

## Licenced Certifiers Association Committee Meeting – MINUTES

**Date:** 3rd November 2025

**Time:** 6.01pm – 8.20pm

**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, Ken O’Keefe

**Zoom:** Mark Dewhurst, Troy Brodie, Mark woods, Ian Carpenter

**Apologies:**

**Nomination that previous meeting minutes to be correct:** Scott Herning **Seconded:** Mark Dewhurst

Item No	Agenda Item	Action/ Notes	Status
1.	Call the meeting to Order	The meeting Commenced at 6. 01pm	
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> )	OPEN
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.	PRESIDENTS VSWG MEETING (Agenda Summary)	VSWG MEETING 19 <sup>th</sup> November 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	OPEN OPEN OPEN OPEN  OPEN

		<p>6. J4 Tipper Code – Restrictions on some certifiers that were previously accredited in C5 / HC5</p> <p>7. TFNSW updating the paperwork on conditional registrations</p> <p>8. New ADR 107 Draft for emergency lane change systems for public comment</p> <p>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.</p> <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>
7.	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. Transport for NSW has contacted John Oste with a request for four (4) recent VSCCS J1 certificates, each accompanied by its complete evidence pack, to be submitted for formal determination. John is currently preparing the submission and will forward the documentation upon completion. Further details will be provided in due course.</p>	OPEN
8.	LCA Membership Fees Increase in the New Year Period 2026-2027	<p>John Oste, Treasurer, proposed increasing LCA membership fees for the 2026–2027 period to \$350 for renewals and \$400 for new or previously non-financial members. The motion was seconded by Terry Leeder and supported by the committee. A follow-up review is scheduled for May 2026 to assess if further adjustments are needed. The AAAA membership fee for 2025–2026 is \$341, with an anticipated 5–10% increase for 2026–2027.</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 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. Terry Leeder has obtained publicly available this information from the Office of Safe Training Investigations (OSTI) website regarding the recent incident.</p> <p>He is preparing a follow-up email that will detail the circumstances of the incident, supported by photographs and any relevant documentation. This material is intended to assist and inform fellow certifiers of the potential compliance implications arising from the case.</p>	OPEN
10.	Christmas Gathering - Advice Note on	<p>Terry Leeder has been asked to prepare an email for all LCA members regarding the upcoming Christmas Gathering, scheduled for Thursday, 5 December 2025.</p>	OPEN

	VSCCS Vehicle Certifications	<p>Following recent meetings, The Royal Cricketers Arms has been confirmed as the venue. Terry has booked the veranda area for a 6.00pm start. Please note that catering will conclude at 8.30pm.</p> <p>Accommodation is available at Altura, Blacktown for members wishing to stay overnight.</p> <p>Terry will circulate a formal event email with full details shortly and will issue further reminders as requested by Mark Dewhurst to ensure all members are informed.</p>	
11.	Stuart Larkin (Signatory Engineering) – VSCCS Certificate Cancellation	<p>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.</p> <p>NO FUTUR DETAILS TO DATE</p>	
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>	
	<b>LCA Financials</b>		
13.	Treasurer	<p>John Oste reported in that the financials were within budget.</p> <p>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> <p><i>Since received a latter update by email from out LCA Accountant accounts</i></p> <p><i>Net Assets to date 3<sup>rd</sup> November 2025 – \$39,537.04</i></p> <p><i>Expenditure to date 3<sup>rd</sup> November 2025 – \$9,564.40</i></p>	OPEN
	<b>Correspondence</b>		
	<b>New Business</b>		
14.	<p>Proposal:</p> <p>Transition to Website-Based Access for LCA Meeting Materials</p> <ul style="list-style-type: none"> <li>- Agenda</li> <li>- Minutes</li> </ul>	<p>John Oste presented a printed document on-screen outlining a proposed process for accessing meeting materials via the LCA website. The document demonstrated how members can navigate to the General Meeting section to view upcoming agendas, historical records, minutes, and a “How to Navigate” video—courtesy of Mark Dewhurst's contributions.</p> <p>The proposal aims to replace the current practice of distributing monthly PDF emails with a centralized, self-service online resource. A monthly meeting reminder email will continue to be sent to members, with the updated website link and access instructions replacing the PDF attachment.</p>	Open

