

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 February 16th 2026

All members present must sign in the LCA attendance book.

Open Meeting Chair: Terry Leeder Time: 6.01pm Date: 16/01/2026

Attendees: Meeting (Live)

Ian Carpenter, Terry Leeder, Michael Azzopardi, John Oste, Scott Herning, Mark Dewhurst,

Zoom: Jason Robertson, Greg South, Phil Woods

Visitor:

Apologies: Ken O'Keefe

Previous Minutes: May be read out by the secretary Or

Nomination that previous meeting minutes to be correct: Mark Dewhurst Seconded: Ian Carpenter

Matters arising from the previous minutes: Items 1-20.

Item No	Agenda Item	Action/ Notes	Status
1.		General Meeting open at 6.01pm.	
2.	Recording of the Zoom Meetings	The meeting was recorded.	OPEN
3.	New Forum LCA	The LCA association have been told by TFNSW they are looking at a forum to be undertaken at TAFE in 2026. 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 met 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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	<p>does not accurately reflect the different regulatory pathways that apply to historic and conditionally registered vehicles.</p> <p>8. VSI 48 and Service NSW Interpretation Issues</p> <p>Concerns were raised regarding confusion within VSI 48 and inconsistent interpretations by Service NSW relating to GVM upgrades. As noted by Mark Woods, the wording in VSI 48 is difficult to interpret, leading to uncertainty about whether a manufacturer's letter is required. These inconsistencies are particularly problematic for older vehicles, where such documentation is not available. The view expressed was that certifiers should be able to assess and certify these vehicles without requiring manufacturer confirmation.</p> <p>New Agenda Items to be raised by the LCA Members</p> <ol style="list-style-type: none"> <u>Modified Tyre Size on VSCCS Certificates</u> It was reported that some Transport for NSW personnel asked whether a +7% tyre size allowance could be added to the tyre size stated on a VSCCS Modification Certificate. It was suggested and reported that some staff may be seeking this allowance. However, VSCCS certifiers have advised that this cannot be undertaken and that this needs to be made explicitly clear. (<i>Note: This ok for SSM vehicles but not vehicles modified under the VSCCS Modification Certificate</i>). Clarification on this matter is requested from the VSWG to confirm the correct position and ensure all parties are working to the same understanding. <u>Notice on Previous Agenda Items That Have Been Dropped</u> A summary is to be provided identifying previous agenda items that have been removed or discontinued and for which no response or outcome was received. <p><i>The next VSWG meeting is due to be held on 3rd March 2026.</i></p>	OPEN
8.	<p>Off Site Meetings (North/South)</p> <p>The planned offsite meetings in the northern and southern regions are to be held as part of the 2026 agenda.</p> <p>Mark Woods has agreed in principle to host the southern region offsite meeting and is currently confirming a suitable date in April 2026 to present and demonstrate a heavy trailer brake test procedure using his roller brake testing machine. This session will provide members with valuable insight into real-world brake compliance assessment.</p> <p>Additionally, Phil Woods has offered to facilitate a seat pull-testing demonstration at his facility in July 2026, conducted in accordance with the relevant Australian Design Rules (ADRs). This will give members a practical understanding of current seat compliance requirements. Further details and confirmed dates will be advised.</p>	OPEN

