



## Jobs for Nature Partner Kete

[Jobs for Nature](#) is a \$1.19 billion programme that manages funding across multiple government agencies. The Department of Conservation (DOC) is working with more than 200 Projects as part of Jobs for Nature. Each Project is contributing to the overall goal of supporting nature-based employment to revitalise communities in the wake of Covid-19. The work that you are doing is a significant part of this programme.

This kete has been developed as a resource to provide you with further guidance in your role as a Jobs for Nature Project. We hope that it will help support your work. DOC is honoured to work with you in this programme.

## Project Details

**Project Name:**

**Partner Lead Name:**

**Email:**

**Contact #:**

**Delivery Manager Name:**

**Email:**

**Contact #:**

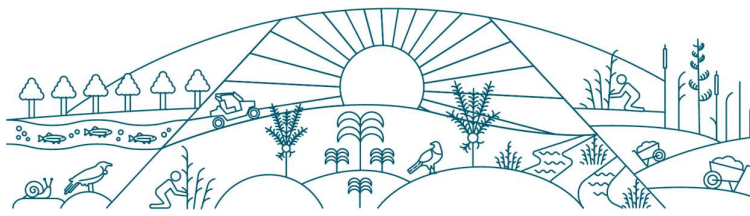
**Local DOC Office:**

**Office address:**

**Office contact #:**

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## What's available to help you

### Delivery Manager

The Delivery Manager is your main contact person between you and DOC's Jobs for Nature team.

The Delivery Manager role actively supports you to successfully deliver Projects and build capability to grow conservation. There is an important monitoring and reporting aspect to the Jobs for Nature work.

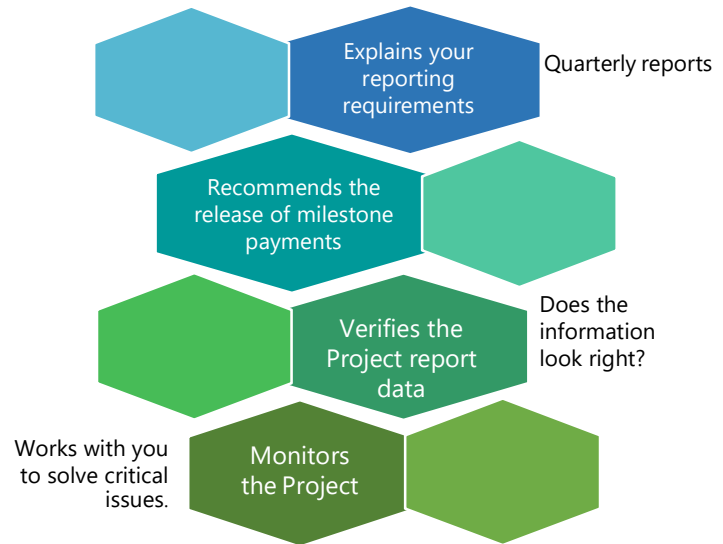


Figure 1: Role of your Delivery Manager

### DOC website

The DOC website has a [Jobs for Nature section](#) dedicated to providing extra information for your Project(s).

Topics include:

- [Reporting for Jobs for Nature](#)
- [Roles and responsibilities for Jobs for Nature](#)
- [Training and skill assessment for staff](#) – including where you can access training

### Partner/Project responsibilities

As part of the Jobs for Nature funding agreement with DOC, you have agreed to deliver certain outcomes and milestones, as well as carry out reporting. Additionally there are other responsibilities that we expect of you as the Delivery Partner. This section provides guidance into fulfilling those responsibilities.



## Enquire – the Jobs for Nature funds management tool

Enquire is a secure tool that Jobs for Nature project partners are required to use to report on financial, milestone, employment, and conservation outcomes. For you, it becomes the window that you will use to report on your projects, as well as provide documents and invoices to DOC.

You can log into Enquire here: <https://fms-cp.doc-enquire.cloud/user/realme.html>

Resources to help:

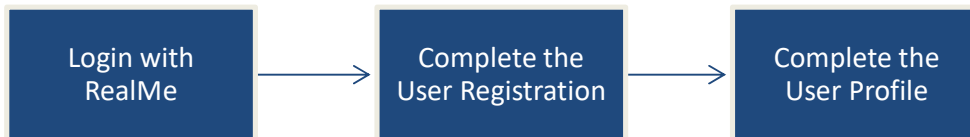
- [Video guides for reporting using Enquire](#)
- [Written guides for reporting using Enquire \(PDF, 5,450K\)](#)

## Register a user account

DOC and Enquire will email you an invitation to register.

**Note:** It is important that you use the link provided in their invitation email. This link connects has been set up to connect them to their existing contact and business account information.

Registration is a 3-step process.



## Login with RealMe

Following the emailed link to Enquire, you will be asked to login using their RealMe username and password. If you do not have a RealMe account, you will first need to create the account.

**Login with RealMe**

You've been redirected here so you can log in with RealMe

Username

Password

LOGIN

[Forgot Username](#) or [Forgot Password?](#)

**Create a RealMe login**

To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

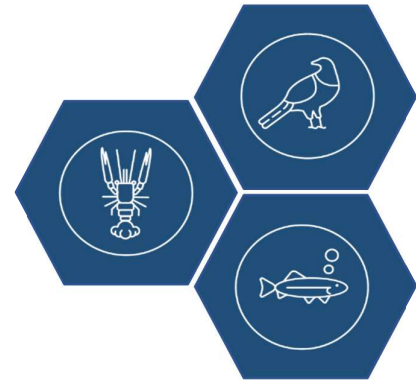
CREATE YOUR REALME LOGIN



## Complete the User Registration

Once you have logged in using RealMe, you will need to register with Enquire by completing and submitting the User Registration Form.

**Note:** Make sure to enter the contact details that you want the Department to use.



## Complete the User Profile.

You will then be directed to your user profile which asks for a few extra details, such as your title and address.

All mandatory fields must be filled in before you **Save**.

