



General Meeting Minutes

Date: Thursday 20th November 2025

Time: 2:00pm AEDT

Venue: via Zoom.

1. Welcome – Peter Jones

2. Statement of Acknowledgement of Country

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.

3. Apologies

- Randolph Briggs

4. Conflict of Interest

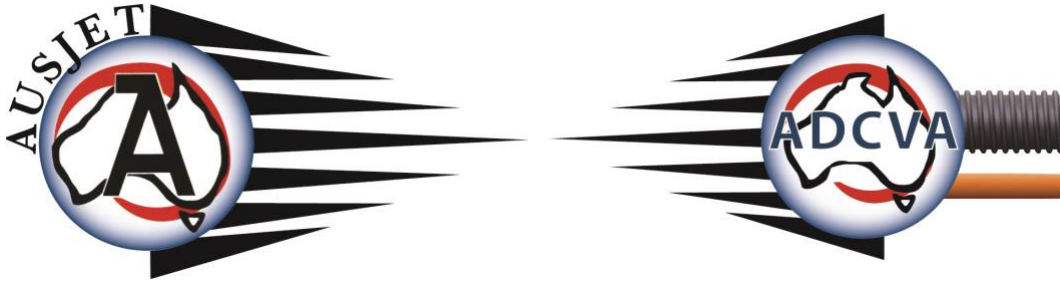
The attendees at the meeting are asked if they have a conflict of interest based on the agenda. If anyone has a conflict of interest, they should declare it and not be part of the discussion or vote.

5. Previous meeting Minutes

- Acceptance of previous meeting minutes by Will Lee and seconded by Gerry Murphy

6. Current Project Register

| Item Number | Project | Responsible Team Members | Statuses | Target Completion Date |
|-------------|-------------------------------|---|-------------|-----------------------------------|
| 1 | Hydro Excavation Study | Lance McKay | In Progress | TBA |
| 2 | AS4233 Review | Peter Jones, Michael Pardoen | In Progress | Subject to Standards Australia |
| 3 | Cert II, II, IV | Peter Jones, Michael Pardoen | In Progress | Subject to Manufacturing Alliance |
| 4 | Website and APP Club Express | Gabe Wardle, Lorraine Duffy, Randolph Briggs | In Progress | |
| 5 | Industry Magazine | Lance McKay, Peter Jones | On Hold | NA |
| 6 | Incident Report Format Review | Michael Pardoen | In Progress | 9/12/2025 |
| 7 | 2026 and 2027 Budgets | Gabe Wardle, Gerry Murphy, Peter Jones | In Progress | 9/12/2025 |
| 8 | Member Survey | Lorraine Duffy | In Progress | 9/12/2025 |
| 9 | Review of Business Plan | Chris Brooksby, Lorraine Duffy | In Progress | 28/12/2026 |
| 10 | Class A Train Package Update | Peter Jones, Randolph Briggs | On Hold | NA |
| 11 | AUSJET 2026 Planning | Peter Jones, Lance McKay, Peter Bradford, Lorraine Duffy, Gabe Wardle, Gary Fitzroy | In Progress | Oct-26 |



7. Correspondence – Gabe Wardle

In

- Member applications x 6
- CBA - Merchant Tax Invoice x 3
- Monthly Accounts from:
 - Telstra x 3 (\$184.73ea)
 - Xero x 3 (\$75ea)
 - Connecting Industries x 3 (\$660ea)

Out

- Class A Training Certificates and Medical Alert Cards x 130
- Membership Renewals x 35
- Class B Medical Alert Cards x 28
- Best Practice Booklets x 1 of each
- General Standards and Training emails

New Members – Gabe Wardle

- BGI Group Pty Ltd
- Vacuum Truck Supplies Pty Ltd
- Vac Truck Industries Pty Ltd
- PTC srl
- Innovative Industrial Services Pty Ltd
- BlastOne International

