



Office of  
Local Government

Local Government  
Apprentices, Trainees and Cadets Program  
Round 2 Grant Guidelines

A fresh start for local government apprentices, trainees and cadets

March 2025



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## Acknowledgement of Country

The NSW Department of Planning, Housing and Infrastructure would like to acknowledge Traditional Custodians, who care for Country and maintain trade and other obligatory care relationships within areas managed by the Office of Local Government.

We extend that respect to the Local Aboriginal Land Councils, who maintain responsibilities towards Country, community and culture and we acknowledge the many thousands of Aboriginal and Torres Strait Islander people across NSW.

We also acknowledge through our work with local communities their lineage may also connect them to other Countries and their deep connection to this Country. We extend this respect to all Aboriginal and Torres Strait Islander people who have a relationship with the land we work upon to serve our communities and do this by respecting the continuous connections Aboriginal people have to land, sea and waterways that makes up New South Wales.

Aboriginal people share a unique bond with Country, and we want to recognise that, by offering employment opportunities for community whereby they can use their knowledge as part of the world's oldest living culture to shape prosperous and thriving communities.

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## Message from the Minister



*The Hon. Ron Hoenig MP  
Minister for Local Government*

Councils have traditionally been an employer of choice for young people, whether they are seeking a trade, looking for a professional role as a cadet or learning to provide local services through a traineeship. We have made a commitment to increase these roles in councils by 15%, boosting council workforces and bringing service delivery back 'in-house'.

As a tangible commitment to the increase in apprentices, trainees and cadets, The NSW Government is investing \$252.2 million to employ an additional 1,300 places in the local government sector across the state.

Councils are experiencing declining workforce numbers with serious skill gaps and a large portion of experienced professionals who have worked in the sector for decades are also likely to retire within the next five years.

This investment will train up the next generation of skilled labour while keeping jobs within local councils, reversing the trend of councils outsourcing jobs. The funding will go towards hiring people in new roles created by councils above their current workforce numbers with the new roles to focus on in-demand trades including electricians, plumbers, engineers, civil construction workers, mechanics, planning cadets and many more.

This investment is great news for regional NSW, meaning young people can pursue careers within their own communities, which will revitalise local training networks and importantly, keep people in our regions.

Local government employs more than 50,000 people across the state's 128 councils, as well as its county councils and Joint organisations. Many trainees and apprentices who start their career at councils also go on to work in local industry. With a shortage of skilled labour acting as a significant handbrake on the development of new housing and infrastructure across NSW, this will play a key role in training up new apprentices and trainees that will build better communities.

## Program overview

|                                |  |
|--------------------------------|--|
| Grant type                     | Open, competitive, merit-based grant for councils, county councils, Joint Organisations and local government entities.   |
| Program objectives             | <ul style="list-style-type: none"> <li>• Increase the local government workforce through the employment of apprentices, trainees and cadets (recruits) over the next six years.</li> <li>• Build capacity in councils and a stronger local government sector.</li> <li>• Create positive social outcomes by generating local education, training and employment opportunities particularly targeting youth.</li> <li>• Contribute to the National Agreement on Closing the Gap.</li> </ul> |
| Primary funding purpose        | Provide funding to employ an additional 1,300 apprentices, trainees and cadets in the local government sector across the state. This is in line with the NSW Government's goal of 15 per cent of local government workforces being apprentices and trainees.   |
| Funding period                 | Six years commencing January 2025  |
| Funding rounds                 | <p>4 rounds:</p> <ul style="list-style-type: none"> <li>• Round 1 - January 2025</li> <li>• Round 2 - July 2025</li> <li>• Round 3 - January 2026 (TBC)</li> <li>• Round 4 - July 2026 (TBC)</li> </ul>  |
| Application date               | <p>Applications to be submitted on SmartyGrants portal by:</p> <ul style="list-style-type: none"> <li>• Round 1 – Closed</li> <li>• Round 2 – 31 March 2025</li> <li>• Round 3 – 18 July 2025 (TBC)</li> <li>• Round 4 – 31 March 2026 (TBC)</li> </ul>  |
| Notification of outcome        | <p>1 May 2025 (Round 2).</p> <p>Future rounds will be announced in due course.</p>   |
| Agency responsible and contact | <p>Office of Local Government<br/>         Fresh Start Program Team<br/>         E: <a href="mailto:freshstart@olg.nsw.gov.au">freshstart@olg.nsw.gov.au</a></p>   |

# About the Program

## 1. Program purpose

This Program is a key initiative targeting the NSW Government's commitment to make 15 per cent of local government workforces apprentices and trainees. Under 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. 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.

