



MINUTES OF THE TWENTY SEVENTH COMBINED

ANNUAL GENERAL MEETING AND COUNCIL MEETINGS

Held in the Flagstaff 2 Room at the Radisson on Flagstaff Gardens, West Melbourne on Monday April 8, 2019 commencing at 15:00

ATTENDING:

<i>Chris Frangos</i>	<i>Victorian Councilor and ASTT Chairman</i>
<i>Jeff Pace</i>	<i>Secretary / Treasurer</i>
<i>Ben Crosby</i>	<i>Queensland Councilor</i>
<i>Trevor Gosatti</i>	<i>West Australian Councilor</i>
<i>Nick Lovering</i>	<i>Great Southern Press</i>
<i>Sudipta Basu</i>	<i>Aesby Pty Ltd</i>

1. Open Meeting.

Chris Frangos, Chairman of the ASTT opened the meeting at 3:00pm 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.

Information relating to the date, time and venue of the AGM was publicized through the March edition of Trenchless Australasia. (Refer Secretaries Corner) and also through GSP's e-news.

Apologies have been received from John Herbert, the South Australian Councilor, Blair Telfer the New Zealand Councilor and Nabil Issa New South Wales Councilor.

3. Minutes of the previous meeting.

Last year's 26th combined Council and Annual General Meeting was held in the Ballarat Room at the Park Royal Hotel – Melbourne Airport Victoria on Tuesday May 1, 2018. The membership was advised through the June 2018 edition (issue 55) 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/aggm_minutes/. To date there has been no comments or queries received.

The minutes of the previous meeting held in Melbourne dated May 1, 2018 were accepted as a true and correct record.

Moved by Jeff Pace and seconded by Trevor Gosatti.

4. Chairman's Report - By Chris Frangos

Overview

Following another successful year for the ASTT, I would like to acknowledge and thank, the Councilors and executive for the ongoing and generous commitment of their time and support over the last twelve months.

Additionally, I would also like to acknowledge the level of support and commitment demonstrated by our sponsors, partners and volunteer members that assist and continue to provide valuable feedback.

2018 was a busy year despite being the alternate year for our flagship event No Dig Downunder. The main promotional activities of the year were the Trenchless Forums. During 2018 three rounds of trenchless forums were held. Early in the year across Auckland, Christchurch, Melbourne, Sydney and Wellington. Mid-year in Auckland and Brisbane. November/December in Auckland, Melbourne and Sydney. Unfortunately, attendances at forums over the year declined at all locations apart from Auckland. This has been attributed to declining levels of engagement by asset owners. The focus during 2019 will be to attract presentations from asset owners and keynote projects to encourage increased attendances.

As has been the practice over recent 'non-conference' years, the ASTT supported the Water NZ conference in September with a trenchless stream of papers. All papers were well attended, and we have received positive feedback about the value of supporting the very vibrant trenchless community in New Zealand particularly within the water sector. Just prior to the Water NZ conference, the ASTT ran the CIPP Good Practices Course presented by our international colleague Chris Macey. This course was well attended by members from both New Zealand and Australia.

The ASTT also attended Ozwater 2018 and I met up with many of our stakeholders in the utility sector, contractors, suppliers and consultants. It was great to see that trenchless technologies and methods are so intimately embedded as a core part of the water industry.

A number of key stakeholders provided valuable feedback about the good work the trenchless industry is doing along with many valuable suggestions about how we can add value as an association to the needs and growth of the water industry in general.

Special Interest Groups (SIG's) have been working towards their stated objectives throughout 2018 at different rates. The Micro Tunneling SIG has almost reached completion and is a great example of how the SIG's were intended to operate. This is a great result and I congratulate all members involved in this SIG on their hard work.

However, on the flipside, the relining SIG has stalled and will require a review to determine if it will continue in 2019. Additionally, the HDD SIG progressed slowly throughout 2018. No new SIG's were established during the year.

Following endorsement at the last AGM, the scope for the new Strategic Plan and procurement of specialist assistance to manage the process was the main focus during 2018. I am pleased to report that Focalise Consulting was appointed to assist the ASTT undertake this significant piece of work. The development process has commenced with the first phase almost complete. The process is expected to run throughout 2019 with a presentation of the draft plan at No Dig Downunder in September 2019.

The process has been designed to consult widely and involve as much of the membership and stakeholder group as possible in the development of this plan. A key objective of the new strategic plan is a vision that is developed and ultimately owned by all members.

The new strategic plan will outline a range of deliverables and key performance indicators that provide transparency and accountable management of the ASTT over the next decade.

The ASTT also attended the ISTT conference in Cape Town and provided valuable contributions to the governance of the ISTT. A separate ISTT report has been provided.(Refer item 6)

The ASTT pursued opportunities to collaborate with other associations to promote trenchless knowledge and contribute towards industry best practice.

Additionally, the ASTT has also been involved in a collaboration between a number of industry stakeholders and the Victorian TAFE Association to develop the material required for RTO's to develop a course that will serve as an entry level training for people interested in employment and a career in the trenchless industry. The Victorian TAFE association has driven the development of the course content and I look forward to the release of the content that will then give RTO's the ability to develop courses and in turn offer this course to interested parties. This is an exciting initiative that we are hoping will be adopted by industry to improve the knowledge and skills of the workforce, leading to a higher retention of skills within the industry. I would like to acknowledge the Victorian TAFE association and key industry supporters for the time and expertise they volunteered.

Preparations for No Dig Downunder 2019, that will be held in Melbourne on 10-13 September 2019 are well under way and planning has incorporated the feedback received from the last No Dig to include initiatives to attract larger numbers of delegates.

