

Licenced Certifiers Association Committee Meeting – MINUTES

Date: 3rd September 2025

Time: 6.05pm – 7.39pm

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, Greg South, Peter Weatherby

Apologies: Ken O’Keefe

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

Item No	Agenda Item	Action/ Notes	Status
1.	Call the meeting to Order	The meeting Commenced at 6. 05pm	
2.	Recording of the Zoom Meetings	The meeting was recorded. (REMINDER FOR ALL PARTICIPANTS)	OPEN
3.	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 CLOSED CLOSED 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.	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)
6.	<i>LCA Constitution Updates</i>	John Oste has received confirmation from Fair Trading that the amendment to the LCA Constitution has been accepted and approved. John proposed that the revised and amended LCA Constitution be posted on the website for all LCA members. All executive members agreed, the motion was seconded by Terry Leeder, and the motion was carried. This matter is now considered closed. WEBSITE HAS BEEN UPDATED	CLOSED

7.	PRESIDENTS VSWG MEETING (Agenda Summary)	<p>VSWG MEETING 25th February 2025. 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 certifiers) 14. Light Bars & Number Plates – Mobile Phone Camera 15. J4 Tipper Code – Restrictions on some certifiers that were previously accredited in C5 / HC5 16. TFNSW updating the paperwork on conditional registrations 17. New ADR 107 Draft for emergency lane change systems for public comment 18. 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. <p><i>The next VSWG meeting is due to be held on the 18th November 2025.</i></p>	<p>OPEN</p> <p>OPEN CLOSED</p> <p>CLOSED OPEN OPEN CLOSED</p> <p>OPEN OPEN OPEN CLOSED CLOSED CLOSED</p> <p>OPEN</p> <p>CLOSED OPEN</p> <p>OPEN OPEN</p> <p>OPEN</p>
8.	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
9.	Honorarium Volunteer Services	<p>Consideration of Payment for LCA Honorarium – Volunteer Services (Accountant – Provisional)</p> <p>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.</p>	CLOSED
10.	Executive Honorarium Payments	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

	("AAAA" / HIVA Membership)																																																		
11.	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																																																
12.	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																																																
13.	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).	CLOSED																																																
14.	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.	CLOSED																																																
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. 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>Budget Set 2025 - 2026</p> <table> <tr> <th colspan="2">Expenditure</th><th></th><th></th></tr> <tr> <th colspan="2"><u>Item Description</u></th><th><u>Proposed</u></th><th><u>Actual</u></th></tr> <tr> <th colspan="2"><u>Cost</u></th><th><u>Budget</u></th><th></th></tr> <tr> <td>2025/2026</td><td>2024/2025</td><td></td><td></td></tr> <tr> <td>Dept. Fair</td><td></td><td>110</td><td>112.24</td></tr> <tr> <td>Legal Support (Waiver forms/advice)</td><td></td><td>250</td><td></td></tr> <tr> <td>AAAA paying memb. (6 off)</td><td></td><td>1,840</td><td>5,855</td></tr> <tr> <td>HVIA memb.</td><td></td><td>1,033</td><td>1,003</td></tr> <tr> <td>Meeting Costs – Catering</td><td></td><td>1,870</td><td>878.20</td></tr> <tr> <td>Zoom Access & Equip.</td><td></td><td>444</td><td>403.29</td></tr> <tr> <td>Printing, Stationery & Postage</td><td></td><td>275</td><td>26.30</td></tr> <tr> <td>LCA Promotions (Bus.cards, Flyers etc.)</td><td></td><td>137</td><td>63.98</td></tr> </table>	Expenditure				<u>Item Description</u>		<u>Proposed</u>	<u>Actual</u>	<u>Cost</u>		<u>Budget</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	CLOSED
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	LCA Financials		
16.	Treasurer	John Oste reported in that the financials were within budget. Year period 2024 -2025. <i>Net Assets to date 28th August 2025 – \$38,949.71</i> <i>Expenditure to date 28th August 2025 – \$7,217.04</i>	OPEN
17.	Budget 2025-2026	Set Budget for 2025-2026 Expenditure <u>Item Description</u> <u>Proposed</u> <u>Actual</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	CLOSED
	Correspondence		
18.	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	OPEN

		<p>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.</p> <p>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.</p> <p>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.</p>	
	New Business		
19.	PRESIDENTS VSWG MEETING (New Agenda Items)	<p>VSWG MEETING 19th August 2025.</p> <p>Zoom Attendees – Seven TfNSW management, CHMC, IAME, 4WDs, CAMs, AAAA, Ken & Ian LCA, Peter VSCCS, ASRF, and ACMC.</p> <p>New Agenda Items</p> <ol style="list-style-type: none"> 1. TfNSW updating the paperwork on conditional registrations 2. New ADR 107 Draft for emergency lane change systems for public comment 3. 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. 	OPEN
20.	AAAA Council for 4WD's	<p>4WD Industry Council</p> <p>Invitation for 4WD & AAAA members for an industry networking evening on Friday September 12th; the opening day of the 2025 Sydney 4WD and Adventure Show, as we discuss the subject, 'Advanced Driver Assistance Systems – the path forward for repairs and modifications</p>	OPEN
21.	Christmas Gathering	<p>Mark Dewhurst requested that Terry Leeder prepare an email to be sent to all the LCA members on the Upcoming Christmas Gathering to held on the 5th December 2025.</p> <p>Two new venues where nominated, confirmation details to follow</p>	OPEN
22.	Additional Executive Meeting for October 2025	<p>Terry Leeder Proposed an additional meeting for 13th Monday October.</p> <p>Inquiries to be made with TAFE for meeting room availability, if not potential opportunity to have the meeting venue at Ultimate Suspension.</p> <p>Details to follow</p>	OPEN
	Meeting Closed 7.42 pm	7.39pm	

Upcoming Meeting Dates

2024	General Meeting	Executive
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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] (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]	

This concludes the 2025 year.