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).

## 2. Program objectives

By using the Program to fund the 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, training and employment opportunities particularly targeting youth.
- Contribute to the National Agreement on Closing the Gap.

## 3. 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.

## 4. What is being funded

The Program will fund:

- 100 per cent of the rate of pay for a new apprentice, trainee or cadet, applicable under clause 32C of the *Local Government (State) Award 2023* (see the Clause 7 Rates of Pay – Table 1 of Part B, included in Schedule 1 of these Guidelines).
- On-costs of 15 per cent (i.e. the minimum superannuation guarantee and workers compensation insurance related to employing the new apprentice, trainee or cadet).
- Up to 1,300 new positions over six years from January 2025, comprising of approximately 700 apprenticeships and 600 traineeships and cadets.
- In Round 2, funding will commence for up to 400 apprentices and 250 trainees/cadets. For clarity, a new position includes the filling of a current vacant position and the transition of an existing casual role to an apprenticeship, traineeship or cadetship.

## 5. How the funding is being allocated and managed

Eligible organisations are the funding recipients.

The funding is assigned to the individual recruit, not the position.

Allocation of funding to recipients will be done in an equitable manner.

Funding can be transferred with the recruit if they move to the employment of another eligible organisation. It cannot be transferred to another recruit.

## **6. Consideration of the needs of the organisation and community**

The NSW Government recognises that not every organisation has the same needs or skill shortages, and the Program and Guidelines are designed so that each organisation can determine its own workforce priorities (in line with the Guidelines).

It is an open, competitive, merit-based grant and an eligible organisation can apply in each round, regardless of previous allocations.

In case of over-subscription, it is important that organisations prioritise the roles they apply for.

Equally, the Government is focused on ensuring all eligible organisations can get access to funding for additional staff.

The Program has targets for the numbers of new apprentices to trainees/cadets. As a result of more trainees/cadets being supported than apprentices through Round 1, Round 2 intends to offer funding for up to 400 apprentices and 250 trainees/cadets. Eligible organisations should consider this balance when nominating their preferences.

It is recognised that rural and remote organisations have additional challenges in recruiting and retaining apprentices, trainees and cadets, including access to training providers and smaller populations.

Eligible organisations may seek other Government funding opportunities for the training component or additional on-cost support, although this is distinct and separate from the funding under this Program and not reflected in these Guidelines. See Appendix C for further information.

## **7. Aboriginal inclusion**

In February 2024, the NSW Government with the NSW Coalition of Aboriginal Peak Organisations (NSW CAPO) and Local Government NSW made commitments to the National Agreement on Closing the Gap, supporting Priority Reforms enabled by specific socio-economic outcome targets in New South Wales. This Program will contribute to the achievement of the targets related to providing employment and education opportunities.

Representation parity for Aboriginal peoples is a focus of this Program. Participation in nationally accredited pathways training that is intended to contribute to career development and progression will lead to increased career outcomes for Aboriginal peoples.

Guidelines have been developed to guide organisations on the Employment of Aboriginal peoples in NSW under the Program (Appendix G).

## **8. Diversity and inclusion**

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 workforces, including pathways for employment of Aboriginal peoples, support for the employment of CALD populations, support for female apprentices in non-



traditional trades, and by providing an accessible workplace. Recruitment assistance is available through various programs. Links to further information can be found at Appendix A.

## Eligibility

### 9. Eligible local government organisations

Local government organisations eligible for funding are defined to be either:

- a council,
- a county council,
- a joint organisation.

#### *Identification of need*

Each organisation is responsible for identifying their apprentice, trainee and cadet needs. It is expected that councils will have identified these in their Workforce Management Strategy within their Integrated Planning and Reporting requirements (IP&R). (See section 10 for further information).

#### *Recruitment*

In building capacity and a stronger sector, organisations are responsible for the recruitment of apprentices, trainees and cadets.

