

PIRSA BREASTFEEDING POLICY

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 human resource management policies, procedures and guidelines that commit PIRSA to the ongoing pursuit of family friendly employment.

DOCUMENT CONTROL

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REVISION RECORD

Date	Version	Revision description

1. TITLE

PIRSA Breastfeeding Policy HR P 004. This policy is one of PIRSA's suite of human resource management policies, procedures and guidelines that commit PIRSA to the ongoing pursuit of family friendly employment.

2. POLICY STATEMENT

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.

As individual needs of mothers, carers and babies will vary, PIRSA is committed to offering flexible work arrangements in order to meet the needs of the employee while also meeting operational requirements.

3. PURPOSE

This policy will ensure PIRSA continues to provide a supportive environment for breastfeeding women consistent with accreditation gained from the Australian Breastfeeding Association (ABA) as a Breastfeeding Friendly Workplace.

The policy provides employment conditions and information in relation to lactation breaks, breastfeeding facilities and the provision of other resources.

4. SCOPE

This policy applies to PIRSA employees who are breastfeeding.

5. OBJECTIVES

This policy recognises that the individual needs of mothers, carers and babies will vary. The policy will meet the needs of employees who are breastfeeding through:

- offering employees flexible work arrangements in order to meet their variable needs
- fostering a workplace environment and culture that supports employees in reconciling work and family responsibilities.

6. POLICY DETAILS

6.1 *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.

- Two or three breaks of 15 to 20 minutes each (making up a total maximum time of one hour) may be required during a typical work day to express breast milk for a baby up to the age of six months, but individual needs vary. It would be expected that the number and/or duration of lactation breaks would decrease as the baby gets older.
- Where an employee goes offsite to breastfeed her baby, the travelling to and from the baby is to be in 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.

6.2 Facilities

- PIRSA breastfeeding and family rooms are listed on the PIRSA Intranet [Conference and Meeting Room Bookings and Facilities](#) site.
- For employees located at a site that does not have breastfeeding facilities, an alternative solution should be negotiated between the employee and the manager, such as using a meeting room or a vacant office that provides adequate privacy.
- Facilities should include:
 - a clean, hygienic and private area in which a woman could express milk or breastfeed her baby (if her baby is brought to the workplace). It is recommended that the door to the room can be locked or latched from the inside to ensure privacy (*Note: toilets are not a suitable place for breastfeeding or expressing breast milk.*)
 - a comfortable chair/sofa 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.
- While not essential, the ABA suggests breastfeeding facilities could also include:
 - resources for breastfeeding, such as ABA posters and magnets that have contact details for the Breastfeeding Helpline (available from PIRSA Human Resources), and relevant booklets (available from [Mothers Direct](#)).
 - a pin board for employees to display photos of their children/babies, which can help with the expressing process.

6.3 Additional resources

- Managers should ensure employees taking maternity leave are made aware of this policy.
- Breastfeeding information, including an *Information for Mothers Returning to Work* card will be provided by PIRSA Human Resources to employees when they take maternity leave. Partners of breastfeeding women may contact PIRSA Human Resources to also receive this information.
- Managers should also ensure employees taking maternity leave are made aware of the flexible work practices available in PIRSA, including:

- Flexible work options may include home-based work, temporary or permanent part-time work, job-sharing, and flexible starting and finishing times.
- Breastfeeding women may need flexible arrangements in order to maintain their milk supply as they transition from maternity leave to paid work and/or to overcome difficulties in accessing childcare.
- As part of PIRSA's accreditation as a Breastfeeding Friendly Workplace, employees have access to a trained breastfeeding counsellor, Lindsay Giannakos on 0430 078 018. Alternatively, employees can access the Breastfeeding Helpline on 1800 686 2 686, or visit the website at www.breastfeeding.asn.au at any time.

7. ROLES AND RESPONSIBILITIES

Party / Parties	Roles and responsibilities
PIRSA Chief Executive	<ul style="list-style-type: none"> • Approving this policy.
PIRSA Deputy Chief Executives, Executive Directors and Senior Managers	<ul style="list-style-type: none"> • Implementing and supporting this policy.
Director, Organisational Change and Development	<ul style="list-style-type: none"> • Providing advice on this policy. • Managing, evaluating, monitoring and reviewing this policy.
PIRSA Employees	<ul style="list-style-type: none"> • Adhering to this policy.

8. MONITORING, EVALUATION AND REVIEW

PIRSA Human Resources will evaluate and monitor the implementation of this policy on an ongoing basis. The policy will be reviewed every two years or earlier as required.

9. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
ABA	Australian Breastfeeding Association
PIRSA	Department of Primary Industries and Resources SA

10. ASSOCIATED DOCUMENTS

- [PIRSA Flexible Work Practices](#) Intranet site
- [PIRSA Family and Work Strategy](#)
- [PIRSA Keeping In Touch Policy HR P 005](#)
- [PIRSA Family Rooms and Family Members in the Workplace Policy](#)
- [PIRSA Conference and Meeting Room Bookings and Facilities](#) Intranet site

11. REFERENCES

- [Australian Breastfeeding Association](#)
- [Mothers Direct](#)
- [Breastfeeding Friendly Workplace](#)