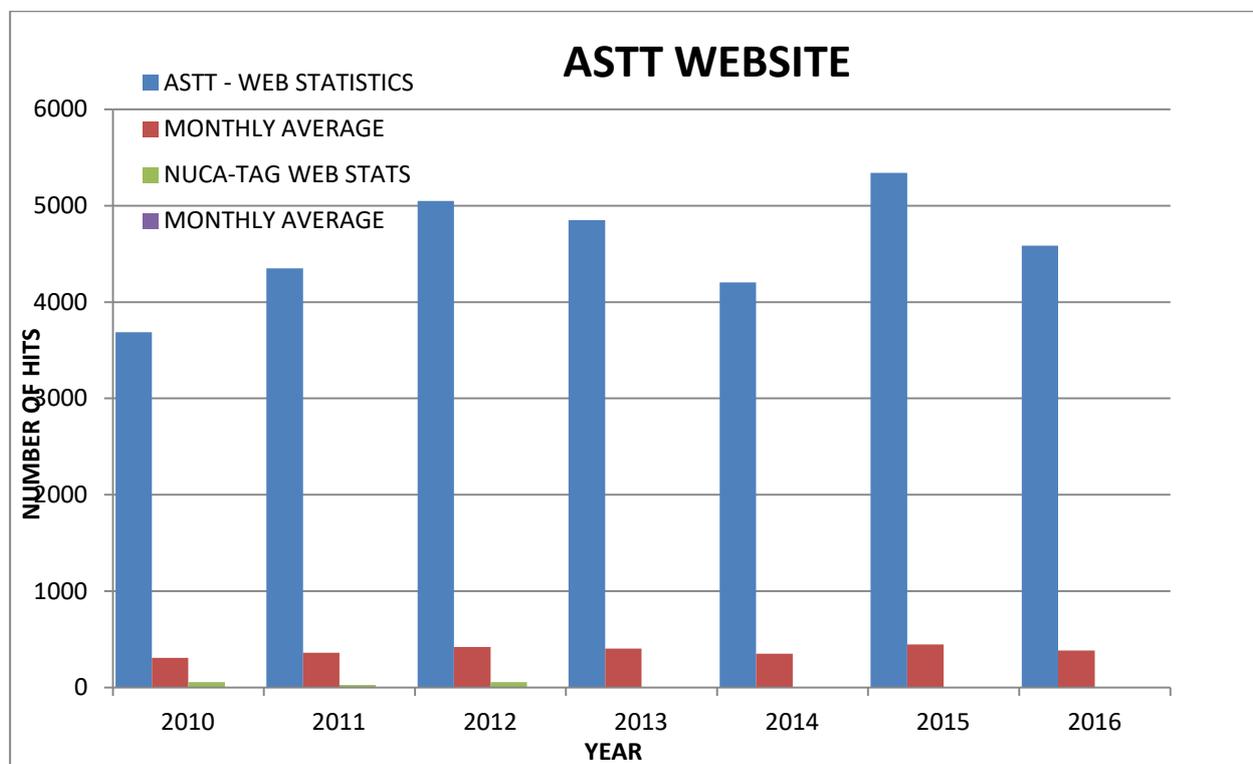
April 2017 Comment

From January 1 onwards, payments slowed up. On February 19, I sent some 80 reminder e-mails which immediately resulted in 15 paying their fees before March 1. At the end of February, I phoned all the Australian unfinancial members and left several messages etc. This resulted in a couple of late resignations and an increase in payment.

As at April 26, there were still some 10 outstanding payments to be received. I sent these people a final notice on April 20, 2017 advise informing them that if payment not received by the end of April, their membership will e terminated.

5.5 Internet

The ASTT's homepage traffic continues to be monitored on a monthly basis. For 2016 we averaged 382 hits per month compared to 445 hits per month in 2015. The downturn is partly due to the stats no being available during the early days for establishing the new website and was also expected based on previous years but should increase with the upcoming 2017 Gold Coast National Conference.



5.6 *Trenchless Australasia*

Congratulations once again go out to all the staff, past and present of Great Southern Press for continuing to provide the membership with a wonderful Trenchless Australasia Magazine. This magazine is now recognised as the best trenchless magazine anywhere, well done and keep up the magnificent work.