Recruits must be employed by the organisation. Councils may use Group Training Organisations (GTO) to assist in their recruitment of new staff, but if they do so, the council must meet the costs of the GTO and not use funds from the Program.

Apprentices and trainees can be new, or those who have completed 50% or less of the nominal duration of their apprenticeship or traineeship and are not currently employed by the organisation as an apprentice or trainee. It is not the intention of this funding to take from the existing

workforce. (See section 15 regarding transfers between eligible organisations.)

#### *Steps to Apprentice and Trainee recruitment*

Organisations can find all approved apprenticeship and traineeships at the [Apprenticeship and Traineeship search](#).

Organisations are strongly encouraged to identify subsidised training providers available on the [Smart and Skilled Provider List](#). These are Registered Training Organisations (RTO) that deliver NSW Government subsidised training for the 2025-2026 period.

An [Apprentice Connect Australia Provider](#) should be contacted once the apprentice/trainee start date is known to help with registration and the completion of a Training Contract. For an apprenticeship or traineeship to be legal in NSW, the employer and apprentice/trainee must sign a Training Contract and have it approved by [Training Services](#).

Support, advice and information, especially for less experienced councils, to consider when employing an apprentice or trainee can be found on the [Training Services website](#).

#### *Cadetship*

A cadetship is for a student who is enrolled in, or studying, a qualification at a Registered Higher Education Provider in their second-to-last year or last year.

There is no legislative framework for cadetships. Organisations will need to prepare a training plan to complement the Regulated Higher Education Award and role in the organisation. It is recommended that organisations use the template Training Plan for Cadetships available on the Council Portal of the OLG website.

#### *Reporting*

Reporting will be required to confirm completed training and supervision. This reporting will trigger payments. An end-of-

program funding acquittal will also be required for each recruit. See section 17 for further information.

#### *Unfunded costs*

The NSW Government is funding 100 per cent of the rate of pay for a new apprentice, trainee or cadet, applicable under clause 32C of the *Local Government (State) Award 2023* (see the Clause 7 Rates of Pay – Table 1 of Part B, included in Schedule 1 of these Guidelines), and on-costs of 15 percent.

Organisations must meet any other costs and are encouraged to consider other funding opportunities, some of which are outlined in section 7.

#### *Supervision*

Supervision and mentoring must be provided by a suitably experienced and qualified staff member, meeting any requirements under the *Local Government (State) Award 2023*.

It is expected that organisations will have supervisors available for the duration of the term of funding.

For assistance with supervisor training, please contact the Fresh Start Program team.

## Making an application

### 10. Assessment criteria

The following criteria will be considered in assessing applications.

Responses are expected to be brief; the application form will provide greater detail and examples to assist with responses.

#### *Meeting funding objectives*

##### *Addressing workforce challenges*

How the positions applied for address the challenges outlined in section 2:

- Addressing skills and workforce shortages
- Managing the succession of retiring workforce

- Reducing the reliance on outsourcing.

#### *Career pathway*

- The program funding responds to identified needs within the local government sector, in particular building capacity and it is anticipated that there will be the possibility of an ongoing career for recruits within the sector.

#### *Qualification and training*

- The proposed qualification must be appropriate for the intended occupation.
- Note: if funded, organisations will need to provide a copy of the Approved Training Contract and Letter from Training Services for Apprentices and Trainees, and a Training Plan for Cadets.

#### **Demonstrated need**

##### *Workforce Management*

Applications should outline the need for the new positions applied for and explain:

- how they link to the organisation's workforce planning; and
- how they reflect the purpose and objectives of the Program, such as planning for an ageing workforce, opportunities to create additional new positions for local young people, learning and development, and recruitment strategies to fill skills gaps.

Applications from councils and local government organisations should provide evidence of these additional needs above their existing workforce and budget in their [Workforce Management Strategy](#) (WMS). If it is not in council's existing IP&R documents, it must be included in the next iteration and once adopted by council, provided in the next funding reporting phase. Further information on the WMS can be found in the Integrated Planning and Reporting (IP&R) Guidelines and Handbook on the [OLG IP&R webpage](#).