		<p>The motion was formally presented by John Oste, seconded by Terry Leeder, and carried without objection.</p> <p>John Oste to forward the details to Terry Leeder</p>	
15.	Fuel Tanks - Clarification of Fuel Tank Test Certification Requirements	<p>Mark Dewhurst reported that a South Australian manufacturer of fuel tanks had sought clarification regarding the applicable test certification requirements. The manufacturer highlighted inconsistencies in practice, noting that while some certifiers request formal test documentation, others do not—despite the existence of statutory regulations governing fuel tank compliance.</p> <p>This matter was discussed among the executive members. It was agreed that the LCA would not issue a comprehensive set of test and installation documentation. Instead, the manufacturer should be advised to contact ARB directly to obtain a copy of their fuel tank test reports and installation manual. These materials may serve as a reference framework for the manufacturer to develop their own compliant documentation set.</p> <p>Mark confirmed he would follow up with the manufacturer to provide this guidance, along with a copy of the relevant statutory requirements in vsb14 and ADR 42 pertaining to fuel tank certification.</p>	
16.	Tow Coupling Maintenance and Replacement	<p>Mark Woods raised a concern regarding the replacement of tow couplings on heavy vehicles, specifically in cases where components are changed out on a like-for-like basis. A client had approached Mark after receiving correspondence from NHVR indicating that all replacement couplings, regardless of whether they are identical to the original, must be inspected and certified.</p> <p>This raised practical challenges, particularly in quarry operations where components such as ring feeder tow eyes are frequently replaced due to damage and wear. These components typically lack serial numbers, and once installed, even if new, can quickly appear aged due to the dusty, dirty working environment.</p> <p>The committee acknowledged the operational realities and the need for a consistent compliance pathway. It was noted that, in the absence of serial numbers or unique identifiers, what is the certifier expected to do, and how can this situation be reported? Certifiers should not need to inspect like-for-like components, yet the matter was discussed without any resolution.</p>	
17.	TFNSW Cente - VSCCS Certificate Rejection Incident	<p>Mark Woods raised a concern regarding the rejection of a VSCCS compliance certificate at a Service NSW Centre. The rejection was based on the claim that the certificate did not comply with the codes issued. This issue has become increasingly common at certain service centres, often due to TFNSW counter staff misunderstanding their authority. It was noted that a VSCCS engineering certificate is an official document and cannot be rejected by service centre staff; scrutiny is limited to the TFNSW Standards Team or the Police.</p> <p>The case in question involved a new Ram vehicle originally plated with a GVM of 4,495 kg, which had been upgraded to 5,200 kg in Canberra. Upon return to NSW two weeks later, the client was directed to the Kiama Service NSW branch for registration for a GVM of 4,495 kg. However, the manager and senior technical adviser at that branch refused to proceed, stating that the client required a letter from the manufacturer in addition to the VSCCS certificate.</p>	

		<p>Mark clarified that he had issued a valid VSCCS certificate and that it was his responsibility to ensure the vehicle was fit for purpose, not the role of the service centre adviser. He emphasised that his professional obligation was to TFNSW, as he is contracted to them, not to Service NSW staff. TFNSW subsequently advised Mark to “get along” with Service NSW staff, and the help desk suggested that a letter be obtained. The vehicle was presented to the service centre twice without success.</p> <p>Further discussion was undertaken amongst committee members. VSI 48 was displayed on screen, and the ruling was found to be clear: a letter from the manufacturer is not required, as stated in the relevant clause containing the “either” provision. Mark committed to printing this ruling, highlighting the applicable clause, for the client to present upon resubmission to Service NSW.</p> <p>It was suggested that the VSCCS certificate does not indicate that no modification was made, rather, it confirms that a GVM modification has been carried out and that the vehicle should be presented to an alternative Service NSW centre for registration</p>	
18.	Police Defects - Increased Costs	For the committee’s information, Scot Herning raised the matter after reading that police may be increasing the cost associated with vehicle defect notices.	
	Meeting Closed	8.20pm	

#### 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>	17 <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)	3 <sup>rd</sup> November 2025 (Monday)
	17 <sup>th</sup> November 2025 (Monday)	
	5 <sup>th</sup> December 2025 [Christmas Gathering]	

This concludes the 2025 year.