

## 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** 3<sup>rd</sup> September 2025

[https://us06web.zoom.us/join/88358235246?signature=MRigEGA3DakoQNiwbCpJViQQgG3\\_ei9bLacXDhMmYaA](https://us06web.zoom.us/join/88358235246?signature=MRigEGA3DakoQNiwbCpJViQQgG3_ei9bLacXDhMmYaA)

**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
2.	LCA Website	<u>New posts waiting approval</u> LCA President Post August 2024 ( <i>VSWG Meetings</i> )  <u>New Listed Posts</u> AIS Light Authorised Inspection Station Rules What modifications need to be engineered to be legal LCA Constitution	OPEN  OPEN OPEN 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. 1. Suggested that Ian Carpenter to raise as an agenda at the next TFNSW-VSWG meeting.	ON HOLD By TFNSW
4.	NSW Police	Peter Gillard had drafted a document for each LCA member to be made available for all certifies to sign to and be presented to local members of parliament, (Apply political pressure)  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. Peter Gillard is not letting the matter rest as apparently the letter was addressed by the deputies within the department and not by the	ON HOLD

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[illegible]

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8.	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			
9.	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	CLOSED			
10.	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			
11.	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			
12.	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			
13.	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			
14.	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, 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><td>Item Description</td><td>Proposed</td><td>Actual</td></tr></table>	Item Description	Proposed	Actual	OPEN
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		<div> <div> <div>•</div> <div>•</div> </div> <div> <div>Budget</div> <div>2025/2026</div> </div> <div> <div>Cost</div> <div>2024/2025</div> </div> </div>	
		<div> <div>Dept. Fair</div> <div>110</div> <div>112.24</div> </div> <div> <div>Legal Support (Waiver forms/advice)</div> <div>250</div> <div></div> </div> <div> <div>AAAA paying memb. (6 off )</div> <div>1,840</div> <div>5,855</div> </div> <div> <div>HVIA memb.</div> <div>1,033</div> <div>1,003</div> </div> <div> <div>Meeting Costs – Catering</div> <div>1,870</div> <div>878.20</div> </div> <div> <div>Zoom Access &amp; Equip.</div> <div>444</div> <div>403.29</div> </div> <div> <div>Printing, Stationery &amp; Postage</div> <div>275</div> <div>26.30</div> </div> <div> <div>LCA Promotions (Bus.cards, Flyers etc.)</div> <div>137</div> <div>63.98</div> </div> <div> <div>LCA Dedicated Equip. (Capital Expenditure)</div> <div>1,000</div> <div></div> </div> <div> <div>LCA Training Days</div> <div>2,000</div> <div>52</div> </div> <div> <div>Website expenses</div> <div>1185</div> <div>1077.92</div> </div> <div> <div>LCA Honorarium Volunteer Services (Accountant Prov.)</div> <div>550</div> <div>500</div> </div> <div> <div>(Operational costs of LCA Committee)</div> <div>1,200</div> <div></div> </div> <div> <div>Miscellaneous 5% of budget</div> <div>533.55</div> <div>118.00</div> </div> <div> <div>Cost of complimentary LCA 9 members</div> <div></div> <div>2700</div> </div> <div> <div>Contra Cost of complimentary AAAA 9 memb 3069</div> <div></div> <div>2790</div> </div> <div> <div>Total Expenditure</div> <div>15,496.55</div> <div>15,523.93</div> </div>	
	<b>LCA Financials</b>		
15.	Treasurer	<p>John Oste reported in that the financials were within budget.  Year period 2024 -2025.  <i>Net Assets to date 28<sup>th</sup> August 2025 – \$38,949.71</i>  <i>Expenditure to date 28<sup>th</sup> August 2025 – \$7,217.04</i></p>	OPEN
16.	Proposed Budget 2025-2026	<p>Set Budget for 2025-2026</p> <div> <div>Expenditure</div> <div> <div>Item Description</div> <div>Proposed Budget</div> <div>Actual Cost</div> </div> <div> <div>•</div> <div>•</div> </div> <div> <div>2025/2026</div> <div>2024/2025</div> </div> </div> <div> <div>Dept. Fair</div> <div>110</div> <div>112.24</div> </div> <div> <div>Legal Support (Waiver forms/advice)</div> <div>250</div> <div></div> </div> <div> <div>AAAA paying memb. (6 off )</div> <div>1,840</div> <div>5,855</div> </div> <div> <div>HVIA memb.</div> <div>1,033</div> <div>1,003</div> </div> <div> <div>Meeting Costs – Catering</div> <div>1,870</div> <div>878.20</div> </div> <div> <div>Zoom Access &amp; Equip.</div> <div>444</div> <div>403.29</div> </div> <div> <div>Printing, Stationery &amp; Postage</div> <div>275</div> <div>26.30</div> </div> <div> <div>LCA Promotions (Bus.cards, Flyers etc.)</div> <div>137</div> <div>63.98</div> </div> <div> <div>LCA Dedicated Equip. (Capital Expenditure)</div> <div>1,000</div> <div></div> </div> <div> <div>LCA Training Days</div> <div>2,000</div> <div>52</div> </div> <div> <div>Website expenses</div> <div>1185</div> <div>1077.92</div> </div> <div> <div>LCA Honorarium Volunteer Services (Accountant Prov.)</div> <div>550</div> <div>500</div> </div>	OPEN

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		(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	
	<b>Correspondence</b>				
	<b>New Business</b>				

Meeting Closed Time \_\_\_\_\_

### 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>	16 <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]	