A new initiative to attract more utility representative to this year's conference is being offered for the first time. We have agreed to offer 10 scholarships to utility or council representatives. Five aimed at people outside of Victoria (airfare and conference registration) and 5 from within Victoria (conference registration).

We are working closely with GSP to improve the value to event partners, sponsors, delegates and exhibitors for the 2019 conference.

The conference organising committee continues to meet to develop another full, interesting and informative conference program, training courses and exhibition.

Unfortunately, one of the planned new initiatives for 2018, the Demonstration Day in Adelaide was deferred as the time available to plan and execute this event was not sufficient to ensure the greatest opportunity for a successful event. This event has been deferred until the next available window of opportunity in November 2020.

2019 Outlook

The ASTT has a full year of events and projects to continue to promote the great work of our industry throughout 2019.

Some of the initiatives in progress are;

- *A series of trenchless forums in the current format. Forums will be run in Sydney, Melbourne, Brisbane, Auckland, Christchurch and Wellington throughout 2019.*

We are actively encouraging a greater level of participation from asset owners. Attendance numbers for Melbourne and Sydney need to improve, however Auckland is leading the way. A review of the current format of the forums will be undertaken in an attempt to re-invigorate attendance at these events.

- *Commence initial planning for a small demonstration day in Adelaide for 2020*
- *Promoting and encouraging involvement at the No Dig Downunder Conference to be held in Melbourne in September will be a major focus throughout 2019.*
- *A series of good practice courses will once again be run in conjunction with No Dig Down Under, delivered by both local and North American presenters.*

The ASTT continues to promote the industry in a successful and professional manner, however we face a number of key challenges in the year ahead and beyond that we need to address.

The need for greater member engagement and involvement in the society remains a major challenge particularly as long-standing members and supporters approach retirement.

As a society, we need to ensure that our activities appeal to a broader audience. Our members range from large utilities to small family businesses and tailoring our value proposition to appeal to all segments of the membership is another key challenge.

I am confident that the development of the new strategic plan will equip the ASTT with tools to achieve greater engagement and participation. With your support, I look forward to tackling the challenges ahead of us throughout 2019.

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

5.1 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 on January 17, 2019.

The ASTT in 2018 managed a modest nett profit of \$2,222.20 compared to the profit in 2017 of \$116,292.48. As there was no National Conference and Exhibition in 2018, the modest profit is as expected mainly because some of the budgeted items did not eventuate or were well under budget. These underbudget items include the following: Microtunnelling and relining SIG's, Strategic Plan, update of resource material and No-Dig Live in Adelaide.

One of the new requirements of the updated Constitution is the submission of the Information Statement to the Department of Mines, Industry Regulation and Safety, Western Australia, this was submitted on 17 January, 2019. This document provides information on when we held our AGM, the total revenue for 2018, do we have at least 6 voting members and some other minor details.

The 2018 Audit Reports was accepted as tabled.

Moved by Ben Crosby and seconded by Chris Frangos.

5.2 ASTT Strategic Plan

At the last AGM, Chris Frangos tabled a project brief for the development of a new Strategic Plan. Following its endorsement, in October 2018 expressions of interest were called which resulted in only 1 submission being received and this was from Campbell MacKintosh of Focalise Consulting Pty Ltd.

A special committee consisting of Chris Frangos, Nabil Issa and my self was established and this group reviewed the proposal submitted by Focalise Consulting Pty Ltd Following its review, the committee endorsed the proposal as submitted. Councilors were advised of this action on 5 November 2018.

On 6 November the committee met with Campbell MacKintosh in Melbourne to confirm Campbell's appointment, also to get Campbell to outline the proposal in detail and discuss the composition of the member survey and question development as well as the timeline for the exercise.

The ASTT sent out its initial communication to all existing and past members on 6 February 2019 that a survey was coming out and all were encouraged to complete it. Campbell followed this up with the actual survey on 11 February 2019. A follow up was initiated by Campbell on 28 February 2019 as responses were well under what was considered acceptable. On March 1, Campbell advised that the number of responses has risen to a more realistic level.

On April 9, Campbell will be outlining the results of the survey at a strategic workshop here in Melbourne with Councilors.

5.3 Membership

On 3 December 2018, membership renewal Tax Invoices were automatically e-mailed out for the third time to the bulk of the membership. Membership numbers at that time were 108 Corporate of which 93 were from Australia and 15 from New Zealand and 74 Individual of which 50 were from Australia and 24 from New Zealand.

By the end of 2018, some 71 had paid their fees which is an increase of 18 when compared to 2017. We have also received 3 resignations which is up by 2 when also compared to 2017. Of the 71 payments received, 37 chose to use the newly introduced Paypal option which is up from the 2017 where only 25 chose to use the new system.

From the commencement of 2019, I have spent a great deal of time ringing around to get those that were still unfinancial to pay their fees. Several reminder e-mails were also sent. It was somewhat surprising to see that there were several resignations resulting in this follow up work. No doubt times are still tough and obviously some feel that they are not getting value for their money?