## Capacity Recruitment

Organisations are responsible for recruiting apprentices, trainees and cadets, and recruits must be employed by the organisation.

Note that councils can use their own resources to get assistance to recruit, but the expectation is that councils develop their own capabilities in this area.

### Supervisor

Workplace supervisors play a vital role in coaching, ongoing engagement and ensuring workplace safety.

Organisations must confirm in their application that they have supervisors for the roles applied for and that these supervisors have appropriate qualifications, knowledge and skills to support recruits.

Further information for apprentices and trainees can be found on the [Coaching and supervising apprentices or trainees](#) webpage on the Training Services website.

### Premises

Organisations must have the work schedules that will enable the recruit to receive the work-based component of the proposed training, by providing all necessary facilities and opportunities to acquire the competencies of the vocation concerned.

### Inclusion, diversity and social outcomes

Organisations should briefly explain how their recruitment processes address the following.

- Closing the Gap, employment for Aboriginal peoples
- Equality for women in non-traditional roles
- 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.

## 11. Application process

To ensure all councils have the capacity to apply, it is intended to keep the application process as simple as possible, while meeting the NSW Grants Administration Guide requirements.

Applications will be made through SmartyGrants

<https://olg.smartygrants.com.au/applicant/login>

There are four funding rounds:

| Round               | Application closing date |
|---------------------|--------------------------|
| 1 – January 2025    | Closed                   |
| 2 – July 2025       | 31 March 2025            |
| 3 – January 2026    | 18 July 2025 (TBC)       |
| 4 – July 2026 (TBC) | 31 March 2026 (TBC)      |

Applications will need to include the proposed training courses.

The deadline for applications must be met to enable training providers to plan for the expected intake in courses.

Organisations will receive a confirmation of receipt email when their application has been submitted successfully.

Multiple positions can be applied for in one application. The application will ask a series of questions based on the application criteria, the responses to which will be used to assess eligibility and alignment with Program objectives.

# Assessment, allocation and funding

## 12. Assessment and allocation

As administrator of the Program, OLG will work within the annual budget funding available across the duration of the Program and factor this into the competitive assessment process when determining the allocation of funding.

Assessments will be undertaken in accordance with the NSW Grants Administration Guide.

### *Initial assessment*

The Program team will check all applications for eligibility and undertake a preliminary assessment. As part of the initial assessment, TAFE NSW and Training Services will be consulted to ensure the availability of training.

Applicants may be requested to clarify or provide additional information to assist in the assessment process to determine eligibility.

### *Assessment Panel and Approvals*

The Assessment Panel comprises of an independent Chair, and representatives from four key organisations with expertise in the funding objectives as follows:

- Chair – Independent, with deep knowledge and understanding of the local government sector
- Office of Local Government
- Training Services
- Department of Planning, Housing and Infrastructure – Aboriginal Strategy, Policy and Engagement

Appointments to the Panel, including staff appointments, will be confirmed with an independent probity advisor. Advice on the appropriateness and inclusiveness of the Panel members nominated may be referred

by the independent probity officer to the OLG Deputy Secretary.

The Assessment Panel will assess eligible applications against the criteria and pre-established weightings, with the assistance of the program team, and make its recommendations to the program funding approver.

The OLG Deputy Secretary is the final decision maker (including for the approval of funding). The Deputy Secretary will ensure compliance with the Grants Administration Guide and these Guidelines (as approved by the Minister for Local Government and any variations by the Minister), in determining allocations.

### *Assessment criteria and weightings*

The assessment will consider the organisation's response to the key objectives and criteria listed in section 10 and the Assessment Panel will establish weightings against the assessment criteria:

- Meeting funding objectives
- Demonstrated need
- Capacity
- Inclusion, diversity and social outcomes.

### *Broader factors that may be considered*

The Assessment Panel may need to consider limits on particular trades or in certain geographic locations to meet training providers and training networks availability.

Where the program is over-subscribed, if required, the Assessment Panel may consider:

- previous funding under this program and councils' commitments to the program
- enhancing the skilled career opportunities for people in rural, remote and regional areas
- ongoing employment
- apprenticeships, traineeships, and cadetships not previously offered by the organisation

- the 2022 Local Government Workforce Skills and Capability Survey<sup>1</sup>
- occupations that are identified on the Australian Apprenticeships Priority List <sup>2</sup>
- the application of a relative disadvantage assessment based on the methodology used for Federal Assistance Grants.