MAHI | JOBS  
Home

### Your User Profile

#### Complete Your User Profile Contact Details

First Name\*  
Text

Last Name\*  
User

Primary Email  
example@test.com

Primary Phone Number  
987654321

Update Primary Phone

Cancel Save





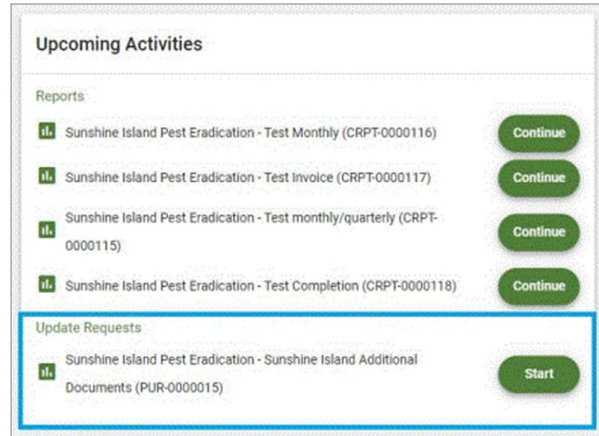
## Complete and Submit Reporting in the Client Portal of Enquire

The key contact for the Project's account will receive an email notification when a report request is waiting for them in Enquire.

### How to start your report

When you receive an email notification about a report:

1. Login to Enquire using your RealMe username and password.
  - The report will be displayed on the homepage for your Project's account.
2. Select **Start**.

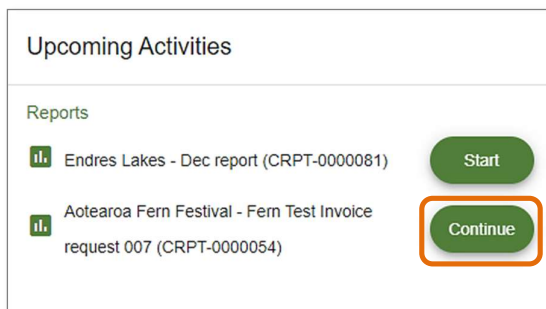
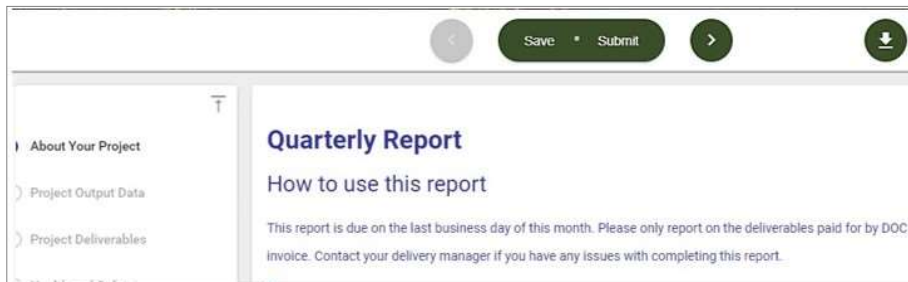


### How to Navigate the report

Navigate the report using the **forward and back arrows**.

The **Submit** button sends the report back to DOC.

The **Save** button saves the report for additional work later.



### How to resume a saved report

To resume a saved report, from your Project's homepage, select **Continue**.



## Provide Invoices from the Client Portal of Enquire

Invoicing through Enquire is similar to reporting. The key contact for the Project's account will receive an email notification when an invoice request is waiting for them in Enquire.

Once the key contact clicks Start on the invoice request, there are instructions in what needs to be included in the invoice.

### Invoice request

Invoices are required to:

- display the words 'TAX INVOICE' (if applicable)
- be addressed to:  
The Department of Conservation  
18-32 Manners Street, PO Box 10420,  
Wellington 6143
- include the entities GST Number
- Include a breakdown of GST and non-GST amounts
- display the Date the invoice was issued
- be addressed from: the legal/trading name and address of the partner
- Include the Purchase Order number
- Include a description with the JFN project code in the reference field

These are legal/audit requirements for DOC to be able to pay any supplier. Please ensure requirements are met in order to prevent any delays with payments.

## How to upload documents

You may want to provide documents to support reports, expense claims and invoices.

At the Document Upload step. Select **Upload**.

### Document Upload

Please note that there is a 50MB limit per document.

Name

---

There are no documents

**Upload**

Name	Status	Date modified
Invoice quarter 1 2021	✓	19/11/2021 12:43 pm
Invoice quarter 2 2021	✓	19/11/2021 12:43 pm
Invoice quarter 3 2021	✓	19/11/2021 12:43 pm

name:  All files

**Open** **Cancel**

**Browse** and select the document, then **Open**.

The document will now be uploaded to the report. If the wrong file has been uploaded, select the **trash can** icon to delete it from the report.



## Frequently Asked Questions for Enquire

Step-by-step detail can be found in the [Enquire Client Portal User Guide](#).

### Who do I contact for help?

For assistance with Jobs for Nature, contact your Delivery Manager.  
For technical assistance with the Client Portal, contact Enquire Support at:  
[enquiresupport@tactiv.net](mailto:enquiresupport@tactiv.net)

### What if I forget my username or password?

To reset your password, go to the Login tab and select *Forgotten Your Username or Password?* This will redirect you to the RealMe service where you will follow the RealMe process for resetting your password.

### If I update my contact details in RealMe, will they be updated in Enquire?

No. RealMe does not pass any of your personal details to Enquire.

### If I have an NZBN number, will my organisation's account be automatically updated when I update my NZBN details?

No. The NZBN database does not pass any organisation details to Enquire.

### How do I clear my browser cache?

You may need to clear your browser's cache to fix unexpected issues on the Client Portal. Please make sure that you save all work before clearing your browser cache. Ensure any work is saved before proceeding with the steps below as you will need to close the browser down to finish the process.

#### Google Chrome

1. Bring up the Clear Browsing Data window.
2. Use the **Ctrl+Shift+Delete** shortcut to bring up the Clear Browsing Data window. Or at the top right of your Chrome select More tools, then Clear browsing data.
3. On the Advanced tab from the Time range drop down menu, select All time.
4. Check that the following options have been selected.
  - ✓ Browsing history
  - ✓ Download history
  - ✓ Cookies and other site and plug-in data
  - ✓ Cached images and files
5. Select Clear Data. Now close all Chrome browser windows to complete the clear cache process.

Alternatively, go to Settings and select Privacy and Security. Then select Clear browsing history.

#### Microsoft Edge

1. Open the Delete Browsing History window by selecting **Ctrl+Shift+Delete** shortcut.
2. Check that the following options have been selected:
  - ✓ Browsing history
  - ✓ Download history
  - ✓ Cookies and other site and plug-in data
  - ✓ Cached images and files
3. Select Clear Now. Now close all Edge browser windows to complete the clear cache process.