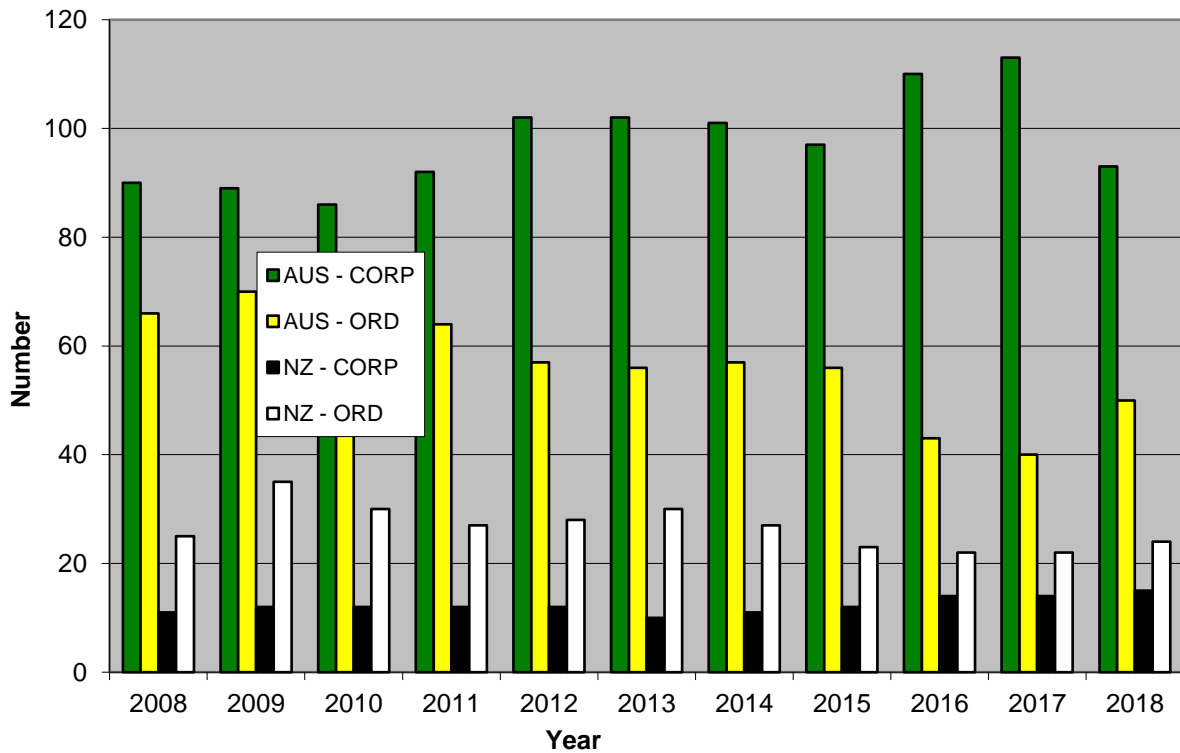
As at April 1, 2019 I am pleased to advise that despite the 17 resignations, we have attracted some 10 new members of which 7 are Corporate and 3 Individual.

As stated earlier at the end of 2018 we had 182 Corporate and Individual members, today we have 180

Despite the continuing economic slowdown, membership numbers are still fairly good.

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

ASTT Membership



5.4 Internet

The ASTT's homepage traffic monitoring was back in action as from June 2018 after the glitch with the Google Analytics that captures the number of hits etc was resolved. The number of hits we received last year (June to December) was 1351 or an average of 225 per month. This is about average for that period, however it normally goes up when we are having a National Conference.

5.5 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 2018, Great Southern Press has produced 57 magazines and 10 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.

5.6 NUCA-TAG-R

Membership Value - NUCA-TAG-R now available. I am thrilled to inform all members that after several discussions with John Mathews, the Director, Trenchless Technology Center (TTC) from the Louisiana Tech University, we now have special permission to gain access to TAG-R, a new web-based tool for identifying trenchless construction methods that are suitable for a particular set of project attributes (e.g., diameter, length, depth of cover, geological and hydro-geological conditions, allowable pipe materials, etc.).

TAG-R Online is a fully automated web-based decision support system for the selection of underground utility construction methods, primarily with trenchless technology.

Some of the features of TAG-R Online includes a detailed method database of more than 80 technologies capable of installing, replacing and rehabilitating underground utilities, capable of evaluating sanitary, storm and combined sewers (gravity and force mains), water mains, laterals and manholes using commonly available project data and provides the user with technically viable construction methods which can address their specific project needs

The online version of TAG-R was developed by the Trenchless Technology Center (TTC) at Louisiana Tech University in Ruston, Louisiana. The Trenchless Assessment Guide (TAG) was originally developed by the TTC for the National Utility Contractors Association (NUCA), a USA based organization as a stand-alone software.

In order to gain access to this site, go to the ASTT website and refer to the refer Membership area, http://www.astt.com.au/membership/members_only/ or go directly to the following web link of <http://138.47.78.37/tagrv2/login.asp>.

Access is only available to members, therefore you will need to contact me and I will provide you the secure logon and password information.

Some 10 members requested the password from me to access this site in 2018.

6. International Report

Trevor Gosatti briefed the meeting as per the bullet points under.