The Assessment Panel reserves the right to set aside an application from further consideration where it does not meet a required standard on one or more of the criteria, should this be required.

#### *Notification of outcome*

OLG will notify successful applicants of their provisional approval within five weeks of the closing date to enable these organisations to proceed/finalise recruitment for the new roles. Once provisional approval is granted, final approval is guaranteed on notification of successful recruitment.

Organisations will then need to provide OLG with final information, including a copy of the Approved Training Contract for apprenticeships and traineeships, and a copy of the Training Plan for cadetships, for final approval and allocation of initial funds.

#### *Unfilled apprenticeships, traineeships and cadetships*

In circumstances where an organisation is approved for funding but is unable to fill the position, the approval will be rolled over to the subsequent round, except for Round 4 applications.

Where an approval is not taken up within two rounds, the organisation will be asked to review its application for that role for viability, to allow the funding to go to another role or organisation if it is unlikely to be filled.

As the final round, there are no adjustments for Round 4 applications.

## 13. Funding Agreement

Funding Agreements between an organisation and OLG as the grant fund manager are legally enforceable. They will include:

- agreed terms and conditions with regard to the use of the funds and the periodic payments to councils to meet employment and on-costs
- clear information on required outcomes
- appropriate accountability for funds, including reporting and acquittal requirements
- data that will be used to evaluate the outcomes of the individual recruit funding and the program
- the organisation's commitment to provide appropriate supervision to support the recruit's successful completion of the training and the apprenticeship, traineeship or cadetship
- the organisation's acknowledgement of the financial support by the NSW Government.

## 14. Funding and payments

### *Funding*

The funding amount will be determined on successful recruitment and included in the Funding Agreement. It will be adjusted in accordance with changes to the applicable award rates of pay as approved by the Industrial Relations Commission of New South Wales.

For further information regarding the level of wages that will be funded under the Program, refer to Schedule 1 of the Program Guidelines.

Funding of wages is for the nominal term of the apprenticeship, traineeship or cadetship, unless completed early or in the event of the employment agreement being terminated before completion.

Funding allocation is predicated on the successful completion of each element of

the apprenticeship, traineeship or cadetship. This allows for the maximum number of new roles to be created within the funding budget. See section 16 for information on changes in circumstances.

#### *Award wage*

Funding is capped at the award rate of pay applicable to the apprenticeship, traineeship or cadetship at the time of approval, adjusted in accordance with changes to the award rates of pay as approved by the Industrial Relations Commission.

#### *Payments*

The first payment will be an advance of six months wages, made after the applicant submits an approved Training Contract and Letter for each recruit to OLG. Payments will then be made in arrears quarterly, on submission of quarterly reporting. The payment schedule is aligned to semester assessment results and financial quarters.

### **15. Change of circumstances**

Organisations are not prevented from reapplying under future rounds of funding in any of the following circumstances.

Funding is linked to the individual new recruit, not the position.

#### *Transfer*

If two eligible organisations agree to transfer a recruit from one to the other, the funding can be transferred to the new organisation if that organisation meets the funding criteria and is approved by OLG. Both organisations must contact OLG regarding approval and agreement arrangements.

#### *Suspension*

Organisations can suspend the program for a period of time. OLG must be notified of this in the next reporting period of the suspension occurring. Payments will continue to be made to the organisation in accordance with the Funding Agreement, for organisation to hold in trust for the recruit's return.

Organisations must continue to report the suspension status in SmartyGrants during the suspension period and return to regular reporting once it recommences. If the recruit does not return, the organisation must return the grant funding held in trust to OLG for reallocation within 30 days.

#### *Extension to achieve satisfactory completion*

Funding is for the nominal training term for the duration of the Program listed in the Training Contract. Circumstances that require additional wages beyond the duration, such as repeating a term of training, will be the responsibility of the organisation.

#### *Discontinuation*

Should the recruit discontinue their training or not complete all the units of competency as identified on their Training Plan, the funding will cease. Organisations will be reimbursed for wages up until the point where council is no longer required to pay the individual a wage.

