

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

<https://us06web.zoom.us/j/82185339339?pwd=641594Rn3CnMf68njYt99jGf1nzaaq.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> )	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
5.	PRESIDENTS VSWG MEETING (Agenda Summary)	VSWG MEETING 19 <sup>th</sup> August 2025. Zoom Attendees – Seven TfNSW management, CHMC, IAME, 4WDs, CAMs, AAAA, Ken & Ian LCA, Peter VSCCS, ASRF, and ACMC.	

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		<p>Agenda Items</p> <ol style="list-style-type: none"> <li>1. Presentation of VSCCS Certifiers &amp; Mod Certificates</li> <li>2. Temporary seat removal in four-wheel drives</li> <li>3. ADAS Working Group – Report Drafted</li> <li>4. Modification Order VSI 6 Draft update and the draft to be presented for comment</li> <li>5. New Agenda Items (Shopping around for VSCCS Certificates, Shortage of Certifiers, Upskilling of</li> <li>6. J4 Tipper Code – Restrictions on some certifiers that were previously accredited in C5 / HC5</li> <li>7. TfNSW updating the paperwork on conditional registrations</li> <li>8. New ADR 107 Draft for emergency lane change systems for public comment</li> <li>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.</li> </ol> <p><i>The next VSWG meeting is due to be held on 18<sup>th</sup> November 2025.</i></p>	<p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p>
6.	Vehicle Modification Code J4	<p>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.</p> <p>John Oste has followed the matter up with TRNSW awaiting their determination on this matter.</p>	OPEN
7.	LCA Membership Fees Increase in the New Year Period 2026-2027	<p>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 &amp; previous non-financial members. It was suggested the upcoming 2026 – 2027 period the fees should be increased to \$350 for renewal &amp; \$400 for new &amp; previous non-financial members The AAAA membership for \$341 for the period 2025-2026.</p> <p>This matter to be reviewed in October for further discussion.</p> <p>Currently we have 34 members Plus 1 Life member</p>	OPEN
8.	TRNSW Vehicle Defect system	<p>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.</p>	OPEN
9.	Bus Seating - Advice Note on VSCCS Vehicle Certifications	<p>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</p>	OPEN

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		<p>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>	
10.	Christmas Gathering	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 veranda 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
11.	Stuart Larkin (Signatory Engineering) – VSCCS Certificate Cancellation	Terry Leeder received a formal request from Stuart Larkin of Signatory Engineering regarding the cancellation of VSCCS certificates by Transport for NSW. On Terry's recommendation, Stuart joined as a financial LCA member to enable formal engagement. Initial correspondence was circulated to the committee for review. Terry has since received three additional cancelled certificates from Stuart. The matter was discussed and supported by committee members, who reviewed certificate content and a related YouTube video presented on screen. Members identified various errors against statutory requirements and provided feedback while Terry took notes. A guidance response is being drafted and will be reviewed and approved at the next executive meeting. Further details to follow.	OPEN
12.	Removable Seats	<p>Agenda Item – Modification Order Update (Seat Removal / Occupant Safety)</p> <p>Ian Carpenter reported on the latest response from the TfNSW working group regarding modification order. Proposed changes to the modification order are under consideration, specifically new clauses addressing seat removal. It is suggested that seats may be removed without requiring modification compliance, provided they are not replaced by permanent fixtures (e.g., drawers, fridges) and do not interfere with occupant protection or safety-related components such as airbags, seat belt alarms, or dashboard indicators. This proposal remains in preliminary stages, with further details to follow.</p>	OPEN
	<b>LCA Financials</b>		
13.	Treasurer	<p>John Oste reported in that the financials were within budget. Year period 2024 -2025.</p> <p><i>Net Assets to date 27<sup>th</sup> October 2025 – \$39,619.04</i></p> <p><i>Expenditure to date 27<sup>th</sup> October 2025 – \$9,382.40</i></p>	OPEN
	<b>Correspondence</b>		
	<b>New Business</b>		

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

### Upcoming Meeting Dates

<b>2024</b>	<b>General Meeting</b>	<b>Executive</b>
<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)	13 <sup>th</sup> October 2005 (Monday)
	17 <sup>th</sup> November 2025 (Monday)	3 <sup>rd</sup> November 2025 (Monday)
	5 <sup>th</sup> December 2025 [Christmas Gathering]	