



**MINUTES OF THE TWENTY EIGHTH COMBINED**

**ANNUAL GENERAL MEETING AND COUNCIL MEETINGS**

As a result of the Coronavirus restrictions, the originally scheduled meeting in Melbourne was cancelled and a virtual meeting arranged. The virtual meeting was held via video conferencing medium “ZOOM” on Thursday April 30, 2020 commencing at 10:05 Perth time.

**PARTICIPATING IN MEETING:**

Chris Frangos	Victorian Councilor and ASTT Chairman
Jeff Pace	Secretary / Treasurer
Ben Crosby	Queensland Councilor
Trevor Gosatti	West Australian Councilor
Sudipta Basu	New South Wales Councilor
Blair Telfer	New Zealand Councilor
Adam Russo	South Australian Councilor
Mathew Boyle	Abergeldie Complex Infrastructure
Annie Ferguson	Great Southern Press
Chloe Jenkins	Great Southern Press
Rebecca Burns	Great Southern Press
John Stuart-Robertson	HDI Lucas
Justin Shepherd	McConnell Dowell
Steve Apeldoorn	ProjectMax
Stephen Ainge	Hard Metals Australia

**1. Open Meeting.**

Chris Frangos, Chairman of the ASTT opened the meeting at 10:05am and welcomed all in attendance. He emphasized the rules for running such a meeting using “Zoom” to those that participated.

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.**

Jeff Pace reported that he had not received any apologies.

He advised those in attendance that information relating to the date, time and venue of the AGM was publicised through the March edition of Trenchless Australasia. (Refer Secretaries Corner) and also through GSP’s e-news dated 2 March 2020.

Regrettably, as a result of the Coronavirus and advice from Australia’s Chief Medical Officer stating that mass gatherings should be cancelled, the scheduled meeting was indeed cancelled.

The meeting was cancelled on 17 March 2020 and then rescheduled using the electronic meeting package “ZOOM”. The membership was advised of this new AGM meeting date as well as how to join the meeting by email on Monday April 6, 2020.

### **3. Minutes of the previous meeting.**

Jeff Pace reported that last year’s 27th combined Council and Annual General Meeting was held in the Flagstaff 2 Room at the Radisson on Flagstaff Gardens, West Melbourne on Monday April 8, 2019. The membership was advised through the June 2019 edition (issue 59) 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/](http://www.astt.com.au/trenchless%20technology/links/agm%20minutes/). To date there has been no comments or queries received.

The minutes of the previous meeting held in Melbourne dated April 8, 2019 were accepted as a true and correct record.

Moved by Jeff Pace and seconded by Sudipta Basu.

### **4. Chairman's Report - By Chris Frangos**

#### **Overview**

2019 was another successful year for the ASTT, I would like to acknowledge and thank, the Councillors 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 the ASTT and continue to provide valuable feedback.

2019 was a busy and important year for the ASTT, not only because it was a conference year, but also as we had committed to delivering a new strategic plan. I am pleased to report that this objective was met during 2019 and the new strategic plan is available for all of our members on the ASTT website.

The focus of 2020 will be the implementation phase and to this end, the ASTT council met in February, to progress the Action Plan and ensure that resources are allocated to priorities throughout 2020 and beyond.

The onset of Covid-19 and necessary mitigation measures currently in place have challenged the ASTT to review its plans for 2020 and develop alternate strategies and methods to deliver services to its members. This unprecedented worldwide event has had a major impact on the association, its members, the industry and will have on-going ramifications as the world recovers. Subject to government advice, it is unlikely that any of the planned events for 2020 will proceed.

The ASTT acknowledges the sacrifices made by many of our members that are continuing to operate to provide essential services to us all during these challenging times. We extend our condolences and sympathy to all the families that have lost loved ones not only due to the pandemic but also due to the bushfires during 2019/20.

## **Highlights of 2019**

The ASTT AGM was held in Melbourne on the 8th April 2019 and following our annual election cycle, there were two councilor changes. As previously noted in last year's AGM minutes, we acknowledged the contribution made by the outgoing councilors, Nabil Issa, NSW and John Herbert, SA. Our new councilors for 2019 were Sudipta Basu representing NSW and Adam Russo representing SA.

I was fortunate to attend OzWater in early May and participate with WSAA in a workshop that discussed the challenges of introducing innovative new technologies. The ASTT is pleased to be working closely with WSAA and the water industry on this and other important issues facing the industry. The introduction and promotion of new trenchless methods is core to the ASTT and historically, ASTT members have pioneered and developed many technologies that are now considered to be mainstream.

Trenchless forums were held in Sydney, Melbourne, Brisbane and New Zealand at the start of 2019 and will be covered in more detail in the councilor reports. Attendance numbers at forums has continued to be the major challenge in Melbourne and Sydney and have highlighted that we need to constantly work on attracting speakers with interesting and relevant presentations to ensure that attendance numbers justify the expense and deliver value to our members. As a result, the challenge for 2021 will be to revitalise the Sydney and Melbourne forums and continue to run forums in Brisbane and across New Zealand. The ASTT is committed to continuing to offer trenchless forums to promote local projects, build closer ties and welcome more members to the trenchless family.

