

Licenced Certifiers Association General Meeting Minutes

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

Meeting Start 6.00pm September 15th 2025

All members present must sign in the LCA attendance book.

Open Meeting Chair: Terry Leeder **Time:** 6.00pm **Date:** 15/09/2025

Attendees: Meeting (Live)

Ian Carpenter, Terry Leeder, Michael Azzopardi, John Oste, Scott Herning

Zoom: Phil Woods, Mark Woods, Mark Dewhurst

Visitor: Nil

Apologies: Ken O’Keefe, Peter Weatherby

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

Nomination that previous meeting minutes to be correct: Mark Dewhurst **Seconded:** John Oste

Matters arising from the previous minutes: Items 1-20.

Item No	Agenda Item	Action/ Notes	Status
		General Meeting open at 6.24pm.	
1.	Recording of the Zoom Meetings	The meeting was recorded.	OPEN
2.	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
3.	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) 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 transport minister. Peter is following up on alternative channels of communication. It was suggested to contact Peter and inquire on his anticipated timetable on the course of action.	ON HOLD

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4.	LCA Website	John Oste has recommended that ALL members make use of the 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 waiting approval</u> LCA President Post August 2024 (<i>VSWG Meetings</i>) <u>New Listed Posts</u> What modifications need to be engineered to be legal ADAS Report (TFNSW) LCA Updated Constitution	OPEN CLOSED OPEN OPEN
5.	LCA Newsletter By Peter Weatherby "BLURB"	Peter Weatherby is currently working on the second edition of the <i>Blurb</i>. Peter was happy to continue with the second edition. Details to follow	OPEN
6.	PRESIDENTS POST VSWG MEETING	VSWG MEETING 19th August 2025. Zoom Attendees – Seven TfNSW management, CHMC, IAME, 4WDs, CAMs, AAAA, Ken & Ian LCA, Peter VSCCS, ASRF, and ACMC. Agenda Items 1. Presentation of VSCCS Certifiers & Mod Certificates 2. Temporary seat removal in four-wheel drives 3. ADAS Working Group – Report Drafted 4. Modification Order VSI 6 Draft update and the draft to be presented for comment 5. New Agenda Items (Shopping around for VSCCS Certificates, Shortage of Certifiers, Upskilling of 6. J4 Tipper Code – Restrictions on some certifiers that were previously accredited in C5 / HC5 7. TFNSW updating the paperwork on conditional registrations 8. New ADR 107 Draft for emergency lane change systems for public comment 9. The ICV had to comply with ADR 37/01, as the old document specified ADR 79. Hot Rodders questioned why they were required to comply with ADR 37/01. <i>The next VSWG meeting is due to be held on 18th November 2025.</i>	OPEN OPEN OPEN OPEN OPEN OPEN OPEN OPEN OPEN
7.	Off Site Meetings (South)	It was proposed that the planned offsite meeting in the southern region be deferred to the 2026 agenda to allow for adequate preparation and member coordination. Mark Woods has been approached regarding hosting the meeting and has indicated his support, contingent on receiving sufficient advance notice. As part of the proposed agenda, it was suggested that a heavy trailer	OPEN

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		brake test procedure be conducted using his roller brake testing machine, which would offer valuable insight into real-world application and compliance verification. Additionally, Phil Woods has offered to facilitate a seat pull testing procedure at his facility, conducted in accordance with the relevant Australian Design Rules (ADRs). This would provide members with a practical demonstration of seat compliance assessment under current regulatory standards. Both contributions would significantly enhance the technical value of the offsite meeting and support broader member engagement in the southern region	OPEN
8.	LCA Membership Fees	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. For the 2026–2027 period, it was suggested at the last executive committee meeting that the fees to 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.	OPEN
9.	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 other 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
10.	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.	CLOSED
11.	SSM Approval System	<u>HIVA NSW Member Forums 8/8/2025</u> - 18-19 May 2026 Hunter Valley, New South Wales - HVIA National Awards Gala Dinner 2025 December 4 @ 6:00 pm - 11:00 pm - ADR Harmonisation Review 2024-25 HIVA Submissions Link: adrhr-heavy-vehicle-industry-australia-hvia.pdf - NHVR Updated Load restraint Guide : Load Restraint Guide NHVR - Professional Engineers Registration Act 2019 : Professional Engineers Registration in Victoria Institute of Transportation Engineers	CLOSED

