

Licensed Certifiers Association General Meeting Minutes

Venue: Wetherill Park TAFE – Industrial Room *The Horsley Drive, Wetherill Park New South Wales 21642*

Meeting Start 6.00pm May 16th 2026

All members present must sign in the LCA attendance book.

Open Meeting Chair: Terry Leeder Time: 6.32pm Date: 18/05/2026

Attendees: Meeting (Live)

Ian Carpenter, Terry Leeder, John Oste, Scott Hering, , Ken O’Keefe

Zoom: Sean Kelly, Phil Woods, Mark Dewhurst

Visitors:

Apologies:

Previous Minutes: May be read out by the secretary Or

Nomination that previous meeting minutes to be correct: John Oste Seconded: Mark Dewhurst

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

Item No	Agenda Item	Action/ Notes	Status
1.		General Meeting open at 18.32pm.	
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.	LCA Website	John Oste has recommended that ALL members make use of the website. All GENERAL LCA MEETING (AGENDA / MINUTES) TO BE ONLY MADE AVAILABLE TO MEMBERS VIA THE WEB BY JAN 2025 TO BE STAGED IN OVER THE NEXT 5 MONTHS.	OPEN
5.	PRESIDENTS POST VSWG MEETING	VSWG MEETING 3 rd March 2026. Zoom Attendees – Seven TfNSW management, CHMC, IAME, 4WDs, CAMs, AAAA, Ken & Ian LCA, Peter VSCCS, ASRF, and ACMC. Agenda Items 1. VSCCS Certification Data (No of certificates & Certifiers) up to 1 st October 2025. 2. Tyre Placards (Notice 21 on the portal) 3. TFNSW will increase the number of open VSCCS certificates from 40 to 80 by March 2026. TFNSW is also considering options to increase the current 12,000-character limit in the VSCCS certificate and are looking to enable the inclusion of evidence photographs following completion of the R-Safety project.	OPEN CLOSED ON HOLD

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		<p>4. Modification Order – Temporary Removal of Seats The modification order, including details relating to the temporary removal of seats is awaiting final consultation and approval by TfNSW.</p> <p>5. ADR 98/02 and ADR 105 – Consultation Update ADR 98/02, covering Advanced Emergency Braking for Passenger Vehicles and Light Goods Vehicles with a focus on bicycle detection, and ADR 105, covering Blind Spot Information Systems for blind-spot detection, are currently under consultation to align with the latest ECE PCE regulations.</p> <p>6. Child Restraint Standards A report was provided on the ACCC child restraint standards consultation. The ACCC is considering mandating a new Australian Standard for child restraints, including a proposal to require all children under six months to be placed in rear-facing restraints. Members were encouraged to provide public submissions directly to the group.</p> <p>7. Imported Conditionally Registered Historic Vehicles Concerns were raised regarding conflicting requirements for imported, conditionally registered historic vehicles. Some vehicles have been rejected due to the absence of compliance certification, creating confusion between the historic and classic vehicle sectors. Transport for NSW has advised that all such vehicles must comply, despite their conditional registration status; however, this position 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 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> <p>1. <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</i></p>	<p>CLOSED</p> <p>CLOSED</p> <p>CLOSED</p> <p>CLOSED</p> <p>OPEN</p> <p>CLOSED</p>
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		<p><i>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.</p> <p>2. <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> <p><i>The next VSWG meeting is due to be held in May 2026.</i></p>	OPEN
6.	Off Site Meetings (North/South)	<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 OPEN
7.	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
8.	Appointment of Public Officer	<p>Following Peter Weatherby’s retirement, the position of Public Officer became vacant.</p> <p>Mark Dewhurst was nominated, accepted the role, and was appointed as Public Officer. The motion was seconded by Ian Carpenter and carried without objection.</p> <p>The appointment has been updated with the Department of Fair Trading, and Mark Dewhurst is now formally listed as the Public Officer.</p> <p>John Oste will arrange updated LCA business cards following the upcoming Annual General Meeting.</p>	CLOSED
	Financials		
9.	Treasurer’s Report	<p>John Oste reported in that the financials were within budget. Year period 2025 -2026.</p>	OPEN

