

Licenced Certifiers Association Committee Meeting – AGENDA

Venue: Wetherill Park TAFE – Industrial Room *The Horsley Drive, Wetherill Park New South Wales 21642*

Zoom Meeting –Meeting Start 6.00pm 4th August 2025

<https://us06web.zoom.us/j/88931747592?pwd=9lxpOA7g1rzo8qQ6snybSmmzgjBElr.1>

All members present must sign in the LCA attendance book.

Open Meeting Chair:

Time:

Date:

President: Welcome and pass onto the LCA members present including those on Zoom meeting

Attendees: _____

Zoom: _____

Apologies: _____

Previous Minutes: May be read out by the secretary **Or committee member** _____

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

Matters arising from the previous minutes: N/A

| Item No | Agenda Item | Action/ Notes | Status |
|---------|--------------------------------|--|---------------------|
| 1. | Recording of the Zoom Meetings | The meeting to be recorded. (REMINDER FOR ALL PARTICIPANTS) | OPEN |
| 3. | LCA Website | <u>New posts for approval</u> LCA President Post AAAA Do you Know article Update | OPEN |
| 4. | 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. 1. Suggested that Ian Carpenter to raise as an agenda at the next TFNSW-VSWG meeting. | ON HOLD By TFNSW |
| 5. | 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 reported that he tried to raise an exception with TFNSW and received an email stating there was no exemption for 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. | OPEN |

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| 6. | NSW Police | <p>Peter Gillard had drafted a document for each LCA member to be made available for all certifiers to sign to and be presented to local members of parliament, (Apply political pressure)</p> <p>Lesly meet with his local member for discussions on the subject matter and received a response that the minister requested the changes and instructed the Police to take immediate action (DEC LAST YEAR 23) on the matter. Therefore, there will be no changes to the ON-THE-SPOT AUDITING BY THE POLICE.</p> <p>Peter Gillard is not letting the matter rest as apparently the letter was addressed by the deputies within the department and not by the transport minister. Peter is following up on alternative channels of communication with his local Member. Peter will advise in due course.</p> | ON HOLD |
| 7. | LCA constitution Update: New LCA Member Training / Awareness Program | <p>John Oste has presented the LCA constitution documentation from Fair Trade his draft update inclusion statements for the committee approval. The draft amendments were presented live to the committee and thoroughly discussed and amended with approval of all the executive members present.</p> <p>Amended Items:</p> <p>4 Cessation of membership</p> <p>Transport for NSW has cancelled the VSCCS licence accreditation or the LCA renewal application is at the discretion of the LCA committee.</p> <p>5 Retired VSCCS</p> <p>.....A provision to provide past or retired VSCCS officers & Retired LCA Members to be allowed to be an active member of the LCA including the right to sit as a voted in member on the LCA executive committee with the exception of President & Vice President.. Majority vote from LCA committee members to vote suitable person/s into the committee. Committee members rules to apply.</p> <p>8 Fees and subscriptions</p> <p>Honorarium volunteer service payments are available for serving members if determined by the committee providing the funds are available for the following:</p> <ul style="list-style-type: none"> i) Yearly LCA subscription for serving executive members ii) Voluntary services as nominated and authorised by the executive committee. iii) Lifetime membership as nominated and authorised by the executive committee. | OPEN |

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[illegible]