In September 2004, the Trenchless Australasia magazine was introduced to our members. By the end of 2016, Great Southern Press has produced 48 magazines and 8 Trenchless Directories. The December issue #49 came out in January 2017. 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.

6. Councillor's Reports

6.1 Western Australia - By Trevor Gosatti

The Western Australian trenchless technology sector was slow and looking for signs of improvement from the very low levels after 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 increased in 2016 in comparison to previous years, and this meant an increase in micro-tunnelling works which would be a natural part of those projects. Works involving micro-tunnelling were being completed at City Beach, Halls Head, and South Bunbury.

In addition the Corporation sought to complete a number of Pump Station and other asset works that incorporated some large micro-tunnelling works. A program of water main replacements around the city also has led to some trenchless works for the installation of new pipe, although

there was a view that more trenchless works could be done in comparison to areas that were being dug up.

The Water Corporation continued its sewer rehabilitation program, after having appointed a single contractor to complete a program of works.

A number of large drainage and private sewerage projects were awarded by large local governments and several of these required large amounts of micro-tunnelling of pipes to reduce the impact on the public.

Western Power, the state power utility, has continued its significant underground power program, that converts areas of overhead power wires and poles to underground power. Much of these works are done by directional drilling which minimizes the impacts on residents and businesses of the areas. Approx. \$40 million for the year was contributed towards works on the program.

Works attached to the NBN planned works in WA was slow to start but picked up in early 2016 to increase to a steadier level. An increasing program of installations is planned over the next few years. Use of percussion tooling to minimize digging has been highly prevalent for these works with many units sold to contractors.

There was a significant reduction of construction works on many of the oil and gas projects and the resources projects that had occurred in the North West of WA over the last few years. Many HDD bores were completed as part of those projects and demonstrated the skills of the top end operators in that field.

Trenchless works in 2017 is expected to increase slightly in comparison to 2016, with an ongoing number of projects in the water and communications areas planned.

6.2 New South Wales - – By Nabil Issa

No report received

6.3 South Australia - – By John Herbert

The South Australian trenchless technology market has seen a surge over the past 12 months. Huge investment by the federal government in large infrastructure projects across Adelaide coupled with local spend by SA Water and the continuing NBN program have driven this surge.

The major infrastructure projects that are all well underway and contributing to the trenchless technology market are.

The T2T Project which is being jointly funded by The Australian and South Australian Governments, both committing \$448 million towards the project for a total project cost of \$896 million. The concept design includes:

- A 4 kilometre non-stop section of roadway (incorporating the lowered road section) between Pym Street, Croydon Park, and Ashwin Parade, Torrensville*
- A 3 kilometre section of lowered non-stop motorway from Pym Street, Croydon Park to Gawler Avenue, West Hindmarsh*
- Parallel surface (at-grade) roads along the length of the lowered motorway to connect most local roads and arterial roads to South Road*
- An overpass of the Outer Harbor railway line*

- *Intersection upgrades at Pym Street, Torrens Road, Hawker Street, Port Road and Grange Road. The project is due for completion by the end of 2018*

The O-Bahn project will extend the O-Bahn system from the end of the busway at Gilberton into the cross-city priority (bus) lanes on Grenfell Street. The project will include the creation of centrally aligned priority bus lanes along Hackney Road and a dedicated bus tunnel from adjacent the National Wine Centre to near Grenfell Street, providing quicker, more reliable access for O-Bahn buses into the city.

The Northern Connector Project. On Monday 14 September 2015, the Australian and South Australian Governments announced a joint funding allocation of \$985 million to deliver the Northern Connector (road only) as part of the 78 kilometre North-South Corridor, with the Australian and South Australian Governments each contributing \$788 million and \$197 million respectively. The new non-stop motorway connecting the already completed Northern Expressway and South Road Superway links, will provide an unimpeded journey from Gawler to Regency Park; a total of 43 kilometres.

The Darlington Upgrade Project is another important stage in the delivery of Adelaide's North-South Corridor and will deliver an upgrade of approximately 3.3 kilometres of the existing Main South Road. Gateway South, a Joint Venture of Fulton Hogan and Laing O'Rourke, have been awarded the major works contract for the \$620 million project

SA Water has a number of projects also contributing to the overall surge in the trenchless technology sector.