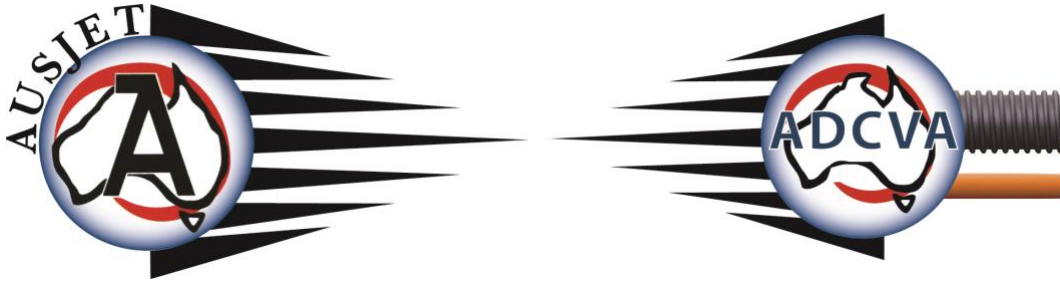
8. Financial Report – Gerry Murphy

| | |
|---|----------------------|
| AUSJET Working Account 2316 | \$ 1,375.98 |
| AUSJET Business Account 2332 | \$ 94,663.32 |
| Term Deposit 222 (Reinvested to May 2026) | \$ 30,000.00 |
| Term Deposit 764 (Reinvested to October 2026) | \$ 26,014.22 |
| Term Deposit 615 (Invested to November 2026) | \$ 50,000.00 |
| Total | \$ 202,053.52 |

- There are 5 Annual memberships unpaid with a value of \$6,265.60
- NDD Study \$40,000.00
- Class A Training Course upgrade

Dollar amounts are correct at the time of writing.

Acceptance of Financial Report by Ian Blevin and seconded by Lance McKay



9. Safety

One of the responsibilities of being a member of AUSJET/ADCVA is to report all incidents.

It is important we communicate all incidents within our industry to prevent them from reoccurring and to improve industry safety.

All identifying information is kept strictly confidential. Incidents and near misses can be reported through our website [safety/report-an-incident](#) - or directly to our administrator support@ausjetinc.com.au .

Does anyone know of any incidents or safety alerts, near misses, hazards, they would like to discuss?

- We are looking at re-wording the Incident reporting request; there is a feeling that because we are collecting names, and we do that for a certain reason, that there may be some reluctance for people to actually report. So, rewording may help to get a bit more engagement.

10. Health & Safety Forum – William Lee

- Safety Alert received and is being prepared to share.
- Safety Awards nomination process is being re-structured to maintain consistency across all nominations received.

11. AS4233 Review – Peter Jones

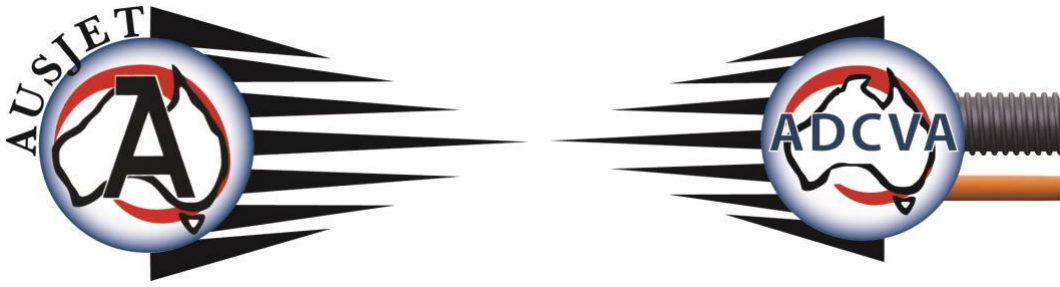
- The project proposal has been lodged with Standards Australia, who sent it out to stakeholders for review.
- The proposal has received very strong support from Industry.
- Next it was submitted to Standards Australia Internal Project Management Group, for review. They meet next week.

12. Training – Peter Jones

- Certs II, III, & IV is making progress but is very slow.
- Engagement with the Manufacturing Alliance is ongoing but is spasmodic.
- No contact for a month, frustrating. This has been ongoing since 2019.
- Adding a UoC for robotics has been discussed and is possible.
- Veolia WA have had some luck at a local level around certificate courses.
- Getting started in WA may be something for us to consider. Then springboard into a national competency.
- There is another industry cluster called Build Skills we may be able to move to if we're not getting any further with the Manufacturing Alliance.

