

Licenced Certifiers Association General Meeting – AGENDA 2025-2026

Venue: TAFE Wetherill Park - The Horsley Dr, Wetherill Park NSW 2164 (*Industry room in X block*)

Meeting Start 6.00pm 17th November 2025

Zoom Meeting Address:

<https://us06web.zoom.us/j/83962857574?pwd=tAc3ehML4hIHeaFGlQNgxPDECvIL6D.1>

All members present must sign in the LCA attendance book.

Open Meeting Chair: _____ Time: _____ Date: _____

Attendees:

Zoom _____

Apologies: _____

Previous Minutes: May be read out by the secretary Or

Nomination that previous meeting minutes to be correct: _____ Seconded: _____

Matters arising from the previous minutes: Items 1-15.

Item No	Agenda Item	Action/ Notes	Status
1.	Recording of the Zoom Meetings	The meeting will be recorded for documentation of the meeting minutes.	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 prepared a common document for all certifiers 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 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. Details to follow.	ON HOLD (WIP)
4.	LCA Website	John Oste has recommended that ALL members make use of the website.	OPEN

Licenced Certifiers Association General Meeting – AGENDA 2025-2026

		<p>ALL GENERAL LCA MEETING (AGENDA / MINUTES) TO BE ONLY MADE AVAILABLE TO MEMBERS VIA THE WEB BY JAN 2026 TO BE STAGED IN OVER THE NEXT 3 MONTHS. A INSTRUCTION SHEET AND VEIDEO LINK WILL BE POSTED VIA EMAIL ACCOMPANIED WITH A MESSAGE TO CONTACT JOHN OSTE SHOULD YOU REQUIRE FURTHER SUPPORT.</p> <p><u>New posts waiting approval</u> LCA President Post August 2024 (<i>VSWG Meetings</i>)</p> <p><u>New Listed Posts</u> ADAS Report (TFNSW) LCA Updated Constitution HVIA NSW Member Forums – Summary of Proceedings 8 August 2025 by John Oste</p>	<p>OPEN</p> <p>OPEN</p> <p>OPEN OPEN OPEN</p>
5.	LCA Newsletter THE “BLURB”	<p>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</p>	OPEN
6.	PRESIDENTS POST VSWG MEETING	<p>VSWG MEETING 19th August 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. 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. <p><i>The next VSWG meeting is due to be held on 18th November 2025.</i></p>	<p>OPEN OPEN OPEN OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN OPEN</p> <p>OPEN</p>
7.	Off Site Meetings (North / South)	<p>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.</p> <p>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</p>	OPEN

Licenced Certifiers Association General Meeting – AGENDA 2025-2026

		<p>trailer brake test procedure be conducted using his roller brake testing machine, which would offer valuable insight into real-world application and compliance verification.</p> <p>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.</p> <p>Both contributions would significantly enhance the technical value of the offsite meeting and support broader member engagement in the southern region</p>	OPEN
8.	Vehicle Modification Code J4	<p>Transport for NSW has confirmed that VSCCS Certifiers accredited under HC5 (Body chassis frame, suspension, steering, transmission or driveline, wheels, tyres, axles, or lighting systems for medium and heavy vehicles and trailers) who do not hold <i>all</i> relevant modification codes will not be eligible for the new J4 Tipper Code.</p> <p>To support formal determination, Transport for NSW has contacted John Oste with a request for four (4) recent VSCCS J1 certificates, each accompanied by its complete evidence pack.</p> <p>John Oste has submitted the requested documentation, and the submission is currently under review. A formal assessment by Transport for NSW is pending, and further details will be provided once a determination is issued.</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.</p> <p>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

Licenced Certifiers Association General Meeting – AGENDA 2025-2026

12.	Robbie Holmes	Robbie Holmes, advised he is the next person to have his scenarios assessed	OPEN
13.	LCA 2025 Get Together Function (Christmas Party) Thursday 5 th Dec	<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> <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>	OPEN
14.	New Vehicles - MG3	<p>MG3 Seating Constraints</p> <p>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.</p>	OPEN
15.	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.	OPEN
	Financials		
16.	Treasurer's Report	<p>John Oste reported in that the financials were within budget. Year period 2025 -2026.</p> <p><i>Net Assets to date 3rd November 2025 – \$39,537.04</i></p> <p><i>Expenditure to date 3rd November 2025 – \$9,564.40</i></p>	OPEN
	Correspondence		
	General Business		
17.	<p>Website-Based Access for LCA Meeting Materials</p> <ul style="list-style-type: none"> - Agenda - Minutes 	<p>At the most recent Executive Meeting, members formally approved the implementation of a new process for accessing meeting materials via the LCA website.</p> <p>John Oste presented a printed document on-screen outlining the proposed process, demonstrating 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 approved process will replace the current practice of distributing monthly PDF emails with a centralized, self-service online resource. In the short term (three months), 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

Licenced Certifiers Association General Meeting – AGENDA 2025-2026

		John Oste will forward the implementation details to Terry Leeder and will now present a live on-screen demonstration showing how to access the website and navigate to the relevant section.	
	New Business		
18.	LCA Executive Agenda Item: 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>	OPEN
19.	LCA Executive Agenda Item: 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. Details to follow</p>	OPEN
20.	LCA Executive Agenda Item: TFNSW Centre 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</p>	

Licenced Certifiers Association General Meeting – AGENDA 2025-2026

		<p>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>	
--	--	---	--

Meeting Closed Time: _____

Next Meetings:

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	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] (Mon)	
	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 (Monday)
	17 th November 2025 (Monday)	3 rd November 2025 (Monday)
	5 th December 2025 [Christmas Gathering]	