

Council EV Transition Plan Checklist

Supporting streamlined fleet change

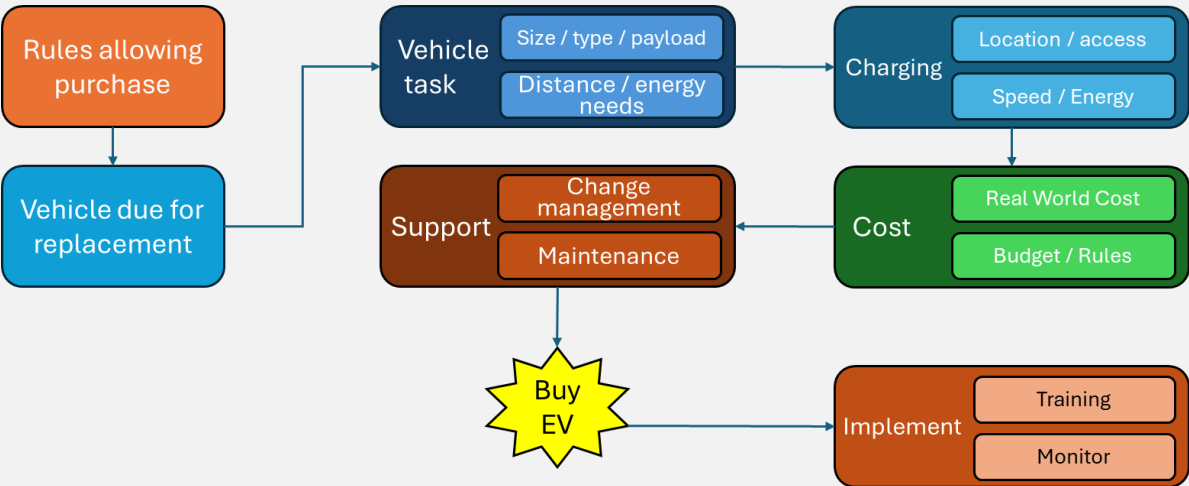


Building blocks for action

Stage	Includes	In Place / Progress
Agreement in Principle	Supported by: Council's high level decarbonisation plan, Targets & Goals	<input type="checkbox"/> _____
Project Control Group	Stakeholders from across Council Set framework and intentions	<input type="checkbox"/> _____
Develop Action Plan	Policy gaps, pace supporting Council's advantages & barriers, identify supporting projects (eg charging upgrades)	<input type="checkbox"/> _____
Implement Action Plan	Early "No Regrets" action, policy change, staged & change managed	<input type="checkbox"/> _____

The journey to purchasing EVs

Council will need to address policy barriers and assess the timing, technical and financial factors to purchase EVs. A change management program will be required before and after vehicles enter the fleet. The process below outlines the flow of activity that is required for each vehicle and for the fleet when compounded together. The following page offers a checklist for each stage.



This checklist is designed to support Council fleet transition planning teams navigate the change. It offers a high-level view of the main steps. We recognise that more detail will be required for most fleets. The checklist offers a reminder or guide as the transition plan is developed and actioned. This guide should be used to support the approach that is appropriate for your Council. For more information contact us www.zevint.au

Rules and policy



Topic	Explanation	✓
Audit purchasing rules that may prevent EV purchase	This may include but not be limited to: a maximum purchase value, no fleet discount due to direct sales model, leather trim, some brands or the country of origin deemed not acceptable. Rules may be unwritten.	
Audit operational policy that may prevent EV adoption.	Practices such as driving trucks home (preventing access charging) can be a barrier. Game out the process to find barriers.	
Amend vehicle selection list and other rules	It is likely that some models/brands will need to be added or accepted to vehicle purchasing lists. Amend operational policy as required.	
Consider new supportive policies	Adopting targets will support the rate of change. Developing an internal carbon price will support the business case.	

Replacement timing



Topic	Explanation	✓
Gather the fleet inventory and segment – beginnings of the detailed plan	Typically, as an extension of the fleet management list and procurement plan. Segment vehicles into like size/type– sort by replace date. Note the place where the vehicle typically stays when not being used (for likely charging location). Consider including plant and equipment.	
Include data from first operation	Gather data on average and maximum daily distance, age, cost to operate to date. Consider modelling expected lifetime tailpipe CO2	
Consider pilot vehicles in upcoming change overs	Consider vehicles due for replacement in the coming 6-12 months to support trials of different operational types (e.g. pool cars, parks trucks)	

Vehicle Suitability



Topic	Explanation	✓
Develop a list of operational requirements by segment	Each size/type of vehicle should have a list of requirements, adapt for EV models. Including payload, occupants, safety systems etc.	
Research EVs available by segments required	Engage suppliers for information on suitable models for the vehicles being assessed for replacement in the first phase.	
Assess fleet vehicles for EV technical suitability.	Assess home base, daily distance, emissions, and operational requirements . Consider if each vehicle type/segment has a technically appropriate EV candidate model.	
Model energy required for each asset vs EV capability	Check the vehicle average and maximum distance travelled. Consider this against selected EVs available. Ensure real world values are used. Aim to use depot / home base charging at this point. Public charging should not be relied on for initial EV deployments.	
Iterate and refresh as required	This process may require several rounds of review to establish suitability. Unsupportive policy may be found in this process.	