No Dig Downunder was held in Melbourne from the 10th - 13th September last year. As outlined in the conference report, this event was an outstanding event where our formula of combining training courses, a multi stream conference program, a world class exhibition and a celebration of our achievements through industry awards was once again executed very well by the dedicated team at GSP and well attended by a good cross section of the industry. A new initiative to attract more utility representative to the 2019 conference was offered for the first time. Ten scholarships were offered to utility or council representatives. I believe this was an excellent initiative and all of the recipients received a great introduction to the trenchless industry. It is expected that we will continue this initiative at future events.

I would like to thank all our sponsors and members that submitted abstracts, presented papers, exhibited, chaired sessions, presented training courses and attended. Without the generous support of all parts of the association we would not be able to put on this iconic event.

Planning for the next No Dig in Sydney, 2021 is underway, however the impacts of Covid-19 will need to be considered by the organising committee.

I was fortunate to attend my first ISTT meeting and conference this year. It highlighted that the challenges we face in Australia and New Zealand are not dissimilar to those faced by sister societies in other parts of the world. I was fortunate to meet many likeminded people and have established contacts that will benefit the ASTT in the coming years. It was also encouraging to see the good work and positive impact our involvement by Jeff Pace in past years and more recently Trevor Gosatti (Past President and current International Delegate) has had. Our involvement at board level and on various working groups, with the ISTT assists the ASTT contribute to a stable international society and maintain close relationships with other societies in our region.

We will continue to work closely with the ISTT to explore opportunities to improve the quality of resources available to our members.

Special Interest Groups (SIG's) have been working towards their stated objectives throughout 2019 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 flip the relining SIG has stalled and will require a review to determine if it is still relevant and able to be revitalised. Additionally, the HDD SIG progressed slowly throughout 2019.

Following the bushfires earlier this year, the feasibility of a new SIG to promote the use of trenchless construction methods in the infrastructure rebuilding phase and in standards for disaster resistant construction methods is currently being explored by Sudipta Basu and Jeff Simpson.

A further SIG is also being explored to develop an ASTT carbon calculator for use in promoting the sustainability benefits of trenchless technologies.

## **Strategic Plan**

As reported previously, a key project last year was the development of the new ASTT strategic plan. The process was commenced with a member survey to establish a base case. This was used to revise the strategic objectives of the ASTT with feedback from key stakeholders across the membership. The draft plan was presented at No dig Downunder in September last year prior to finalising the plan in late 2019.

The new strategic plan has been released and can be found on the ASTT website. <https://www.astt.com.au/about-astt/strategic-plan/>

I would like to thank the ASTT councilors for their support, our members for their contributions and all of our key stakeholders that highlighted areas where improvements were necessary.

It is important to acknowledge the achievement of this milestone, but also realise that a plan on it's own will not bring about the desired change. The implementation phase of the plan is where the majority of the work is required.

The focus of 2020 will be the establishment of working groups to focus on the key strategic themes within the Strategic Plan. As mentioned above, a strategic meeting was held in February, 2020 to plan activities for the year and allocate resources. Since then, much has changed, and this plan needs to be revisited and adjusted accordingly.

## **2020 Outlook**

The ASTT had planned a full year of events and projects to continue to promote the great work of our industry throughout 2020.

Some of the initiatives planned were;

- A series of trenchless forums in the current format. Forums were to be run in Sydney, Melbourne, Brisbane, Auckland, Christchurch and Wellington throughout 2020. Forums planned for March in New Zealand, Melbourne and Sydney were postponed due to Covid-19.

- We now need to investigate alternate methods for running these events, webinars need to be explored as an alternate method of presentation.
- Initial planning and feasibility for a small demonstration day in Brisbane later this year was in progress, however this event has also been deferred.
- A series of good practice courses and a trenchless stream for Water NZ was also planned but will be deferred until further notice.
- Attendance and presenting at the ISTT event in Malaysia later this year is also uncertain.

An adjustment process is now urgently required to review current priorities and plans for 2020 and impacts beyond.

The ASTT will continue to promote the industry, support its members and participate in industry initiatives to ensure current and future challenges are addressed.

The need for greater member engagement and involvement in the society remains a major challenge, along with the 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 following a short readjustment period, the implementation 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 the remainder of 2020 & 2021.

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

### **5.1 Financial Report**

Last year, the Australian Taxation Office introduced the Single Touch Payroll system (STP) to all businesses effective as from July 1, 2019. This means that every time I pay myself as the sole ASTT employee, I now need to report my salary, pay as you go (PAYG) withholding tax and superannuation information through the STP payroll software monthly. As we only have a single employee, I have managed to access a complimentary system, namely ClockOn that meets these mandatory requirements.

Another new requirement of our updated Constitution is the submission of the Information Statement to the Department of Mines, Industry Regulation and Safety, Western Australia, this too was submitted on 26/1/2020. This document provides information on when we held our AGM, the total revenue for 2019, do we have at least 6 voting members and some other minor details.

