

# A Fresh Start for Local Government Apprentices, Trainees and Cadets Program

## Round 2 – Webinar

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**Zoe Honeysett**

Director Apprentices, Trainees & Cadets Program  
Office of Local Government

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**Brendon Hook**

Manager Grants Program  
Office of Local Government





## What will be covered in this information session:

- Overview of the grant program.
- Overview of the application process for round 2, including updates to the grant guidelines and application form.
- Key dates.
- Round 3 – Disaster declared Councils
- Pre-submitted questions.
- Live Q&A, an opportunity to ask any additional questions.

## Program objectives:

- Build capacity in councils and a stronger local government sector.
- Increase the local government workforce.
- Create positive social outcomes by generating local education and employment opportunities.
- Contribute to the National Agreement on Closing the Gap.

## Overview of the grant program:

- Funding for 1,300 apprentices, trainees and cadets over 6 years to 2029/30.
- Aligns with the NSW Government's goal for 15% of the local government workforce to be apprentices and trainees.





## Popular positions in round 1:

### Apprentices

- Gardeners/ landscapers
- Mechanics
- Carpenters
- Plumbers
- Electricians

### Trainees

- Horticulturist
- Civil construction
- Early child educators
- Water treatment officers
- IT support

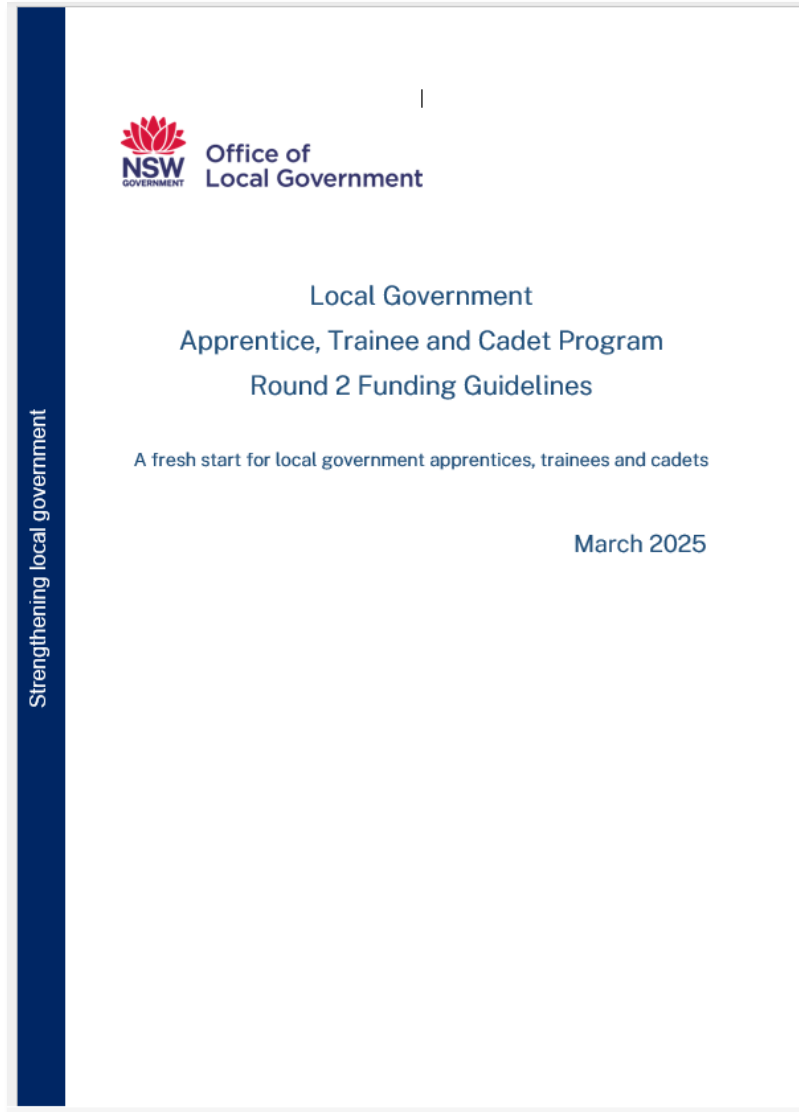
### Cadets

- Urban & regional planning
- Surveyors
- Engineering
- Environmental sciences
- Human resources



## Overview of the application process:

- Round 2 applications open Monday 17 March, for 2 weeks, and closing 31 March.
- Applications are submitted through SmartyGrants.
- Before starting the application, review the grant guidelines and application form, updated for round 2.