ISTT Board Meeting South Africa

- *The 2018 ISTT Board Meeting was held on 7th October 201 at the International No Dig Event at Cape Town, South Africa and was attended by all 27 fellow countries and associations. The meeting was convened by ISTT President, Enrico Boi and :*
- *Approved previous minutes*
- *Discussed the ISTT Plan of Action for 2019*
- *ESC Sub- Committee – The members approved the change in bylaw and elected two Vice Presidents for ISTT and the Executive Sub Committee (ESC) going forward.*
- *ISTT Education and Grant Program – The meeting approved various grants under the program to promote trenchless technology.*
- *The ISTT Financials and Budget were approved.*
- *Upcoming International Events after 2018 Cape Town*
- *2019 No Dig – Florence, Italy (30/9/19-2/10/19)*
- *2020 No Dig – Kuala Lumpur (November 2020)*
- *President Enrico Boi stood down after 2 years as President and Jari Kaukonen from CSTT was elected as the new President.*
- *The two new Vice Presidents elected were Matthew Izzard and Albert Shou. Mark Haebler from the Austrian STT was elected to the ESC.*
- *The ISTT is currently looking at the following matters:*
- *Potential introduction of Regional subcommittees to be looked at for funding and administration opportunities for the ISTT members.*
- *A new ISTT website is now online.*
- *A draft document with respect to ISTT Support of Affiliated Societies Events has been drawn up and being reviewed for eventual approval and distribution.*
- *Criteria and Procedures for Affiliated Society Membership – A draft of requirements for countries interested in membership of ISTT has been completed for review.*

- *Standards for No-Dig Venues – Draft of proposed procedures for No Dig events going forward is being completed for approval.*
- *Updating of the ISTT relationship with the Guarantors is being considered.*

7. Councillor's Reports

7.1 Western Australia - By Trevor Gosatti

The Western Australian trenchless technology sector remained slow and looking for signs of improvement from the low levels of activity in the civil construction sector in WA.

The Water Corporation of WA continued its programs, which affected works that allow for trenchless technology. The Infill Sewerage program projects basically ceased in 2018 and this has meant a significant decrease in micro-tunneling works which would be a natural part of those projects.

A program of water main replacements around the city continued to occur and led to some trenchless works for the installation of new pipe, but these were also on the decrease from previous levels of activity.

The Water Corporation maintained its sewer rehabilitation program, after having appointed a single contractor to complete a program of works. It was similar in works to the previous year.

Atco Gas completed some rehabilitation of old gas mains in some of the older suburbs such as Fremantle, and this incorporated some trenchless techniques.

Western Power, the state power utility, maintained its 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

Works attached to the NBN planned works in WA continued to be steady. 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.

There was little or no 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.

In the larger scale tunneling sector, large tunneling continued on the Airport railway line project which should go well into 2020. Some issues arose on this project with sink-age and occurrence of variable soil types. These have caused delays to the Project.

Other larger scale tunneling projects may also be planned over the next few years with potential road and rail infrastructure planned (Metronet), with assistance from Federal funding.

Trenchless works in 2019 is hoped to increase slightly in comparison to 2018, with potential infrastructure projects likely to increase.

7.2 New South Wales - – No Report

7.3 South Australia - – No Report

7.4 Tasmania – No Report

7.5 Victoria – By Chris Frangos

Overview

The last 12 months have been a busy period of time in Victoria.

Trenchless forums were generally well supported by delegates, speakers and sponsors, showcasing the many Victorian projects and initiatives in progress at the moment.

Following declining attendance numbers at the three 2017 forums, two forums were planned for 2018 March and Early December. Attendance numbers did not appreciably increase and are still below the breakeven point. It has become apparent that the success of each forum is very dependent on the speakers being able to attract greater interest. The first 2019 forum will be held after the time of writing this report and depending on the success of this forum a review of the format will be undertaken.

As reported in the Chairman's report, planning for the 2019 No Dig Down Under to be held in Melbourne in the new section of the Melbourne exhibition and Convention Centre is progressing well. The organizing committee has reached out to several Melbourne based utilities for papers to ensure a high level of local content.

Additionally, the ASTT and a group of Victorian members and stakeholders have been involved in a collaboration with the Victorian TAFE Association to develop the material required for RTO's to develop a course that will serve as an entry level training for people interested in employment and a career in the trenchless industry.

The Victorian TAFE association has driven the development of the course content and following an approval process, this content will provide RTO's with the ability to develop courses and in turn offer this course to interested parties. This is an exciting initiative that we are hoping will be adopted by industry in Victoria to improve the knowledge and skills of the workforce, leading to a higher retention of skills within the trenchless industry.

I would like to acknowledge the Victorian TAFE association and the group of key industry supporters for the time and expertise they volunteered.

Victorian Infrastructure Update

Melbourne's population growth has continued to increase throughout 2018. Melbourne's population is expected to exceed 5 million in 2019 having experienced an average growth rate of 3.8% over last 7 years, resulting in approximately 180,000 new Melbournians in 2018.

The Victorian Government released a five-year Victorian Infrastructure Plan in October 2017. This was in response to Infrastructure Victoria's inaugural 30-year infrastructure strategy that was presented to government in December 2016. The Plan lays out priorities for the next 5 years including planning and beginning the delivery of North-East Link, construction of the Melbourne Metro and West Gate tunnel Project just to name a few.

In addition to the large scale transport and rail projects, urban consolidation projects are occurring all over Melbourne resulting in asset renewal and upgrade projects across water, wastewater, gas and electricity sectors. Many of these projects involve the use of trenchless methods as the preferred construction method.

Overall, the outlook for general construction outside of major infrastructure projects has slowed as project finance has become harder to procure. As early works come to an end for many of the major projects, it is expected that green fields trenchless activities in Victoria will slow, however brown fields and utility funded projects will continue at a steady pace throughout 2019.

7.6 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>01.08.18</i>	<i>Iplex Pipelines: Ben Knyvett Recent developments in jacking pipe for the pressure application.</i>	<i>Nuflow: Jeff Hilditch Smart solutions for commercial pipe repairs</i>	<i>N/A</i>
<i>12.12.18</i>	<i>UVS Trenchless technology: Eduardo Santos Pipe inspection beyond CCTV</i>	<i>Interflow: Mark Trembath Local primus line projects</i>	<i>N/A</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. This is a point to discuss with at the AGM.