- *Kangaroo Creek Dam Upgrade*
- *Northern Adelaide Irrigation Scheme (NAIS)*
- *Metropolitan Water Main Replacement Program*
- *Country Water Main Replacement Program*
- *North East Road Trunk Water Main Decommissioning*
- *Hackney Road Trunk Water Main Upgrade*
- *Hackney Road/North Terrace Works*
- *Hallett Cove Wastewater Network Upgrade*
- *Cobblers Creek Wastewater Pump Station Electrical Upgrade*
- *Murray Bridge Wastewater Plant Relocation*
- *Tod River Dam Safety Upgrade*
- *Parafield Gardens Wastewater Network Odour Management*
- *Hope Valley Tank Upgrade*
- *Kadina Pressure Modulation Trial*
- *Victor Harbor Waste Water Network Growth Stage 3*
- *Sandy Creek Pressure Reducing Tank Upgrade*
- *Northern Connector Enabling Works*
- *Leigh Creek Water Supply Transition*
- *Western Adelaide Wastewater Network Upgrade*
- *North Adelaide Tank Site Upgrade*
- *Wastewater Mains Rehabilitation Program*

The NBN construction across South Australia is approximately 60% complete . In late 2016 the NBN announced a new technology FTTC. The world-first technology delivers fibre all the way to the telecom pit, or footpath, outside a home. The fibre then connects with a small distribution point unit (DPU) that then uses the existing copper line to deliver fast broadband to the premises

over a relatively short distance. This has seen an increase in directional drilling required for the installation so work is ramping up for our members.

Traditionally the South Australian trenchless technology market would comprise of mainly directionally drilling. However due to the major infrastructure projects we are seeing nearly all of the latest methods being used across the state. Many of the projects are being assisted by larger national companies.

The expectation is that the market in South Australia will remain consistent for the next 12 months with work normalizing late in 2017.

6.4 Tasmania – No Report

6.5 Victoria – By Chris Frangos

Overview

Trenchless Technology in Victoria has continued to grow throughout the last twelve months.

Infrastructure projects of all sizes have continued to support trenchless technologies across all sectors. Particularly on the back of major Infrastructure projects and increased Government spending.

In a non-conference year engagement with members and trenchless practitioners was achieved with the introduction of the ‘Trenchless Forums’. This initiative has been warmly received and supported during 2016.

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.

Infrastructure Investment

The Victorian Government released an Infrastructure Plan in late 2016 that outlines the framework and mechanisms that will be implemented to roll out infrastructure over the next 30 years.

The Infrastructure Plan has made 137 recommendations worth around \$100 billion across nine sectors including transport, education, housing, health, energy, water and justice.

It is expected that the associated pipeline of works will provide confidence to the entire infrastructure sector that Victoria is well placed to grow over the next 30 years and beyond.

In the shorter term the government is forecasting a significant increase in capital expenditure over the next 5 years as major projects such as the Western Distributor and Metro projects are delivered.

Overall, this is a very health outlook for the construction industry and by association the trenchless sector.

Membership

Membership in Victoria has remained strong during 2016 despite the lack of events.

Very few requests for information or assistance were received from the membership / industry with respect to general trenchless issues.

Promotion of Trenchless Technology

Trenchless forums were introduced in Victoria during 2016 for the first time, following on from a very successful format used over a number of years in New Zealand and a less formal format in NSW.

The four trenchless forums held in Victoria over 2016 have been a terrific success. I would like to thank all of our Victorian members for embracing this initiative and supporting it with their attendance, papers and sponsorship.

Following on from a successful 2016, the first forum of 2017 was held in March and although attendance was lower than expected, we look forward to more of this style of event in 2017.

Preparation for the upcoming No Dig Down Under in the Gold Coast in September this year is well underway by the organizing committee and Victorian members have been encouraged to attend, present and exhibit at the forums.

ASTT Changes

After a recent changes to the ASTT constitution and the introduction of Special Interest Groups the last couple of years have provided the stability to allow new initiatives to start to be implemented.

At the time of writing this overview, the office bearers of the ASTT for 2017/18 year have been decided.