Alternatively, go to Settings, select Privacy, search, and services. Then select Choose what to clear.



## Reporting

Jobs for Nature requires regular reporting on several aspects associated with your Project. DOC uses Enquire to create a format to make this process as easy as possible.

Reporting is through quarterly reports

**NOTE:** Your Delivery Manager will be required to verify the data submitted in your reports as part of DOC's assurance process.

**ALSO NOTE:** There is an expectation that Projects keep adequate records and that that DOC may request to see these as part of its assurance role.

We continue to refine all reporting. Any changes will be communicated to keep you informed.

### Quarterly report

Quarterly reporting is critical for tracking project performance and forms part of the milestone payment process. When you use quarterly reports to inform us of Project progress, success, and risk, it gives confidence about the release of further funds.

The quarterly report is delivered through the Client Portal of Enquire. This report is focused primarily on:

- employment metrics
- training
- conservation outputs
- project spending.

For information on reporting requirements check out this link: [What to report: reporting for Jobs for Nature \(doc.govt.nz\)](#)







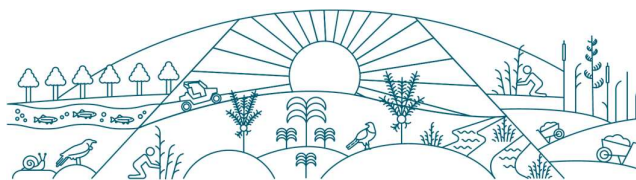
## Breakdown of the quarterly report

Please note that the report questions change slightly depending on the specific project.



Once all questions in the survey have been answered, click 'Submit.'

This sends the survey to Jobs for Nature. You can also save a copy of your answers for later review.



## Financial reporting

Financial reporting is required to demonstrate our fiscal responsibility.

The financial reporting allows Jobs for Nature to assess the release of funds to each project. DOC also uses this information in Jobs for Nature reports that we submit to Treasury and other stakeholders. We provide a link to the spreadsheet for you to complete and return to Jobs for Nature to capture Project financial performance.

The template can be downloaded from the DOC website here: [How to report: Reporting for Jobs for Nature \(doc.govt.nz\)](https://www.doc.govt.nz/resources/12864mainpage.aspx)

**NOTE:** This will need to be returned to Jobs for Nature in the Document Upload section of the Quarterly report as a functional spreadsheet.

Where we have asked for year-to-date (YTD) and this-quarter financial information, we're referring to the financial year associated with Jobs for Nature funding, which is 1 July to 30 June.

The financial report is broken into two parts, Operating Expenditure and Capital Expenditure.

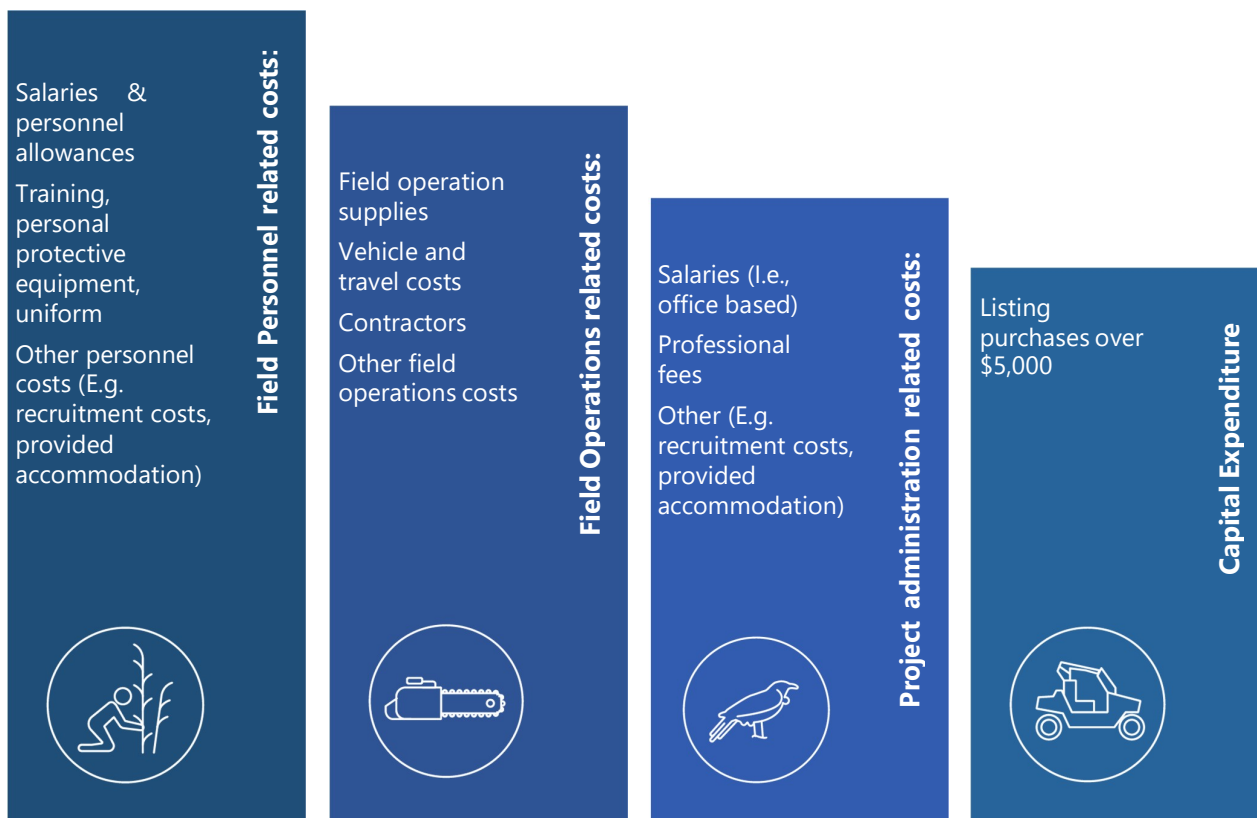


Figure 2 The contents of the financial report

Help with the calculating the employment metrics can be found at the back of this document in [Appendix2: Calculating Jobs for Nature employment metrics.](#)



There is a column labelled *Guidance* in the report to prompt the appropriate information to be added to each field.