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. The QLD ASTT is aware there has been a suggestion to trail a GSP run and organised QLD forum. The questionnaire in Appendix 1 has been sent to QLD members via email. Once this data is received, I can make an informed decision as to whether the quarterly format changes.

At the AGM we should discuss when the next trenchless courses are to be conducted. As far as the HDD course goes I would like to suggest the introduction of co-presenters. There may be a budget required for this.

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 and 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.

Another point to discuss at the AGM is drafting in help from QLD members to run the region. And how we are going to communicate trenchless beyond Brisbane.

From a training & education perspective 2018 continued to meet & exceed targets. We had over 200 attendees at 5 events throughout the country over the year. We also trialled for the first time an afternoon forum for Auckland which proved very successful. For 2019 we are looking to include another new centre being Hamilton and/or Tauranga to the regional programme. All of which is intended to provide value to our members to meet their needs and wants.

2018 was also the cycle of Trenchless Technology stream at the annual WaterNZ conference. We had 9 presentations, including 4 overseas presenters, which were all well attended. This confirms that Trenchless is well respected in NZ and at a world class level. We also took the opportunity to host the NASTT CIPP training course the day prior to the conference commencing. This also was reasonably attended and is likely to become a regular feature of these biennial trenchless events at WaterNZ. I have also started discussions with WaterNZ to formalise the ASTT Trenchless stream at the biennial events. At present it is by application to WaterNZ at each event for their approval.

In other training related news Connexis, our Infrastructure Industry Training provider, is developing a suite of trenchless installation Unit Standards. This should not only increase the exposure of trenchless techniques to the industry but also ensure a consistent high quality of installations I continue to work with & advise Connexis as necessary, as well as bringing in other NZ Specialist Matter Experts (SME's).

In summary 2018 was a good year for trenchless works in NZ and I have strong hopes for another successful year in 2019.

8. 2019 Council Structure

8.1 2019 Members

The ASTT Council structure for 2018/2019 was as follows:

<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>

For 2019, in accordance with the Constitution, a call for nominations for election to council was e-mailed to all members on January 15, 2019 with the closing date set at February 8, 2019. Both Nabil Issa and John Herbert advised that they will not be re-nominating. To this end I received a nomination from Sudipta Basu which was duly seconded by both Amer Mohammed from Sydney Water and Lance Horlyck from SASTTI Joint Venture for the NSW position and as there were no other nominations received, I am pleased to advise that Sudipta is now formerly elected as the NSW Council representative. No nominations were received from South Australia.

The 2019/2020 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 Sudipta Basu</i>	<i>Victoria Chris Frangos</i>	<i>South Australia Vacant</i>	<i>Northern Territory Vacant</i>

8.2 Election of Federal President.

Chris Frangos Chairperson vacated the chair to the Secretary in accordance with the Constitution.

Jeff Pace reported that on February 9, 2019 Councilors were invited to submit nominations for the roles of President in accordance with the ASTT Constitutions amended Clause 7(f).

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.

8.3. Election of Vice President.

Jeff Pace reported that on February 9, 2019 Councilors were invited to submit nominations for the roles of Vice President in accordance with the ASTT Constitutions amended Clause 7(f)

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.

8.4 Appointment of Secretary.

Also in accordance with amended Clause 7(f) of the Constitution, only one nomination was received for the role of ASTT Secretary and 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 Secretary and Treasurer, Jeff Pace will continue to be the Society's Secretary/Treasurer.

8.5 Appointment of Treasurer.

As per item 7.3 above.

8.6 ASTT International Representative to ISTT Board.

Trevor Gosatti is currently a member of the ISTT ESC following his 3 year appointment in Washington on April 8, 2017 and therefore will continue as the ASTT International Representative to the ISTT Board.

9. 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

10. Publishing partners “GSP” report

First published in 2004, Trenchless Australasia magazine is now firmly established as a vital communication tool for the Australasian trenchless technology industry. The publication is testament to the successful partnership between ASTT and Great Southern Press (GSP), and the strength of the trenchless industry in the region.

Over the past 15 years, GSP has expanded the range of products it offers the local trenchless industry to include an annual print directory, a fortnightly e-newsletter, as well as other industry resources. In addition, ASTT and GSP have grown their partnership and now work together on a number of regular industry events, including the biennial No-Dig Down Under Conference and Exhibition.

The following report is for the benefit of the ASTT Councillors and members of the society. It contains information about GSP's activities and explains the company's strategies for the continued promotion of trenchless technology in the region.

About Great Southern Press

GSP was founded by Barry Wood in 1972. At the time, Mr Wood was working in the pipeline industry and was passionate about producing a publication that would help communicate important industry news across the sector.

This publication started life as a small newsletter and eventually became GSP's flagship, The Australian Pipeliner. These humble beginnings continue to play an important role in how GSP interacts with industry associations, event partners and clients alike.

GSP understands the passion of small business owners, and works hard to communicate news about advances in technology and the delivery of challenging projects to the broader industry.

GSP began formally working with ASTT in 2004, and now produces fortnightly e-newsletters and quarterly print magazines which are exclusively endorsed by the association. In addition to these publications, GSP also produces a number of events with ASTT, including the biennial No-Dig Down Under Conference and Exhibition and Technical Forums in Victoria, New South Wales and across New Zealand.

GSP and ASTT have a unique relationship: unlike many publishing and events companies that operate at arm's length with a tightly defined focus, GSP takes full responsibility for its products and as a result has become an integral part of the industry. The team behind the magazine and events are well known and personally involved in everything the company does.