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Charging readiness



Topic	Explanation	✓
Charging location and access	Each vehicle will have a home base and need access to parking. Consider locations for charging. Consider location of current switch boards and distribution boards. Use walls and edges where possible.	
Speed of charge required by vehicle	Consider the energy to be replenished each day / period (in kWh) divide this by the time the vehicle dwells for = required charge speed (kW)	
Consider interim/mobile charging solutions	Mobile and interim solutions are suitable for early small volume deployments. Redeploy them as the fleet progresses to other sites.	
Risk assessment and safety plans	Engage with www.EVFireSafe.com , your current fire and electrical contractors to begin a risk assessment and safety plan for charging.	
Charging procurement	Engage with charging providers ahead of procurement process to better shape the RFQ. Market approach should be staged to small yet modular deployments that grow with fleet adoption.	
Load management	Ensure that your charging solution includes dynamic load management for greatest efficiency of power connection available (more with less).	
One to One charging	Early in the transition, account for 1 charger per EV at the home site.	

Cost assessment



Topic	Explanation	✓
Assess real world operational costs by segment	Consider all vehicles in a segment/class and develop a real-world cost model that includes: fuel cost (fuel cards) or fuel consumption and price, service/tyre costs including non-warranty repair (excl-paint/panel).	
Assess real world capital costs by segment	Consider historical vehicles in a segment/class and develop a capital cost model that includes: purchase price less historical resale	
Gather EV quotes for each vehicle segment	Use up to date quotes and servicing schedules to develop a parallel assessment to compare to current fleet.	
Vehicles attracting FBT	Vehicles made available for private use attract Fringe Benefit Tax. Full Battery EVs (BEV) are exempt to March 2027. PHEVs exemption ceases in April 2025. It is likely that a BEV will cost less than most ICE light vehicles that attract FBT and are the economic choice. Assess these units.	
Consider recent budget windfalls for EV pilots	In recent years, delays to vehicle change-over and high resale values may have resulted in budget surplus – consider using to fund early pilots	
Consider longer terms or other EV specific policies	The longer an EV is used in the fleet the lower the total cost per year over the term. Consider extending the term for a better business case. Include a carbon price on emissions from ICE vehicles to address externalities.	
Ensure electricity cost is modelled correctly	Council will have an electricity plan to support current use and renewable targets, consider the impact of higher use and time at which vehicles will likely charge for rates. Electricity cost can fluctuate, and peak demand charges may impact rate more than energy volume. A good price for electricity is less than 16c/kWh e.g. \$2.50/100km EV car	

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Support – Change Management



Topic	Explanation	✓
Start early and allow experiences	Engage senior leaders and end users in discovery phase for Evs.	
Offer information to address myths and misconceptions	Not everyone is ready to switch to and EV and misconceptions exist. Consider Q&A forums or seminars for teams.	
Transition not a switch	Reassure stakeholders that not all vehicles will be changed next year. Offer a trajectory and recognise not all segments are ready, yet. Offer vision on what will be and when.	
Consider EV micro courses	Micro credentials are available from MTA's and TAFEs across Australia for EV basics (eg TAFE QLD and MTAQ).	

Support – Maintenance



Topic	Explanation	✓
Map the current maintenance approach	Assess the current state of play for vehicles all segments (cars, vans, trucks), consider what is done in house vs outside suppliers, warranty work etc.	
Compare current to a future state with EVs	Consider the differences and to what end is there a difference between current ICE and EV, and what skill or training gaps exist. What volume of training needed, when (1-2 technicians)?	
Consider the pace of change	Model the results of the ICE/EV comparison and consider significant change points in labour requirements.	
Fixed Asset maintenance	Chargers will need a maintenance program, engage supplier or local electrician for an appropriate plan.	

Implementation



Topic	Explanation	✓
Your EVs only get one first impression	Ensure early adopters are comfortable and confident. They are your ambassadors for the transition. Train and support.	
Engage the dealer in handover and train the trainer	Dealers are well placed offer user support. Document their insights to FAQ and user guides. Train supervisors.	
Train other users after first wave of deliveries	Use initial vehicles to train others once established. Offer positive experiences and exposure.	
Consider telematics for EVs to track progress, optimisation and utilisation	Small cost to insure the project and data is captured. Typically, about \$400/year per vehicle. Can notify low battery status. Location tracking can be removed overcoming privacy concerns.	
Reinforce the benefits of the transition	Communicate the learnings and insights both in and outside of Council.	

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