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), $252.2 million is being invested over six years to provide direct support to local councils across the state in wage support for 1,300 new trainees, apprentices 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 50,000 people[1]. 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 program guidelines

The funding will be administered by the Office of Local Government (OLG) in accordance with these guidelines and the NSW Grants Administration Guide 2024 (the NSW Grants Guide).

Instructions for Applicants

Before completing this application form, you should have read the program guidelines

Incomplete applications and/or applications received after the closing date will not be considered.

Application Number

This field is read only.

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) over the next six years.

- Build capacity in councils and a stronger local government sector.
- Create positive social outcomes by generating local education and employment opportunities particularly targeting youth.

Program and funding duration
This Program is running over six years, delivering $252.2 million to employ an additional 1,300 apprentices, trainees and cadets in the local government sector. The Program funding will be completed by FY 2029/30.

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

What is being funded
The Program will fund:

- 100 per cent of the applicable award wage for a new apprentice, trainee or cadet.
- 15 per cent of on-costs. (Note the on-cost rate will not be increased as any additional allocation will take from the number of positions that can be funded.)
- Up to 1,300 new positions over six years from January 2025, comprising of approximately 700 apprenticeships and 600 traineeships and cadets.

Grant Program Name

This field is read only.
The program this submission is in.

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 Funding 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

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:

- It has been prepared by and is being submitted by an eligible applicant
- Project applications are specific to new apprentice, trainee or cadet recruitment
- Applicants have not secured funding from another source for any of the positions listed
- Applicants will notify OLG to any changes or variations to this submission in writing via email to **grants@olg.nsw.gov.au**

I confirm that the applicant and project is eligible according to the criteria outlined in the Program Guidelines *
☐ Yes

Contact Details

* indicates a required field

Applicant Details

Applicant *
○ Individual ○ Organisation
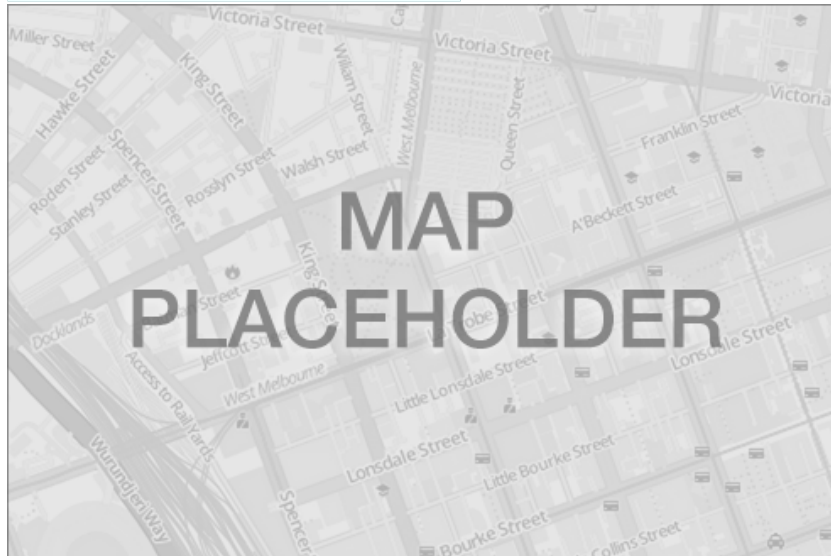Organisation Name

Title   First Name   Last Name

For organisations: please use the organisations full name. Make sure you provide the same name that is listed in official documentation such as that with the ABR, ACNC or ATO.

Applicant Primary Address
Address

Applicant Postal Address
Address

Applicant Primary Phone Number *

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

Applicant Email Address *

Must be an email address.

Applicant Website

Must be a URL.

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

○ Yes   ○ No

Applicant Organisation 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.

Primary Contact Details

Primary Contact *

Title   First Name   Last Name

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

Primary Contact Position *

e.g., Manager, Board Member or Fundraising Coordinator.

Primary Contact Phone Number *

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

Primary Contact Other Phone Number

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

Primary Contact Email *

This is the address we will use to correspond with you about this grant.

Organisation Details

* indicates a required field

Organisation Detail

Please confirm Local Government Organisation Type *
○ Council
○ County Council
○ Joint Organisation

Please confirm Local Government Classification *
○ Metropolitan
○ Metropolitan fringe
○ Regional
○ Rural
○ Large Rural

Program Details

* indicates a required field

Please complete an overall program 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 program guidelines

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:
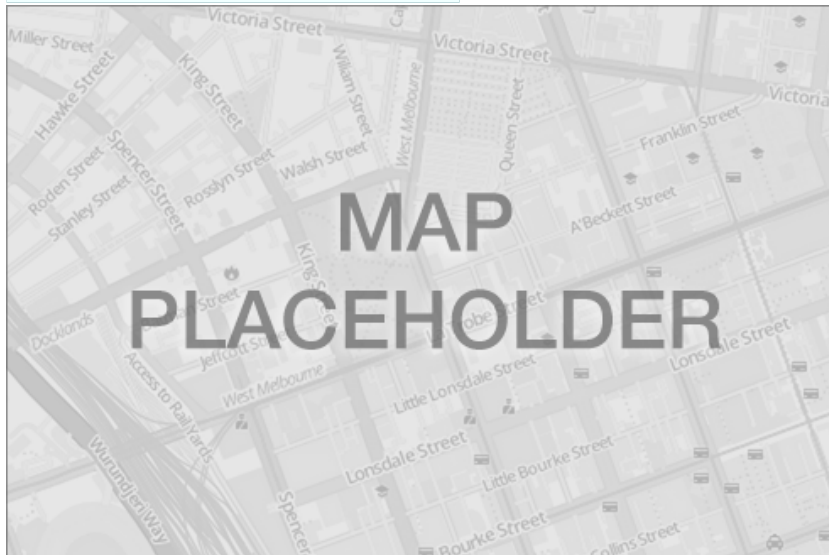Must be no more than 50 words.
Include a brief summary of who will benefit from this initiative, what activities you will do and what outcomes you expect from your activities.

Anticipated start date *

Anticipated end date *

Primary location of your initiative
Address

Any, but at least one field is required.
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 Workforce Management Strategy (WMS). If it is not in the Organisation's existing 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.

Workforce Management Strategy or other relevant documentation of the organisation *
Attach a file:

Position Details

* indicates a required field

NSW Apprentices and Trainees Program Position Table

If you are applying for multiple positions in this application, please indicate the importance of the position to your Organisation. In case of over-subscription, it is important that Organisations prioritise the roles they apply for. You can add another position by using the Add More button on the right hand side of the form. Please utilise the "Maximise" button below for full screen view of the table.

Number of positions	Position Category Type	Occupation	Organisation Priority	Length of Funding (Years)	Award Wage	Are these new position/s for your Organisation?
					Must be a dollar amount.	

Individual Position Details

Please detail the administrative stages or activities expected to be completed as part of the project. If your Organisation is applying for multiple positions in this application, please fill out the individual position details per position. This can be done by using the 'Add More' button on the right hand side of the form.

Occupation *

Please provide individual position detail per row. .

Position Category   ○ Traineeship   ○ Apprenticeship   ○ Cadetship

Expected employment start date *

Must be a date.

Expected employment end date *

Must be a date.

Proposed training course

Access course and training information at https://skills.education.nsw.gov.au/

Preferred training course location

Support, advice and information can be found at https://www.nsw.gov.au/education-and-training/apprentices-and-trainees/employers

Secondary training Course location

Please describe how this position addresses the shortage of skilled workers

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

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

Organisation Capacity

* indicates a required field

Organisation Capacity Criteria

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:

The milestone is: Commence Recruitment. The Milestone start date: 08/01/2025. The Milestone end date:01/02/2025. 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 etc

Milestone	Milestone start date	Milestone end date	Milestone notes
	Please note dates are considered estimates in assessment Must be a date.	Must be a date.	Please list all positions applied for that this estimated timeline applies to and any other relevant information.

Supervisor Detail

Does the Organisation have someone employed that can supervise the apprentice or trainee for this role with appropriate skills and qualifications *
- ○ Yes
- ○ No

Further information for apprentices and trainees can be found at https://www.nsw.gov.au/education-and-training/apprentices-and-trainees/employers/coaching-and-supervising

The Organisation confirms they have the premises and the equipment/methods appropriate to the work and training
- ○ Yes
- ○ No

Inclusion, diversity and social outcomes

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.

Please select all relevant inclusion, diversity and social outcomes as per organisations current recruitment processes
- ☐ Closing the Gap, employment for Aboriginal peoples
- ☐ Equality for women
- ☐ Increasing cultural diversity in the workforce
- ☐ Ensuring an inclusive workplace that is accessible to everyone
- ☐ Social and economic benefits to the community.

Information and resources to support organisations to include these can be found at Appendix A. of program guidelines

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

Recruitment Policy
Attach a file:

Additional Documentation - Please attach any additional 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; 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.

Please upload signed copy of this submission by an Authorised Person.

To download a copy of this submission:

Complete the submission (including Authorisation section above)

Click "Save Progress" option at the bottom of this page.

Click "Next Page" option at the bottome of this page.

At the top of the Review Form page you will see a "Download PDF" click this. A pdf version of the submission will download to your system. Click save and close on your submission.

Please print and have this signed by the authorised person. Save the signed version as a pdf and upload this to your submission. Once this has been uploaded "submit" button on the review page should be enabled.

Authorisation sign off *
Attach a file:

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

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.