Publications

Trenchless Australasia has been published quarterly since 2004 and has 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.

In addition, GSP has also secured agreements for distribution of the magazine at trenchless events throughout Australasia and the world. These agreements serve to increase readership of the magazine, promote the use of trenchless technology and generate new membership leads of the ASTT.

Some events where Trenchless Australasia was distributed in the previous financial year include: Water New Zealand Conference and Expo, Ozwater, Australian Utility Week and internationally at NASTT's No-Dig Show and ISTT's International No-Dig.

GSP has continued its work with a volunteer Editorial Board, consisting of ASTT members that are well regarded as experts in their respective trenchless fields. The board was established with the aim of 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.

A new board was introduced to Trenchless Australasia readers in the June 2018 edition of the magazine. Once again, representatives from leading Australian water utilities are serving on the board: Mike Stokes of South East Water, Robert Loncar of Sydney Water and Tim Lancaster of Alta Consulting. The Editorial Board be updated again at some stage during 2019.

Trenchless Australasia continues to provide a forum for ASTT members to communicate to the wider trenchless industry about their projects and products. With the quality of the content in the magazine being a previous focus of the publisher, GSP's focus will now turn to further extending the distribution of the publication. This includes additional distribution agreements throughout Australia, as well as looking to extend the readership into parts of South East Asia.

Major Events

As of March 2019, the ASTT and GSP collaboration has now produced 7 national conferences and exhibitions, 2 trenchless live events and 12 training courses. 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 2019

The countdown is on to this year's No-Dig Down Under taking place in Melbourne on 10-13 September.

Conference program

A Call for Papers was successfully completed earlier this year, with more than 80 abstracts submitted. The quality of the papers is of a higher level than 2017, which bodes well for the conference and should appease some of the post-event feedback criticising this aspect of the event.

The Conference Committee, which has been meeting once a month, is looking over the draft program.

As a result of the number of high quality paper submissions, and after feedback from the committee, the program has also been extended. The is being facilitated by reducing the time for morning and afternoon tea, and by extending the conference sessions by half an hour to 5.30pm.

Pleasingly, more than 40 per cent of the papers include the involvement of a utility; only 12 per cent of papers are from manufacturers – and all of these present some form of innovation. These numbers are a reflection of the unbiased and technical quality of the program.

Exhibition

The exhibition is almost sold out, with approximately 10 per cent of floor space still available. In total, the exhibition sales are tracking well and are already close to making target. In addition to a booth for Trenchless Australasia, an exhibition space has been set aside for ASTT.

Sponsorship

Two bronze sponsorships remain available, and there is still significant interest from some companies in taking these up. Sponsorship revenue exceeded the budgeted targets in late-2018.

The sponsors for No-Dig Down Under 2019 are as follows:

- *Platinum – National Environmental Equipment*
- *Gold – Vermeer (the company has taken up both packages)*
- *Silver – KRE Engineering, Pezzimenti Trenchless, Vivax Metrotech*
- *Bronze – Interflow, Smart Lock*

WaterAid has also been secured as the Charity Partner of the event. This is valuable as it adds the organisation's list of contacts to the marketing potential of No-Dig, which includes high-level decision makers at utilities and contractors.

Keynotes

The Conference Committee suggested Ian Moore, Professor and Canada Research Chair in Infrastructure Engineering of Queens University in Canada, as a suitable keynote presenter, and we are thrilled that he has accepted the invitation. He has already submitted an abstract of his presentation titled 'Tackling trenchless technology challenges: collaborations connecting cities, consultants and contractors'.

In addition to presenting the CIPP Course, Chris Macey of AECOM North America will also present a keynote as part of the plenary. One more keynote speaker is being sought from a Melbourne water utility or the state government.

Training Courses

In 2019, NASTT's HDD, CIPP and New Installations training courses will be offered to delegates. GSP has once again secured Mr Macey to present the CIPP course, following the glowing endorsement of his teaching of the same course in Hamilton, New Zealand last year. In addition to the CIPP Course, ASTT and GSP have agreed to produce two more courses. ASTT Queensland Councillor Ben Crosby has been nominated to once again present the HDD course if he is available.

The other options for courses is new installations or sewer laterals. Blair Telfer, Sudipta Basu, Jim Shooter and Trevor Gosatti have been suggested as potential candidates to present the new installations course.

For the sewer laterals, Ed Ahern of Nuflow has been nominated as a potential presenter.

Scholarship Program

ASTT has agreed to introduce and fund this initiative for 2019, offering 10 scholarships to utility or council representatives. Five, will include airfares to Melbourne and complimentary conference registrations, and will be aimed at representatives from outside Victoria.

The other five include complimentary conference registrations and will be aimed at people located within Victoria. The early indications are that this initiative has been well received by the industry, especially from interstate utilities.

The submission process will open soon, before ASTT is provided with a list of entries for selection.

ASTT Technical Forums

It has now been a number of years since ASTT engaged GSP to produce regular Technical Forums in Victoria and New South Wales, with the events also extending into New Zealand in 2017. As part of this agreement, the responsibilities for the events are as outlined below.

GSP

- *Source speakers and create a speaker program with the assistance of ASTT*
- *Source sponsors with the assistance of ASTT*
- *Manage all event logistics*
- *Manage all marketing*

ASTT

- *Provide an up-to-date list of ASTT members for marketing purposes*
- *Provide assistance in sourcing sponsors*
- *Provide assistance in sourcing speakers*
- *Provide an ASTT Council member to chair each event*
- *Make all reasonable efforts to promote any events*

Despite the division of responsibilities, GSP has often become largely responsible for sourcing speakers and sponsors in some states. The additional resources required to single-handedly produce the program for these events means that the staff hours attributed to the technical forums, compared to the event management fee GSP receives, results in a net loss for the company.

