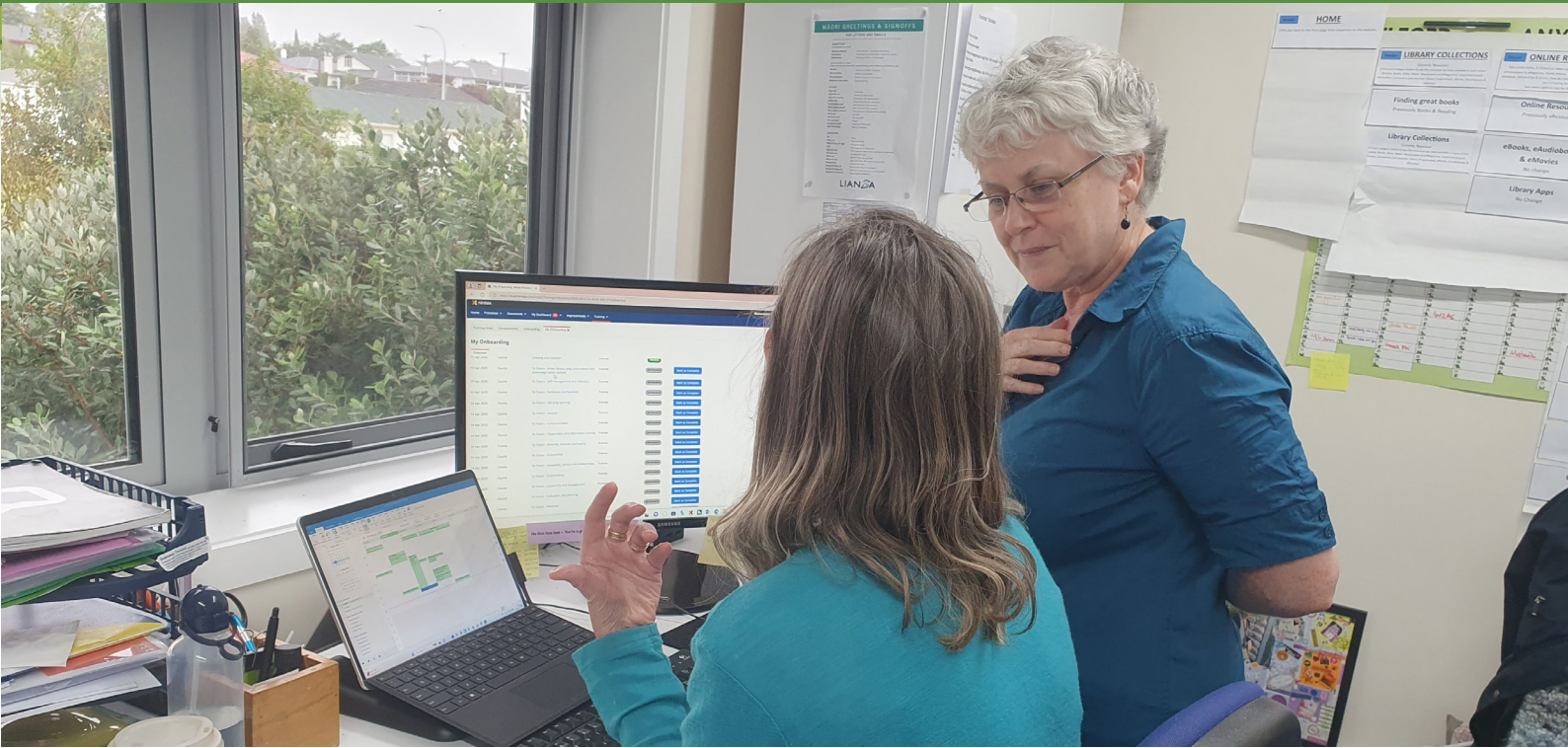


# MATAMATA PIAKO LIBRARIES



*Melanie Brebner discusses Te Tōtara workforce capability with Fiona Rongo.*

**Matamata Piako Libraries' journey with Te Tōtara began in August 2022, and they are currently in the process of folding Te Tōtara into their performance appraisal cycle.**

Library manager Melanie Brebner decided Te Tōtara would be helpful as a continuous professional development tool.

"It is a valuable way to support staff upskilling and show what existing staff already knew and did and to ensure we were all working towards the same capabilities. The library leadership team decided a phased approach would be best, with senior team members working their way through the framework first to become familiar with it before introducing it to the wider team."

While some of the library team have library qualifications, they realised Te Tōtara could be used for succession planning, to help when recruiting staff and in encouraging staff to work towards qualifications. It's also a great way to identify professional development needs for individuals and the team as a whole.

At the same time, the Council learning and development team was starting to work on a workforce capability framework and Melanie thought Te Tōtara would be good for this or to be folded into the Council framework.

Melanie introduced Te Tōtara to the Learning and Development Team, who were impressed with it and presented it to the Executive Team. Although the Executive Team decided not to adopt Te Tōtara in its entirety, the descriptors for the capability levels have been adopted into the Council's Learning and Development Framework.

It was agreed that libraries could continue to work with Te Tōtara in conjunction with the Council's Learning and Development Framework for each position in a stepping-stone approach. Melanie worked with the Learning and Development Coordinator to identify which elements of each of the library position descriptions should be incorporated into the Council's Learning and Development Framework for each position. These frameworks have been used as part of the induction process for new staff. Since 2023, Te Tōtara has also been introduced to new staff as part of their induction.

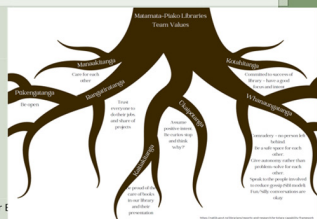
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Two team goals were used as a starter: using the correct pronunciation of Te Reo Māori and looking at Te Ao Māori ways of working and being. Another team was also looking at these areas and a joint workshop was held with this team.

To keep continuously building Te Tōtara into what they do and how they do it – actions and processes were included in the Council Promapp platform. Promapp is where different council processes are recorded. There's a whole training module included in there, with modules for staff to look at and work on with their team leader.

## Spreading the Word in Libraries

- Introduction to Library Leadership Team
  - DLM worked through Framework and Taku Tōtara
  - LLI worked through Framework and Taku Tōtara
  - Agreement that we need to be big to eat in one bite
    - Agreement to focus on Ngā Paikā
- Introduction to wider team
  - Team values – mapped to Kaupapa
  - Team karakia – based on team values
  - Online team meeting to introduce Te Tōtara
    - Meeting recorded
    - Linked to documents
    - Limits to Ngā Paikā
    - Team goals:
      - Correct pronunciation of te reo Māori: Customer i te Ao Māori
      - Encouraged to develop own team and individual goals
  - Transferring to Promapp



**"Our goal is for the libraries leadership team to have LIANZA professional registration and Te Tōtara built into the process. We want to build staff up in a way that is practical and meaningful for the space we work in."**

Mel's advice on how to get Council support to use Te Tōtara would be to seek out your champions. "I was fortunate that the Learning and Development Team were working on developing a Learning and Development Capability Framework for each position at the time I was trying to introduce Te Tōtara to libraries, and that the Learning and Development Coordinator assigned to Libraries was receptive to Te Tōtara."

**"What helped to get staff on board, I think, was breaking the process down into manageable pieces. Being able to show that it aligned with values that the team had identified collaboratively was a good head start."**

"Our next step is to run reports in the Promapp training module that will help us to identify gaps across the team so that we can target team training for our staff development days more effectively."