Class A Training

- The cost to upgrade the Class A Training is quite significant, so we are parking that for the time being, while we look into a new website with a LMS built in and an app.



13. NDD Study – Lance McKay

- The study will get started in March 2026 on a 6-month project.
- Present the findings at AUSJET26

For everyone's information:

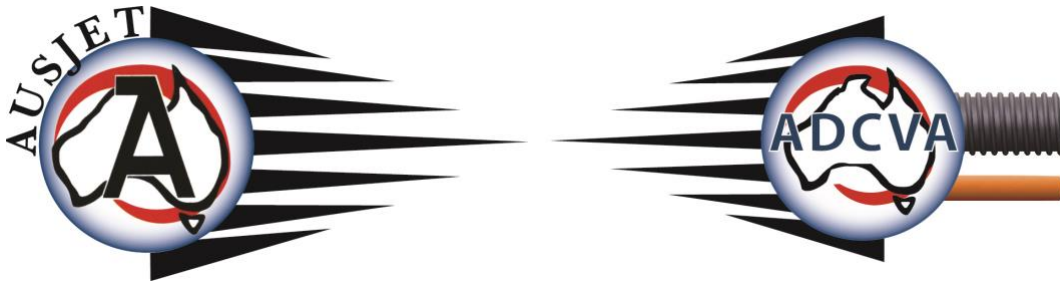
The board has the authority to appoint additional members and has decided to bring Lance on board until October, when AUSJET26 concludes.

Lance's appointment recognises his contributions to the NDD study and his involvement in AUSJET26. He will continue to support both initiatives through to their completion.

The board expressed gratitude for Lance's previous leadership as chair and welcomed his return to help address upcoming challenges over the next year.

14. AUSJET Website/App & Survey – Lorraine Duffy

- The response to the survey was great, thanks to the 30% of members who participated.
- AUSJET has very loyal members. Interestingly, about 45% of those who responded have never logged on to the member portal. This is quite alarming because we want members to use the portal and see all that is on offer.
- The membership committee discussed improving how membership is managed, because a lot of the work is currently done manually (largely by Gabe) using Excel spreadsheets.
- They agreed a more modern system would reduce admin effort and improve productivity.
- Member survey feedback highlighted that the current website is clunky, outdated, and doesn't present information well.
- They decided to tackle several needs together in one solution: a better website, an app, improved communications to members, and newsletter management.
- Rather than building something bespoke, they focused on off-the-shelf membership management platforms appropriate for Ausjet's size and needs.
- A key requirement was stronger member communication tools and the potential to add an LMS (learning management system) as a bolt-on.
- Two systems were evaluated: **Wild Apricot** and **Club Express** (reviewed by Lorraine, Randolph, and Gabe).
- A comparison was presented to the board, and the board approved moving forward with **Club Express**.
- Club Express is expected to support both members and non-members (including tools to help convert non-members into members).
- Safety information access was highlighted as especially important, based on survey results.
- The platform is intended to provide a more modern member portal, better communications, and improved access to newsletters and key content.
- Implementation steps have begun (contact made with Club Express), with work expected to start within 1–2 weeks and take roughly **6–8 weeks**.
- Members will be updated during rollout, with testing happening in the background as it's built.
- The new system should improve data collection and reporting (e.g., where members are from, how active they are, and what newsletter content they engage with).



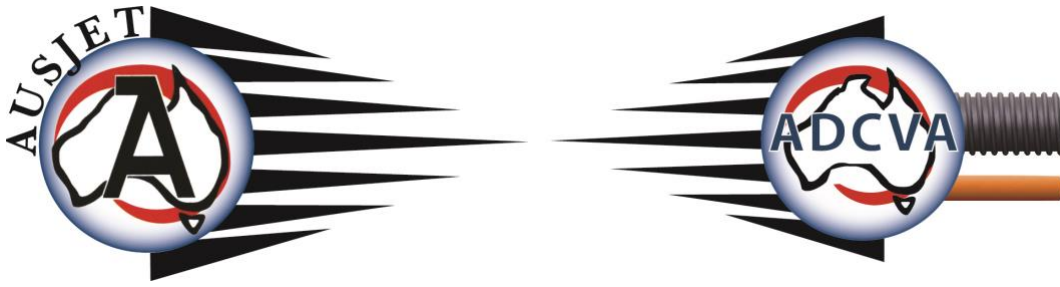
- The current website provider's support hasn't been adequate, and recent issues reinforced the decision to update.
- The website format is over 10 years old, so the upgrade is considered overdue.
- Moving to Club Express (subscription-based) should centralise tasks and reduce the time Gabe spends managing separate systems.