As the incoming President, I look forward to working closely with all Councilor's to continue the good work that has been done by the previous Presidents Steven Apledoorn and Trevor Gosatti over the last few years.

It is with sadness that we farewell Steven from the ASTT council, however he has led the association with distinction and hands over the reins have achieved a number of positive outcomes for the ASTT.

Thankyou Steve and good luck with your next challenge.

Water Industry Overview

The Victorian water industry in 2016 has continued the implementation of their asset management plans with an emphasis on sustainability and innovation. As new delivery models continue to be implemented, productivity improvements and improved customer outcomes have been achieved.

As a result, continued growth in renewal of both water and sewer assets has been achieved along with the introduction of new innovative products. Key trenchless projects have been 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, rehabilitation of existing infrastructure and relocation of assets in close proximity.

Smaller scale trenchless projects will continue as methods of choice rather than alternatives as part of the ongoing program of infrastructure investment.

Challenges for 2017 / 18

The key objective of 2017 will be another successful No Dig Downunder in September. The organizing committee is working hard to improve on the last successful conference in the Gold Coast.

Furthermore, as the new ASTT President, I look forward to working closely with the new and more experienced councilors to continue the initiatives of the ASTT and engage the membership to create a more dynamic ASTT.

Overall, an exciting year ahead.

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 months by having (and planning) the following Quarterly Presentation and Networking Nights:

<i>Date</i>	<i>Speaker 1</i>	<i>Speaker 2</i>	<i>Speaker 3</i>
<i>26.05.16</i>	<i>Dunstons: Anglesea HDD Outfall</i>	<i>Rob Carr: Alphington Sewer Microtunnelling</i>	<i>N/A</i>
<i>15.09.16</i>	<i>Empire: Products to Aid your Trenchless Projects</i>	<i>Pipeline Training Aust: Making Trenchless Projects Safer</i>	<i>Insituform: Stormwater Renewal</i>
<i>8.03.17</i>	<i>Direct Hit: Better Information Leads to Better Outcomes (HDD)</i>	<i>Independent Civil Solutions: Safe Pulling Forces for PE Pipe</i>	<i>N/A</i>
<i>21.06.17</i>	<i>TBC</i>	<i>TBC</i>	<i>TBC</i>

We are continuing to work on being able to broadcast these presentations via Webinars such that people unable to attend due to distance can still participate in the promotion of trenchless technology. We have done one trial, however, the quality wasn't there. Maybe with some more budget from the ASTT and/or the sponsors we can move this idea forward.

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.

This year I have been chairing the Conference Committee for No-Dig 2017 (Sept – Gold Coast). This has been tracking well and most items are in hand. See GSP's conference report at the AGM.

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.

I feel this is the case nationally too and as the vice president elect I plan to discuss this further at the AGM to see if the President and the members of Council agree. From there I propose that the ASTT works to improve our membership.

6.7 Northern Territory – no report

6.8 New Zealand - By Steve Apeldoorn

Refer to item 4

7. 2017 Council Structure

The ASTT Council structure for 2016/2017 was as follows:

<i>Western Australia Trevor Gosatti</i>	<i>Tasmania Vacant</i>	<i>Queensland Ben Crosby</i>	<i>New Zealand Steve Apeldoorn</i>
<i>New South Wales Nabil Issa</i>	<i>Victoria Chris Frangos</i>	<i>South Australia John Herbert</i>	<i>Northern Territory Vacant</i>

In July 2016, Dudley Jensen submitted his resignation as SA Councilor. As a result of this early change, SA members were invited to nominate a replacement Councilor with John Herbert being nominated. John Herbert was then appointed to the position of South Australian Interim Councilor.

For 2017, in accordance with the Constitution, a call for nominations for election to council was e-mailed to all members on February 1, 2017 with the closing date set at February 28, 2017.

The 2017/2018 ASTT Council is now

<i>Western Australia Trevor Gosatti</i>	<i>Tasmania Vacant</i>	<i>Queensland Ben Crosby</i>	<i>New Zealand Blair Telfer</i>
<i>New South Wales Nabil Issa</i>	<i>Victoria Chris Frangos</i>	<i>South Australia John Herbert</i>	<i>Northern Territory Vacant</i>

7.1 Election of Federal President.

Steven Apeldoorn Chairperson vacated the chair to the Secretary in accordance with the Constitution.

