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| Policy | **PIRSA** |

BREASTFEEDING POLICY

**HR P 004**

PIRSA is committed to offering flexible work arrangements in order to meet the needs of employees who are breastfeeding. PIRSA also recognises the importance of breastfeeding for both carers and babies; and aims to provide a workplace that enables mothers, who choose to breastfeed, to balance breastfeeding with their work responsibilities.

This policy is one of PIRSA’s suite of People and Culture policies, procedures and guidelines that commit PIRSA to the ongoing pursuit of family friendly employment.

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| **DOCUMENT CONTROL** | | | | | |
| **PPGS Owner Workgroup:** | People and Culture | **PPGS**  **Owner:** | Director, People and Culture | **PPGS Risk Rating**  **& Review Cycle:** | Low  5 Years |
| **PPGS Contact**  **Name:** | Bruen Holmes-Bates | **PPGS**  **Approver:** | Director, People and  Culture | **Objective File &**  **Document No.:** | CORP F2009/001021  A4745433 |
| **PPGS Contact Title:** | Director, People and Culture | **Date Approved:** | 15 December 2020 | **Status:** | Approved |
| **PPGS Contact**  **Number:** | (08) 8429 0802 | **Next Review**  **Date:** | 15 December 2025 | **Security**  **Classification:** | 02 Official |



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| **REVISION RECORD** | | |
| **Date** | **Version** | **Revision description** |
| 22/09/2009 | 1.0 | Policy approved by the Chief Executive. |
| 04/09/2012 | 2.0 | Minor edits to policy made by Kristine Boyce, PIRSA Human Resources. |
| 27/11/2014 | 3.0 | Minor edits to policy approved by the Director, People Governance and Assets. |
| 15/12/2017 | 4.0 | Minor edits to policy approved by the General Manager, People and Culture. |
| 12/09/2019 | 5.0 | Minor edits to policy approved by the General Manager, People and Culture. |
| 15/12/2020 | 6.0 | Minor edits to policy approved by the Director, People and Culture. |

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| **RISK ASSESSMENT** | | |
| **Date** | **Risk Rating** | **Risk Assessment Evaluation** |
| 15/12/2020 | **Low** | Low likelihood of any changes to policy due to legislation change and no moderate/major consequences with any significant impacts on Department’s employees, financial or asset loss, continuation of service delivery, political or reputation if the PPGS not in place. |

# PURPOSE

The purpose of this policy is to ensure that PIRSA continues to provide a supportive environment for employees who are breastfeeding, which is consistent with agency accreditation gained from the [Australian Breastfeeding Association](https://www.breastfeeding.asn.au/) as a [Breastfeeding Friendly Workplace](https://www.breastfeeding.asn.au/workplace).

# SCOPE

This policy applies to PIRSA employees who are breastfeeding, including those breastfeeding an adopted child.

# POLICY DETAILS

## *Lactation breaks*

* + - Breastfeeding employees may take lactation breaks to breastfeed or express breast milk during work hours.
    - Lactation breaks to breastfeed or express breast milk are to be accounted for as paid work time.
    - Lactation breaks as required (making up a total maximum time of one hour) may be taken during a standard workday to express breast milk (or on a pro rata basis). It is understood that individual needs will vary. It would be expected that the number and/or duration of lactation breaks will decrease as the baby gets older.
    - Where a breastfeeding employee goes offsite to breastfeed their baby, the travelling to and from the baby is to be the employee’s own time. Such arrangements should have prior agreement between the employee and her manager and be subject to the employee’s capacity to make up the travelling time.
    - Refer to the PIRSA Supporting Breastfeeding Employees Checklist for Managers for more information about the timing and frequency of lactation breaks (Note: this hyperlink to a PIRSA intranet document is accessible by SA

Government and PIRSA employees on the StateNet and PIRSA networks only).