On April 23, 2020, the ASTT received \$10,000.00 from the Australian Taxation Office as a result of the application I made for the COVID-19 Small Business Grants support due to reduced income.

Jeff Pace referred to the Audit Report that as shown under detailing the financial status of the Society.

Councilors were provided a draft copy of this report in early January 2020 and later provided the final copy of the 2020 audit report on 26 January 2020.

**AUSTRALASIAN SOCIETY FOR TRENCHLESS TECHNOLOGY**

**INCOME STATEMENT  
FOR THE YEAR ENDED 31 DECEMBER 2019**

	Note	2019 \$	2018 \$
<b>INCOME</b>			
Directory		-	1,957
Interest - Term Deposit		18,732	18,022
Interest - Trading Account		20	-
		<u>18,752</u>	<u>19,979</u>
<b>OTHER INCOME</b>			
Melbourne National Conference Distribution		85,884	-
Magazine Revenue		15,542	14,410
Members Subscriptions		68,537	65,535
		<u>169,963</u>	<u>79,945</u>
		<u>188,715</u>	<u>99,924</u>
<b>EXPENDITURE</b>			
Affiliation Fees		12,603	13,243
Audit Fees		600	600
Computer Supplies		219	416
Conference Fees		-	1,255
Depreciation		59	36
Domain & Internet		-	2,767
Insurance		1,999	1,894
Licences, Registrations, Permits		-	34
ASTT Meetings		-	10,116
Printing & Stationery		2,173	1,951
SIG/Strategic Plan		11,462	4,777
NASTT Training		11,318	5,704
Superannuation		1,866	1,842
Telephone		1,012	654
Trenchless Forums		19,718	7,367
Travelling Expenses - National		13,604	6,666
Travelling Expenses - International		17,659	15,679
Wages		19,642	16,684
Website Expenses		3,640	5,700
Misc Expenses		1,082	317
		<u>118,656</u>	<u>97,702</u>
Profit before income tax		70,059	2,222

The accompanying notes form part of these financial statements.  
These statements should be read in conjunction with the attached compilation  
report of JD Accounting Pty Ltd.

As can be seen, the ASTT in 2019 managed a significant nett profit of \$70,059.00 compared to the profit in 2018 of \$2,222. This dramatic increase is because the ASTT once again held its National Conference in 2019. The profit alone from the National Conference was \$85,884.13.

The profit would have been much higher if we did not deduct the following, 7 speaker registrations, 9 scholarships and accommodation costs. These additional cost amounted to \$29,730.00.

The 2019 Audit Reports was accepted as tabled.

Moved by Jeff Pace and seconded by Trevor Gosatti.

At the request of our Auditors, JD Accounting, the ASTT has now adopted MYOB for its payment recording system. The cost of this is \$15/month and to date is working well without any issues or concerns. The Auditors indicated that this would also make the audits quicker and cheaper for the ASTT in the future.

## **5.2 ASTT Strategic Plan**

Since the last AGM, there has been a considerable amount of work on the Action Plans of the new Strategic Plan. Refer also to item 4 for additional comment.

The Strategic Plan is now available online to view. (refer: <https://www.astt.com.au/about-astt/strategic-plan/>)

## **5.3 Membership**

On 3 December 2019, membership renewal Tax Invoices were automatically e-mailed out for the fourth time to the bulk of the membership. Membership numbers at that time were 103 Corporate of which 89 were from Australia and 14 from New Zealand and 78 Individual of which 54 were from Australia and 24 from New Zealand.