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| | | <p>NSW Vehicle Emissions Protocol. Assessments were performed using an AutoGas 5-gas emission analyser to ADR 37/01 & 79 requirements, with both pass and fail results recorded.</p> <p>This session provided an excellent educational experience for all Licensed Certifier Authority (LCA) certifiers in attendance. It effectively highlighted the increased risk of emission compliance failures in modified vehicles. Both OEM vehicles successfully met the emissions standards, whereas the modified Landcruiser failed to comply, recording results significantly outside the test criteria.</p> <p>Special thanks to Mark Dewhurst for providing access to his workshop, sharing his expertise, and delivering a highly professional and informative presentation.</p> <p><u>Emission Test Criteria – Smoke Test & 2-speed idle testing.</u></p> <p>1. Equipment / Requirements Testing was undertaken on petrol fuelled light vehicles with spark ignition (SI) engines. Compression Ignition (CI) engines. (Scan Tool, Tachometer providing engine, Non-contact thermometer, Autogas 5 Gas Analyser)</p> <p>2. Vehicle Warm up (Engine / Catalytic Convertor) Take the vehicle for an on-road warm to ensure the catalytic convertor is hot and at operating temperature</p> <p>3. Visual Inspection Check for Exhaust and Fuel Leaks, original equipment manufacturer (OEM) engine emission components, that were installed at the time of manufacture are present and Closed Loop Engine Management and Catalyst Monitoring Systems.</p> <p>4. Visual Smoke Test Run the engine speed to between 2500 to 3000 rpm, maintain that engine speed for approximately 20 seconds, then allow the engine to return to its normal idle speed.</p> <p>5 OBD/Engine control Systems Check engine control unit (ECU for fault codes or unset readiness monitors (ie warning lamps, etc) on OBDII or EOBD equipped vehicles. (ADR.79/01 onwards for petrol fueled vehicles). A vehicle built to ADR.79/01 or later must also be checked (ie using a suitable OBD reader) to ensure that its originally fitted ECU functions are within OEM specifications.</p> <p>6. Two Speed (ie Low and High Speed) Idle TestTest equipment requirements.....</p> <p>i) Low speed idle test:</p> <p>a. Without operating the accelerator pedal) ensures the engine is running at its manufacturer's recommended idle speed.</p> <p>b. 60 seconds after the probe has been inserted into the exhaust pipe, record the maximum value of the concentration of CO (in % vol) and the THC (in ppm) over a period of 30 to 60 seconds.</p> <p>ii) The high-speed idle test:</p> <p>a. Operating the accelerator pedal, raise the engine speed until it can be stabilised within the range of 2500 to 3000 rpm</p> <p>b. 60 seconds after the probe has been inserted into the exhaust, record the maximum value of the concentration of CO (in % vol) and the THC (in ppm) over a period of 30 to 60 seconds. Calibration date of</p> | |