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		<i>Net Assets to date 30th April 2026 – \$37,669.57</i> <i>Expenditure to date 30th April 2026 – \$11,331.87</i>	
	Correspondence		
10.	Stuart Larkham - Cancelled VSCCS Certificates	Correspondence Noted – Summons Issued Terry Leeder advised the Committee that he had received a telephone call from Stuart Larkin of Signatory Engineering regarding the cancellation of his TfNSW licence. Stuart indicated that he intended to take the matter to court	NOTED
	General Business		
11.	AAAA Membership Renewal 2026 - 2027	Members are to be advised that the Australian Automotive Aftermarket Association (AAAA) membership renewal is due for the upcoming 2026–2027 period. It was noted that membership fees are typically subject to a CPI-based increase. Terry Leeder will prepare and distribute an advisory email to all members, seeking confirmation from those wishing to renew their AAAA membership for the 2026–2027 period. Since the meeting, John Oste has been advised that the AAAA membership fee for the 2026–2027 period is \$358 (including GST).	OPEN
12.	New Vehicle Registration Process – Service NSW	It was reported that the current process now allows a purchaser to obtain a new vehicle from another state or territory within Australia and present the relevant new vehicle documentation to a Service NSW outlet for registration, without the requirement for a blue slip inspection. This applies where the vehicle is new, has not been previously registered, and is supported by the appropriate new vehicle paperwork. It was noted that this process differs considerably from previous registration practices, where the selling dealer was generally required to undertake the registration process. Historically, dealers were also required to present vehicles for inspection before being permitted to self-register new vehicles. Members are to be made aware of the current process, particularly in relation to new vehicle registration requirements, interstate vehicle purchases, and the circumstances where a blue slip inspection is or is not required.	OPEN
13.	VSI 6 Update – Seat Removal and VSCCS Certification Requirements	Mark Dewhurst advised the Executive Committee that he has reviewed the revised gazetted Vehicle Standards Information No. 6 (VSI 6), scheduled for release on 1 July 2026. It was noted that the requirements relating to seat removal and occupant protection remain applicable, with VSCCS certification required where modifications affect compliance with applicable ADRs, occupant protection, or result in a change to the vehicle category. This includes scenarios where seating positions are removed or replaced with alternative configurations. The Committee discussed that, in practical terms, modifications involving the removal of seats not designed as readily removable components, or where seating is replaced with alternative installations (such as storage systems or appliances), will generally require VSCCS engineering	CLOSED

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		<p>certification due to their impact on seating capacity and vehicle compliance.</p> <p>It was further noted that, for pre-ADR vehicles, seatbelt installations may not require VSCCS certification where fitted in accordance with the applicable Transport for NSW guidelines.</p> <p>Link Address:</p> <p><u>Guidelines for Retrofitting Seatbelts to ADR Vehicles</u></p> <p>However, responsibility for compliance remains with the vehicle owner. General discussion also occurred regarding the applicability of lap belt requirements for vehicles manufactured between 1965 and 1969.</p>	
14.	LCA Membership Fee 2026-2027	<p>The Committee discussed the LCA membership fees for the 2026/2027 financial year.</p> <p>John Oste, as Treasurer, proposed that the annual renewal fee for existing financial members be set at \$350.00 for the 2026/2027 year.</p> <p>It was also proposed that the membership fee for new members, or previously non-financial members seeking to rejoin the LCA, be set at \$400.00.</p> <p>The Committee noted the AAAA membership fee for 2025/2026 was \$341.00, with an expected increase of approximately 5% to 10% for the 2026/2027 year.</p> <p>The proposed membership fees were seconded and carried by the Committee.</p> <p>The membership fee structure is to be reviewed again in May 2027.</p>	CLOSED
	New Business		
15.	Bosch HEV101 Hybrid and Battery Electric Vehicle Training Course	<p>LCA members are advised of the upcoming Bosch HEV101 Hybrid and Battery Electric Vehicle Training Course.</p> <p>The course is now accredited in Australia and includes the following nationally recognised units of competency:</p> <ul style="list-style-type: none"> • AURETH011 – Depower and reinitialise hybrid electric vehicles • AURETH101 – Depower and reinitialise battery electric vehicles <p>It was noted that Victoria is introducing requirements from 1 June 2026 for automotive tradespersons working on, or conducting registration checks of, hybrid and electric vehicles to hold the relevant credentials.</p> <p>The upcoming Sydney-area training dates are understood to be:</p> <ul style="list-style-type: none"> • Monday, 29 June 2026 – Kings Park • Tuesday, 30 June 2026 – Sydney Automotive Paints, Condell Park <p>The course is delivered in a one-day format at a cost of approximately \$880, with class sizes limited to approximately 12 participants.</p> <p>LCA members are asked to advise whether they are interested in attending, so that potential member participation can be coordinated.</p>	OPEN

Meeting Closed Time - 7.16pm

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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	20 th July 2026 (Monday)	3 rd August 2026 (Monday)
	27 th August AGM 2026 (Monday)	7 th August 2026 (Monday)
	21 st September 2026 (Monday)	12 th October 2006 (Monday)
Fourth Term	28 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	