Once all the reporting (financial and non-financial) is submitted through the Client Portal of Enquire, DOC Delivery Managers will view and verify the information.

### Helpful definitions:

**Formal training** is defined as training provided by an established/recognised institution and/or where industry-recognised certificates/credits can be obtained.

**Pest control** - The reported area can include where treatment and trigger monitoring are completed. Trigger monitoring is searching for a pest with the intent to act when a threshold limit is reached.

#### **Weed control** –

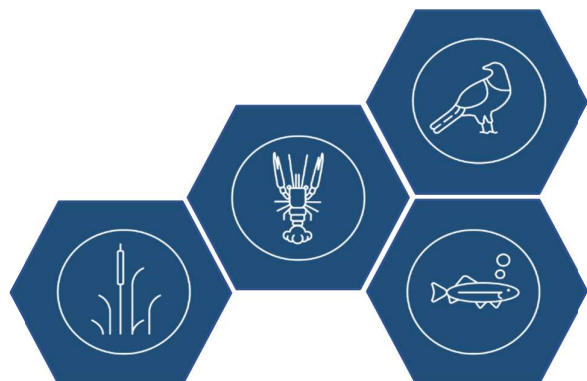
- If the treatment removes wilding conifers as a by-product (when it is not a target weed), then only report it under *area treated for weeds*.
- If the area of weed control is targeting both wilding conifers and other weeds, this can be reported under both outputs:
  - *area treated for weeds*  
and
  - *area treated for wilding conifer*.
- If the area was cleared of weeds in preparation for planting, or if the plants were released from weeds, report this under *area treated for weeds*.

**Riparian strip** refers to land close to water that serves to protect riparian waterways.

**Other helpful definitions** can be found in the back of this kete in [Appendix 1: Jobs for Nature reporting definitions](#).

### Deadlines for the quarterly report

Partners must provide quarterly reports before the last business day of the month following the reporting period. This supersedes any reporting due dates in funding agreements.





## Capital Assets

Most Jobs for Nature Funding Agreements have a Capital Assets clause worded as below:

*31. If you use any part of the Funding to purchase or develop any capital asset valued at more than \$20,000 (plus GST, if any) and, at any point during the Term of this Agreement or during the 5 years after the End Date, either:*

- a) you sell, dispose or transfer that capital asset, without DOC's prior written consent; or*
- b) the capital asset will no longer be used for the purpose intended by DOC at the time this Agreement was entered into (or as otherwise later agreed with DOC),*

*then you must immediately repay to DOC an amount equal to the current market value of that capital asset up to the amount of the Funding used by you in the purchase or development of that capital asset, as determined by DOC.*

DOC therefore needs to work with you on ensuring we have a joint understanding of the use, sale, disposal, or transfer of these assets. This clause is valid for five years after the project completion date, so it is worth having these conversations early if the final intent of the asset is known.

### What is a capital asset?

For Jobs for Nature Funding Agreements a capital asset is an item that is purchased or built with a useful life of more than one year and costs over \$20,000 (plus GST, if any). Examples are vehicles, trailers, boats, shade houses, tracks and sheds.

If building an asset, the cost would include the total costs of the components such as design, materials and labour costs, in some instances this can include major maintenance that extends the life of that asset e.g. a new roof. A temporary track built for short term surveillance will not be considered an asset if used for less than a year.

Please ensure that you separate all the funding to be used to purchase or build capital assets into the capital expenditure section of the finance report and then list the items in the section provided. All purchased and developed assets must be used for the project as outlined in the Funding Agreement.

If you purchased or built an asset that is over \$20,000 (plus GST) with Jobs for Nature funding and the item is then sold, written off, or lent out, DOC permission is required or the funds need to be returned. Please contact us early to ensure we administer this clause to give best effect to the project. This clause remains valid for five years after the funding stops.

If you have any questions, please contact your Delivery Manager, or email [JobsforNature@doc.govt.nz](mailto:JobsforNature@doc.govt.nz)



## Reaching your Milestones

As part of your Project’s Funding Agreement, you set up a work plan of milestones / deliverables that you agree to meet by certain dates. This keeps your Project on track. Your funding payments are also attached to these milestones.

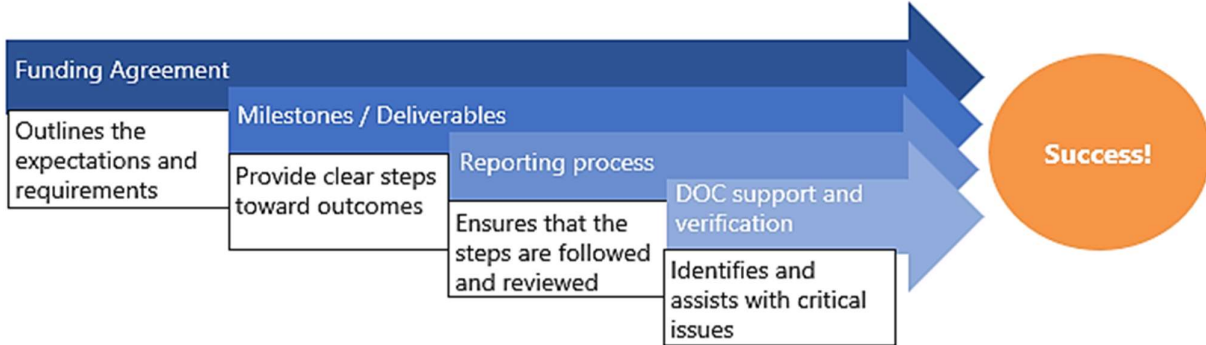


Figure 3 How milestones, reporting and verification contribute to your Project

## Provide invoice

To prompt the release of Jobs for Nature funding instalments, the Project must submit an invoice.

### Submitting Invoices

Your initial invoice can be sent through to the Delivery Manager once the Project is set up in DOC’s Accounts Payable system. Invoices for subsequent milestone payments should only be sent once requested, through the Enquire Client Portal.

If you need any additional help, you can contact Accounts Payable ([ap@doc.govt.nz](mailto:ap@doc.govt.nz) or 0800 677 800).

