



Dale Owens, Chief Executive

EXECUTIVE SUMMARY

1. The report asks Council to approve a new employee social media policy. The Council currently does not have a policy which covers personal use of social media for its workforce.
2. The draft policy (appendix 1) aims to ensure all employees are familiar with good practice when using social media for personal use and provides a framework to enable them to use it safely, as well as the consequences should an employee not work within the policy.
3. Employees are only permitted to access social media in their own time using their own devices. The only exception is where there is an emergency, and the Council directs employees to key information and updates via social media channels.
4. A communication plan will be developed to ensure that all managers and employees are aware of the policy and its implications and references to the policy will be included within Corporate Induction.

RECOMMENDATION

It is recommended that Council:

- i. Approve the Employee Social Media Policy.