15. AUSJET26 Update

- The AUSJET26 Committee – Lorraine, Peter Bradford, Peter Jones, Lance and Gabe – met with Gary from Expertise Events last week.
- We meet bi-monthly until 6 months out when we'll meet monthly.
- Gary is positive about sponsorship and exhibitor space being ahead from where we were this time compared to the last 2 conferences.
- Marketing will be increased 3 months out
- NextGen program running in the background.
- We put out a call for speakers and subjects. Please contact us if you are interested.
- We've reached out to international associations – WJTA, WJA, EWJI, KWJA, asking for speakers and involvement.
- We've included liquid waste to this event.
- We are running both together as one event.
- We want to grow the event where we can, and we believe including liquid waste will enhance it.
- Liquid waste is relative to vacuum trucks, high-pressure water jetting, etc
- Expertise are working on that and have had a couple of companies show interest and sign up.
- The Sydney showgrounds and the outdoor demonstration area with its grandstand is going to be sensational.
- There will be the programmed demonstrations as previously, but there will also be the added benefit of exhibitors being able to demonstrate to visitors in between.

16. General Business:

- **Industry Magazine.**
 - The team was aiming to establish the industry magazine in collaboration with Befindan Media.
 - Initial prospects for the magazine were positive, but low engagement (11%) with the print version made it unviable.
 - The print magazine option has been shelved following a meeting with Befindan Media.
 - A digital magazine is now being considered as an alternative.
 - The new approach involves collaborating with international water jetting associations to expand content and readership.
 - Colby from Befindan Media attended the WJTA conference in the US to explore opportunities.
 - Colby was to discuss collaboration with WJTA; a review meeting is scheduled with Colby at month's end to assess progress.
 - Further updates on these discussions will be provided at the next general meeting.



- **Member Engagement.**
 - Discussion focused on increasing engagement, particularly among operators, not just members involved in meetings.
 - There is a recognised disconnect between committee members and operators on site, with information rarely reaching those on the ground.
 - Suggestions were made to develop ideas for better communication and to pass information down through members to operators.
 - The proposed app aims to provide useful information for operators, including resources like nozzle charts from suppliers, acting as a central repository.
 - One goal of the app is to improve engagement and accessibility for operators who may not use platforms like LinkedIn.
 - New communication tools and programmes are expected to help involve more people, with administrators able to add operators for direct access to newsletters and site information.
 - The app will enable easier distribution of information and newsletters to operators, supporting wider and more effective communication across the organisation.

- **Conference Ideas.**
 - If you have any ideas for the conference or NextGen – Speakers, topics, panel discussions; please pass them through to support@ausjetinc.com.au

- **Education**
 - Current site experiences show many young engineers lack understanding of UHP/HP dynamics, leading to misconceptions about safety and capability (e.g. concerns about cleaning pipes with thin walls).
 - Suggestion for AUSJET to proactively reach out to university engineering faculties (mechanical and civil/structural) to provide education—potentially via newsletters or seminars.
 - A proposed action is to develop a white paper that can be sent directly to relevant university faculties; while some may disregard it, others may engage and open opportunities for collaboration.
 - Including even a single seminar or module in university curricula could significantly improve young engineers' understanding of UHP/HP water jetting.
 - AUSJET could also target professional forums and conferences (e.g. Oil and Gas Expo/EXA, AusJet26) to present on these topics.
 - There is a parallel suggestion to educate other professionals, such as doctors, on the risks of liquid penetration injuries, as this knowledge is often missing from medical curricula.
 - The approach may involve developing two separate white papers: one for engineering faculties and one for medical faculties.
 - It was agreed that these ideas should be discussed at the board level, with a potential committee formed outside the board to progress the initiative.

17. Next Meeting: Wednesday 11th March 2025 – Perth EXA

18. Close: 3:06pm