



AUSTRALASIAN SOCIETY FOR TRENCHLESS TECHNOLOGY

GUIDELINES FOR THE AUSTRALASIAN SOCIETY FOR TRENCHLESS TECHNOLOGY - SPECIAL INTEREST GROUPS

Part A: Objectives of Special Interest Groups

A1. Special Interest Groups (SIG's) are **technical divisions** within the ASTT. Each SIG is established to represent a specific trenchless sector. The SIG's are made up of ASTT members with the same interests and will be coordinated by a voluntary committee made up of the members of the group. Each SIG will be responsible for identifying what activities are needed to support the members of the group and to promote their field of interest. This may include producing information, providing a forum for discussion, and undertaking to develop and maintain industry standards and policies and lobbying external parties relevant to their field of interest to achieve the Society objectives. The SIG's will also act as the industry "Subject Matter Experts (SMEs)" and would act to solve queries or problems that may be raised from within the society or from others outside of the membership. Each year the SIG's assist the Council to develop the Society's annual plans and budgets.

A2. The objectives of the SIG are:

- To aid the ASTT to achieve its objective including advancing the science and practice of trenchless technology for the public benefit;
- To disseminate information to the society, industry and the wider public, related to the specialist area;
- To provide a forum for the discussion of related issues;
- To promote and undertake 'projects' in areas of common need and interest for the development and betterment of Trenchless Technology;
- To determine the most appropriate mechanisms to further learning and skills development within the membership of the SIG;
- To develop and provide comment on national industry standards and policies;
- To promote lines of communication within all sectors of the utilities community;
- To promote education and public understanding of specialist trenchless issues;
- To advise the ASTT of matters the SIG has specialist knowledge or advice on;
- To also address the needs of people new to the ASTT and the specialist sector;
- Any others matters relevant to the SIG.

A3. Some examples of ASTT special Interest groups, but not limited to, include:

- HDD
- Micro tunnelling
- Pipe Bursting

- Pipe Lining
- Underground Service Location
- Vacuum Excavation

Part B: Formation of Special Interest Groups

- B1.** Membership is open to any member of ASTT who works in that sector of the industry covered by the SIG, or who has a particular interest in that sector.
- B2.** All members of a Special Interest Group must be current financial members of ASTT.
- B3.** A minimum of 5 interested members are required to form a SIG. Establishment of a SIG requires the formal approval of the ASTT Council.
- B4.** Only one SIG may represent any one particular specialist trenchless technology sector. Where a SIG representing a specialist trenchless technology sector already exists, the ASTT Council will not approve the establishment of another group.
- B5.** All requests for the establishment of SIG's to be submitted in writing to the Secretary ASTT including the following:
- Clear description of the specialist trenchless technology sector the SIG intends to represent;
 - Names, contact details of at least 5 ASTT financial members nominated for the formation of the SIG;
 - Nominated SIG liaison person coordinating the establishment of the SIG;
 - Any other matters relevant to the SIG.
- B6.** The ASTT shall identify a Councillor to be the key liaison person with the SIG.
- B7.** A SIG, within 3 months of gaining approval to establish, shall elect a management committee and a Chair Person, as per C3 – C9.
- B8.** The SIG management committee, within 6 months of establishment, in conjunction with the ASTT Councillor liaison, shall prepare an Initial Programme of Activities, for the approval of the ASTT Council. The programme shall then be reported on and reviewed by the ASTT Council once every 12 months as per C16.

Part C: Management of Special Interest Groups

- C1.** The affairs of a SIG shall be managed by a committee.
- C2.** The Committee of the SIG shall comprise of representatives of not less than five financial members of ASTT, including the Chairperson.
- C3.** The Committee shall be elected annually by ballot of the SIG members.

- C4.** A list of Members of the SIG shall be held by the Secretary of the ASTT. It shall be the responsibility of the SIG Committee to maintain completeness and validity of the membership list.
- C5.** The election of the Committee shall occur on a date and at a time and place decided upon by the Committee, generally in conjunction with the anniversary of the establishment of the SIG.
- C6.** All of the SIG membership will be given four weeks' notice of the intention to elect a management committee.
- C7.** Nominations for election to the Committee shall be received in writing to the Chairperson 14-days before the Annual Election.
- C8.** The Position of Chairperson, shall be elected from and by the members of the Committee.
- C9.** For Continuity, the Committee Chairperson shall serve a minimum two year term in the role.
- C10.** It is recommended that the Committee meet every two months by teleconference, skype or other virtual conference facilities, or in person, arranged by Committee Chairperson.
- C11.** A simple majority of the current committee will constitute a quorum at committee meetings.
- C12.** Minutes shall be kept of all Committee meetings. A copy of the minutes shall be forwarded to the ASTT Councillor liaison.
- C13.** Agenda items for meetings to be furnished to the ASTT Councillor Liaison a minimum of 72 hours before the start of the meeting.
- C14.** Members of the SIG (without voting rights) shall be encouraged to attend Committee meetings.
- C15.** The management committee, in conjunction with ASTT Councillor Liaison, shall develop an annual management committee meeting schedule.
- C16.** The management committee, in conjunction with the ASTT Councillor Liaison, shall prepare an annual programme of activities to be approved by the ASTT Council. The Committee Chairperson shall report on the programme achievements and budget to the ASTT Council once every 12 months, at a time set out by the ASTT Council.
- C17.** Should a SIG wish to hold a seminar to promote their progress and or outcomes, then the following procedure is to be adhered to in the event the SIG wishes the ASTT to undertake administrative responsibility including any financial risks:

- The SIG management representative must seek the approval from the ASTT Council at least four (4) months prior to the specific minor conference or seminar;
- If the minor conference or seminar can be scheduled at the requested time of year, the ASTT Council will advise on the outcome of the request to the SIG management representative;
- The SIG management representative must liaise directly with Great Southern Press (GSP) in accordance with the conditions as set out in the ASTT/GSP Events Agreement of September 2010 to either run the event or allow the SIG to run it independently;
- The management committee must have the prior approval from ASTT Council before any commitment to expenditure is made in regard to the conference or seminar, and
- If the SIG activity requires ASTT underwriting of financial risk then it must also seek and receive prior approval of the Council.

C18. ASTT will provide funding and some administration services to the SIG, for programme activities approved by the ASTT Council.

C19. The Chairperson, the management committee or any member of the SIG has no authority to speak or issue any written comment on behalf of ASTT without the prior approval of the ASTT Council.

C20. The Chairperson shall ensure full compliance of the management committee with ASTT directives relating to matters of governance and conduct.

C21. In the event that a dispute arises between members of the committee that cannot be resolved within a reasonable period of time by the committee, any member involved in the dispute may refer the dispute to the ASTT Council for arbitration. The ASTT Council will hear the dispute and the President or nominee of the President will act as arbitrator for resolution of the dispute. In the event that arbitration fails, the matter will be referred back to the ASTT Council for resolution. The ASTT Council's decision will be final and binding on the Committee.

C22. These guidelines shall be reviewed and approved by the ASTT Council within 2 years of the first issue, and then at a frequency not exceeding five years thereafter.



President ASTT: