

Fresh Start Grant Program - Round 4 - Application Form

Form Preview

A Fresh Start for Local Government Apprentices, Trainees and Cadets

* indicates a required field

Program Purpose

As part of the NSW Government's commitment to increase the NSW local government workforce by 15 per cent, under this funding program (the Program), \$333.3 million is being invested over eight years to provide direct support to local councils across the state in wage support for 1,700 new apprentices, trainees and cadets.

The Program funding addresses identified workforce shortages, skill gaps and will boost critical workforce numbers. The sector is impacted by a trend for outsourcing which has caused a severe depletion of in-house trade capabilities and the expected retirement of experienced professionals over the next five years will have significant ramifications.

The local government sector currently employs more than 65,000 people. As respected employers within their local communities, the local government sector is a key player in workforce development across regional, rural and remote communities, which allows community members to gain qualifications and have employment within their local area. Many trainees and apprentices who start their career at councils also go on to work in local industry.

For further details please see the [Local Government Apprentices, Trainees and Cadets Program - Round 4 Grant Guidelines](#).

The funding is administered by the Office of Local Government (OLG) in accordance with these guidelines and the [Grants Administration Guide](#).

Instructions for Applicants

Before completing this application form, you should have read the [Local Government Apprentices, Trainees and Cadets Program - Round 4 Grant Guidelines](#). Incomplete applications and/or applications received after the closing date will not be considered.

Program Details

Program objectives

Through the Program funding of wages for new apprentices, trainees and cadets, the NSW Government seeks to:

- Increase the local government workforce through the employment of apprentices, trainees and cadets (recruits) to 2032.
- Build capacity in councils and a stronger local government sector.
- Create positive social outcomes by generating local education and employment opportunities particularly targeting youth.
- Contribute to the National Agreement on Closing the Gap.

Program funding duration

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The Program funding will be completed by financial year 2031/32.

Funding is for the nominal term of the apprenticeship, traineeship or cadetship as prescribed in the Funding Deed.

What is being funded

The Program will fund:

- 100 per cent of the applicable rate of pay as per the Local Government (State) Award 2026
- 15 per cent of on-costs

Disclaimer

The Applicant acknowledges and agrees that:

- submission of this application does not guarantee funding will be granted for any project, and the Department expressly reserves its right to accept or reject this application at its discretion;
- must bear the costs of preparing and submitting this application and the Department does not accept any liability for such costs, whether or not this application is ultimately accepted or rejected; and
- has read the [Local Government Apprentices, Trainees and Cadets Program – Round 4 Grant Guidelines](#) for the Program and has fully informed itself of the relevant program requirements.

Use of Information

By submitting this application form, the Applicant acknowledges and agrees that:

- if this project application is successful, the relevant details of the project will be made public, including details such as the names of the organisation (Applicant) and any partnering organisation (state government agency or non-government organisation), project title, project description, location, anticipated time for completion and amount awarded;
- the Department will use reasonable endeavours to ensure that any information received in or in respect of this application which is clearly marked 'Commercial-in-confidence' or 'Confidential' is treated as confidential, however, such documents will remain subject to the Government Information (Public Access) Act 2009 (NSW) (GIPA Act); and
- in some circumstances the Department may release information contained in this application form and other relevant information in relation to this application in response to a request lodged under the GIPA Act or otherwise as required or permitted by law.

Privacy Notice

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By submitting this Application form, the Applicant acknowledges and agrees that:

- the Department is required to comply with the Privacy and Personal Information Protection Act 1998 (NSW) (the Privacy Act) and that any personal information (as defined by the Privacy Act) collected by the Department in relation to the program will be handled in accordance with the Privacy Act and its privacy policy (available at: <https://www.dpc.nsw.gov.au/privacy>);
- the information it provides to the Department in connection with this application will be collected and stored on a database and will only be used for the purposes for which it was collected (including, where necessary, being disclosed to other Government agencies in connection with the assessment of the merits of an application) or as otherwise permitted by the Privacy Act;
- it has taken steps to ensure that any person whose personal information (as defined by the Privacy Act) is included in this application has consented to the fact that the Department and other Government agencies may be supplied with that personal information, and has been made aware of the purposes for which it has been collected and may be used.

Eligibility Confirmation

Please declare this application meets the Program eligibility criteria and that:

- It has been prepared by and is being submitted by an eligible applicant
- Project applications will be for a new apprentice, trainee and cadet recruitment
- Applicants have not secured funding for wages from another source for any of the positions listed

I confirm that the applicant and project is eligible according to the criteria outlined in the grant guidelines: *

☐ Yes

Organisation and Primary Contact Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation Name

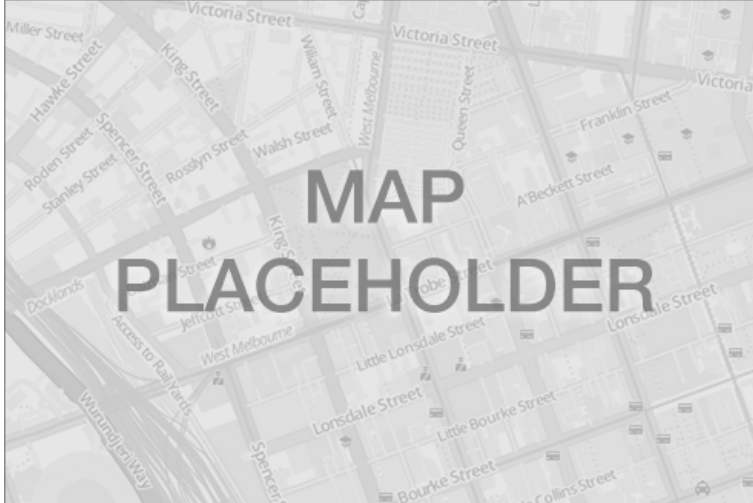
Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Primary Address

Address

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Postal Address

Address

Primary Phone Number *

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Must be an Australian phone number.
Country code not required, area code for landlines is required.

Other Phone Number

--

Must be an Australian phone number.
Country code not required, area code for landlines is required.

Email Address *

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Must be an email address.

Website

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Must be a URL.

Please confirm Local Government Organisation Type:

Please confirm Local Government Organisation Type: *

- ☐ Council ☐ County Council ☐ Joint Organisation

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Please confirm Local Government Classification: *

- ☐ Metropolitan
- ☐ Metropolitan Fringe
- ☐ Regional
- ☐ Rural
- ☐ Large Rural

Primary contact details

Please enter the Australian and New Zealand Standard Industrial Classification (ANZSIC) code for the applicant organisation. *

The ANZSIC code for Local Government Administration is the same for all local government organisations in New South Wales. The code is 07530.

Name *

- ☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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This is the person we will correspond with about this grant.

Primary contact position *

e.g., Manager, Board Member or Human Resources Partner

Primary Contact phone number *

Must be an Australian phone number.
Area code for landlines is required.

Primary contact email *

Must be an email address.
This is the address we will use to correspond with you about this grant.

Please provide evidence that the applicant organisation holds Public Liability Insurance. *

Attach a file:

Applicants are required to hold at least \$20 million public liability insurance in order to enter into a funding deed with the NSW Government.

Does the applicant organisation have an Australian Business Number (ABN)? *

- ☐ Yes ☐ No

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ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.

Applicant Organisation ACN or AIN *

Project Details

* indicates a required field

Project details information

Please complete an overall project description detailing the positions the Organisation is seeking to fund under this program.

Applications should outline the need for the positions applied for and explain how they link to the Organisation's workforce planning and reflect the purpose and objectives of the Program, such as planning for an ageing workforce, opportunities to create and retain positions for local young people, learning and development, and recruitment strategies to fill skills gaps.

For further details please see the [Local Government Apprentices, Trainees and Cadets Program - Round 4 Grant Guidelines](#).

All new recruits can commence from 1 July 2027, with all new recruitment to conclude by 28 February 2028.

Please note the Title and Brief Description will be published in the Grant Finder outcomes.

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Title *

Word count:

Must be no more than 25 words.

Provide a name for your initiative. Your title should be short but descriptive.

Brief description *

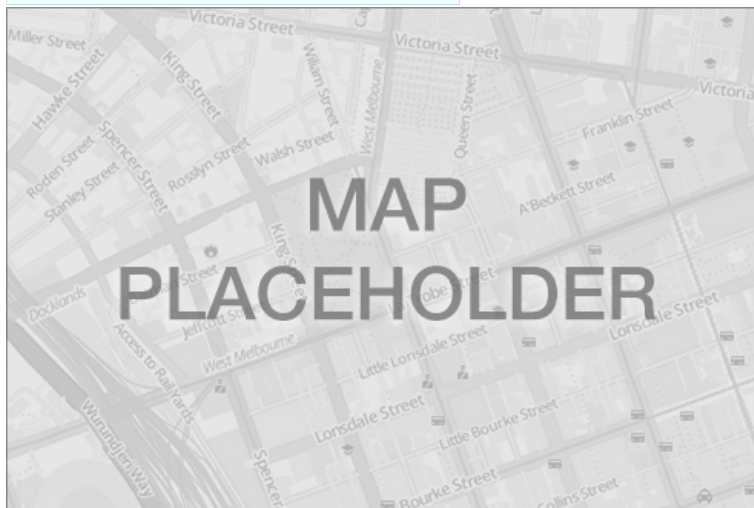
Word count:

Must be no more than 50 words.

Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date ***Anticipated end date *****Primary location of your initiative**

Address



Primary location does not need to be a specific address, and can be postcode, suburb, state, etc. If delivered online, please specify the area of focus for delivery.

Supporting documentation

Applications from the Organisation should provide evidence of a [Workforce Management Strategy](#) (WMS). If it is not in the Organisation's existing Integrated Planning and Reporting

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(IP&R) documents, it must be included in the next iteration and once adopted by the Organisation, provided in the next funding reporting phase. Further information on the WMS can be found in the IP&R Guidelines and Handbook on the [OLG IP&R webpage](#).

Please note these documents are required for eligibility assessment, updated / amended documents may be requested by OLG prior to formal approval and funding payment for approved positions.

WMS or other relevant documentation of the organisation: * *

Attach a file:

Has the attached WMS been updated since the last grant round (August 2025)? *

☐ Yes ☐ No

Individual Position Details

* indicates a required field

Complete details for each position being applied for in this round.

Select the 'Add More' button at the bottom of this section to complete details for more positions.

Position Type: *

☐ Apprenticeship ☐ Traineeship ☐ Cadetship

Position title (using the Occupation Standard Classification for Australia):

Click browse then occupation. The Fresh Start team is implementing the use of OSCA occupation codes to assist with standardising the application and assessment process: <https://www.abs.gov.au/statistics/classifications/osca-occupation-standard-classification-australia/2024-version-1-0/introduction>

Other:

If your position does not appear via the above drop down list please specify in this field.

How many of this same position is being applied for in this application? *

Must be a number.

For example, enter 2 in this field if applying for 2 apprentice mechanics.

Was this position provisionally approved in a previous grant round, and did the person recruited to the role subsequently resign?

☐ Yes
☐ No

How critical is this position to your organisation? *

☐ High ☐ Medium ☐ Low

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If the grant round is oversubscribed, the assessment panel may consider this in prioritising the allocation of funding to positions in an application.

Proposed Training Course / Qualification:

Includes position type, national qualification code, qualification and nominal term

Other:

If your Proposed Training Course does not appear via the above drop down list please specify in this field.

Nominal training term, in months: *

Only use this field if you have selected "Other" above. Use the 'Term of training' listed as per: <https://online.training.nsw.gov.au/vtu/vto/vtoEnquiry.do?command=goToVTOSearch>.

Proposed Registered Training Organisation (RTO): *

Click browse then Registered Training Organisation for drop down list. Scroll down through TAFE NSW to Smart and Skilled providers. Click on preferred RTO. Applicants are strongly encouraged to identify an RTO which is a current Smart and Skilled provider of government subsidised training.

Other:

If your Preferred RTO does not appear via the above drop-down list please specify in this field.

Have you confirmed with your proposed RTO if the proposed training course will be on offer? *

☐ Yes

☐ No

Confirm this position will be able to start between 1 July 2027 and 28 February 2028: *

☐ Yes

☐ No

Select the occupation that you are applying for according to the 2025 PSA Local Government Skills Audit *

- ☐ Engineers
- ☐ Building Surveyors
- ☐ Urban/Town Planners
- ☐ Environmental Health Officers
- ☐ Accountants
- ☐ Engineering Technicians
- ☐ Governance/Risk Managers
- ☐ Project Managers
- ☐ Surveyors
- ☐ ICT Professionals

- ☐ Trades - Mechanical
- ☐ Trades - Horticultural
- ☐ Trades - Automotive
- ☐ Trades - Plumber
- ☐ Trades - Electrical
- ☐ Truck Drivers
- ☐ Wastewater/Sewerage Operator
- ☐ Water Treatment Operator
- ☐ Labourers
- ☐ Other position (enter details in next question)

If you chose Other position , please describe how this position addresses the challenge of skills and workforce shortages:

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Word count:

Must be no more than 150 words.

Leave blank if you selected a position in the 2025 PSA Local Government Skills Audit

Please describe how this position addresses the challenge of reducing the reliance on outsourcing: *

Word count:

Must be no more than 100 words.

Please describe how this position addresses the challenge of managing the succession of retiring workforce: *

Word count:

Must be no more than 100 words.