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		- HVIA Raises Concerns About NHVR PBS Audits: <u>HVIA Raises Concerns About NHVR PBS Audits - Heavy Vehicle Industry Australia</u> - HVIA Stability Under Braking (DSUB) Standard in the Performance Based Standards (PBS) Scheme: <u>https://hvia.asn.au/wp-content/uploads/2025/07/PBS-Industry-Consultation-Paper-Implementation-of-the-Revised-DSUB-Standard-in-PBS-Scheme.pdf</u> - HIVA Working Groups: <u>Working Groups Archives - Heavy Vehicle Industry Australia</u> - HVIA Mass Dimension and Load Changes: <u>hvia mass dimension and load changes - Search</u>	
	Financials		
12.	Treasures Report	John Oste reported in that the financials were over budget. Year period 2024 -2025. <i>Net Assets to date 1st September 2025 – \$37,602.92</i> <i>Expenditure to date 30th June 2025 – \$8,639.52</i> <i>2025-2026 Budget – \$15,496.55</i>	OPEN
13.	LCA Expenditure Budget 2025-2026	The Treasurer, John Oste, presented the proposed revised budget for 2025–2026 for committee approval. He provided a justification for each budgeted item, highlighting the impact of current inflationary pressures despite the fixed LCA membership contribution fee of \$300 for the year. The amended budget, totalling \$15,496.55, was approved by the committee.	CLOSED
	Correspondence		
14.	Bus Seating - Advice Note on VSCCS Vehicle Certifications	Terry Leeder received an email from Peter Weatherby, who recently obtained legal advice presented as a concise statement of guidance. Peter has elected to incorporate this advice as a standard note on his VSCCS compliance certificate, with the intention that other certifiers may also consider its adoption. The advice stems from a minor incident involving bus seating mounted to side walls and timber flooring using cam lock restraint systems integrated into side and floor rail assemblies. These restraint systems had not been serviced or inspected since installation, and during the incident, the seating assemblies skidded along their mounting tracks due to loosened cam locks within the bus. In response, Peter has added a clause to his certificate stating that the ongoing compliance of the vehicle is contingent upon the regular inspection and maintenance of all seat fastening and mounting devices, including cam lock restraint systems and associated side and floor rail assemblies. Terry Leeder will prepare a further email detailing the incident, accompanied by photographs and any relevant supporting information, to assist and to inform other certifiers of the potential compliance implications.	OPEN

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		During the New Business segment of the meeting, Mark Woods proposed that an additional note be considered for inclusion at the time of inspection, as an alternative to the note previously suggested by Peter. This recommendation aims to ensure that relevant observations or compliance clarifications are documented contemporaneously during the inspection process, thereby enhancing procedural transparency and traceability.	
15.	Robbie Holmes	Robbie Holmes, advised he is the next person to have his scenarios assessed	OPEN
16.	Faulty Exhaust Compliant TFNSW	Terry reported a compliance concern under his company name regarding a faulty exhaust system. The matter was submitted to the Transport for NSW (TFNSW) Help Desk for review. In response, TFNSW advised via email that the vehicle in question holds a valid VSCCS (Vehicle Safety Compliance Certification Scheme) modification certificate. Accordingly, no further action is required, and Terry was informed not to be concerned about the issue. Terry will raise the matter as a agenda item at the next Executive Committee meeting	OPEN
	General Business		
17.	LCA 2025 Get Together Function (Christmas Party)	The annual Christmas function has been scheduled for Friday, 5th December 2025, with proceedings to commence at 6:00 PM. Venue options considered included Altura, Blacktown and the Royal Cricketers Arms. Following member preference and venue suitability, it was agreed that the function will be held at the Royal Cricketers Arms. Terry has been tasked with making the necessary arrangements and confirming the booking. Further details regarding the evening's format, catering, and RSVP process will be circulated in due course. For members wishing to stay overnight rather than travel home, accommodation is available at Altura, Blacktown, and bookings can be made directly with the venue. Terry to prepare an email to all members advising them of the upcoming event.	OPEN
	New Business		
18.	New Vehicles - MG3 - BYD	MG3 Seating Constraints A new ruling has been issued concerning seating constraints on the MG3 model, following recent failures identified during end cap testing. Mark Dewhurst has been tasked with forwarding the relevant documentation and technical details to the LCA Secretary for review and distribution. BYD Rusting Issue – Field Observation It has been reported that certain BYD vehicles, approximately two years old, are exhibiting rust formation in the underfloor seam areas and on the suspension arms. This issue may warrant further investigation to assess potential compliance implications and inform future inspection protocols.	OPEN OPEN

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Meeting Closed Time - 7.01pm

Upcoming Meeting Dates

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	28 th 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] (Thursday)	
	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)	13 th October Aust Ult Susp (Wednesday)
	17 th November 2025 (Monday)	3 rd November 2025 (Monday)
	5 th December 2025 [Christmas Gathering]	