

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 2nd February 2026

<https://us06web.zoom.us/j/85706561115?pwd=1mbIVmbsJZDza5EmKoSkDIok25cu1v.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, , NOW 2026???? . 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 18 th November 2025. Zoom Attendees – Seven TfNSW management, CHMC, IAME, 4WDs, CAMs, AAAA, Ken & Ian LCA, Peter VSCCS, ASRF, and ACMC.	

Licenced Certifiers Association Committee Meeting – AGENDA

		<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 (TO BE RELEASED) 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 certifiers) 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 20th February 2026.</i></p>	<p>OPEN</p> <p>CLOSED</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>OPEN</p> <p>CLOSED</p> <p>CLOSED</p> <p>CLOSED</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 & 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.</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 skidded along their mounting tracks due to loosened cam locks within the bus.</p>	OPEN

Licenced Certifiers Association Committee Meeting – AGENDA

		<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>	
10.	Christmas Gathering	<p>We met at the Royal Cricketers Arms, and the evening was thoroughly enjoyed by all who attended. It was one of those rare occasions where everyone could unwind and genuinely let their hair down. Despite the extremely hot weather, we still had a reasonable roll-up, which was great to see. It is always valuable to come together, share some of the lighter moments from past experiences, and discuss specific rulings and practical situations in a relaxed and supportive setting.</p>	OPEN
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 FUTHER DETAILS TO DATE</p>	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
13.	Proposal: Transition to Website-Based Access for LCA	<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,</p>	CLOSED

Licenced Certifiers Association Committee Meeting – AGENDA

	<p>Meeting Materials</p> <ul style="list-style-type: none"> - Agenda - Minutes 	<p>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> <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>	
14.	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>	CLOSED
15.	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>	CLOSED
16.	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</p>	CLOSED

Licenced Certifiers Association Committee Meeting – AGENDA

		<p>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>	
17.	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.	OPEN
	LCA Financials		
18.	Treasurer	<p>John Oste reported in that the financials were within budget. Year period 2025 -2026.</p> <p><i>Net Assets to date 28th January 2026 – \$39,000.32</i></p> <p><i>Expenditure to date 28th January 2026 – \$10,001.12</i></p>	OPEN
	Correspondence		
19.	TFNSW – Upcoming Feedback Meeting	Mark Dewhurst contacted the LCA during the holiday break, reaching out to the President, Vice President and Secretary regarding discussions with a senior manager at Transport for NSW who had approached him to acknowledge ongoing problems with the online systems. TFNSW’s intention was to seek assistance in resolving several major issues of concern within the AIS Online, R-Safety and VSCCS portal systems. TFNSW also suggested that these matters be formally raised at the upcoming special meeting with them, with the purpose of the meeting being to address known issues across these systems. Mark intends to highlight several significant areas where current processes are not	OPEN

Licenced Certifiers Association Committee Meeting – AGENDA

		functioning as intended, including matters that fall outside the established system. He has requested that any major items requiring rectification within the VSCCS system, along with any options or recommendations from the committee, be forwarded to him so they can be included for discussion.	
	New Business		
	AAAA ADAS Presentation	<p>A special presentation to be arranged at a suitable timing with the LCA on the recent ADAS Modification Code & New Bull Bar Airbag Compatibility Technical Working Group Meeting held Wednesday 28 January.</p> <ul style="list-style-type: none"> The ADAS Modification Code, including a practical test protocol for verifying that Advanced Emergency Braking Systems (AEBS) continue to function as intended after common suspension, mass, tyre, braking and frontal protection system modifications on M1 and N1 vehicles. The Code is designed to help modifiers and certifiers validate ongoing compliance with ADR 98 without having to repeat a full first-stage approval test, and to know when AEBS recalibration and validation are required after modification. A new Technical Working Group on Airbag Compatibility Testing for Vehicle Frontal Protection Systems (bull bars), auspices by AAAA. This group will bring together bull bar manufacturers, engineers, test facilities, certifiers, and regulators to define what “airbag compatible” really means in practice and to develop a contemporary, standardised test protocol that can be adopted nationally. 	OPEN

Meeting Closed Time _____

Upcoming Meeting Dates

2024	General Meeting	Executive
First Term	16 th February 2026 (Monday)	2 nd February 2026 (Monday)
	16 th March 2026 (Monday)	2 nd March 2026 (Monday)
	10 th April 2026 (Monday)	
Second Term	18 th May 2026 (Monday)	4 th May 2026 (Monday)
	15 th June 2026 (Monday)	1 st June 2026 (Monday)
Third Term	20 th July 2026 (Monday)	3 rd August 2026 (Monday)
	17 th August 2026 AGM (Monday)	7 th August 2026 (Monday)
	21 st September 2026 (Monday)	
Fourth Term	26 th October 2026 (Monday)	12 th October 2006 (Monday)
	16 th November 2026 (Monday)	2 nd November 2026 (Monday)
	4 th December 2026 [Christmas Gathering]	