

## Licenced Certifiers Association Committee Meeting – MINUTES

**Date:** 4<sup>th</sup> August 2025

**Time:** 6.01pm – 7.42pm

**Venue:** Wetherill Park TAFE – Industrial Room: *The Horsley Drive, Wetherill Park New South Wales 2164*

**Meeting Chair:** Terry Leeder

**Attendees:** John Oste, Terry Leeder, Scott Herning, Ian Carpenter

**Zoom:** Mark Dewhurst, Mark Woods, Troy Brodie, Peter Weatherby

**Apologies:** Ken O’Keefe

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

**Seconded:**

Item No	Agenda Item	Action/ Notes	Status
1.	Call the meeting to Order	The meeting Commenced at 6. 01pm	
2.	Recording of the Zoom Meetings	The meeting was recorded. (REMINDER FOR ALL PARTICIPANTS)	OPEN
3.	LCA Website	<u>New posts for approval</u> LCA President Post AAAA Do you Know article Updated as per TFNSW Request	OPEN  CLOSED
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. 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  Ian Carpenter reported that the Australian Standards have been updated with an amendment to the clear space requirements, allowing less than 1500 mm of headroom in private vehicles, provided there is at least 100 mm of head clearance. With this amendment, the Transport for NSW private mobility exemption is no longer required	CLOSED
6.	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. John Oste to follow up with Peter. Details to follow.	ON HOLD (WIP)



		<p>emission analyser to ADR 37/01 &amp; 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><b><u>Emission Test Criteria – Smoke Test &amp; 2-speed idle testing.</u></b></p> <p><b>1. Equipment / Requirements</b> Testing was undertaken on petrol fuelled light vehicles with spark ignition (SI) engines.</p> <p>Compression Ignition (CI) engines. (Scan Tool, Tachometer providing engine, Non-contact thermometer, Autogas 5 Gas Analyser</p> <p><b>2. Vehicle Warm up</b> (Engine / Catalytic Converter)</p> <p>Take the vehicle for an on-road warm to ensure the catalytic converter is hot and at operating temperature</p> <p><b>3. Visual Inspection</b> 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><b>4. Visual Smoke Test</b> 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><b>5 OBD/Engine control Systems</b> 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 fuelled vehicles). A vehicle built to ADR.79/01 or later must also be checked (ie using an suitable OBD reader) to ensure that its originally fitted ECU functions are within OEM specifications.</p> <p><b>6. Two Speed (ie Low and High Speed) Idle Test</b></p> <p><b>Test equipment requirements.....</b></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 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>	
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11.	AVE Interstate Certifier Licenses	<p>An AIS agent had forwarded a 2024 F450 4x4 to Mark Woods 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>	CLOSED																					
12.	ADAS Event Invitation	<p>Safe-T-Stop recently conducted and completed an afternoon training workshop on its new ADAS testing platform, featuring a special demonstration and hands-on training session held at its Smithfield workshop. The session drew strong interest and attendance from LCA members.</p> <p>The presentation clearly explained the operation of ADAS in motor vehicles and highlighted the critical importance of recalibrating ADAS systems after any steering or suspension modifications, windscreen replacements, or crash repairs.</p> <p>Terry Leeder has forwarded an email to NHVR and has had not answer in return, matter has been closed</p>	CLOSED																					
13.	LCA Membership Fees	<p>It was proposed that the LCA membership fees remain at the current rate of \$300 for renewals and \$350 for new and previously non-financial members for the 2025–2026 period.</p> <p>For the 2026–2027 period, it was suggested that the fees be increased to \$350 for renewals and \$400 for new and previously non-financial members. The AAAA membership fee has been set at \$341 for the 2025–2026 period. The proposed increase in the LCA membership fees will be reviewed in October 2025.</p>	OPEN																					
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14.	Treasurer	<p>John Oste reported in that the financials were over budget.</p> <p>Year period 2024 -2025.</p> <p>Net Assets to date 30<sup>th</sup> June 2025 – \$35,891.44</p> <p>Expenditure to date 30<sup>th</sup> June 2025 – \$15,523.93</p> <p>Approx + 15% to Budget – \$13,407.55</p>	OPEN																					
15.	Budget 2025-2026	<p>The Treasurer, John Oste, presented the proposed 2025–2026 budget for discussion and approval. He explained the justification for each budgeted item, highlighting the impact of current inflationary pressures despite the fixed LCA membership contribution fee of \$300 for the current year.</p> <p>The presentation prompted some discussion, but the executive members ultimately accepted the proposal. John then moved a motion to adopt the revised and amended budget of \$15,496.55 for 2025–2026. Executive members to paid for their LCA membership for financial period 2025-2026,</p>	OPEN																					

