



# Workplace Breastfeeding Procedure

## 1. Purpose

We recognise that breastfeeding has many benefits for new parents and their children as well as the importance of supporting new parents and carers returning to work after parental leave.

We are committed to supporting employees and contractors by providing options to facilitate their requirement to breastfeed or express milk.

## 2. Scope

This procedure applies to all employees of Hydro Tasmania, Entura, Momentum Energy and TVPS (Tamar Valley Power Station). This procedure also applies to contractors working at our sites.

This procedure relates to the following policy (s):

- [People Policy](#)

## 3. Procedure detail

### 3.1 Facilities for breastfeeding and expressing milk in the workplace

Employees/contractors can pump/express milk or breastfeed their child in the workplace. To enable this, we provide:

- Facilities for expressing milk and breastfeeding and where not available, will work with the employee/contractor to identify and provide suitable facilities.
- provide lactation breaks and guidance around availability, duration, and timing; and
- access to other flexible work options.

### 3.2 Availability

All parents and caregivers are welcome to use the facilities for infant feeding and caregiving needs. Facilities are provided at:

- **Level 9, 530 Collins Street, Melbourne**
- **Ground floor and Level 2, 4 Elizabeth Street, Hobart**

While these are our largest offices, we recognise that employees/contractors work in other locations, including in the field. We are committed to providing suitable facilities, to support all breastfeeding employees and contractors.

We encourage employees/contractors working at sites other than Melbourne and 4 Elizabeth Street to discuss their needs with their people leader, or the People and Capability team. On request, people leaders must attempt to identify suitable facilities (giving consideration to any

relevant individual employment contract, enterprise agreement or Modern Award), that include:

- a private and clean lockable space.
- appropriate comfortable seating within reach of a table.
- a power point within reach of the table.
- nearby handwashing facilities.
- facilities for washing breast pump equipment close by (not a bathroom).
- access to nearby refrigerator for storing breast milk.
- secure facilities for storage of breast pump and other equipment.
- appropriate nappy changing and disposal facilities.

If a people leader is unable to provide these facilities, they must consult the People and Capability team.

In some cases, an employee/contractor may prefer reasonable alternative arrangements. These will be considered on a case-by-case basis by the people leader. Examples could include:

- flexible/shorter working hours to accommodate lactation needs.
- working from home options.
- the employee/contractor moving temporarily to another site.
- the employee/contractor going to the child's location to breastfeed.
- the employee/contractor going to another location to express.

### **3.3 Using breastfeeding facilities**

Employees/contractors using breastfeeding facilities must:

- supply their own expressing equipment and appropriate storage containers for expressed milk.
- clearly label these containers with their name and date before placing them in a designated refrigerator or cooler.
- if applicable, arrange for someone to bring their child to the reception area of the workplace before taking them to the space designated for breastfeeding and be responsible for the child while they are onsite.
- observe any other guidelines for use of the facilities.

### **3.4 Lactation breaks**

Lactation breaks are available to employees and contractors to breastfeed or express milk during work hours.

The frequency, duration and timing of lactation breaks will:

- vary depending on the needs of the employee/contractor and child.  
where possible, must be agreed with the employee/contractor's people leader prior to the first break being taken.

### **3.4.1 Duration**

For full-time employees/contractors daily breaks of up to a total of one hour per shift will be counted as working time and remunerated accordingly.

For part-time employees/contractors working four hours or less on any one day, daily breaks of up to a total of 30 minutes will be counted as working time and remunerated accordingly.

If employees/contractors require more than these allocations, flexible work or leave arrangements may be implemented to cover the additional time required. If necessary, employees/contractors are encouraged to discuss this with their people leader.

### **3.4.2 Timing**

When determining the timing of lactation breaks, the employee/contractor and their people leader can take both organisational and personal needs into consideration. As long as reasonable to do so, the employee/contractor and people leader should focus on minimising disruption in the workplace.

If there is a need to delay the taking of a lactation break due to operational needs, the people leader must ensure the employee/contractor is able to take the break as soon as possible to minimise any risks to the employee/contractor's health, milk supply or the child's health.

### **3.4.3 Leaving the workplace for lactation breaks**

Allocations for paid lactation breaks include any required travelling time.

If an employee/contractor must leave the work site to breastfeed, a lactation break may be added to a lunch break to facilitate travel. Travel time is paid in accordance with the relevant Enterprise Agreement.

### **3.5 Other flexible work options**

Breastfeeding employees may request other flexible work options. For more information, please contact the People and Capability team, or your people leader.

### **3.6 Employees/contractors with other breastfeeding-related entitlements and benefits**

Depending on their employment or engagement arrangements, employees and contractors will have specific entitlements and benefits regarding work hours, breaks, infant feeding facilities and work locations. These entitlements and benefits may be available to them under their relevant employment contract, Enterprise Agreement, or applicable Modern Award. This procedure does not detract from any other entitlements or benefits.

### **3.7 Responsibilities**

#### **Employees and contractors**

- Discuss individual needs with your people leader ahead of time so that you can work together to support your needs.
- Provide a supportive work environment for breastfeeding employees and contractors.
- Treat colleagues who are breastfeeding with dignity and respect.

## People Leaders

- Support employees to feel comfortable to discuss arrangements directly with them.
- Ensure all employees and contractors are aware of, and comply with, this Procedure.

### 3.8 Related documents

- [Hydro Tasmania Enterprise Agreement](#)
- [Entura Enterprise Agreement](#)

## Additional help

The Australian Breastfeeding Association has trained volunteer breastfeeding counsellors available on the National Breastfeeding Helpline 24 hours per day. They can provide information and support on combining breastfeeding and paid work. Call 1800 mum 2 mum (1800 686 268) or visit [www.breastfeeding.asn.au](http://www.breastfeeding.asn.au) for more information.

If you have questions about the scope, of this procedure, your understanding of how to apply this procedure please contact your HR Representative. They can also provide information about other resources and services relating to return to work and parenting.

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