

MEMO

Corporate Services
T24/22690

To: All SESLHD Staff

cc:

From: General Manager, Corporate Services

Date: April 2024

Subject: Fleet Telematics Implementation Notice

In line with the NSW Government mandate and PD2023_030 [NSW Health Vehicle Procurement and Use](#) Telematic devices will be implemented in South Eastern Sydney Local Health District (SESLHD) passenger and commercial fleet vehicles from 10 May 2024.

Telematic technology uses a GPS device installed in a vehicle to gather data. The data collected is similar to that which is already recorded on the manual log sheet such as time and date of journey, start odometer and end odometer, start location and end location, route taken and the trip purpose for Fringe Benefits Tax (FBT) compliance. In addition to these metrics the device will also record other data points related to driver behaviour.

Please note that there is no option to turn off the GPS device. Any vehicle with telematics installed from 10 May 2024 will require drivers to login to the device with their Stafflink details and data will be collected on all vehicle use except for exempted private use. Employees who are entitled to private use of a health service vehicle will be able to classify trips as “private”. In such circumstances, the only data collected for private trips will be the information required for FBT reporting i.e. date, time and kilometers travelled.

The ability to collate this data electronically means staff will no longer be required to update and manage manual log sheet data entries thus streamlining and simplifying workflows and creating a range of efficiencies. The devices also provide access to navigation capabilities (i.e. maps) and a range of important on-board safety features.

Information collected by the devices will be stored in a secure data environment and accessed by Corporate Services to optimise fleet use and management practices. Reporting and analytics capabilities will be explored throughout implementation and shared and discussed with relevant delegated officers to support in fulfilling their obligations as described in SESLHDPD/285 - Motor Vehicle Policy.

The telematics implementation schedule will be managed via Corporate Services and will be a progressive program that aligns to lease contract timeframes. It is expected that whilst a large component of vehicles will require installation over the next 12 months, telematics will not be fully implemented until FY2025. Whilst education and training will align to this program and be made available to all fleet users prior to vehicle use, it is expected that there will be minimal impact to operational processes and procedures.

To find out more about Telematics policy and mandate please visit NSW Government Telematics Policy (Appendix 2 of the NSW Government Travel and Transport Policy):
<https://buy.nsw.gov.au/policy-library/policies/travel-and-transport-policy#telematics>

Any further queries regarding fleet telematics can be directed to SESLHD Fleet Services via
SESLHD-DistrictFleetServices@health.nsw.gov.au

Regards

A handwritten signature in black ink, appearing to read 'Sharon Carey', with a horizontal line extending to the right from the bottom of the signature.

Sharon Carey
General Manager
Corporate Services