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| | | <p>the test instrumentation and condition of the pressure gauges and quick connectors, air couplings and interface cables</p> <p>c.Compare the recorded results to the limits table set out in ADR 37/01.</p> <table><tr><th>ADR</th><th>DoM</th><th>CO idle</th><th>HC idle</th><th>CO high idle</th><th>HC high idle</th><th>Lambda</th></tr><tr><td>ADR.37/01</td><td>1997 - 2002</td><td>0.5%</td><td>300ppm</td><td>0.2%</td><td>100ppm</td><td>1.0 ±0.05</td></tr><tr><td>ADR.79/00 or later</td><td>2003 - current</td><td>0.2%</td><td>75ppm</td><td>0.1%</td><td>40ppm</td><td>1.0 ±0.05</td></tr></table> | ADR | DoM | CO idle | HC idle | CO high idle | HC high idle | Lambda | ADR.37/01 | 1997 - 2002 | 0.5% | 300ppm | 0.2% | 100ppm | 1.0 ±0.05 | ADR.79/00 or later | 2003 - current | 0.2% | 75ppm | 0.1% | 40ppm | 1.0 ±0.05 | |
|--------------------|-----------------------------------|--|-------------------------|--------------|--------------|-----------|--------------|--------------|--------|-----------|-------------|------|--------|------|--------|-----------|--------------------|----------------|------|-------|------|-------|-----------|--|
| ADR | DoM | CO idle | HC idle | CO high idle | HC high idle | Lambda | | | | | | | | | | | | | | | | | | |
| ADR.37/01 | 1997 - 2002 | 0.5% | 300ppm | 0.2% | 100ppm | 1.0 ±0.05 | | | | | | | | | | | | | | | | | | |
| ADR.79/00 or later | 2003 - current | 0.2% | 75ppm | 0.1% | 40ppm | 1.0 ±0.05 | | | | | | | | | | | | | | | | | | |
| 11. | AVE Interstate Certifier Licenses | <p>An AIS agent had forwarded a 2024 F450 4x4 to Mark due to his concerns of the lack of detail in a QLD engineering certificate when undertaking a registration transfer.</p> <p>The secretary Terry Leeder to put together an email inquiry as to how can a VSCCS certifier by struck off by TFNSW and still write certificates from another interstate jurisdiction (QLD) with emphasising and informing the governing authority the certifier and LCA is anonymous.</p> <p>Terry to follow up with draft letter for the next meeting.</p> | <p>OPEN</p> <p>OPEN</p> | | | | | | | | | | | | | | | | | | | | | |
| 12. | ADAS Event Invitation | <p>Safe -T -Stop have a new ADAS testing platform and are offering a special demonstration training late in the afternoon in Smithfield.</p> <p><u>Venue Details:</u> ADAS demonstration/seminar for our acceptance of 3.30 pm to 5:30 pm on the 12th June 2025 at SafeTstop in Smithfield.</p> | OPEN | | | | | | | | | | | | | | | | | | | | | |
| 13. | LCA Membership Fees | <p>It was suggested 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. It was suggested the upcoming 2026 – 2027 period the fees should be increased to \$350 for renewal & \$400 for new & previous non-financial members The AAAA membership for \$341 for the period 2025-2026.</p> <p>The LCA membership Form Revision 18 has been updated to reflect the costs for the 2025-2026 period.</p> | CLOSED | | | | | | | | | | | | | | | | | | | | | |
| 14. | AVE Interstate Certifier Licenses | <p>An AIS agent had forwarded a 2024 F450 4x4 to Mark due to his concerns of the lack of detail in a QLD engineering certificate when undertaking a registration transfer.</p> <p>Mark Woods also inspected the vehicle for additional body modification and was also concerned of the existing modifications (GVM Upgrade & Body) on Queensland modification plates. When reading through the certificate Mark noticed the certificate was issued by a certifier that has been struck off the NSW VSCCS licencing system.</p> <p>Mark Woods then contacted Terry Leeder and asked the question how a person when struck of the NSW VSCCS System and can still operate in Queensland under the National Heavy Vehicle Regulator.</p> | OPEN | | | | | | | | | | | | | | | | | | | | | |