#### Invoices are required to include the following:

- a GST no.
- if an entity is GST registered, 'tax invoice', not just 'invoice' must be stated  
**NOTE:** an invoice cannot be paid without this.
- the JFN project code in the reference field
- the Purchase Order number
- addressed to: The Department of Conservation, Conservation House, 18-32 Manners Street, PO Box 10420, Wellington 6143

## Employment – Employer obligations

If you are new to employing staff, you may not be aware of your obligations. Inland Revenue (IRD) have some helpful videos that cover:

- Who needs to register as an employer
- New employees and filing returns
- Further obligations

These videos can be found on the IRD website at [www.ird.govt.nz](http://www.ird.govt.nz).



## Employment - Ministry of Social Development (MSD)

MSD has access to its Jobseeker database and can access a big-picture view of need across the region.

As Jobs for Nature Projects end, workers will have an interest in transitioning to other employment. MSD can support projects in the same region to collaborate across the recruitment process. They can also support Projects to fill gaps when people leave. Staff will have gained skills and will be seen as "work ready." MSD can help workers shift from one Project (winding down) to another (growing) or to other roles that call for similar skills.



MSD can provide the following services:

- Provide public employment services to recruit for MSD clients and NewZealanders at risk of being made redundant.
- Advertise job opportunities on the Work and Income Find a Job website linked to the All-of-Government Connected website.

There are some government service websites led by MSD that can assist:

- [Connected.govt.nz](https://www.connected.govt.nz/) – Focused on connecting people to employment, education, and training. It includes a job search function.

We suggest that you contact your regional MSD contact to discuss the projects and recruitment opportunities in your area through Jobs for Nature.

Other examples of how MSD can assist:

- Onboarding whānau to projects
- Tailor job training for specific projects
  - Training needs could include Sitesafe, Growsafe, driver's license, chainsaw, etc.
- Provide pastoral care support
- Connect employees to other work opportunities as the Project ends
- Clothing to enter employment can be applied for.
  - This does not include safety equipment. That is an employer's responsibility.
- Equipment can be applied for, if not normally supplied by the employer.



## Regional Ministry of Social Development contacts

Region	Labour Market Manager	Email	Mobile
<b>Northland</b>	Jamie Rosemergy	<a href="mailto:Jamie.Rosemergy011@msd.govt.nz">Jamie.Rosemergy011@msd.govt.nz</a>	029 210 6502
<b>Auckland</b>	Elizabeth Smith	<a href="mailto:Elizabeth.Smith018@msd.govt.nz">Elizabeth.Smith018@msd.govt.nz</a>	029 9093039
<b>Waikato</b>	Kristian Te Nana	<a href="mailto:Kristian.TeNana001@msd.govt.nz">Kristian.TeNana001@msd.govt.nz</a>	029 200 1103
<b>Bay of Plenty</b>	Brent MacDonald	<a href="mailto:Brent.MacDonald001@msd.govt.nz">Brent.MacDonald001@msd.govt.nz</a>	029 200 9127
<b>East Coast</b>	Robyn Leake	<a href="mailto:Robyn.Leake001@msd.govt.nz">Robyn.Leake001@msd.govt.nz</a>	029 200 6228
<b>Taranaki</b>	Lu Scanlon	<a href="mailto:Lu.Scanlon001@msd.govt.nz">Lu.Scanlon001@msd.govt.nz</a>	029 244 5604
<b>Central</b>	Toni Seanoa	<a href="mailto:Toni.Seanoa001@msd.govt.nz">Toni.Seanoa001@msd.govt.nz</a>	029 200 6229
<b>Wellington</b>	Andre Tuimaseve	<a href="mailto:Andre.Tuimaseve003@msd.govt.nz">Andre.Tuimaseve003@msd.govt.nz</a>	029 650 0798
<b>Nelson</b>	Michelle Martin	<a href="mailto:Michelle.Martin029@msd.govt.nz">Michelle.Martin029@msd.govt.nz</a>	029 201 4601
<b>Canterbury</b>	Regan Jackson	<a href="mailto:Regan.Jackson002@msd.govt.nz">Regan.Jackson002@msd.govt.nz</a>	029 278 3740
<b>Southern</b>	Emma Hamilton	<a href="mailto:Emma.Hamilton006@msd.govt.nz">Emma.Hamilton006@msd.govt.nz</a>	029 200 6247

Updated May 2024

### Train staff – build skills

While the main purpose of Jobs for Nature is to provide jobs, it is expected that some of the funding will also be used to train workers. Only properly trained staff have the skills to work both safely and effectively.

The added skills that staff gain in working on your project can improve their future career prospects. Training is not only a necessity of Project work, but also a contribution toward the future employment development of your workers.

DOC has a series of training catalogues on our website that help employers to assess the training needed by staff and point to where training exists in New Zealand.

Training catalogues on the DOC website:

- [Administration skills \(PDF, 373K\)](#)
- [Maintenance skills \(PDF, 482K\)](#)
- [Biodiversity skills \(PDF, 697K\)](#)
- [Communication skills \(PDF, 505K\)](#)
- [Health and safety skills \(PDF, 355K\)](#)
- [Outdoor skills \(PDF, 494K\)](#)
- [Project management \(PDF, 246K\)](#)
- [Technical data skills \(PDF, 378K\)](#)
- [Pest control \(PDF, 483K\)](#)
- [Riparian wetland \(PDF, 523K\)](#)



## Raise critical issues

Critical issues are defined as anything that prevents the successful delivery of a Project milestone. Your DOC Delivery Manager is there to provide guidance and support in solving critical issues. They are also the person that will be verifying your Project reports.

Talk to your Delivery Manager about any concerns early - as soon as you become aware of any issues. Failure to meet milestones can temporarily stop payment on future invoices. Repeated failure to meet milestones could result in termination of the Deed of Grant.



While most day-to-day problems resolve in time, do not let critical issues sort themselves out!

## Project Delivery

### Communication – working with your Delivery Manager

The DOC Delivery Manager role actively supports partners to successfully deliver projects and build their capability to grow conservation. Although there is an important contract monitoring and reporting aspect to the work, the Delivery Manager is the primary liaison between you and the Jobs for Nature team.

It is important that you keep them informed.

