



AUSTRALASIAN HIGH PRESSURE  
WATER JETTING ASSOCIATION



AUSTRALASIAN DRAIN CLEANING  
AND VACUUM ASSOCIATION

# General Meeting Minutes

**Date:** Thursday 16<sup>th</sup> November 2023

**Time:** 11:00am AEDT

**Venue:** Veolia Newcastle Office

1. **Welcome** – Thanks to Peter Nicholas and Veolia for hosting this meeting.
2. **Acknowledgement of Country** – Peter Nicholas
3. **Emergency Procedures** – Peter Nicholas
4. **Apologies** – Gabe Wardle

ATTENDING			APOLOGIES	
	NAME	COMPANY	NAME	COMPANY
<b>In person</b>				
1	Gabe Wardle	AUSJET	Ethan Leeds	Trainright
2	Peter Nicholas	AUSJET/Veolia	John Warne	Pumps Australia
3	Lance McKay	AUSJET/FIRMUS Group	David Cox	Cleanaway
4	Ian Sherman	TRHC	Rodger Seaman	Into Training
5	Chris McCarthy	Asset Training	Peter Jones	AUSJET/KOR
6	Holly Tonner	Aqua Assets	Andrew Gladman	AUSJET/Bucher
7	Scott Troughton	Veolia		
<b>Via Zoom</b>				
1	Gerry Murphy	AUSJET/WOMA		
2	Chris Brooksby	AUSJET/McMahon Services		
3	Will Lee	AUSJET Emeritus Member		
4	Lorraine Duffy	Hitech Industrial		
5	Oliver Bain	Abdex		
6	Darren Lake	TRHC		
7	Brendan Mee	TRHC		
8	David Maiden	Vertical Horizonz		

## 5. Conflict of Interest

The attendees at the meeting are asked if they have a conflict of interest based on the agenda.



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WATER JETTING ASSOCIATION



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If anyone has a conflict of interest, they should declare it and not be part of any further discussion or vote.

## 6. Previous meeting Minutes

- Acceptance of previous meeting minutes by Gerry Murphy and seconded by Chris Brooksby
- Business arising

Who	When	What
Rod Purtill	Over the next 12 mths	NDD Study - putting together a sub-committee
Peter J		Certs II, III & IV – On hold until new Industry clusters are formed
Peter J	2023	Review of AS4233
Peter J & Lance	2022	Health & Safety Forum – New charter has been emailed to Forum members

## 7. Correspondence – Gabe Wardle

### In

- CBA - Merchant Tax Invoice x 2
- CBA – Bank Statements for Working Account and Business Account
- EWJI – Contribution towards 2023 Yearbook
- Monthly Accounts from:
  - Telstra x 2
  - Xero x 2
- New Member Applications x 2
- WJTA Membership renewal
- ASIC – Annual Company statement review
- Business Insurance renewal
- Association Liability Insurance renewal

### Out

- Class A Training Certificates and Medical Alert Cards x 64 (all Certificates are emailed and posted)
- AUSJET's EWJI Yearbook Contribution
- General Emails and replies.



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## 8. New Members – Gabe Wardle

- Hygienized High Pressure Cleaning
- CSA Group Pty Ltd

## 9. Financial Report – Gerry Murphy/Gabe Wardle

AUSJET Business Account 2332	\$ 71,010.74
AUSJET Working Account 2316	\$ 6,255.13
Term Deposit 222 (Reinvested to March 2024)	\$ 30,000.00
Term Deposit 764 (Invested until March 2024)	\$ 25,000.00
<b>Total</b>	<b>\$ 132,265.87</b>

- There are currently 5 Member renewals outstanding.
- Increased revenue is due to the online Class A Training and Membership renewals.
- AUSJET has a commitment of \$40,000.00 to go towards the NDD Study

*AUSJET conducts its accounts on a cash basis. This means that revenue and expenditure is not realised in the profit & loss accounts until they are actually paid or received.*

This Financial Report was accepted by Lorraine Duffy and seconded by Chris McCarthy

## 10. 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 both here in Australia and now globally through the GICC Global Industrial Cleaning Coalition.

All information is kept strictly confidential and can be reported through our website [safety/report-an-incident](#) - or directly to our administrator Gabe Wardle [support@ausjetinc.com.au](mailto:support@ausjetinc.com.au) . In all cases we request the contact details of the person reporting the incident, so we can work with them to develop an industry safety alert.

When developing the industry safety alerts any reference to the company that had the incident, or the location of the incident is removed. Prior to publishing the safety alert, we send a draft of the



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WATER JETTING ASSOCIATION



AUSTRALASIAN DRAIN CLEANING  
AND VACUUM ASSOCIATION

---

alert to the reporting person for their approval prior to distributing the alert to our members and on social media.

- There have been no formal reports of incidents in past months.