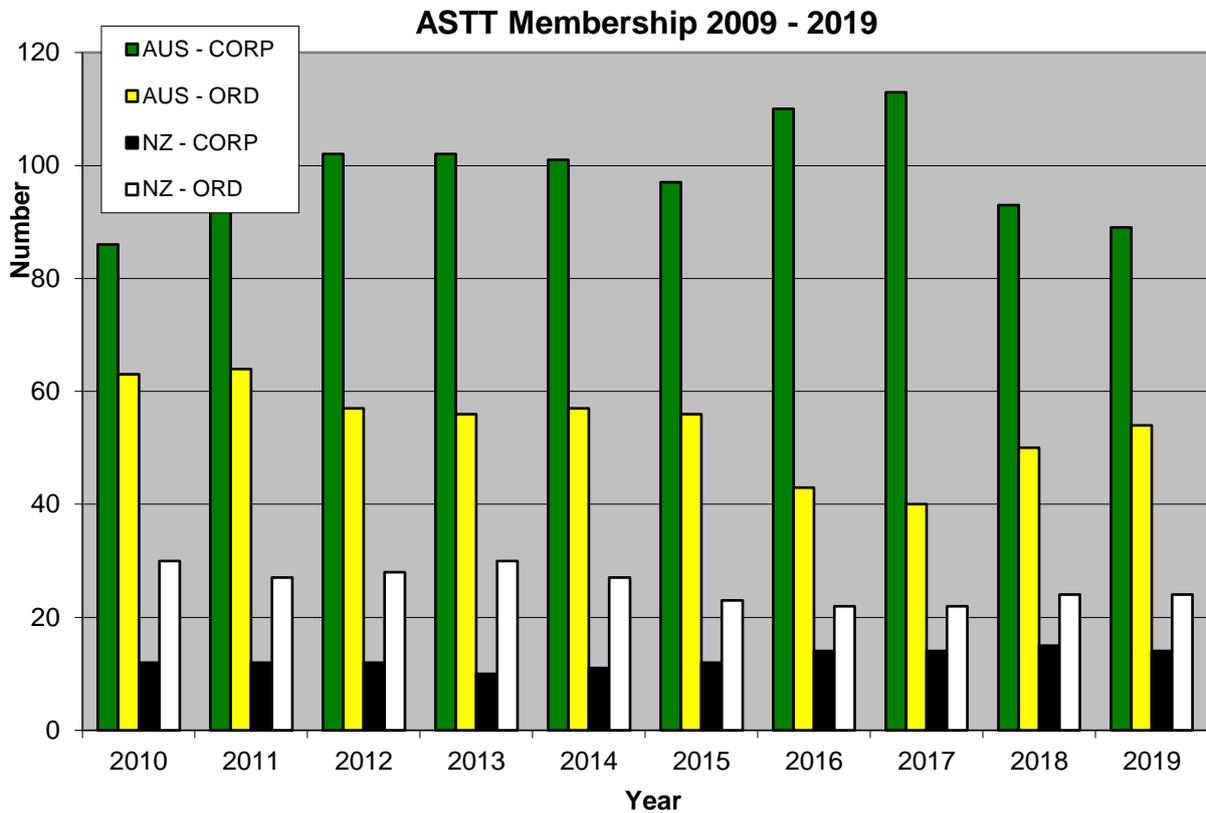
By the end of 2019, some 57 had paid their fees which is a decrease of 14 when compared to 2018 where we had 71 payments received. We have also received 1 resignation which is down by 2 when also compared to 2018. Of the 57 payments received, 32 chose to use the newly introduced Paypal option which is slightly down from the 2018 where only 27 chose to use the new system.

As at April 22, 2020 I am pleased to advise that despite the 14 resignations, we have attracted some 7 new members of which 3 are Corporate and 4 Individual.

As stated earlier at the end of 2019 we had 181 Corporate and Individual members, today we have 173 which I believe is mainly attributable to the Covid-19 issue.

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

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



As in previous years, at the commencement of 2020, 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?

#### **5.4 Internet**

The ASTT's homepage traffic monitoring was reinitiated back into action as from June 2018 following a glitch with the Google Analytics that captures the number of hits etc was resolved.

The number of hits we received last year (January to December) was 3208 or an average of 267 per month. This is up when compared to the 2018 year where we had 1351 hits or an average of 225 per month.

The figures quoted for 2018 were for a 6 monthly period only.

#### **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 recognized 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 2019, Great Southern Press has produced 61 magazines and 11 Trenchless Directories. This arrangement continues to be a success story for the ASTT and I am confident that it will continue to realize a benefit to all involved in the trenchless industry.

## 5.6 NUCA-TAG

As reported last year, NUCA-TAG-R is now available. The take up from industry to view this 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.) has been somewhat poor with only a dozen or so requests coming in.

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

## 5.7 NASTT – ASTT Good Practices Training Courses Agreement

In early December 2019, I approached the NASTT about renewing the Agreement that was due to expire on May 31, 2020. The ASTT wanted to renew this Agreement but requested that the financials be reviewed as under the current Agreement, the ASTT was paying the NASTT an annual fee of US\$4000.00 and the ASTT felt that this figure was too high and would like it reviewed.

I am pleased to advise the ASTT that the results of these discussions is that the ASTT will now be require to pay annually the sum of US\$2000.00 for the next 5 years, a saving of US\$10000.00.

The Addendum to the Agreement was duly signed on 27 February 2020. The new arrangement covered by this addendum to continue for 5 (Five) years commencing from 1st June 2020 to 31st May 2025.

## **6. International Report**

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

### **ISTT Board Meeting Florence, Italy**

ISTT Board Meeting

The 2019 ISTT Board Meeting was held on 29th October 2019 at the International No Dig Event at Florence, Italy and was attended by all 27 fellow countries and associations. The meeting was convened by ISTT President, Jari Kaukonen and :

- Approved previous minutes
- Discussed the ISTT proposed change of structure, removing the existing guarantor structure and moving to a more corporation type of company. The ESC would act as “directors” and associated countries would be each a member/shareholder of the new entity. The proposed change of structure was approved.