*Grant guidelines updated for round 2*



# LOCAL GOVERNMENT (STATE) AWARD 2023

INDUSTRIAL RELATIONS COMMISSION OF NEW SOUTH WALES



## 32. Junior and Trainee Employment

### C. TRAINEE EMPLOYMENT AND APPRENTICESHIPS

- (i) The rates of pay as provided for in Band 1/Level 1 are payable to employees undertaking entry level training.
- (ii) An employee shall be appointed to Band 1/Level 1 according to either their age or educational qualification, whichever provides for the higher rate of pay.
- (iii) Progression along the scale is not automatic, but is subject to successful completion of appropriate training modules and satisfactory service.

### PART B

#### MONETARY RATES – TABLE 1

#### CLAUSE 7 – RATES OF PAY

Band/Level	(b) Rate Per Week \$	(c) Rate Per Week \$
	First Pay Period 01/07/24	First Pay Period 01/07/25
Operational Band 1		
Level 1 (Juniors and Trainees)		
T1 at 15 years of age	468.00	482.00
T2 at 16 years of age	584.20	601.70
T3 at 17 years of age	687.10	707.70
T4 at 18 years of age or over or HSC	803.30	827.40
T5	920.10	947.70
T6	993.20	1023.00
T7	1042.10	1073.40
T8	1092.10	1124.90
T9	1142.50	1176.80
T10	1194.60	1230.40

## 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 (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:

[Upload new file](#)

 [Select stored file](#)

Response required.

Has the attached WMS been updated since the last grant application round (November 2024)? \*

Yes  No [Clear](#)

*Councils to upload evidence of their WMS*





## 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 Title:**\* \*

**How critical is this position to your organisation?\*** \*

High  Medium  Low [Clear](#)

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:** \*

Please click browse and then click on Position Type for drop down list. Scroll down through Apprenticeship to Traineeship and Cadetship. Click on applicable qualification or course of study.

**Other:**

[Add More](#)

Must be at least 1 rows

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

Councils are strongly recommended to identify a Smart and Skilled provider for government subsidised training:



**Preferred Registered Training Organisation (RTO):**

Applicants are strongly encouraged to identify an RTO which is a current Smart and Skilled provider of government subsidised training. For more information about Smart and Skilled, including a list of current providers refer to:

<https://www.nsw.gov.au/education-and-training/vocational/funding/smart-skilled-employers>

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

Yes  No [Clear](#)

**Confirm this position will commence from 1 July 2025 or later:**

Yes  No [Clear](#)

The funding round for round 2 is from 1 July 2025.

Note that funding for positions approved in round 2 will flow from 1 July



Proposed Training Course and Preferred Registered Training Organisation have been simplified (lesson learnt from round 1)



Proposed Training Course:

**Position Type**

Apprenticeship

- AHC30921 Certificate III Landscape Construction
- AHC31021 Certificate III in Parks and Gardens
- AHC31124 Certificate III in Nursery Operations
- AHC31319 Certificate III in Sports Turf Management
- AHC31324 Certificate III in Sports Turf Management
- AUR30620 Certificate III in Light Vehicle Mechanical Technology

Description: Position Type

Preferred Registered Training Organisation (RTO)

- Tomaree
- Ultimo
- Wagga Wagga
- Smart and Skilled
- Wauchope
- 18fifty3 Training
- 3Bridges Community Limited
- 4 Up Skilling Pty Ltd

Description: Registered Training Provider > TAFE NSW> Tomaree

Please describe how this position addresses the challenge of skills and workforce

shortages: \*

Word count:

Must be between 50 and 150 words

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

Word count:

Must be between 50 and 150 words

If applicable, please describe how this position addresses the challenge of managing the succession of retiring workforce:

Word count:

Must be between 50 and 150 words

Note the word count for responses to each assessment criteria must be between 50 and 150 words



Identifying an appropriate supervisor is essential, particularly for trades



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 and opportunities to acquire the competencies of the vocation concerned? \*

Yes  No



Training Services can assist with determining if the workplace will enable the recruit to complete required work-based training

This section is not mandatory and does not form part of the application



## Budget

\* indicates a required field.