		<p>which includes complementary free "AAAA" and HIVA memberships for the executive members. The motion was seconded by Terry Leeder and formally put forward.</p> <p><b>Budget Set 2025 - 2026</b></p> <p><b>Expenditure</b></p> <table><tr><th><u>Item Description</u></th><th><u>Proposed Budget 2025/2026</u></th><th><u>Actual Cost 2024/2025</u></th></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 &amp; Equip.</td><td>444</td><td>403.29</td></tr><tr><td>Printing, Stationery &amp; 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>Item Description</u>	<u>Proposed Budget 2025/2026</u>	<u>Actual Cost 2024/2025</u>	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	
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16.	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 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.	OPEN																																																						
17.	LCA MEMBER Robbie Holmes ) suspended VSCCS Certifier)	<p>Terry requested the support of the executive members to allow Robbie Holmes to remain an LCA member for the 2025–2026 financial year. The executive members agreed to permit Robbie Holmes to retain his LCA and “AAAA” membership for this period 2025-2026, on the condition that his reapplication to the VSCCS system is successful by the end of this financial year.</p> <p>If Robbie fails the VSCCS certification assessment, he will not be eligible to renew his membership for the 2026–2027 financial year.</p> <p>This motion was raised by Terry Leeder, seconded by Ian Carpenter, and carried by the executive.</p>	OPEN																																																						

		Details to follow.	
	<b>New Business</b>		
18.	Executive Honorarium Payments ("AAAA" / HIVA Membership)	The Treasurer, John Oste, moved a motion that the LCA grant executive members free membership for both the 'AAAA' and HIVA annual memberships for the 2025–2026 period. The motion was accepted by the executive members, seconded by Terry Leeder, and duly carried	OPEN
19.	LCA Membership Fees Increase in the New Year Period 2026-2027	It was suggested that the LCA Membership 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. This matter to be reviewed in October for further discussion.	OPEN
20.	Honorarium Volunteer Services	<b>Consideration of Payment for LCA Honorarium – Volunteer Services (Accountant – Provisional)</b> John Oste moved a motion for an honorarium payment of \$550 in recognition of volunteer services provided as the provisional accountant for the LCA. The motion was seconded by Terry Leeder, accepted by the executive members, and duly carried.	OPEN
21.	TRNSW Vehicle Defect system	Mark Dewhurst mentioned that Transport for NSW (TfNSW) is changing the vehicle defects system. They are transitioning to a fully digital platform. TfNSW will provide example materials by the end of August. Further details will follow.	OPEN
22.	SSM Approval System	Scott raised the matter with Ian Carpenter if TFNW have been discussing and looking at this matter on the VSWG agenda. This relates to manufacturers lack of available test data on vehicle upgrades and modification items that have been previously approved by the Department of Infra Structure (Rover).	OPEN
23.	LCA AGM Meeting	Terry Leeder suggested that the AGM be held at the next general LCA meeting on 18th August 2025. This was agreed upon. Terry will prepare the agenda and email it to all members over the next week	OPEN
	Meeting Closed 7.42 pm	8:03pm	

### Upcoming Meeting Dates

2024	General Meeting	Executive
<b>First Term</b>	17 <sup>th</sup> February 2025 (Monday)	5 <sup>th</sup> March 2025 (Wednesday)
	17 <sup>th</sup> March 2025 (Monday)	7 <sup>th</sup> April 2025 (Monday)
<b>Second Term</b>	21 <sup>st</sup> April 2025 (Monday)	5 <sup>th</sup> May (Monday)
	19 <sup>th</sup> May 2025 (Monday)	2 <sup>nd</sup> June 2025 (Monday)
	16 <sup>th</sup> June 2025 (Monday)	
<b>Third Term</b>	17 <sup>th</sup> July 2025 [Offsite – Wyee] (Wed)	
	18 <sup>th</sup> August 2025 (Monday)	4 <sup>th</sup> August 2025 (Monday)
	15 <sup>th</sup> September 2025 (Monday)	3 <sup>rd</sup> September 2025 (Wednesday)

<b>Fourth Term</b>	20 <sup>th</sup> October 2025 (Monday)	3 <sup>rd</sup> November 2025 (Monday)
	17 <sup>th</sup> November 2025 (Monday)	
	5 <sup>th</sup> December 2025 [Christmas Gathering]	

This concludes the 2025 year.