Jeff Pace reported that on March 2, 2017 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 Chris Frangos, the Victorian Councilor. As there were no other nominations received, Chris Frangos is appointed to the role of ASTT President for the next 12 months.

7.2. Election of Vice President.

Jeff Pace reported that on March 2, 2017 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 Ben Crosby, the Queensland Councilor. As there were no other nominations received, Ben Crosby 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. Jeff's role on the ISTT's Executive Sub Committee was extended 12 months at the request of the ESC to ease and balance out the numbers for incoming ESC members. Jeff's role concluded at the Washington International No-Dig in April 2017.

Trevor Gosatti on behalf of the ASTT put forward his nomination at the Washington ISTT Board meeting in April 2017 for election to the ESC. There were 4 nominations for 2 positions and these came from the NASTT, CHKSTT, CSTT and ASTT. The result of this nomination was that Trevor was elected for a 3 year term along with Kimberlie Staheli from the NASTT.

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: Jeff Pace and seconded by Ben Crosby.

9. Special Interest Groups Reports

9.1 HDD – Ben Crosby

Ben informed the meeting that the HDD SIG was still in its infancy stages and that there was a meeting scheduled shortly to kick it off.

The aim of the meeting is to gather some plans and ideas so that the group can go forward. At the moment, there is no particular objective set.

Currently there are 5 members and other ASTT members will be invited to join the SIG.

Steven Apeldoorn suggested that perhaps one of the objectives would be to review the current ASTT Guidelines and Standards for HDD.

9.2 Microtunnelling – Jim Shooter

Overall Progress – *(summarised)- slower than anticipated.*

The SIG held its 7th meeting on 30th March 2017. Major portions of the detailed design sections- the technical sections re design loadings are yet to be finalised.

The real downside of volunteer labour is showing itself. The people in the SIG are leaders in the field (in design in general not necessarily specialising in microtunnelling) and so their time is highly sought after and hence the time required for SIG input must compete with other demands on their time.

The end of March deadline for the final draft to be put out for Peer Review has slipped by and SIG 8 is set for 2nd May with a lot of drafting and rewriting still left to be done. The end of May is the optimistic revised target date for the Final Draft.

The SIG is planning to present a paper at No-Dig 2017 on the development of the guidelines and then an open forum for feedback/discussion. This will be able to go ahead, independent of the stage of the Guidelines as the document is considered to be a living document with the need for review and update in the future.

SIG Formation.

I have attached a detailed email I sent to Ben Crosby in June 2016 which is still valid for the formation of the SIG.

Observations:

The basic reason the need arose for the formation of the SIG was the lack of knowledge of designers about microtunnelling. The designers in the SIG are also on a steep learning curve re microtunnelling and it is taking a long time to get the designers on the SIG familiar with microtunnelling specifics. Without that clarity of thought then setting down guidelines is a difficult task.

The issue of assumed prior knowledge of a designer reading the Guidelines has been discussed at length but not fully resolved. For example, there is a link between the loads on a pipe in a micro tunnel and the loads on a pipe in a trench. To what extent should the guidelines explain the basics of open trench pipe load theory to be able to adapt it to microtunnelling pipe loading? There are varying thoughts on this within the SIG.

One of the battles that needs to be fought is that of stamina and attrition. There is a sense of needing to progress the Guidelines but being delayed by specific sections is causing a lack of momentum which can only be resolved by certain members putting in a lot of time to resolve the issues.

My aim as Chairman is to keep the progress happening within the limited resources that are available so that we end up with a usable end product- albeit in an extended timeframe.

9.3 Relining – Chris Frangos

Chris informed the meeting that his group has had 2 meeting to date. The SIG wants to review the Standards and Guidelines and are looking at how to improvise. An estimate of some \$15k has been suggested to undertake this work, however the group has been requested to produce a Business Case which should outline what the money would be used for etc. Once this Business Case is received it will be submitted to Council for endorsement.

Comment

Immediately following the reports, it was agreed that each SIG should be invited to look at the current Guidelines and Standards with a view of updating these documents.

We also need to consider if there is a Public Liability issue should someone adopt them and something goes wrong.

