

DISTRICT CHURCH COUNCIL

LCAVD Travel Safety Guidelines

Recommended DCC resolutions	BE IT RESOLVED that: DCC approve the Travel Safety Guidelines below, for immediate implementation.
Background	<p>At the DCC meeting of 17th Feb.... <i>ACTION: 17/01 (DB): Guidelines - initially re travel/long work days - to be developed by People & Strategy Sub-Committee. Initially reviewing any material National Layworker Dept or LEA may have.</i></p> <p>Worksafe has published "A handbook for workplaces - Guide to safe work related driving" and the extract below is a summary of some of the key risk factors associated with travel and associated long working hours.</p> <p>Fatigue is mental or physical tiredness that affects a person's ability to function. It may impair performance by reducing attentiveness, slowing reaction times, affecting judgement and reducing performance on skilled control tasks. It is estimated that fatigue is a factor in up to 25% of crashes. Being awake for 17 hours is estimated to cause a similar level of impairment to a .05 BAC level.</p> <p>Fatigue is associated with the following factors:</p> <ul style="list-style-type: none"> • sustained mental or physical effort • inadequate rest breaks • environmental stresses (such as heat, noise and vibration) • disruption of circadian rhythms (the normal cycles of daytime activity and night sleep) • long periods awake • inadequate amount or quality of sleep over an extended period. <p>The role of the employer in planning and scheduling work to minimise fatigue is paramount.</p> <p>Risk can be reduced by:</p> <ul style="list-style-type: none"> • sharing the driving • using alternatives, such as public transport or taxis • planning longer trips to allow for regular breaks • encouraging drivers to take power naps if sleepy • minimising night driving (avoid driving at times when you'd normally be sleeping) • enabling staff to sleep overnight in motels where necessary • providing information on sleep, nutrition and drinks, such as water and coffee.

Recommendation	<p>The following guidance is recommended for adoption by DCC.</p> <p>Title: <i>LCA Victoria and Tasmania Guideline Document: Travel Safety for District Office Staff and DCC Members</i></p> <p>Document Purpose: To provide guidance to District Office staff and DCC members regarding travel to ensure safe work practices, and provide clarity regarding appropriate costs and spending whilst traveling for District work purposes</p> <p>Context: It is important that safe work practices are adopted within the District Office, and this applies to travel and length of work when traveling. Well rested staff are more likely to be happy, work better and are less at risk of accidents or near misses. The District Office encourages the engagement of spouses in team ministry where appropriate (more below). This can result in better ministry outcomes and a better work-life balance of District Staff. The following principles have been drafted to provide District Office staff and DCC (in some circumstances) guidance regarding what is considered appropriate travel arrangements. Circumstances will undoubtedly arise that may not be directly addressed by these principles, and in that event should be discussed with the District Administrator, and if necessary DCC, to modify the guiding principles. The guidelines apply to District Office Staff, including those 'acting' in District Office roles (ie Acting Bishop) and those District Pastors (ie congregational pastors) and staff (ie Camp Managers) that may be involved in District committee or other scheduled meetings (ie CMS).</p> <p>Principles:</p> <ul style="list-style-type: none"> • Accommodation costs of less than \$150/night is the standard, in line with Pastors and Layworker schedules. Some rare circumstances may arise where this is not possible or unreasonable, ie. capital city accommodation, and such exemptions should be discussed with the District Administrator in advance [if it is DA's travel – DA checks with the Bishop]. • A daily cap of receipts for reimbursement (or charges to a corporate credit card) of up to \$60/day is considered acceptable for meals, snacks and other personal incidentals as required to carry out duties. Given the modest amount, it is acceptable for this cost to be averaged over a few days – i.e. a person may have a snack one night and a more substantial meal another night. If accompanied travel, an additional amount of up to \$35/day is considered appropriate for spouse meals. • Overnight accommodation is encouraged when it has been a long day, when two or more of the criteria applies: <ul style="list-style-type: none"> ○ The work location is more than 2 hours travel from the usual office and home ○ When return to home would be after 10pm in the evening, and a typical start time (ie 9am) and full working day (~8hours) is scheduled for the following day ○ When the working day has been more than 12 hours including travel ○ When travel is unaccompanied ○ When travel to and from the non-normal work location has occurred within the same day and the travel time is 2 hours or more each way ○ When the travel has been two or more consecutive full days • Time in lieu is considered appropriate when the criteria below apply, and should be taken as closely as possible to the event:
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	<ul style="list-style-type: none"><ul style="list-style-type: none">○ Work and/or travel has involved weekend or a regularly scheduled day off○ Work and/or travel has extended beyond 9pm in the evening, commencing with a typical work start time (ie 9am) that same day.• Accompanied travel, the spouse, when feasible and practical is to be encouraged, particularly when:<ul style="list-style-type: none">○ Accompanied travel will assist will support the travel arrangements (ie a share/back-up driver)○ When the spouse will be of benefit in terms of support, building relationships, assisting in social contexts, building contacts and community.○ When the district staff member has had significant time away from the spouse for work reasons.○ This assumes no additional (>\$20/night) cost in room rate due to accompanied travel, and travel in the same vehicle.• Interstate travel may be required in certain circumstances, and should be booked at least 21 days in advance and choose the lowest costs practical option.<ul style="list-style-type: none">○ In some circumstances this may not be feasible, and should be discussed with the District Administrator in advance.○ Airport parking should also be booked at least 21 days in advance and will usually be at the Melbourne Airport long-term parking which offers significant advance purchase discounts, and a shuttle every 5 minutes.○ For clarity, the same principals apply to the 2 points above, even when another area of LCA is funding the trip.• Accompanied interstate travel is also available when appropriate, and the above guidance also applies. In addition, an accompanied trip to Adelaide, Tasmania and one other location (ie General Synod) would be considered reasonable for the Bishop’s spouse, ditto Bishops and Wives retreats. Any additional accompanied interstate/air travel should be discussed with the District Administrator.<ul style="list-style-type: none">○ An acceptable exception for additional travel would be for emergency management or emergency Pastoral care, which would usually only be for the Staff Member (ie unaccompanied)	
	Next Steps <ul style="list-style-type: none">• Adopt the recommended resolution• Convert to guideline document• Communicate to District staff	
Approval	These guidelines are approved by Victorian DCC, as will any changes. As National policies emerge, the expectation is there will be modifications to align.	
Additional Considerations		
Financial Considerations	None at this stage	
Relevance to LCAVD Strategic Direction	DCC has obligations to provide a safe work place and abide by Victorian and Tasmanian workplace law.	
Meeting Date	24 March 2017	
Resolution	17/018	
Communicated to Staff	27 March 2017	