## *Breastfeeding facilities*

* + - PIRSA meeting and family rooms available for breastfeeding are listed:
      * on the PIRSA intranet > Tools & Services > [Book a meeting or](http://intranet.pirsa.sa.gov.au/tools_and_services/meeting_rooms) [conference room and facilities](http://intranet.pirsa.sa.gov.au/tools_and_services/meeting_rooms) page.
      * PIRSA intranet > Our people > Flexibility at work > [Family room](http://intranet.pirsa.sa.gov.au/people_hub/flexibility/family_room) page and in the *PIRSA Family Room Guideline HR G 001*. Refer to the intranet page and guideline for further information on PIRSA family room booking arrangements and facilities. (Note: the above PIRSA internet document and page hyperlinks are accessible by SA Government and PIRSA employees on the StateNet and PIRSA networks only).
      * For breastfeeding employees located at a site that does not have breastfeeding facilities, an alternative solution should be negotiated between the employee and their manager, such as using a vacant office, meeting room or first aid/carer’s room that provides adequate hygiene and privacy.
    - Facilities should ideally include:
      * A clean, hygienic and private area in which a breastfeeding employee can express milk or breastfeed their baby, if their baby is brought to the workplace. It is recommended that the door to the room be capable of being locked or latched from the inside to ensure privacy.

Note: toilets, disabled toilets, cleaning rooms and shower recesses are

**not** suitable places for breastfeeding or expressing breast milk.

* + - * A comfortable chair/sofa, a table to place expressing equipment on, and an electrical outlet for a breast pump.
      * A refrigerator/freezer to store breast milk, a sink and some storage space in or near the room.

## *Additional resources*

* + - Managers should refer to the PIRSA Supporting Breastfeeding Employees Checklist for Managers for more information (Note: this hyperlink to a PIRSA internet document is accessible by SA Government and PIRSA employees on the StateNet and PIRSA networks only).

# ROLES AND RESPONSIBILITIES

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| **Role** | **Responsibilities** |
| Chief Executive | * Approving this policy. |
| Deputy Chief Executives, Executive Directors and Senior Managers | * Implementing the policy, including communication, training and awareness. * Ensuring that breastfeeding employees are supported. |
| Director, People and Culture | * Ongoing management of the policy (including feedback, review, document and records management requirements, updating policy versions and removal of revoked policies). * Providing policy advice and assistance, including interpreting policy requirements. * Evaluating, monitoring and reviewing the policy. |
| Employees | * Complying with the policy and performing any policy actions or steps. |
| Breastfeeding employees | * Appropriately labelling their individual breast milk storage containers to be stored in workplace refrigerators/freezers with their name and the date. * Supplying a designated container into which individual breast milk storage containers can be |

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| **Role** | **Responsibilities** |
|  | stored separately from the rest of the workplace refrigerator/freezer contents. |

# DEFINITIONS

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| **Term** | **Meaning** |
| Flexible working arrangements | PIRSA encourages and supports flexible working arrangements in order to meet the needs of employees who are breastfeeding to balance breastfeeding with their work responsibilities. |
| PIRSA | Department of Primary Industries and Regions |

# RELATED DOCUMENTS

* *PIRSA Supporting Breastfeeding Employees Checklist for Managers*
* [*PIRSA Meeting and Conference Room Bookings and Facilities intranet page*](http://intranet.pirsa.sa.gov.au/work_tools/meeting_rooms)
* [*PIRSA Workplace Family Room intranet page*](http://intranet.pirsa.sa.gov.au/people/workplace_family_room)
* *PIRSA Family Room Guideline HR G 001*
* [*PIRSA Flexible Work Arrangements intranet page*](http://intranet.pirsa.sa.gov.au/people/work_life_balance)
* *PIRSA Working Arrangements Policy HR P 025*
* *PIRSA Flexitime Procedure HR R 011*
* *PIRSA Home Based Work Guideline HR G 008*
* *PIRSA Keeping in Touch Policy HR P 005*