10. Publishing partners “GSP” report

GSP Report by Annie Ferguson

In the 2015-2016 financial year, magazine returns to the ASTT totaled \$23,743.00

Magazine

Trenchless Australasia has been published quarterly since 2004 and has now cemented itself as a must-read publication for asset managers, contractors, council, government and utility employees, product manufacturers and suppliers.

Approximately 3,000 copies of each edition of Trenchless Australasia are printed and distributed to ASTT Members and individuals who are active in the industry. The magazine is also sent to asset owners, councils, utilities, and government leaders across the region. This distribution plays a crucial in growing the visibility of Trenchless Technology and aids the growth of the industry.

GSP now works with a volunteer Editorial Board, consisting of ASTT members that are well regarded as experts in their respective trenchless fields. The Editorial Board was established as part of an ongoing initiative aimed at improving the quality of content in the magazine. Since its creation, the Editorial Board has helped in lifting the overall standard and perception of the magazine.

Initiatives like this demonstrate GSP’s commitment to improving its publications, and its passion for producing valuable materials for the ASTT and its members.

Trenchless Australasia has always provided a forum for ASTT members to communicate about their projects and products with each other as well as beyond the ASTT, and with this strengthening of content direction, the magazine is set to be even more strongly aligned to the industry’s needs from a publication.

Events

As at April 2017, the ASTT and GSP collaboration has produced, five national conferences and exhibitions, two trenchless live events, and eight training roadshows.

The ASTT receives 20 per cent of the net profit for all events. The net profit figure is calculated by subtracting the direct costs of an event from the overall 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 2017

Planning is now well underway for No-Dig Down Under 2017, the ASTT's 12th national conference and exhibition, which will be held at the Gold Coast Convention and Exhibition Centre (GCCEC) on 12–15 September 2017.

Following the success of the No-Dig Down Under 2015, which was also held at GCCEC, the ASTT made the decision to return to the Gold Coast. This decision is already bearing fruit, with major sponsorship packages confirmed, strong exhibition sales, a high number of submissions for the conference program, and positive feedback from previous attendees about the venue selection.

In addition to the conference and exhibition, the No-Dig Down Under 2017 program will include two training sessions, to be held on Tuesday 12 September 2017, and a number of contractor-focused toolbox sessions on 13–14 September 2017 to be held in the Exhibition Hall. Both the training sessions and the contractor-focused toolbox sessions will be valuable contributions to the overall program, and will help provide improved ROI for event attendees.

GSP is now working closely with the Ben Crosby, ASTT Conference Chair and Queensland Councillor, to finalise the conference program and put together the remaining elements of the event. GSP is confident that this will be a successful event.

Further information on No-Dig Down Under 2017 can be found in the regular event reports, which are delivered to the ASTT President, Secretary, and Queensland Councillor Ben Crosby. If you require any specific information that is not covered in this report, please do not hesitate to contact Conference Convener Annie Ferguson: aferguson@gs-press.com.au

ASTT Technical Forums

The ASTT has engaged GSP to produce regular Technical Forums in Victoria, New South Wales, and New Zealand. As part of this agreement, GSP provides event coordination services including venue and menu selection, website creation, speaker program management, marketing services, and post-event administration.

GSP is managing the budgets for these events in close coordination with the ASTT, and charges a set event coordination fee for each event.

The ASTT Technical Forums were hosted in Victoria and New South Wales throughout 2016. These events received overwhelmingly positive feedback and provided a good opportunity for individuals to network, make new connections, and share updates on major projects and new developments in technology.

A detailed report of the 2016 ASTT Technical Forums, including a financial summary, has been submitted to the ASTT President and Secretary.

At the time of writing the first of the 2017 ASTT Technical Forums had been held in Victoria and New South Wales. These events were well-attended and GSP received positive feedback from

attendees. A detailed summary of these events, including attendance numbers and a financial summary, will be submitted to the ASTT President and Secretary before the EOFY.

Hosting the ASTT Technical Forums in 2017 provide an excellent complement to the No-Dig Down Under 2017 program.

11. Other Business

11.1 Constitution Amendments

All members were notified of the proposed changes to the Constitution by way of the Great Southern Press's regular e-news that was sent out on March 7, 2017. The membership was requested to provide feedback and comments by the end of March 2017. No comments were received by the due date of March 31, 2017.