An example of where these events work is in Auckland, New Zealand where the Councillor, Blair Telfer, and GSP work together to source speakers. These events are well-attended and respected within the city and country's trenchless technology and civil construction industry, often featuring a mix of promotional/marketing and technical project presentations.

GSP suggests the ASTT reassess the format of these Technical Forums, and the resources the association puts towards the production of them. Until there is a clear plan for the forums in future, GSP suggests pausing the production of these events.

SA Demo Day

Following a site visit in February 2018, GSP was confident that a demonstration-based forum could be a viable addition to ASTT's suite of trenchless events. It would be designed to complement No-Dig Down Under and importantly would not detract financially from ASTT's main event.

The idea has been investigated following feedback from within the industry for a live event and an opportunity for manufacturers to display their products in real-world environments.

The location and idea was initially suggested by former SA Councillor John Herbert. Despite John leaving his position with ASTT, GSP still has the contacts for the event and can continue to investigate the possibility of developing the event to take place in 2020.

After two GSP staff members travelled to Adelaide to visit the potential site, the company prepared a draft budget and an event brief which was presented and subsequently approved by ASTT. However, the approval process took longer than anticipated and a list of potential companies who would be interested in being involved – developed by ASTT – was never provided, which reduced the time required to produce the event, making it unviable.

GSP is interested in revisiting the idea; however, the event requires adequate time for development and strong direction and motivation from ASTT to move ahead.

ISTT International No-Dig 2022

GSP and ASTT had been investigating the possibility of bidding for the ISTT's International No-Dig show in 2021. GSP presented a budget and an event brief to ASTT; however, after delayed consideration, the association decided not to proceed with the event.

After continuing discussions, GSP and ASTT were interested in investigating a bid for the show in the No-Dig Down Under off year (2022) in Auckland, New Zealand, which would need to be presented at the International No-Dig Florence later this year in Florence, Italy.

The event would be much smaller in scale than a No-Dig Down Under, with a high quality conference program, a small tabletop exhibition, as well social functions and a selection of tours/outings. After speaking to ASTT, GSP has prepared a budget for this event.

After speaking with ISTT in Chicago, US in March, it has been ascertained that the international show in 2022 will be hosted at a location in the Americas. The next opportunity for ASTT to bid for the show will be in 2023.

Despite having a working relationship with ISTT, through Trenchless International, some confusion surrounds the decision making and strategic planning of the association. GSP proposes ASTT's representative on ISTT's Executive Sub Committee advise when ISTT would be open to hosting a show in Australasia.

No-Dig Down Under 2021

Preparations have already started for No-Dig Down Under 2021, including selecting the location of the event. Given in 2019 it was held in Melbourne, and the previous two editions of the event were held on the Gold Coast, Sydney is seen as the most desirable location.

To ensure the financial success of the event, GSP highly recommends hosting it at Sydney Olympic Park. The company is gathering quotes to see if this is possible and will present a budget to ASTT in the coming months. If Sydney is unviable, the other options for No-Dig Down Under 2021 are Brisbane or returning to Melbourne.

Growing the industry

What GSP does - One of GSP's main goals is to preach beyond the choir and to spread the word about trenchless technology by staying connected with our existing database and expanding our contacts lists to include more and more companies and key decision makers throughout the region.

This is achieved through having a strong presence at key industry events, ensuring the right people are receiving the magazine and other materials sent from GSP, and constantly working to update, expand and improve the trenchless technology contact database.

Our team ensures that data is kept up to date through:

- *Regular direct calls to councils, utilities and government departments to find the latest contacts*
- *Online data mining*
- *Attendance at and deals with related events and magazines*
- *Establishing agreements with other industry associations who are relevant to the trenchless technology industry (e.g. NULCA, Water New Zealand and the Australian Water Association).*

Through these efforts, GSP has built the largest database of trenchless-related contacts in Australia and New Zealand.

On top of this, each edition of the magazine includes information about ASTT membership and, by offering discounted rates to members attending events, all of our event promotion also drives ASTT membership.

	2004	2018
<i>Trenchless Australasia print distribution</i>	<i>1,500</i>	<i>3,000</i>
<i>Total GSP database of trenchless-related contacts</i>	<i>1,900</i>	<i>14,000</i>
<i>E-newsletter recipients</i>	<i>0</i>	<i>4,000</i>
<i>Additional event distribution each year</i>	<i>N/A</i>	<i>2,000</i>
<i>No-Dig Down Under event marketing recipients</i>	<i>N/A</i>	<i>13,000</i>

Future Planning

GSP's long-standing relationships with water organisations in Australia and New Zealand, and established database of individuals working in the international trenchless technology sector, means the company is well positioned to help further the growth of ASTT in the coming years. GSP is working hard to ensure the continued growth of ASTT, and the success of Trenchless Australasia and No-Dig Down Under, by researching database expansion opportunities and increasing its presence at industry events that present opportunities for development.

What you can do

Are you interested in helping the ASTT and GSP to promote and grow the trenchless technology industry? The below initiatives may be worth considering.