#### 11. Health & Safety Forum – Peter Nicholas

- First meeting was held yesterday 15<sup>th</sup> November. 5 out of 7 forum members were present. The forum is made up with a good spread of representatives from across the industry, including Board of Management, end users, trainers, and suppliers.
- The Forum discussed the Charter and decided to amend the Objective from:

*“The Forum will be responsible for sharing and reviewing incidents within the industry, developing safety alerts based on AS4233 and industry best practice.”*

To:

*“The Forum will be responsible for sharing and reviewing incidents within the industry, developing safety alerts based on relevant Legislation, Standards, Codes of Practice and industry best practice.”*

- Topics for future agenda items were agreed to.
  - Look at all industry alerts from different associations to ascertain the ones more relevant to our AUSJET membership and circulate.
  - Industry accidents, incidents and near misses.
  - Training will be a relevant topic
  - Innovation/robotics
  - Action plan
- Heard of 2 incidents. Alerts will be released next week.
- Agreed to meet monthly.
- Any issues, incidents, anyone hears about, please report this to Peter Nicholas or Gabe
- Meeting minutes will be available Friday 17<sup>th</sup> November 2023.

#### 12. AS4233 Review – Peter Jones is an apology - Lance McKay

- Hose Manufacturer meeting to be scheduled for the end of November.
- No further updates currently.



AUSTRALASIAN HIGH PRESSURE  
WATER JETTING ASSOCIATION



AUSTRALASIAN DRAIN CLEANING  
AND VACUUM ASSOCIATION

---

### 13. Draft NDD Study – Lance McKay

- Rod Purtil is heading up this study in conjunction with LaTrobe University. Rod has put together a Hydro study guide which is quite comprehensive: (**See Attachment 1**)

### 14. MOU with DBYD – Lance McKay

- DBYD have reached out to AUSJET based on the NDD Study to have MOU with AUSJET & NULCA.
- Certification for service locators
- A draft MOU has been prepared and our legal group have looked over it and given their approval.
- More information in next meeting. This is still in its infancy stage.

### 15. General Business:

- Lorraine Duffy –
  - Hitech Industrial are extremely busy atm, it's across the Industry, skills shortage. Maybe the Association can think about what we can do about it.
  - Constitution needs to be put up on website. How the meetings are run, etc. Should we be revising the constitution.
  - Board is doing a great job.
  - 100 members is a huge achievement.
  - We have achieved diversity with the types of membership, well done.
- Peter Nicholas in relation to attracting people to the industry, the certification we are trying to implement will hopefully increase skilled people in the industry.
- Brendan Mee is interested in hearing more about the training certs. Progression.
- Ian Sherman also raised his concern regarding the skills shortage.

Lance thanked Veolia for hosting this meeting and providing lunch. Thanks, was also given to everyone who attended both in person and online.

### 16. Next Meeting: March 2024 AOG Perth

### 17. Close: 11.30am



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WATER JETTING ASSOCIATION



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**Attachment 1**

13<sup>th</sup> Oct 2023

## Hydro Study guide draft 1

Details to be covered with Latrobe Unit Current Draft notes

1. Sub Committee to be created
  - a. Made from Ausjet Members
  - b. Latrobe will have a seat
  - c. 3-5 members from Industry (odd number for voting purposes)
  
2. Communication methods
  - a. For the committee
    - I. Email / Phone
  - b. For the Project
    - I. Video's for best practice / advisement
    - II. Paper study report for education bodies
    - III. Print Article for broader Industry
      1. Targeted around Operators
      2. Targeted around asset owners (Vacuum Truck)
      3. Targeted around asset owners (Gas, Water, Power)
      4. Targeted Around Contractor companies (John Holland, Service Stream etc)
    - IV. Video's for best practice/ advisement
      1. Targeted around Operators
      2. Targeted around asset owners (Vacuum Truck)
      3. Targeted around asset owners (Gas, Water, Power)
      4. Targeted Around Contractor companies (John Holland, Service Stream etc)
  
3. Study
  - a. Training
    - i. Supplied in kind from Ausjet Training organization (maybe supported by other members)
  
  - b. Application
    - i. What applications are Hydro and Air Excavation used for (Air may be referenced but study completed in future expansion of project)
  
  - c. Equipment required to perform application.
    - i. List of tools required for study.



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*Attachment 1 cont.....*

- d. Study plan.
  - i. Safety
  - ii. Equipment
    - 1. Changes in Pressure and how they effect.
      - a. Asset for damage
      - b. Efficiency in cutting
    - 2. Changes In Vacuum
      - a. Vacuum pump performance
        - i. Air volume
        - ii. Air pressure
      - b. Vacuum Hose sizes
      - c. Vacuum tank size
  - iii. Best Practice
    - 1. I.e. distance nozzle from ground
    - 2. actions of nozzle HP water
      - a. what Is best practice?
      - b. what should not be done?
    - 3. position of Vacuum
  - iv. Soil types
  - v. Asset types
    - 1. Water (pick 3 most common)
      - a. PVC
      - b. Cement
      - c. Clay
      - d. Steel
      - e. etc
    - 2. Power
    - 3. Gas
    - 4. Communications
- e. Make Assessment
  - I. Set out guidelines for assessment.
  - II. Safety
  - III. Equipment
  - IV. Soll types
  - v. Asset types
  - vi. Time
  - vii. Efficiency
  - viii. Cost
    - 1. Labour
    - 2. Materials
    - 3. Waste
  - ix. Environmental
- f. Conduct Assessment



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**Attachment 1 cont.....**

- g. Analysis Data
  - i. Look at Safety Opportunities
  - ii. Break down Cost saving opportunities.
    - 1. Time
    - 2. Waste
    - 3. Materials
  - iii. Write Reports (to cover off requirements of section 2)
- h. Finalize the EIA (Economic Impact Assessment)

- 4. Suggestion for further study opportunities (expand the program)