

VC: GR

5 May 2011

Dear Councillor/Sir/Madam

You are invited to attend an **WOMEN IN LOCAL GOVERNMENT COMMITTEE** of Ashfield Council, to be held in the Ground Floor Meeting Room, Administration Building on **TUESDAY 10 MAY 2011 at 3:30 PM .**

Yours faithfully

VANESSA CHAN  
General Manager

**SEE ATTACHED AGENDA**

## **WOMEN IN LOCAL GOVERNMENT COMMITTEE - 10 MAY 2011**

### **AGENDA**

- 1. OPENING**
- 2. ACKNOWLEDGEMENT OF LOCAL INDIGENOUS COMMUNITY**
- 3. APOLOGIES/REQUEST FOR LEAVE OF ABSENCE**
- 4. DISCLOSURES OF INTEREST**

Disclosures to be made by any Councillors who have a pecuniary / non-pecuniary interest in respect of matters that are before Council at this meeting.  
(10/05/2011)

- 5. CONFIRMATION OF MINUTES OF COUNCIL/COMMITTEES**  
**WOMEN IN LOCAL GOVERNMENT COMMITTEE – 23/11/2010**
- 6. GENERAL BUSINESS**
  - 6.1 Mentoring program
- 7. CLOSE**

# ASHFIELD COUNCIL

## WOMEN IN LOCAL GOVERNMENT COMMITTEE - 10 MAY 2011

### 6 SUMMARY OF STAFF REPORTS

- 6.1 Mentoring Program. Charmian King - Manager Workplace & Customer Relations. Report submitted.  
(05/05/11)

Governance / Women's Committee

H:\REPORTS.BP\COMMITTEES\REPORTS\WLGC100511SR\_1.doc

**WLGC 6.1 Attached**

### **RECOMMENDATION**

**That this report be noted and a further report be prepared in the second quarter of 2011/12 as a progress report on the mentoring program**

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<b>Subject</b>	<b>MENTORING PROGRAM</b>
<b>File Ref</b>	Governance / Women's Committee
<b>Prepared by</b>	Charmian King - Manager Workplace & Customer Relations
<b>Reasons</b>	To introduce the concept of establishing a Council mentor program for staff
<b>Objective</b>	To seek support for implementing the program

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### Overview of Report

**To introduce a Council wide mentor program.**

### Background

In 2010 Council's Women's Committee sponsored an internal staff survey. Question 31 of the survey asked staff if they would be interested in participating in an internal Council-wide mentor program and/or if they would like to be a mentor and/or a mentee.

Half the respondents (18) were interested in participating in a mentor program. Ten of these 18 respondents were female. 12 staff indicated they would be interested in being a mentor.

Council's Workplace Relations Strategic Plan (draft) has been informed in part from the results of this survey. The Growth and Development focus of the Plan commits to "building the capability of Ashfield Council's employees in skill areas of customer service, working in teams, and continuous improvement" and also to "developing a strong core of leaders skilled in business planning, leading teams, goal setting, performance monitoring, project management and process improvement".

Mentoring has been identified as one of the actions under the Growth and Development section of this Plan. *GD 6 - Mentoring Strategy*, lists 5 actions:

- a) Identify internal and/or external mentoring programs able to be offered
- b) Promote mentoring program/s
- c) Identify mentors and mentees during annual performance review for action within Individual Development Plans
- d) Support employees participating in the program
- e) Annually review outcomes from the program.

These actions are planned for the 2011/12 Operational Plan.

### **ATTACHMENTS**

There are no supporting documents for this report.

**Mentoring Program**

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**RECOMMENDATION**

**That this report be noted and a further report be prepared in the second quarter of 2011/12 as a progress report on the mentoring program**

NELLETT KETTLE  
Director Corporate & Community Services