- ESC Sub- Committee – The members approved the election of Sam Efrat (South Africa) to the Executive Sub Committee (ESC) for a 3 year term replacing Yasin Torun (Turkey) who has completed his term.
- The ISTT Financials and Budget were approved.
- Upcoming International Events after 2019 Florence, Italy
  - 2020 No Dig – Kuala Lumpur (November 2020)
  - 2021 No Dig – Panama City, Panama
  - 2022 No Dig – Helsinki, Finland
- Reports from the various Sub-Committees were presented

The ISTT is currently looking at the following matters:

- The following Subcommittees have been set up and operate reporting to the ESC regularly
  - Membership Committee
  - Regional Support Fund Committee
  - Guarantors Committee
  - Technology & Education Committee
  - Outreach & Marketing Committee
  - Finance/Administration Committee
  - International No Dig Committee
- Funding opportunities for the ISTT members projects are being considered and pursued. Initially a project in Europe is being considered.
- Improvements to the new ISTT website continue.
- ISTT is taking a more involved role in the organization of ISTT No Dig events going forward to ensure standards and presentation.
- Criteria and Procedures for Affiliated Society Membership – A draft of requirements for countries interested in membership of ISTT has been completed.
- Standards for No-Dig Venues – Procedures for No Dig events going forward has been completed.
- Potential new memberships are being considered for Malaysia and Indonesia and are being worked through with relative interests.

## **7. Constitution Amendment**

### Background

Chris informed the meeting that currently we have a shortfall of Councilors namely from Tasmania and the Northern Territory. It has become quite evident from the Strategic Planning meetings that we are short of resources at the Council level and we need all the assistance we can get to deliver the proposed actions from our new plan.

A solution to this shortfall is to allow us to make up the numbers from either the states in question or from other states. This is a temporary solution to the resource issue and is only intended to be adopted if considered necessary and agreed by Council.

Jeff added that on Sunday February 23, all members were emailed information about the proposed amendment to the ASTT Constitution. The same information was also mentioned in the March edition of Trenchless Australasia at the Secretaries Corner.

Below is a copy of what was sent to all the members.

### ASTT Constitution Changes

Under there is now a proposal to amend Clause 7 of the ASTT Constitution. The proposed amendment is as follows:

At Clause 7 Council, existing item (j) has been moved to now be item (k) and the following new clause has been added at item (j) as per under.

**(j) If the number of persons appointed as Councillors is less than 8, then the President may appoint interim Councillors to backfill the shortfall. These individuals will only hold this office until the next scheduled election. These individuals can come from any State or Country.**

The current Constitution can be viewed on the ASTT website, refer to About ASTT, Constitution, [http://www.astt.com.au/about\\_astt/constitution/](http://www.astt.com.au/about_astt/constitution/) and click on Constitution.

All members are invited to review the suggested amendment and to advise me of any issues or concerns you have by March 20, 2020. If there are no significant changes then the draft clause will be presented at the next Annual General Meeting in April for endorsement.

Jeff Pace  
ASTT Secretary

I received feedback from SASTTI Joint Venture and they suggested we add the following; They suggested that the nominations to fill vacancies should be referred to the Council for ratification prior to appointment.

This would mean that the new version would now read as follows:

**(j) If the number of persons appointed as Councillors is less than 8, then the President subject to Council endorsement may appoint interim Councillors to backfill the shortfall. These individuals will only hold this office until the next scheduled election. These individuals can come from any State or Country.**

As there were no objections raised by a unanimous show of hands to the proposed amendment, the ASTT Constitution amendment it was accepted as read.

This motion was moved by Jeff Pace and seconded by Ben Crosby

## **8. 2019 Council Structure**

### **8.1 2019 Members**

Jeff reported that the ASTT Council structure for 2019/2020 was as follows:

Western Australia Trevor Gosatti	Tasmania Vacant	Queensland Ben Crosby	New Zealand Blair Telfer
New South Wales Sudipta Basu	Victoria Chris Frangos	South Australia Adam Russo	Northern Territory Vacant

For 2020, in accordance with the Constitution, a call for nominations for election to council was e-mailed to all members on January 16, 2020 with the closing date set at February 14, 2020.

To this end I received 2 nominations for NSW, namely Sudipta Basu and Mathew Boyle and there were no other new nominations for the remaining states. This resulted in an election being undertaken for the NSW members. The outcome of this election was that Mathew Boyle was declared the winner with the most votes.

Therefore, I am pleased to advise that Mathew is now formerly elected as the NSW Council representative.

No nominations were received from the Northern Territory or Tasmania.

The 2020/2021 ASTT Council is now

Western Australia Trevor Gosatti	Tasmania Vacant	Queensland Ben Crosby	New Zealand Blair Telfer
New South Wales Mathew Boyle	Victoria Chris Frangos	South Australia Adam Russo	Northern Territory Vacant

### **8.1a Interim Councilor Appointment**

Chris explained to the meeting that as a result of Constitution amendment 7(j) being approved, he now was seeking endorsement from Council to permit Sudipta Basu and Justin Shepherd to become interim Councillors for the next 12 months thus bringing the number of Councillors up to 8. allowing this, it would provide additional resources that will be necessary to progress the actions outlined in the Strategic Plan. This was discussed and voted on without any objections being raised.

Moved: Chris Frangos and seconded by Ben Crosby.