# Monitoring and reporting

## 16. Monitoring and Reporting requirements

Reporting to OLG will be undertaken via SmartyGrants and will involve administrative reporting throughout the funding term. Any changes to the funded circumstances must be reported at least 10 business days prior to the next payment.

### *End of quarter*

Organisations will need to provide the following:

- confirmation the recruit has undertaken the required training for that term
- confirmation of the continued employment of the recruit as per the Agreement
- confirmation that the supervisory role was undertaken as required under the Training Plan.

### *End of year*

In addition to end of quarter reporting, the organisation will need to:

- confirm end of year completion of training (Statement of attainment or similar)
- provide written confirmation from the relevant Director or General Manager that the assigned supervisor met their obligations throughout the year
- advise who is responsible for supervision in the upcoming year
- report the organisations FTE workforce at 30 June 2024 and the cumulative number of recruits employed under the Program each year up to 30 June 2030.

### *Reporting to the community*

To report back to their communities, councils should report within their Delivery Program progress reporting, and other organisations

should report within their annual reporting, information on:

- the amount of funding received under the program
- the number apprentices, trainees and cadets employed in that year and their roles

### *Acquittal*

Each organisation must acquit all funding received via SmartyGrants. A summary statement of expenditure for the entirety of the program funding, evidence of completion and data and feedback to assess the success of the program will be required.

### *Auditing*

OLG will undertake periodic auditing of the Program and the use of funds by councils to ensure appropriate probity principles have been met.

# Appendix

## A. Inclusion, diversity and social outcomes resources

- Programs to help recruit new apprentices or trainees, including school-based apprenticeships and traineeships, support for Aboriginal staff and business, and opportunities employing people with disabilities - [www.nsw.gov.au/education-and-training/apprentices-and-trainees/employers](http://www.nsw.gov.au/education-and-training/apprentices-and-trainees/employers)
- Closing the Gap - [www.closingthegap.gov.au](http://www.closingthegap.gov.au)
- NSW Women's Strategy - [www.nsw.gov.au/women-nsw/nsw-womens-strategy](http://www.nsw.gov.au/women-nsw/nsw-womens-strategy)
- Women in Trades - [www.apprenticeshipsupport.com.au/Employers/Women-in-male-dominated-trades](http://www.apprenticeshipsupport.com.au/Employers/Women-in-male-dominated-trades)

## B. Apprenticeships and traineeships available and training providers

- Registering an apprentice - Support, advice and information, especially for less experienced councils to consider when employing an apprentice or trainee.
- <https://www.nsw.gov.au/education-and-training/apprentices-and-trainees/employers>
- Training Services Apprenticeship and Traineeship search: [www.online.training.nsw.gov.au/vtu/vto/vtoEnquiry.do?command=goToVTOSearch#nat](http://www.online.training.nsw.gov.au/vtu/vto/vtoEnquiry.do?command=goToVTOSearch#nat)
- Skills NSW provides access to course and training information: [www.skills.education.nsw.gov.au](http://www.skills.education.nsw.gov.au)
- School Based Apprenticeships and Traineeships: <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/stage-6-learning-areas/vet/school-based-apprenticeships-and-traineeships>

## C. Other Government funding

Organisations are encouraged to identify Government training subsidies, particularly for critical occupational skills shortages

Organisations can apply for funding under the Program for recruits who have been successful in a personal application for funding under another NSW or Federal Government program (see [Training Services](#) for information).

Apprentices or new entrant trainees who have to travel more than 120kms (round trip) to attend day or block release training, may be able to apply for financial assistance from the [Vocational Training Assistance Scheme](#) (VTAS).

## D. What are apprenticeships, traineeships and cadetships

### *Apprenticeships and traineeships*

Apprenticeships and traineeships are regulated by government and established under a Training Contract. Training Services regulates apprenticeships and traineeships in NSW. It also provides support and services to apprentices/trainees and employers.

Apprenticeships and traineeships combine on-the-job practical training with an employer, and formal training with a training provider.

People learn new skills while working, leading to a nationally recognised qualification for work in a specific job role and industry.

Apprenticeships last around 3 to 4 years and traineeships around 1-3 years. They can be part-time, full-time, or school-based.