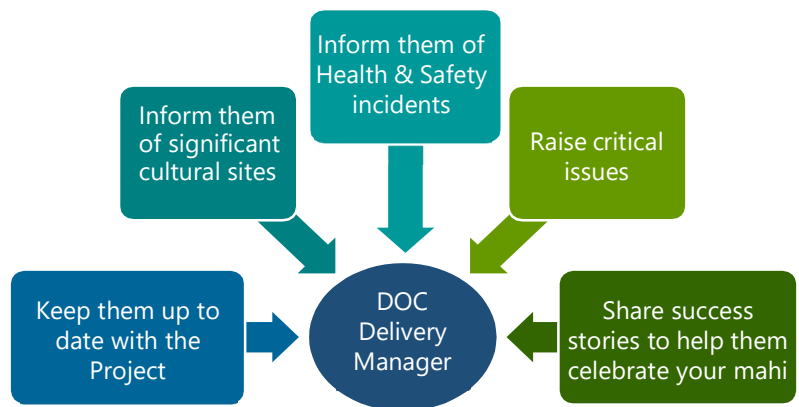





Figure 4 What to communicate to your Delivery Manager

## Health and Safety

Your Health and Safety role includes:

-  Establishing a site-specific Safety Plan
-  Ensuring everyone on site follows the Safety Plan
-  Reporting all Health and Safety incidents

As a Jobs for Nature Project, you have agreed to work to DOC's aim to ensure that workers go home safe and healthy every day. This also includes making sure that all duties are fulfilled under the Health and Safety at Work Act 2015.

DOC is happy to provide support to you in your Health and Safety responsibilities.





## Developing a Safety Plan

Before any work begins, a site-specific Safety Plan must be in place.

Your Safety Plan should include:

- Identification of risks with controls
- Explanations on how you will assess competence of workers
- Emergency procedures

Helpful Health and Safety documents that you can get from your Delivery Manager:

- Community Group Safety Plan Template
- Delivery Manager Safety Plan Checklist

Questions to ask when considering how you will manage Health and Safety

How will you effectively manage the Health and Safety risks associated with your Project's work?

How will you ensure that all involved PCBUs (landowners, other government agencies, etc.):

- have agreed on the Health and Safety risks and mitigations?
- understand their roles and responsibility in managing Health and Safety?

How will you communicate information on the Health and Safety risks / controls to all parties?

How will you communicate the roles and responsibilities for managing Health and Safety in the work to all parties and workers?

How will you monitor the Health and Safety performance of people working on your site for the duration of the project?

**Please note:** Your DOC Delivery Manager will need to ensure that a Safety Plan is in place before any work begins. They will also work with you to set up a monitoring schedule. (You can see what they will be looking for in terms of Health and Safety in the *Delivery Manager Safety Plan Checklist* – Ask for a copy!)



## Reporting Health and Safety

### Reporting notifiable events or critical risk incidents

Your project should report all notifiable events and/or critical risk incidents to us through an online form.

Your project should inform DOC, using the online form, within one business day for notifiable events and as soon as practicable for critical risk incidents.

[Complete the health and safety incident form \(external site\).](#)

A notifiable event is classed as a:

- death
- serious illness or injury
- serious incident.

[More about notifiable events from WorkSafe \(external site\).](#)

A critical risk incident means any health and safety incident involving any critical risk identified and agreed by the Organisation/Trust, DOC and/or other Jobs for Nature PCBU's that has a potential for serious harm. Critical risks will be identified and agreed in individual health and safety management plans before work begins at site.

### Reporting all other health and safety incidents

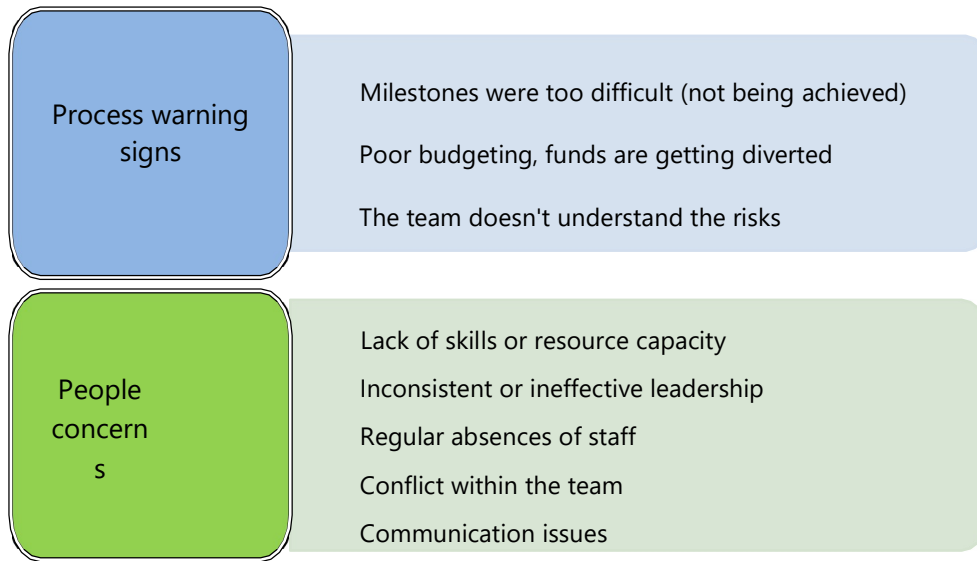
Your project should report all other health and safety incidents through your quarterly Enquire report, as set out in part C of your agreement.



## Identifying Project warning signs

There are some common Project warning signs that could result in future critical issues. Sorting out these problems early on prevents them from becoming a critical issue that stops the delivery process.

**NOTE:** If the warning sign has become a critical issue, it is important to let your DOC Delivery Manager know.



Try to resolve any concerns early - while the issues are still small. Your team can only fix a problem if they know about it. Ignoring problems could result in several little things building up to become critical issues.

Tips on talking about Project concerns:

Talk to the Project team immediately for any health, safety, and wellbeing concerns.

Choose the appropriate way to communicate (e.g. phone call, e-mail, face-to-face meeting)

The bigger or trickier the problem, the better it will be handled with a face-to-face conversation.

Record the problem as part of tracking progress.

Act in good faith to negotiate a mutually acceptable solution.

Use problem-solving approaches that are practical, clear, achievable, and effective.



## Comms and media

Telling stories about the fantastic work JFN projects are doing helps demonstrate the positive impacts the programme is having on conservation and communities.

The key aim is to showcase the "Boots on the Ground" work and highlight the long-term conservation impacts that are being made.

As the people working directly on the projects, we would appreciate your help in identifying these story-telling opportunities. DOC will ensure you are included in all steps of identifying, developing, and scheduling any media stories.