### **8.2 Election of Federal President.**

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

Jeff Pace added that on February 24, 2020 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 24, 2020 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.**

Chris Frangos advised the meeting that 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 until 16 November 2020.

### **9. Appointment of Auditor.**

Jeff reported that Mr Travis Schroeder, Accountant from JD Accounting Pty Ltd has provided the 2019 Audit Report at a cost-effective rate since the death of our previous Auditor Terry Machin. Although Travis has only produced 1 report in a timely manner for the Society and at a reasonable rate. I recommend that JD Accounting continue as our Auditor. He therefore moved a motion that JD Accounting continue to provide ASTT Audits.

Moved: Jeff Pace and seconded by Trevor Gosatti.

### **10. Publishing partners "GSP" report**

First published in 2004, Trenchless Australasia magazine is a firmly established 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 16 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 GSP**

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 formally began working with ASTT in 2004 and now produces fortnightly e-newsletter, quarterly print magazines and an annual print directory. All of these publications 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 now cemented itself as a must-read publication for asset managers, contractors, council, government and utility employees, product manufacturers and suppliers. Approximately 2,400 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 for the ASTT. Some events where Trenchless Australasia was distributed in the previous financial year were: Water New Zealand Conference and Expo, Ozwater and internationally at NASTT's No-Dig Show. GSP has continued to work to bring more unique and engaging content to Trenchless Australasia in order to engage further readership, including a plan to introduce a regular column contribution from a well-known trenchless expert as well as original content produced by the publication's editorial team.

To ensure that members are kept up-to-date with the ASTT's efforts, upcoming editions will include an ASTT news feature, with the most recent edition highlighting the ASTT Action Plan. In maintaining its presence as a high-quality, leading publication for the Australasian trenchless industry, Trenchless Australasia has also undergone a redesign to give it an updated look and offer its readers a refreshed visual experience. Trenchless Australasia continues to provide a forum for ASTT members to communicate to the wider trenchless industry about their projects and products.

GSP has continued to focus on finding ways 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 2020, the ASTT and GSP collaboration has now produced eight national conferences and exhibitions, two trenchless live events and fifteen 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 took place in Melbourne on 10–13 September last year, proving to be a highly successful event. Not only was there a record high for attendance at the event, the feedback from participating companies and attendees was largely positive.

#### **REGISTRANTS AT NO-DIG SHOWS SINCE 2008**

Trenchless Australasia 2008	420
Trenchless Australasia 2009	682
No-Dig Down Under 2011	1057
No-Dig Down Under 2013 (International)	1364
No-Dig Down Under 2015	1184
No-Dig Down Under 2017	1148
No-Dig Down Under 2019	1512

#### **NO-DIG DOWN UNDER 2021**

Following the success of No-Dig Down Under in Melbourne last year, preparations for No-Dig Down Under 2021, taking place at the International Convention Centre (ICC) Sydney on 5–8 October 2021, are already underway. The success of the latest edition of the event supports the decision to host the event in a major capital city to encourage greater patronage from the industry. GSP has already started planning for the establishment of a conference organising committee and chair. As was the case at last year’s event, the committee will once again feature key industry figures who will be nominated by GSP and the ASTT. The committee will make important decisions on what the event will look like and on the elements that will make-up the conference.

Following positive feedback on initiatives implemented in 2019, GSP encourages that the scholarships program be continued for the 2021 event. Now the initiative has been established, there are a number of improvements and added benefits we can include the second time around.

Reflecting the positive exhibitor experience, a number of major sponsors from the 2019 event have already committed to supporting No-Dig Down Under 2021. GSP anticipates that there will be some changes to the event sponsors; however, the change could present an opportunity for new companies to be involved or for GSP and the ASTT to re-engage with companies that had previously been sponsors of the conference.

#### **NO-DIG DOWN UNDER 2023**

In addition to suggesting that planning take place two events in advance to ensure optimal venue booking opportunities, a key recommendation following the 2019 event has been to consider a

permanent rotation of the event across the three major cities on the east coast. With this in mind, and the 2021 event to take place in Sydney, GSP is investigating the Brisbane Convention and Exhibition Centre (11–15 September 2023) as a potential venue.

### **ISTT INTERNATIONAL NO-DIG**

After speaking with ISTT in Chicago, US in March 2018, it was ascertained that the next opportunity for ASTT to bid for the international show would be in 2023. At the time of writing, ASTT was considering opportunities to bid to host the ISTT No-Dig Show, having submitted an expression of interest for the 2023 edition.

The ASTT has advised that on the current ISTT show cycle, the next edition that would align most strongly with the Australasian region would be the 2026 event. GSP feels that this has the potential to work well, as it will be running in an off year for No-Dig Down Under and may provide a good opportunity to hold a trenchless event in New Zealand.

### **ASTT TECHNICAL FORUMS**

The New Zealand Technical Forums finished 2019 on a positive note, with New Zealand Councilor Blair Telfer running a more hands-on live demonstration day at the ELB Equipment yard. At a reduced fee, GSP provided the website registration set up and event marketing, while Mr Telfer sourced the speakers/contributors, as well as organising the location and refreshments; three NZ Technical Forums are scheduled to take place over 2020.