Does the organisation have an employee with the appropriate qualifications or experience to supervise this position? *

☐ Yes

☐ No

For guidance on determining if an employee has the appropriate qualification or experience to be a supervisor for this position, refer to: <https://www.nsw.gov.au/education-and-training/apprentices-and-trainees/employers/coaching-and-supervising>

Does the organisation have the work schedules that will enable the recruit to receive the work-based component of the proposed training, in particular by providing all necessary facilities, equipment and opportunities to acquire the competencies of the vocation concerned? *

☐ Yes

☐ No

If applicable, does the organisation intend to target any of these inclusion, diversity and social outcomes for this position?

- ☐ Aboriginal and or Torres Strait Islander
- ☐ Female
- ☐ Culturally and linguistically diverse (CALD)
- ☐ Person living with a disability
- ☐ Young person (25 years old or under)

Diversity in the workforce reflects the breadth of difference that exists within the community. Inclusion enables genuine participation and contribution, which results in employees feeling safe to bring their whole selves to work. Organisations are encouraged to consider how they can achieve diversity and inclusion in their workforce.

Does the organisation intend to apply for an exemption to the Anti-Discrimination Act 1977 for this position/s? *

☐ Yes

☐ No

Unsure? Check the Anti-Discrimination New South Wales website: <https://antidiscrimination.nsw.gov.au/organisations-and-community-groups/exemptions-and-certifications.html>

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How many of these positions do you intend to apply for under the Anti-Discrimination Act 1977?

If approved, Council is expected to undertake recruitment for the approved positions.

Confirm the total number positions being applied for in this application: *

Must be a number.

Inclusion, diversity and social outcomes

* indicates a required field

Briefly explain how the Organisation's recruitment processes address inclusion, diversity and social outcomes: *

Word count:

Must be no more than 150 words.

Budget

* indicates a required field

This section is locked in the application form and is **not** being used for this grant program.
Please enter \$0 for Total Amount Requested.

Total Amount Requested

*

\$0.00

What is the total financial support you are requesting under this grant?

Organisation Capacity

The organisation must demonstrate capacity to recruit, onboard and commence training requirements within the timeframes of this round of funding. Please complete the below milestone table to demonstrate capacity to meet these requirements.

If this application includes multiple positions, you can include multiple positions per milestone if the intended timeline is the same for each position.

An example on how to fill out this table:

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The Milestone is: Commence Recruitment. The Milestone start date: 1 July 2027. The Milestone end date: 28 February 2028. The Milestone notes: This timeline is the same for all the positions we are applying for including an Apprentice Electrician, Trainee Architectural Draft Person, Civil Engineering Technician, etc.

Milestone	Milestone start date	Milestone end date	Milestone notes
	Must be a date.	Must be a date.	

Recruitment policy and other documentation

* indicates a required field

Please attach the organisation's recruitment policy and any other supporting documentation relevant to this application.

Attach recruitment policy:* *

Attach a file:

Other documentation - Please attach any other supporting documentation relevant to this application:

Attach a file:

Declaration and Authorisation

* indicates a required field

Declaration

The Applicant represents and warrants that this application has been submitted by an authorised representative of the Applicant (e.g. CEO, Chief Financial Officer, General Manager, Director, Chair of the Board, President, authorised manager etc).

Where this Application is submitted in the course of employment by a representative of any kind (e.g. authorised representative or agent) of the Applicant, you: (i) acknowledge and agree that the Applicant is deemed to be jointly and separately bound by this application;

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and (ii) represent and warrant that you have the authority to represent and bind the Applicant as contemplated by this provision.

By submitting this application form I hereby declare that:

- I agree for my project to be automatically considered in other NSW funding programs;
- I have read and understood each of the acknowledgements, agreements, representations and warranties provided above, and that each of these are true and correct;
- All information provided including the responses to each question in the relevant sections of this application is true and correct to the best of my knowledge;
- Any information contained in this application may be disclosed to other Government agencies, staff administering the program, and to external stakeholders (including consultants, lawyers and other advisers) as part of the assessment of this application;
- I am authorised to submit this application on behalf of, and have the authority to represent and bind the Applicant;
- I understand that any false declaration may render this application ineligible/invalid; and
- All relevant conflicts of interest have been declared

Authorisation

I agree *

☐ Yes

Name of authorised person *

Title First Name Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Phone number *

Must be an Australian phone number.
We may contact you to verify that this application is authorised by the applicant organisation

Email *

Must be an email address.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you find the online application process? *

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

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How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider. *