We are also happy to help you with developing stories and pitching to media if you want to put a story in your own words. However, we request that you give us advanced notice if you are planning any media stories (by contacting your Delivery Manager). This will ensure that our messaging is aligned with yours, and our Comms Team can help you frame up a story to media.

You are welcome to share any stories about your work which are posted on DOC's social media channels.

### **What makes a good story?**

The aim is to tell stories about how JFN is making a difference. For example, stories could include:

- The impact JFN is having on people and communities
- The long-term conservation impacts projects are having
- Key milestones achieved by a project, for example 100,000 trees planted in 3 months. These kind of data can really help to strengthen a story.
- People stories are powerful and go down well in the media and on social media.

A great photo can also really bolster a story.

### **Jobs for Nature branding**

You are welcome to use the JFN logo on any JFN related material. However, we'd appreciate if you could let your Delivery Manager know in advance.



## Roles & responsibilities of others

### Department of Conservation



### Contact information

If you require assistance with your project, contact your DOC Delivery Manager in the first instance. For other enquiries:

- Reporting enquiries: [JFNReporting@doc.govt.nz](mailto:JFNReporting@doc.govt.nz)
- Health and safety enquiries: [JFNReportingHS@doc.govt.nz](mailto:JFNReportingHS@doc.govt.nz)
- General enquiries: [jobsfornature@doc.govt.nz](mailto:jobsfornature@doc.govt.nz)



## Appendix 1: Jobs for Nature reporting definitions

	Term	Definition
Employment	Employment starts	Number of <b>new</b> people employed over a given period.
	People currently employed	Number of people employed at a given point in time.
	Total hours	Total paid hours of all employed people
	Part-time employment	Number of people who have worked part-time (less than 30 hours per week) at a given point in time.
	Full-time employment	Number of people who have worked full-time (30 or more hours per week) at a given point in time.
	Casual employment	Number of casual contracts at a given point in time.
Conservation outputs	Animal pest control	<p>Total hectares (ha) treated for:</p> <ul style="list-style-type: none"> <li>• possums</li> <li>• rats and/or mustelids</li> <li>• goats</li> <li>• deer</li> <li>• wallaby</li> <li>• other animal pests (specify).</li> </ul> <p>Reported area can include where treatment and trigger monitoring is completed.</p> <p>Trigger monitoring is searching for pest with the intent to act when a threshold limit is reached.</p>
	New fencing	Total length (m) of new fencing constructed to standard over project period to manage pests, stock, riparian sites.
	Maintained existing fencing	Total length (m) of current fencing maintained to standard over project period to manage pests, stock, riparian sites.
	Weed pest control	<ul style="list-style-type: none"> <li>• Weeds – excluding wilding conifers</li> <li>• Wilding conifers – excluding other weeds</li> </ul>
	Weeds	<ul style="list-style-type: none"> <li>• Includes aquatic weeds, such as algae and invasive seaweeds.</li> <li>• Includes activities such as tree releasing or removing weeds in preparation for planting.</li> </ul> <p>If the treatment would remove wilding conifers as a by-product when it is not a target weed, then only report under "area treated for weeds."</p>



		<p>If the area of weed control is targeting both wilding conifers and other weeds, this can be reported under both outputs:</p> <ul style="list-style-type: none"> <li>• "area treated for weeds," and</li> <li>• "area treated for wilding conifer."</li> </ul>
	Wilding conifers	<p>If the treatment would remove other weeds as a by-product when wilding conifer is the only target, then only report under "area treated for wilding conifers."</p> <p>If the area of weed control is targeting both wilding conifers and other weeds, this can be reported under both outputs</p> <ul style="list-style-type: none"> <li>• "area treated for weeds," and</li> <li>• "area treated for wilding conifer."</li> </ul>
	Planting restoration	<p>Total hectares (ha) restored and number of indigenous plants planted for:</p> <ul style="list-style-type: none"> <li>• freshwater areas – riparian, lakes or wetlands</li> <li>• other areas – not riparian, lakes or wetlands.</li> </ul> <p>If the area was cleared of weeds in preparation for planting, or if the plants were released from weeds, report this under "area treated for weeds."</p>
	Recreation	<p>Total hectares (ha) treated for:</p> <ul style="list-style-type: none"> <li>• Total number of huts to standard over period of project</li> <li>• Total kilometres of tracks to a standard over period of project.</li> </ul>
	Historic heritage assets receiving remedial work	Total number of assets maintained over period of project.
	Plant nursery work	<ul style="list-style-type: none"> <li>• Number of indigenous plants prepared and ready for restoration (count).</li> <li>• Excludes exotic plants.</li> <li>• Stock must be suitable for the area that it is supplying (for example, is complementary to the inherent local biodiversity of the area).</li> <li>• Stock must be appropriately sourced. For example: <ul style="list-style-type: none"> <li>○ sourcing method is not destructive to the ecology of the area.</li> <li>○ sourcing method has appropriate consents in place.</li> </ul> </li> </ul>
Biodiversity	Number of actively managed ecosystem management units (EMUs)	Increase in priority EMUs and species management units (SMUs) fully managed.
	Ecosystem representation in managed sites	More ecosystem types are represented in managed EMUs.
	Ecosystem condition in managed sites	Higher estimated integrity of managed ecosystems.



Freshwater	Species representation in managed sites	Threatened species have populations greater than 1 in a managed site.
	Species persistence in managed sites	Increase of threatened or at-risk species have enough populations adequately managed for persistence.
	Number of rivers under management	River catchments protected and restored for long-term resilience and progress to conservation of a representative range of freshwater catchments.
	Improved stakeholder satisfaction	Stakeholders actively involved.
	Migratory freshwater fish management and security	Assured long-term persistence of migratory fish species across their range.
	Invasive aquatic pest management	Increased number of pest control programmes.
Marine	Improved security of marine species	Number of fishing methods where impact is reduced and number of fishing methods where liaison is undertaken.
Pest control and biodiversity	Tahr distribution and density	Tahr numbers and distribution comply with statutory plan.
	No new pest establishments	Early detection and effective responses for island biosecurity.
Employee training	Formal training	Number of people in formal training.
	Formal training completion	Number of people who have completed formal training.
	NZQA credits	Number of NZQA credits earned.
	Formal training is training provided	<ul style="list-style-type: none"> <li>• by an established or recognised training institution, or</li> <li>• where industry-recognised certificates or credits can be obtained.</li> </ul>





## Appendix 2: Calculating Jobs for Nature employment metrics

For Jobs for Nature projects, there are three employment metrics.