After being put on hold in Victoria and New South Wales in 2019 due to difficulty in sourcing speakers and with the suggestion that the ASTT re-evaluate the format and resources dedicated to the forums' production, the ASTT Technical Forums are being relaunched in these regions in 2020. At the time of writing, forums are planned to take place in March and June/July.

### **BRISBANE DEMO DAY**

Following a visit to Trenchless Advisor's site, GSP was confident that a demonstration-based forum could be a viable addition to ASTT's suite of trenchless events. It would take place in lieu of the end-of-year Queensland, Victoria and NSW Technical Forums, providing a mid-sized hands-on event of interest to trenchless professionals without detracting financially from No-Dig Down Under.

The idea has been investigated following feedback in 2018–19 from within the industry expressing the need for a live event and an opportunity for manufacturers to display their products in real-world environments. ASTT has expressed an interest in pursuing the Demo Day.

GSP has suggested that a Demo Day planning team be formed to visit the site, after which a cost estimate for the event can be provided. While a demonstration day has been considered and researched in the past, the approval process took longer than anticipated and reduced the time allowed to produce the event, making it unviable. GSP feels that there is a keen interest from the industry to see an event like this take place; however, it requires adequate time for development and strong direction and motivation from the ASTT to move ahead.

GSP ASTT Source speakers with the assistance of ASTT

Source sponsors with the assistance of ASTT  
Create a speaker program  
Manage all marketing and online registration  
Manage all event logistics  
Provide assistance in sourcing speakers  
Provide assistance in sourcing sponsors  
Make all reasonable efforts to promote any events  
Provide an up-to-date list of ASTT members for marketing purposes  
Provide an ASTT Council member to chair each event

## **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.

Between 2004 and 2020 Trenchless Australasia print distribution has grown from 1,500 to 3,400  
Total GSP database of trenchless-related contacts increased from 1,900 to 17,000  
E-newsletter recipients from 0 to 10,000  
Additional event distribution each year from N/A to 2,000  
No-Dig Down Under event marketing recipient's from N/A to 16,000.

## **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 2021
- Submit a paper for No-Dig Down Under 2021
- Nominate deserving individuals and companies for the ASTT Awards

## **11. Special Interest Groups**

### **11.1 Microtunnelling**

The final document has been reviewed with minor comments added. It was agreed by Council that this document needs another formal review by an external technical writer or similar to bring it in line with the ASTT's expectations for an online document.

#### **Other SIG's**

There are 2 other SIG's namely the Relining and HDD SIG's, however due to resource changes, these have fallen by the wayside and should probably be cancelled. They can be re-enacted if there is still a need for them. The drive comes from within the group but this has lapsed.

New SIG's may be forthcoming namely for the establishment of a Carbon Calculator and also the Disaster proofing infrastructure as a result to the severe fires we have recently had.

Trevor added that these groups could now proceed now and we should keep pursuing them now that we have platforms like ZOOM to use

## **12. Councillors Reports**

### **12.1 Western Australia - By Trevor Gosatti**

The Western Australian trenchless technology sector remained slow and continued looking for signs of improvement from the 2018 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 ceased in 2018 providing a significant decrease in micro-tunneling works which would be a natural part of those projects. Very few projects were instigated to improve this in 2019.

An ongoing 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 2018 activity.

The Water Corporation maintained its sewer rehabilitation program, using its appointed 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. A reducing 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 are in the North West of WA. There is talk of some increase in works for this sector going forward.

In the larger scale tunneling sector, large tunneling continued the Airport railway line project which should complete into 2020. Issues continued to be evident on this project with sink-age and occurrence of variable soil types. These have caused delays to the Project. The TBM is expected to break through to the Bayswater link early 2020.

Other larger scale tunneling projects will also be planned over the next few years with potential road and rail infrastructure planned (Metronet) announced to commence, with assistance from Federal funding. These projects would hopefully require use of trenchless technology to complete works.

Trenchless works in 2020 is hoped to increase slightly in comparison to the disappointing 2019, with potential infrastructure projects likely to increase going forward.

## **12.2 New South Wales - – By Sudipta Basu**

The reportable activities of the NSW Council for year 2019-20 is as below:

- 1) Participating in the Council's initiative to develop a 4-Year strategic plan for ASTT and providing follow-up actions. This involved 3 workshops and considerable communications. The follow up actions on the proposed development of tertiary level training course pathways entailed:
  - Establishing preliminary connection with Western Sydney University (WSU) to partner for tertiary courses development.
  - Find out the tertiary level courses offered in universities in North American and European.
  - Planning next steps for the course development.
- 2) Support G S Press in the planning and holding of NDDU19 conference. This involved over a dozen of telephonic meetings, consultations with ASTT and NASTT members. More specifically:
  - Participate in the "Technical Committee" for the NDDU19 conference.
  - Choose a topic for the conference panel discussion; prepare approach paper; involve ASTT members, particularly NSW members in the development process, select speakers and conduct the panel.
  - Consult overseas specialist trainer on the training materials; course presentation.
  - Conference paper review, chairing conference technical sessions.
- 3) Explore the potential of Trenchless Technology in combatting droughts and bushfires. Some of the NSW members are keen to take lead in this matter. Holding meetings with such members to understand their proposal. The Council is considering to form a NSW based Special Interest Group (SIG) that would explore it further.

