

Licenced Certifiers Association General Meeting – AGENDA 2024-2025

Venue: TAFE Wetherill Park - The Horsley Dr, Wetherill Park NSW 2164 (*Industry room in X block*)

Meeting Start 6.00pm 16th June 2025

Zoom Meeting Address:

<https://us06web.zoom.us/j/89654807928?pwd=EGk1tU4f6YngtlnRj7Ky9VxcNyqcwr.1>

All members present must sign in the LCA attendance book.

Open Meeting Chair: _____ Time: _____ Date: _____

Attendees:

Zoom _____

Apologies: _____

Previous Minutes: May be read out by the secretary Or

Nomination that previous meeting minutes to be correct: _____ Seconded: _____

Matters arising from the previous minutes: Items 1-15.

Item No	Agenda Item	Action/ Notes	Status
1.	Recording of the Zoom Meetings	The meeting will be recorded for documentation of the meeting minutes.	OPEN
2.	New Objectives for 2025	Heavy vehicle awareness / training presentation on Rigid Vehicle Air Brake Response Time Testing Presentation. Starting at 5.00pm at the TAFE.	OPEN
3.	New Forum LCA	The LCA association have been told by TFNSW they are looking at a forum to be undertaken at TAFE late in 2025. Suggested that Ian Carpenter to raise as an agenda at the next TFNSW-VSWG meeting.	ON HOLD By TFNSW
4.	Disability Standard Mandates	Ian has been working closely with TFNSW-VSWG and the ATSA Governing Disability authorities on the mandates Australian STD requirements for disability work. TFNSW have allowed exemptions for private installations and are aware of the urgency of this matter. Mobility Exemption (Private Vehicles Only) currently released: 1. Exemption from seated head height for a person with disability Details on the LCA Website. Requires follow up as the exemption runs out in July 2025. Scott had recently reported that he tried to raise an exception with TFNSW and received an email stating there was no exemption for	OPEN

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		private vehicles and Barry Craig came back and told Scott that he was to raise an application as it is case by case. Ian to report next meeting as he is not well and was not at the meeting to respond.	
5.	NSW Police	Peter Gillard prepared a common document for all certifies to sign to and be presented to their local members of parliament, (Apply political pressure). This document covered the four bullet points raised previously by Lesly Gunaratnam. The document and has been forwarded to the minister who has responded to the LCA with a NO. The current policy will stay as it stands. (The notice did not get to the minister and was handled by his deputies) Peter Gillard has not happy with the response and is currently working in the background on this matter with his local member with the objective that the documentation reaches the minister. Details to follow.	ON HOLD (WIP)
6.	LCA Website	John Oste has recommended that ALL members make use of the website. Committee Minutes & Agenda meetings access is available on the LCA website. All GENERAL LCA MEETING (AGENDA / MINUTES) TO BE ONLY MADE AVAILABLE TO MEMBERS VIA THE WEB BY JAN 2025 TO BE STAGED IN OVER THE NEXT 6 MONTHS. <u>New posts for approval</u> LCA President Post Committee Minutes & Agenda meetings access on the LCA website.	OPEN
7.	LCA Newsletter THE “BLURB”	The first edition has been delivered and posted on the website. Peter Weatherby is working on the second edition of the Blurb. Peter was not present to report as he has not being well has been back in hospital and now back at home. Peter has stated he will still provide VSCCS engineering support for a bus Company called Baxter’s Coaches.	OPEN
8.	New LCA Member Training / Awareness Program	John Oste on Peters behave who has contacted Fair trade and has received an official copy of the LCA constitution documentation. Preparation for the update of our LCA constitution policy to include the provision of the following items: <ol style="list-style-type: none"> 1. Means for prospective new members to be allowed to participate in meeting on a silent basis to provide information awareness training for prospective VSCCS members who would like to become a licenced VSCCS certifier and qualify with the VSCCS System. 2. <i>To provide an Opportunity for past or retired VSCCS officers & retired LCA members to also participate in LCA General Meeting.</i> 3. <i>To Provide past or retired VSCCS officers & Retired LCA Members to be allowed to be an active member of the LCA</i> 	OPEN

