

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 October 30th 2025

All members present must sign in the LCA attendance book.

Open Meeting Chair: Terry Leeder **Time:** 6.02pm **Date:** 30/10/2025

Attendees: Meeting (Live)

Ian Carpenter, Terry Leeder, Michael Azzopardi, John Oste, Scott Herning, Ken O’Keefe

Zoom: Greg South, Stuart Larkham, Jason Robertson, Mark Dewhurst

Visitor: Eston Shaw (Zoom), Heidi Xu, Yifan Lu

Apologies:

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> ADAS Report (TFNSW) LCA Updated Constitution HVIA NSW Member Forums – Summary of Proceedings 8 August 2025 by John Oste	OPEN OPEN 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 APMC. 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
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.	CLOSED
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, Ian Carpenter has also followed up with a email to TFNSW on this matter.	OPEN
10.	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	

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		assist and to inform other certifiers of the potential compliance implications. During the New Business segment of the previous 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.	
11.	Robbie Holmes	Robbie Holmes, advised he is the next person to have his scenarios assessed	OPEN
12.	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	CLOSED
13.	LCA 2025 Get Together Function (Christmas Party)	Terry Leeder has been asked to prepare an email for all LCA members regarding the Christmas Gathering on 5 December 2025. The Royal Cricketers Arms has been confirmed as the venue following recent meetings. Terry has booked the verandah for 6.00pm. Note: Catering stops at 8.30pm. Terry will forward a email detailing the information on the event. Accommodation is available at Altura, Blacktown for those wishing to stay overnight.	OPEN
14.	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 CLOSE
	Financials		
15.	Treasures Report	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		

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	General Business		
16.	LCA 2025 Get Together Function (Christmas Party)	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
	New Business		
17.	LCA Executive Agenda Item: TRNSW Vehicle Defect system	Mark Dewhurst advised that Transport for NSW is transitioning the vehicle defects system to a fully digital platform. He will provide an example of the updated materials for review and approval at the next executive meeting, with the intention to post it on the website. Further details will be shared in due course. Terry Leeder to forward a email to members on this matter.	OPEN

Meeting Closed Time - 6.59pm

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]	