- 4) The other NSW based SIG initiative i.e. “Micro-tunneling Design Guidelines for Sewers”, is ready since December 2019. It will be officially launched anytime soon.
- 5) The first Technical Forum for NSW this year will be held at the end of March 2020. The response from the members is very encouraging. A number of speakers have come forward to present at the forum.
- 6) Review RII Trenchless Technology training product changes.

### **12.3 South Australia - – No Report**

### **12.4 Tasmania – No Report**

### **12.5 Victoria – By Chris Frangos**

#### **Overview**

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

Given that Melbourne hosted No Dig Downunder in 2019, it was decided to have only one forum at the start of the year (April) only.

The April trenchless forum was well supported by delegates, speakers and sponsors and showcased a number of Victorian projects and initiatives in progress at the time.

I was fortunate to attend OzWater in early May and participate with WSAA in a workshop that discussed the challenges of introducing innovative new technologies. The ASTT is pleased to be working closely with WSAA and the water industry on this important trenchless topic.

The No Dig Downunder exhibition and conference held in Melbourne in September 2019 was an outstanding event where the combination of training courses, a multi stream conference program, a world class exhibition and a celebration of our achievements through industry awards was once again executed very well by the dedicated team at GSP and well attended by a good cross section of the industry.

#### **Victorian Infrastructure Update**

Melbourne’s population growth has continued to increase throughout 2019 having experienced an average growth rate of 3.8% over the last 7 years, resulting in approximately 190,000 new Melbournians during 2019.

The Victorian Government’s Infrastructure 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 Projects 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. Following a slowdown in greenfields construction during 2019, the outlook for 2020 is promising.

As always, it is expected brown fields and utility funded projects will continue at a steady pace throughout 2020.

## 12.6 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:

Date	Speaker 1	Speaker 2	Speaker 3
20.03.19	Bothar Boring - Dave King Microtunnelling in dense urban locations	TRACTO-TECHNIK – Chris Rose Trenchless Technologies product range	N/A
17.10.19	Herrenknecht – Ben Hayes Game changing microtunnelling drive length improvements.	Bamser – Adam Shayler Planning and Delivering Successful Trenchless Projects.	N/A
29.04.20	Pezzimenti Tunnelbore	TBC – Corona Virus	N/A

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. The co-presenters aiding the delivery of the HDD course has been a success.

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.

### Appendix 1 – QLD Presentation and Networking Night Questionnaire.

<b>Date:</b>	
<b>Name:</b>	



given the specialised nature of some techniques, finding trainers may become a challenge. The industry will need to support the industry to help it grow & evolve.

Looking forward to 2020 we have the biennial ASTT stream at WaterNZ as our showcase event. I am confident this will be well supported & prove to be a popular stream with all delegates, as it has in the past. 2020 also marks the start of our new Strategic Plan Initiatives to ensure we remain relevant & of value to our members. Given the fast pace of change in both our industry and society this is very timely.

In summary 2019 was a good year for trenchless works in NZ and I have strong hopes for another successful year in 2020 and the forthcoming decade.

### **13. Strategic Plan**

Refer to item 4 and 5.2 of these minutes.

The ASTT has developed the Strategic Plan as well as the Action Plan. The 2020 Projects and Actions area will need to be revisited to ensure we have enough resources to undertake the proposed actions. The actions also need to be budgeted accordingly.

Rebecca asked what the ASTT is doing actioning the hiring a digital marketing consultant and also what we are doing to engage with the members. Chris responded by advising that currently we are use the traditional methods of print and also our forums and conferences. We are not at the front end with our digital strategy and we need to develop one and implement it.

Rebecca also asked if Councillors were reaching out to the members in each State. The response was generally not, however it was noted by Stephen Ainge that Mathew had been in contact with him and the other NSW members recently and this was appreciated.

### **14. Other Business**

Ben informed the meeting following a question from Jeff Pace that the forums in Queensland could be run using ZOOM and that this would be considered.

Stephen Ainge advised the meeting that in his opinion as far as marketing goes, the ASTT website needed to be updated to be more appealing. This was discussed and it was agreed that Stephen would look for a suitable website to use as a base model that Council can consider for the future.

Stephen mentioned that he had had discussions with Mathew Boyle about events and that there was a need to hold No-Dig live shows similar to what the UKSTT do. The focus on major cities is not that important and consideration could be given to locations like Orange or Bendigo. There is a Water Infrastructure event in Bendigo that could suit our needs. Chris responded by advising that Orange was a good option and Bendigo could work as co-located event.

### **15. Next Meeting**

The meeting closed at 11:32.

The next combined Council and Annual General Meeting will be held at a time and venue yet to be determined in 2021.