- *Ensure you renew your ASTT membership and encourage industry contacts who are not members to sign up*
- *Distribute Trenchless Australasia magazine to colleagues*
- *Promote attendance at No-Dig Down Under to relevant contacts*
- *Attend ASTT Technical Forums and encourage others to do the same*
- *Contact the GSP team with project or industry news for publication through Trenchless Australasia's print and digital channels*
- *Support the ASTT by advertising in Trenchless Australasia, or by purchasing exhibition space at No-Dig Down Under 2019*
- *Submit a paper for No-Dig Down Under 2019*
- *Nominate deserving individuals and companies for the ASTT Awards.*

11. Special Interest Groups

11.1 Microtunnelling

It was reported that this activity should almost be ready for Council endorsement.

Ben Crosby added that we need to ensure that there is a disclaimer included with the finished document before it is made available to all.

ACTION: *Jeff Pace to contact Jim Shooter and request an update on the SIG's activities.*

11.2 HDD provided by Ben Crosby

Ben Crosby informed the meeting that nothing had transpired, and the SIG should be cancelled. It was agreed that this was the best action.

ACTION: *Jeff Pace to contact initiator of SIG and inform him of its cancellation.*

11.3 Other by Chris Frangos

Chris Frangos also reported that nothing was happening with the relining SIG and it to should be cancelled as there was no one driving it.

ACTION: *Jeff Pace to contact initiator of SIG and inform him of its cancellation*

12. Strategic Plan

Chris Frangos reported that this initiative we are continuing with a special meeting scheduled for tomorrow to review the survey results and commence work on the structure of the new plan. The aim is to have it ready for signoff by the members at the next National Conference in September later this year.

Refer also item5.2.

13. Other Business

13.1 *Sudipta Basu mentioned that the University of Western Sydney are interested in running a yet to be developed course on trenchless technology. They want are willing to develop a full training module with the assistance of the ASTT.*

What is not clear at this stage are questions like course duration, course content and at what cost to the ASTT if any. The University at this stage does not have a full understanding of what trenchless technology is all about as Sudipta reported that they are thinking of running a short course for starters, then evaluate its effectiveness before going to far forward.

The ASTT can support this concept by advertising the module in the Trenchless Australasia magazine and providing some funds once we have a clear picture of what the University is after. Tom Iseley could also be approached to assist the University in its endeavors.

ACTION: *It was agreed that Sudipta Basu continue talking with them and wait until the ASTT receives a clearer proposal before making any definite decisions.*

13.2 *Chris Frangos reported that Interflow have requested that the ASTT consider the development of a Spiral Wound Course to complement the NASTT courses. Chris advised that he had no objection to this request and that the resources would need to be provided to undertake this task. Those attending the meeting also had no objection to the request from Interflow.*

ACTION: *A SIG will need to be developed to undertake this task*

13.3 *The ASTT to consider presenting the NASTT Gas training course at the next national conference. The ASTT may have to get someone in from the USA to present it*

ACTION: *ASTT to decide in the next few weeks on the inclusion of this course into the conference program*

13.4 *Ben Crosby reported on the proposed questionnaire included in his report at Appendix 1, item 7.6 and sought permission to distribute it to the Queensland members. The survey relates only to the forums he holds. There was no objection to this request. Speaking in general terms, both the NSW and VIC forums are finding it hard to attract sponsors, speakers etc, this could be because the delegates have to pay a fee to attend as in Queensland it is free with sponsorships to cover the costs. Also a good idea could be to use the same speakers at the different forums if the speaker is really good.*

13.4 *Chris Frangos briefed the meeting on the work he had been doing with WSAA and the ASTT involvement with the CRC that they are driving on behalf of the water industry to develop standards for the raft of new water main lining solutions and some of the CAC coatings used in large diameter sewers. There will be no financial contribution and the dollar amounts listed are an estimate based on the time contribution we make (mainly myself or Sudipta if required) and the cost of an ad in the magazine. The agreement with WSAA and ASTT has been signed*

13.5 *Ben Crosby asked if the ASTT was prepared to fund the flights for 2 HDD NASTT Training Course presenters he intended using at the Melbourne National Conference to assist him deliver the training. There was no objection to this request.*

ACTION: *GSP to ensure the HDD books will be available prior to the delivery of the HDD training in September at the Conference.*

13.6 *Trevor Gosatti mentioned that as a part of the Civil Construction IRC, the trenchless qualifications will need to be updated as they are now out of date. Also there are a few Competencies that need to be added including Vacuum Extraction. He will be seeking input from members on this.*

ACTION: *Trevor Gosatti to put together an article outlining the requirement of this updating exercise for inclusion into the Trenchless Australasia Magazine.*

13.6 *Jeff Pace mentioned that there is a need to tidy up the internet providers, email providers, domain providers as he believes we are spending some un-necessary funds to all of these providers. To this end, GSP have provided a quote to go to 1 provider, namely NetRegistry thus making it*

easier to manage. The fee to undertake this conversion work is around \$2100.00 + GST. This was discussed and agreed that GSP undertake this work.

ACTION: *Jeff Pace to liaise with Aaron Gilbertson and arrange the transition to NetRegistry.*

13.7 Chris Frangos raised the issue of not being able to attract Councilor representation from all the States and suggested that in cases like this, that the Society consider getting an additional person from states like NSW and Vic etc so that there would be greater representation. There was no major objection to this idea but it was pointed out that the Constitution would need to be amended to reflect this change. No further action required at this stage.

14. Next Meeting

The meeting closed at 17:30.

The next combined Council and Annual General Meeting will be held at a time and venue yet to be determined in 2020.

Minutes compiled by: Jeff Pace Federal Secretary on 11 April 2019