Jobs for Nature funded projects need to provide number of:

- employment starts
- people currently employed
- total hours – DOC uses this data to calculate full time equivalent (FTE)

### Definitions

#### Employment starts

The number of people who have been employed since the previous indicated date.

For casual employees, count when the employment relationship begins, and not each time the person completes work.



#### Example 1

An employed person was re-directed to support a Jobs for Nature project. Their wages are now paid by the Jobs for Nature project. Upon starting this employment relationship, count as one employment start.

#### Example 2

A self-employed contractor was hired by a project made up of two smaller projects (sub-projects):

- one for weed control, and
- one for riparian planting.

If the contractor was hired under one employment agreement for both sub-projects, count as one employment start.

If the contractor was hired under two employment agreements, one for each sub-project, this may be counted as two employment starts. However, if it's identifiable that this is the same person, effort should be taken to prevent double counting for this overall project.

#### People currently employed

The number of people employed at a specific point in time. This reflects the number of people employed at any given time.

#### Total hours

The combined total number of paid hours from all employed people, including part-time, casual, and full-time hours. This includes all hours worked and leave such as annual and sick leave.

#### DOC will calculate FTE (hours worked)

DOC will use the total hours number to calculate the FTE. Your project does not have to provide calculated FTE values.

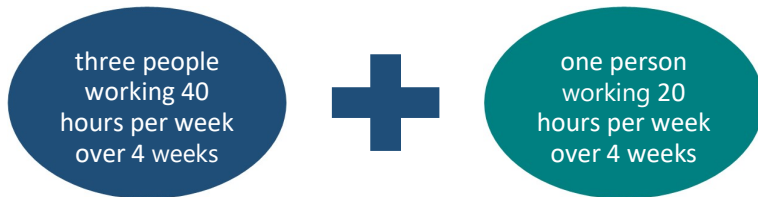
One FTE is 30 hours per week for 52 weeks, totalling 1560 hours per year. This is consistent with the Statistics New Zealand definition of full-time work being 30 hours or more per week. The FTE is calculated as total hours divided by 1560.



Projects may determine FTE differently, for example, using 40 hours instead of 30 hours per week. For our metrics, we use total hours divided by 1560 to prevent variability of FTE between projects.

### Estimating total hours worked example

You estimate that an activity will need:



You would estimate the total hours:

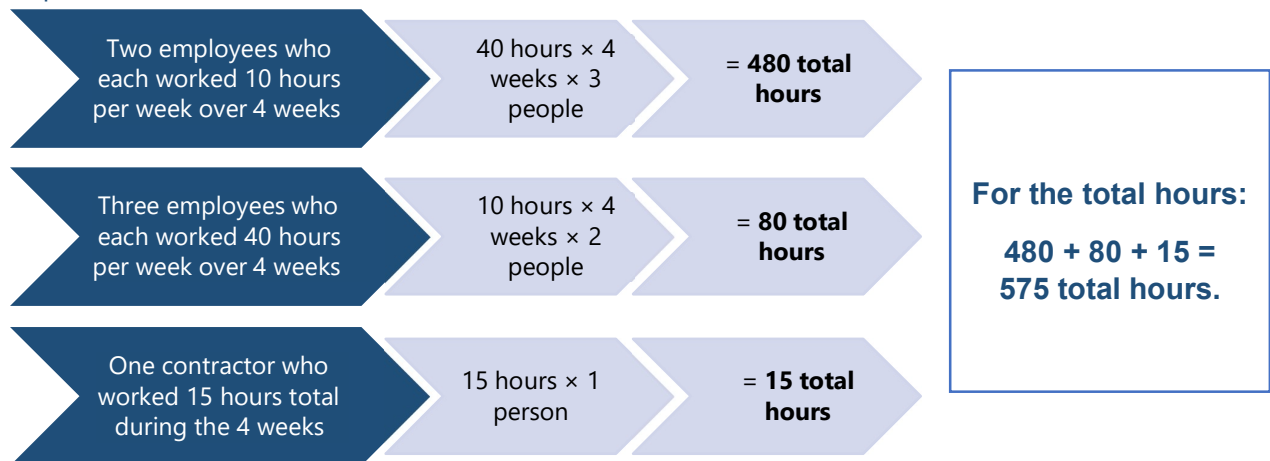


You then **calculate the estimated FTE** as **560 total hours ÷ 1560 = 0.36 FTE estimate.**

### Actual total hours

If the actual timesheet was different to the estimate, report the actual total hours.

Example timesheet:



DOC will use the actual total hours to calculate the actual FTE. This would be **575 total hours ÷ 1560 = 0.37 FTE.**

This means that over four weeks, this project provided work equivalent to 0.37 FTE, with a total number of 6 people employed.

If all employment ended following this reporting period, the people currently employed for next month would be zero.



## Helpful links

DOC website – Jobs for Nature – Mahi mō te Taiao section	<a href="#">Jobs for Nature – Mahi mō te Taiao: Our work (doc.govt.nz)</a>
Reporting for Jobs for Nature	<a href="#">Reporting for Jobs for Nature (doc.govt.nz)</a>
What to report for Jobs for Nature	<a href="#">What to report: reporting for Jobs for Nature (doc.govt.nz)</a>
Roles and responsibilities for Jobs for Nature	<a href="#">Roles and responsibilities: reporting for jobs for nature (doc.govt.nz)</a>
Skill assessments for staff – including where you can access training	<a href="#">Training for Jobs for Nature projects (doc.govt.nz)</a>
Enquire help – written (PDF)	<a href="https://www.doc.govt.nz/contentassets/c6cff688867c45309e808f6d9721ba29/enquire-guide-jfn.pdf">https://www.doc.govt.nz/contentassets/c6cff688867c45309e808f6d9721ba29/enquire-guide-jfn.pdf</a>
Enquire help - video	<a href="https://youtu.be/rqVqwq_yup4">https://youtu.be/rqVqwq_yup4</a>
Health and safety reporting	<a href="#">Jobs for Nature health and safety reporting (doc.govt.nz)</a>
IRD - Employer obligations help	<a href="#">Employer obligations (ird.govt.nz)</a>