

Licenced Certifiers Association Committee Meeting – AGENDA

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

Zoom Meeting –Meeting Start 6.00pm 13rd October 2025

<https://us06web.zoom.us/j/89666066740?pwd=MSJzb0QOUOntlXioGzD7xqegXQVEH8.1>

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
2.	LCA Website	<u>New posts waiting approval</u> LCA President Post August 2024 (<i>VSWG Meetings</i>) <u>New Listed Posts</u> HVIA NSW Member Forums – Summary of Proceedings 8 August 2025 by John Oste	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 transport minister. Peter is following up on alternative channels of communication with his local Member. Peter will advise in due course.	ON HOLD

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5.	PRESIDENTS VSWG MEETING (Agenda Summary)	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
6.	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
7.	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. Currently we have 34 members Plus 1 Life member	OPEN
8.	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
9.	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	OPEN

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		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. During the New Business segment of the a recent general 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.	
10.	AAAA Council for 4WD's	4WD Industry Council 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	OPEN
11.	Christmas Gathering	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. Two new venues where nominated, confirmation details to follow During the recent LCA general meeting the venue options were considered which 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
12.	Additional Executive Meeting for October 2025	Terry Leeder has proposed an additional HVIA NSW Member Forum to be held on Monday, 13 October 2025. Initial inquiries are to be made with TAFE regarding meeting room availability. Should a suitable space	OPEN

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		not be available, Ultimate Suspension has been identified as a potential alternative venue. TAFE has confirmed they will provide a meeting room equipped with Zoom conferencing support.	
	LCA Financials		
13.	Treasurer	John Oste reported in that the financials were within budget. Year period 2024 -2025. <i>Net Assets to date 26th September 2025 – \$38,445.29</i> <i>Expenditure to date 26th September 2025 – \$9,256.15</i>	OPEN
	Correspondence		
14.	Stuart Larkin (Signatory Engineering) – VSCCS Certificate Cancellation	Terry Leeder has received correspondence from Stuart Larkin of Signatory Engineering, who has formally requested assistance following the cancellation of some VSCCS certificates by Transport for NSW. At Terry's recommendation, Stuart has now joined as a financial LCA member to enable formal engagement and access to support. All initial correspondence received has been circulated to the committee via email for review. Action Required: Terry Leeder will present Stuart Larkin's correspondence and outline his current situation. The committee is invited to consider the matter and discuss the appropriate level of support, including a formal response or guidance should be issued to Stuart in light of his request.	OPEN
	New Business		

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)	13 th October 2005 (Monday)
	17 th November 2025 (Monday)	3 rd November 2025 (Monday)
	5 th December 2025 [Christmas Gathering]	