Jeff Pace briefed the meeting on the background for the proposed amendments to the ASTT Constitution.

He reported that in April 2016, all Incorporated Associations in Western Australia were advised by the Western Australian Department of Commerce and Consumer Protection that changes to the updated Associations Act 2015 will need to be implemented by the July 1, 2019. To this end, a review was undertaken and has now been completed on the ASTT Constitution. The last time there were amendments to the ASTT Constitution was when we amended Rules 2, 3 (b), 4, 6(A),(B), 7(a), (b) and (c) and (h), 11(c), 12(a), 13(c) and these were updated on 14 August 2014 and 9 December 2014.

Great Southern Press informed the membership through their e-news on 7 March 2017 that the ASTT Constitution was now ready for review and comment by the membership based on the changes required by adopting the Model Rule of the Associations Act 2015. He advised that in order see what the proposed changes are, the membership was invited to take a look at the revised Draft Constitution that can be viewed on the ASTT website, refer to About ASTT, Constitution, http://www.astt.com.au/about_astt/constitution/ and click on ASTT Updated Constitution 2017. All suggested amendments are shown in red text.

The membership was encouraged to review the proposed updated ASTT Constitution and forward any suggested amendments or comments to me by the end of March 2017. If there are no significant changes then the draft document will be presented at the next Annual General Meeting in April for endorsement.

Jeff Pace then put forward a motion to accept the changes to the Constitution, this motion was seconded by Steven Apeldoorn and carried by all present at the meeting.

11.2 ASTT Group Insurance Proposal

John Herbert briefed the meeting by telephone hook-up on the Windsor Management Insurance Brokers proposal provided by their Richard Luscombe. Basically the insurer was offering a group insurance whereby individual companies could share the reduction in their premiums by being a portion of the larger policy.

In principle there was consensus that it was a good idea as it would provide a membership benefit to those that may take it up as well as possibly attracting new members. The meeting also suggested that perhaps there are other insurers that we should obtain expressions of interest from

before any definite decision is made. We need to know issues like what the benefits are to the ASTT, will it be open to all categories of membership, what is the liability to the ASTT.

11.3 Actions

Web Site: *Blair Telfer to collect some concepts to expand the information that can be shown on the website, for example, provide a link to a Greens Calculator etc.*

Jeff Pace to check to see if it is possible to have the wild apricot e-mail address deleted from Tax Invoice e-mails and replaced with secretary@astt.com.au?

Constitution: *Jeff Pace to ensure all the item references are correct in the new Constitution before sending to the Western Australian Department of Commerce and Consumer Protection for registration by them.*

ASTT Group Insurance Proposal: *John Herbert to seek other proposals from insurers so that Council can review and make a determination*

MOU's: *The question of whether or not we need to establish MOU's with groups like Engineers Australia, WaterNZ etc was raised. What is the process for obtaining CPD's for Engineers that attend our training courses?*

NASTT Training: *It was suggested that there needs to be a 12 monthly NASTT training program established that identifies what courses are to be delivered, where they are to be delivered and the timing for such training so that individuals seeking such training will have a program to refer to. GSP to liaise with Trevor Gosatti the ASTT nominated training person to coordinate this. A separate Working Group also needs to be established within Council to oversee this initiative.*

GSP to send out an Industry Survey to ascertain a feel for the take up of this training.

Strategic Plan Workshop *Chris Malan suggested that there is a need for the ASTT to segment out the market. He proposed that a Working Group be established with a view of identifying 4 to 5 actions or goals with targets, timeframes etc included to implement to identify the market segmentation and use a Consultant to facilitate if necessary. Once established we can then ask questions like the insurance issue, types of courses to run etc*

There are segments out there that feel that they are not getting value and are missing out on ASTT initiatives.

The agreed action is for the ASTT to have a dedicated workshop with possibly a facilitator engaged to help us establish the Strategic Plan. We do however need to establish a framework first before we have the workshop. Chris Frangos to circulate the proposed date for the workshop

Annie Ferguson to contact Mike Willmets from NASTT to see if they have done something similar so that we can learn from their experiences.

12. Next Meeting

The meeting closed at 15:30.

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