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| | | <p>A lot of decision was undertaken amongst the committee on this subject and the question was raised whether we were contacting the correct authority for advice on this matter.</p> <p>Mark Dewhurst also raised the fact that AIS agent undertaking a brown slip where an engineering certificate that lacks the actual facts and details of the modification can pass this back to TRNSW whether the certificate is valid and acceptable.</p> <p>The question was then raised again what do the LCA do on this matter.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--------------------------------------|---|--------------------|-----------------|---------------|-------------------------|---------------|-------------|--|-----------|-----------|------------|-----|--------|-------------------------------------|-----|--|----------------------------|-------|-------|------------|-------|-------|--------------------------|-------|--------|----------------------|-----|--------|--------------------------------|-----|-------|---|-----|-------|--|-------|--|-------------------|-------|----|------------------|------|---------|--|-----|-----|--------------------------------------|-------|--|----------------------------|--------|--------|-------------------------------------|--|------|--|------|------|-------------------|-----------|-----------|------|
| | LCA Financials | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. | Treasurer | <p>John Oste reported in that the financials were within budget. Year period 2024 -2025. <i>Net Assets to date 30th June 2025 – \$35,891.44</i> <i>Expenditure to date 30th June 2025 – \$15,523.93</i> <i>Approx + 15% to Budget – \$13,407.55</i></p> | OPEN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. | Proposed Budget 2025-2026 | <p>Set Budget for 2025-2026</p> <table><tr><th><u>Expenditure</u></th><th><u>Proposed</u></th><th><u>Actual</u></th></tr><tr><th><u>Item Description</u></th><th><u>Budget</u></th><th><u>Cost</u></th></tr><tr><td></td><td>2025/2026</td><td>2024/2025</td></tr><tr><td>Dept. Fair</td><td>110</td><td>112.24</td></tr><tr><td>Legal Support (Waiver forms/advice)</td><td>250</td><td></td></tr><tr><td>AAAA paying memb. (6 off)</td><td>1,840</td><td>5,855</td></tr><tr><td>HVIA memb.</td><td>1,033</td><td>1,003</td></tr><tr><td>Meeting Costs – Catering</td><td>1,870</td><td>878.20</td></tr><tr><td>Zoom Access & Equip.</td><td>444</td><td>403.29</td></tr><tr><td>Printing, Stationery & Postage</td><td>275</td><td>26.30</td></tr><tr><td>LCA Promotions (Bus.cards, Flyers etc.)</td><td>137</td><td>63.98</td></tr><tr><td>LCA Dedicated Equip. (Capital Expenditure)</td><td>1,000</td><td></td></tr><tr><td>LCA Training Days</td><td>2,000</td><td>52</td></tr><tr><td>Website expenses</td><td>1185</td><td>1077.92</td></tr><tr><td>LCA Honorarium Volunteer Services (Accountant Prov.)</td><td>550</td><td>500</td></tr><tr><td>(Operational costs of LCA Committee)</td><td>1,200</td><td></td></tr><tr><td>Miscellaneous 5% of budget</td><td>533.55</td><td>118.00</td></tr><tr><td>Cost of complimentary LCA 9 members</td><td></td><td>2700</td></tr><tr><td>Contra Cost of complimentary AAAA 9 memb</td><td>3069</td><td>2790</td></tr><tr><td>Total Expenditure</td><td>15,496.55</td><td>15,523.93</td></tr></table> | <u>Expenditure</u> | <u>Proposed</u> | <u>Actual</u> | <u>Item Description</u> | <u>Budget</u> | <u>Cost</u> | | 2025/2026 | 2024/2025 | Dept. Fair | 110 | 112.24 | Legal Support (Waiver forms/advice) | 250 | | AAAA paying memb. (6 off) | 1,840 | 5,855 | HVIA memb. | 1,033 | 1,003 | Meeting Costs – Catering | 1,870 | 878.20 | Zoom Access & Equip. | 444 | 403.29 | Printing, Stationery & Postage | 275 | 26.30 | LCA Promotions (Bus.cards, Flyers etc.) | 137 | 63.98 | LCA Dedicated Equip. (Capital Expenditure) | 1,000 | | LCA Training Days | 2,000 | 52 | Website expenses | 1185 | 1077.92 | LCA Honorarium Volunteer Services (Accountant Prov.) | 550 | 500 | (Operational costs of LCA Committee) | 1,200 | | Miscellaneous 5% of budget | 533.55 | 118.00 | Cost of complimentary LCA 9 members | | 2700 | Contra Cost of complimentary AAAA 9 memb | 3069 | 2790 | Total Expenditure | 15,496.55 | 15,523.93 | OPEN |
| <u>Expenditure</u> | <u>Proposed</u> | <u>Actual</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Item Description</u> | <u>Budget</u> | <u>Cost</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2025/2026 | 2024/2025 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dept. Fair | 110 | 112.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Legal Support (Waiver forms/advice) | 250 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| AAAA paying memb. (6 off) | 1,840 | 5,855 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HVIA memb. | 1,033 | 1,003 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meeting Costs – Catering | 1,870 | 878.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Zoom Access & Equip. | 444 | 403.29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Printing, Stationery & Postage | 275 | 26.30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LCA Promotions (Bus.cards, Flyers etc.) | 137 | 63.98 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LCA Dedicated Equip. (Capital Expenditure) | 1,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LCA Training Days | 2,000 | 52 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Website expenses | 1185 | 1077.92 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LCA Honorarium Volunteer Services (Accountant Prov.) | 550 | 500 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (Operational costs of LCA Committee) | 1,200 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Miscellaneous 5% of budget | 533.55 | 118.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cost of complimentary LCA 9 members | | 2700 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contra Cost of complimentary AAAA 9 memb | 3069 | 2790 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Expenditure | 15,496.55 | 15,523.93 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Correspondence | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. | Removal Vehicle Modification Code J4 | <p>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</p> | 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. | |
| | New Business | | |
| 18. | Honorarium Volunteer Services | Consideration of payment for the LCA Honorarium Volunteer Services (Accountant Prov.) \$550 | OPEN |

Meeting Closed Time_____

Upcoming Meeting 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 | 16 th July 2025 [Offsite – Wyee] (Wed) | |
| | 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] | |