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		<p>including the right to sit as a voted in member on the LCA executive committee. <i>Majority vote from LCA committee members to vote suitable person/s into the committee. Committee members rules to apply.</i></p> <p>4. LCA honorarium Volunteer service payments</p> <ul style="list-style-type: none"> - Serving executive members specific entitlements for yearly membership & associated industry associations, business, subscriptions, volunteer services & lifetime membership as nominated and authorised by the LCA executive committee. <p>John Oste will work with Terry Leeder to provide a draft amendment of the updated LCA constitution to be presented for approval to the executive committee for approval. DETAILS TO FOLLOW.</p>	
9.	PRESIDENTS POST VSWG MEETING	<p>VSWG MEETING 25th February 2025.</p> <p>Zoom Attendees – Seven TfNSW management, CHMC, IAME, 4WDs, CAMs, AAAA, Ken & Ian LCA, Peter VSCCS, ASRF, and ACMC.</p> <p>Agenda Items</p> <ol style="list-style-type: none"> 1. Presentation of VSCCS Certifiers & Mod Certificates 2. Callout for VSCCS Updates, Education & suggestions for improvement from LCA. Ian is happy to raise the suggestions & improvements 3. TfNSW list of projects TRNSW are currently working on 4. Temporary seat removal in four-wheel drives 5. ADAS Working Group – Report Drafted 6. NTC Vehicle STSDS Hominization VSB 14 Updates / EVs & Disability Mods added to GVM/GCM, lifts etc 7. Modification Order VSI 6 Draft update 8. VSI 6 Draft presented for comment 9. New ADR's 68/01 & 72/01 10. ICV from interstate 11. Tyre Placard Requirements – TfNSW to provide details 12. TfNSW Change NSRG Hot-rod guidelines (child restraints, Door strength & door latches) 13. New Agenda Items (Shopping around for VSCCS Certificates, Shortage of Certifiers, Upskilling of 14. Light Bars & Number Plates – Mobile Phone Camera 15. J4 Tipper Code – Restrictions on some certifiers that were previously accredited in C5 / HC5 <p><i>The next VSWG meeting is due to be held on the 19th August 18th November 2025.</i></p>	<p>OPEN</p> <p>OPEN</p> <p>CLOSED</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p>
10.	Off Site Meetings (North / South)	<p>North: An Offsite meeting has been programmed on July 17th 2025 up the coast in Wyee at Mark Dewhurst Workshop with the intention of a demonstration for emission testing on a 5 Gas emission analyser test instrument.</p>	OPEN

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		South: Mark Woods was approached for a proposed of-site meeting for members down south who would support the request with suitable notice.	
11.	Ian Carpenter / Ian Davis (Arranged meeting with TRNSW for Max axle weights)	Ian Davis had contacted Terry Leeder on axle capacities and ESC requirements and testing. Ian Carpenter & Ian Davis have had a hook up meeting with transport members on this subject matter. TFNSW have not forwarded any further comment. FEA engineering has been excepted (Since Jan22) for evidence for 2nd stage manufacturing as result of the restructure where all circulars documentation has been cancelled. Circulars are now to be used only as advisory documentation. Currently it the certifier responsibility to decide on their supporting evidence. Ian Davis will raise the subject on supporting FEA evidence for modified vehicles (Axle Max Capacities / GVM upgrade / Seatbelt mounts ect.) at the next TFNSW VSWG MEETING. Details to follow.	OPEN
12.	ADR Updates ADR 68	Phill Woods reported that ADR 68 has been updated regarding driver/passenger seat belts and driver warning & control system requirements. Scott Herning also added the VSCCS certifiers should be aware when certifying bus seating with the word of intent on your certificate.	OPEN
13.	(Tafe Venue & Off-site Meetings)	Terry raised that TAFE have changed the dates since the release of the meeting dates for 2025. These revised dates are listing on the foot note of the minutes. North: An Offsite meeting has been programmed on July 17 th 2025 up the coast in Wyee at Mark Dewhurst Workshop with the intention of a	OPEN
14.	AIS New Registration System	The new registration system that Uber does not except the vehicles details on new vehicles (Road worthy). Mark has sent the details to TFNSW awaiting response.	OPEN
15.	ADAS Event Invitation	Safe -T -Stop have a new ADAS testing platform and are offering a special demonstration training late in the afternoon 5:30 to 7:30 pm in Smithfield at their new site on the 7 th of May 2025.	
16.	LCA Membership Fees	The Committee have agreed that the LCA Memembership fees would remain at the current costing of \$300 for renewal the period 2025-2026 and \$350 for new & previous non-financial members. The AAAA membership for \$341 for the period 2025-2026. The LCA membership Form Revision 18 has been updated to reflect the costs for the 2025-2026 period.	OPEN
	Financials		
17.	Treasures Report	John Oste reported in that the financials were in budget. Year period 2024 -2025. <i>Net Assets to date 22nd May 2025 – \$36,780.80</i> <i>Expenditure to date 22nd May 2025 – \$9,754.57</i>	OPEN
	Correspondence		
18.	Removal Vehicle Modification Code J4	VSCCS Certifiers who had accreditation for HC5 (<i>Body Chassis frame, suspension steering, transmission or driveline, wheels tyres, or axles, or lighting systems for Medium and heavy vehicles and trailers</i>) who do	OPEN

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		NOT have all the modification codes will not receive the new J4 Tipper Code. John Oste has followed the matter up with TRNSW awaiting their determination on this matter.	
	General Business		
	New Business		

Meeting Closed Time: _____

Next Meetings:

Third term dates.

2024	General Meeting	Executive
First Term	17 th February 2025 (Monday)	5 th March 2025 (Wednesday)
	17 th March 2025 (Monday)	7 th April 2025 (Monday)
Second Term	21 st April 2025 (Monday)	5 th May (Monday)
	19 th May 2025 (Monday)	2 nd June 2025 (Monday)
	16 th June 2025 (Monday)	
Third Term	17 th July 2025 [Offsite – Wyee] (Mon)	
	18 th August 2025 (Monday)	4 th August 2025 (Monday)
	15 th September 2025 (Monday)	3 rd September 2025 (Wednesday)
Fourth Term	20 th October 2025 (Monday)	3 rd November 2025 (Monday)
	17 th November 2025 (Monday)	
	5 th December 2025 [Christmas Gathering]	