This section is locked in the application form but is not being used for this grant program.

Please enter \$0 for Total Amount Requested.

Total Amount  
Requested \*

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



## Recapping key dates for Round 2:

- Applications open Monday 17 March, for 2 weeks.
- Applications close 31 March.
- Notification of provisional approval on Thursday 1 May.
- Recruitment from 1 May to 30 June (2 months).
- Funding and commencing of new recruits provisionally approved in round 2 will start from 1 July.

# Undecided on your career?



## Key dates for our proposed Round 3:

- Applications open 1 July 2025 (TBC), for 2 weeks.
- Funding and commencing of new recruits provisionally approved in round 3 will start from 1 January 2026.
- Councils in LGAs with a disaster declaration following Ex-Tropical Cyclone Alfred will be a priority for this round.



**Local councils  
are recruiting  
apprentices  
and trainees**



# A fresh start for Local Government Apprentices, Trainees and Cadets program

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Communication toolkit for stakeholders

Marketing and comms toolkit.



# Purpose of this toolkit



The NSW Government is providing funding through the *A Fresh Start for Local Government Apprentices, Trainees and Cadets* program to support councils to employ additional apprentices, trainees and cadets.

The funding will allow councils to directly hire new staff, boosting the local government workforce and providing genuine career opportunities for jobseekers and school leavers.

This toolkit has been developed to help councils communicate with their community about roles available.

## How to use this toolkit:

This toolkit includes suggested text for newsletters, websites and social content, as well as a link to the Office of Local Government's Apprentices and Trainees webpage. These assets can be easily used in information campaigns on your chosen media channels.

## To download resources:

1. Click on the accompanying link.
2. Then click 'Download' or right click to 'Save'.

## Quick links to important information:



[Information about the A fresh start for local government apprentices, trainees and cadets program](#)



[Program guidelines – round 2\(PDF\)](#)



[Contact details for local councils](#)

# Resources



## Information for councils:

An advertising campaign for the *A fresh Start for Local Government Apprentices, Trainees and Cadets* program will commence after approvals are given for round 2 .

On hearing about the program, interested jobseekers and school leavers may contact your council.

We encourage councils to create an Expression of Interest (EOI) form on the home page of their website, which will enable them to keep track of interest and enquiries about the program.

## Expression of Interest form

An Expression of Interest form can be set up using a program such as Microsoft Forms. For more information go to: <https://support.microsoft.com/en-au/office/create-a-form-with-microsoft-forms-4ffb64cc-7d5d-402f-b82e-b1d49418fd9d>

It is suggested councils use the EOI form to capture the following information:

- Applicant details
- Full name
- Email address
- Phone number
- What type of apprenticeship, traineeship or cadetship would you be most interested in? You are welcome to nominate more than one occupation.

## Suggested script for participating councils – to assist with phone enquiries during May and June 2025

Thanks for your interest in working with our council.

We are planning to participate in the Government’s program and should know by the end of this month (April) how many positions we’ll be able to offer.

We’re currently collecting details from people who are interested in the apprenticeship, traineeship or cadetship roles [REMOVE IF NOT RELEVANT].

Can I please ask you to visit our website and complete the Expression of Interest form, so we have your details?

You’ll find the form on our website if you go to [INSERT THE COUNCIL WEBSITE URL HERE].

Thanks for your call and for your interest in the program.

## Supervisor Workshops

Two different workshops on offer to council:

1. Standard half-day workshops delivered by Training Services
  2. Four-day workshop delivered by a Registered Training Provider
- Workforce Development Working Group to provide feedback on the training content.
  - Aiming to commence workshops from April.
  - Expression of Interest Form





## Frequently Asked Questions

- Updated FAQs on OLG website
- Submitted Questions
- Any other questions



## Submitted questions

- Cadetships
- Oncosts
- Roll overs
- Recruiting and employing Aboriginal and Torres Strait Islander recruits
- Limit on positions applied
- Funding agreement
- Application form
- Course requirement – recruits with a disability
- Recruits and councils group events
- Wage progression

Fresh Start Program Shared Mailbox  
[freshstart@olg.nsw.gov.au](mailto:freshstart@olg.nsw.gov.au)



Zoe Honeysett  
Director



Brendon Hook  
Manager



Robin Daroczy  
Senior Grants Officer



Peter O'Doherty  
Senior Grants Officer