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9.	Vehicle Modification Code J4	<p>Transport for NSW has confirmed that VSCCS Certifiers accredited under HC5 who do not hold all relevant modification codes will not be eligible for the new J4 Tipper Code.</p> <p>To support a formal determination and accreditation, Transport for NSW requested four recent VSCCS J1 certificates from John Oste, each with its full evidence pack. These documents have been submitted and are now under review. A formal assessment is pending, and further information will be provided once Transport for NSW issues its determination.</p> <p>As a further note, John has contacted Kathleen Cook at Transport for NSW, who is now following up with the responsible TfNSW manager regarding the determination of this matter.</p>	OPEN
10.	Bus Seating - Advice Note on VSCCS Vehicle Certifications	<p>Peter Weatherby has shared legal advice following an incident where bus seats slid along their cam-lock mounting tracks due to lack of maintenance. He has now added a standard note to his VSCCS certificates stating that ongoing compliance depends on regular inspection and maintenance of all seat-mounting and restraint systems.</p> <p>Terry Leeder will prepare an email with photos and supporting details to inform certifiers of the compliance implications, and he will forward this information to our members once complete.</p> <p>During the previous meeting, Mark Woods suggested an alternative approach—adding a note at the time of inspection—to ensure relevant observations are recorded contemporaneously and improve transparency.</p>	CLOSED
11.	Robbie Holmes	Robbie Holmes advised that he is the next participant scheduled for scenario assessment. No further correspondence has been received at this time.	OPEN
12.	LCA 2025 Get Together Function (Christmas Party)	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.	CLOSED
13.	Vin Plates - Incorrectly entered in Drives	<p>Mark Dewhurst raised a complication regarding a Holden HJ pink slip, where the last VIN digit was incorrectly reported as "8" on the documentation, while the vehicle itself displays "B." Upon review with vehicle identity, it was determined that this discrepancy has existed since 1974.</p> <p>Although the vehicle identity itself has not changed the vin, they contacted DRIVES. To resolve the issue, a special case is being considered whereby drivers will be asked to undertake corrective measures to revert the VIN digit back to "B." This approach will ensure that Transport for NSW maintains continuity of records dating back to 1974.</p> <p>It was further noted that this case will be used as a study example to guide future handling of similar discrepancies.</p>	CLOSED

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	Financials		
14.	Treasurer's Report	John Oste reported in that the financials were within budget. Year period 2025 -2026. <i>Net Assets to date 28th January 2026 – \$39,000.32</i> <i>Expenditure to date 28th January 2026 – \$10,001.12</i>	OPEN
	Correspondence		
15.	Stuart Larkham - Cancelled VSCCS Certificates	Correspondence Noted – Summons Issued Terry Leeder received correspondence from Stuart Larkin regarding his brother Vaughn, who received a summons for mid-March 2026. Vaughn is not a financial member of the LCA; however, his brother is, and therefore the matter has been noted.	NOTED
	General Business		
16.	Rim Tyre Clamps (Raised during Item 11.)	Greg South raised a concern regarding a certifier who is not a financial member of the LCA and who has been certifying rim tyre clamps, not called bead lock used on passenger-car wheels within his VSCCS certificates. This practice falls outside statutory requirements and is in breach of statutory requirements.	NOTED
17.	TFNSW – Upcoming Feedback Meeting	Industry Engagement Interview – Reported by Mark Dewhurst An industry engagement interview was held on 5 February with Michael Castleman (Transport IT designer) and senior management representatives Regina Benisano and Jody Forwell. The discussion focused on the R-Safety system, including known issues, suggested improvements, and user experience feedback. At the conclusion of the meeting, an opportunity was provided to raise additional matters. Two issues previously discussed with the LCA were presented: Issue 1 – Access to Previous VSCCS Certificates Certifiers requested the ability to download previous VSCCS certificates for a given VIN, similar to the view-only function in AIS Online, but with access to all certificates for that VIN, not only those issued by the logged-in certifier. Response: This feature has already been approved and is currently being implemented. It is not yet confirmed whether it will be added to the existing VSCCS portal or incorporated into the new system under development. Issue 2 – Incorrect LE1 Description on Certificates When selecting LE1 under PC2 or LC2, the system correctly displays “Driving aids and controls,” but on page three of the certificate it incorrectly appears as “Steering System Installation / Modification.” Response: The issue was acknowledged, and they advised it will be investigated further and raised at their next internal meeting.	CLOSED
	New Business		

Meeting Closed Time - 6.48pm

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Upcoming Meeting Dates

2026	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	17 th August 2026 AGM (Monday)	3 rd August 2026 (Monday)
	21 st September 2026 (Monday)	7 th August 2026 (Monday)
Fourth Term	26 th October 2026 (Monday)	12 th October 2026 (Monday)
	16 th November 2026 (Monday)	2 nd November 2026 (Monday)
	4 th December 2026 [Christmas Gathering]	
Outside Meeting Events	Heavy Trailers (Around April 2026) TBA Seat Testing (Around July 2026) TBA	