Find further information at <http://www.nsw.gov.au/education-and-training/apprentices-and-trainees>



## Cadetship

Similar to an apprentice or trainee, a cadet will work with an employer in a relevant field while completing their studies. The main difference is that cadetships are for those studying at a higher education level.

Cadets must be in their second-to-last-year or last year of study to be eligible for a cadetship.

There is no legislative framework for cadetships. Organisations will need to prepare their own Training Plan.

## E. Questions and complaints

Contact the Fresh Start Program team at [freshstart@olg.nsw.gov.au](mailto:freshstart@olg.nsw.gov.au)

## F. Access to information

The GIPA Act provides for the proactive release of government information by agencies and gives members of the public an enforceable right to access government information held by an agency (which includes Ministerial offices). Access to government information is only to be restricted if there is an overriding public interest against disclosure.

The NSW Legislative Council has the power to order the production of State papers by the Executive Government. Standing Order 52 provides that the House may order documents to be tabled by the Government in the House. The Cabinet Office coordinates the preparation of the papers – that is, the return to order. The return to order may contain privileged and public documents. Privileged documents are available only to members of the Legislative Council.

Note that documents submitted as part of a grant application may be subject to an application under the GIPA Act or an order for papers under Standing Order 52.

Provide any relevant contact details or other sources of information for individuals seeking information from the relevant

agency about the GIPA Act and/or Standing Order 52.

## G. Employment of Aboriginal peoples in NSW

The purpose of this guide is to assist organisations in this program to contribute to the targets related to employment and education outlined in the National Agreement on Closing the Gap.

### 1. Objectives

- **Empowerment:** Foster self-determination and empowerment for Aboriginal peoples.
- **Skill Development:** Provide comprehensive vocational training and essential skills development.
- **Cultural Integration:** Respect and incorporate Aboriginal cultural practices and values.
- **Economic participation:** Enabling and creating careers opportunities for Aboriginal peoples.
- **Representation parity:** At each location, achieve at least population parity of participants identifying as Aboriginal and/or Torres Strait Islander.

### 2. Identifying as Aboriginal and or Torres Strait Islander

- **Aboriginal Identity:** Must identify as Aboriginal and/or Torres Strait Islander and provide relevant documentation;
  - Be of Aboriginal and/or Torres Strait Islander descent
  - Identify as an Aboriginal and/or Torres Strait Islander person
  - Be accepted as such by the community in which you live or have lived
- **Age Requirement:** From 16 years old.
- **Educational Background:** Minimum educational requirements (e.g., completion of Year 10).

### 3. Recruitment phases

- **Attraction approach:** Engage with local Aboriginal entities and businesses to promote this program, including the career based opportunities beyond this program. Promote within local schools, education institutions and other stakeholders as relevant.
- **Information sessions:** Hold specific information sessions to inform of this program, including detailed information on the expectations, on-the-job and classroom learning, support during the program and career based opportunities beyond the program.

#### 4. Program Structure

- **Duration:** Typically, 1-4 years, depending on the qualification.
- **Training Components:** Combination of on-the-job training and classroom instruction.
- **Mentorship:** Access to dedicated mentors and peer support networks. Including cultural support.

#### 5. Cultural Competency

- **Cultural Training:** Enable Aboriginal cultural education training for all NSW local councils, county councils, Joint Organisations and council-controlled entities staff and participants.
- **Cultural Leave:** Allow for special leave and participation in cultural or community events.

#### 6. Support Services

- **Holistic Support:** Offer support services including literacy and numeracy training, cultural based mentoring, health and wellbeing support, and career counselling.

- **Financial assistance:** Aboriginal apprentices and trainees have access to Abstudy and Away from Home training funding through Centrelink to support additional learning or connection.
- **Employee Assistance Program:** As available for all participants, support and managed by the relevant NSW local councils, county councils, Joint Organisations and council-controlled entities.
- **Training support:** Aboriginal participants will receive mandatory referral to Barranggirra - Skilling for Employment Initiative mentorship to ensure successful employment outcomes.

#### 7. Community Involvement

- **Partnerships:** Apply a place-based approach to collaborate with local Aboriginal entities and businesses to promote careers and economic participation opportunities.

#### 8. Evaluation and Accountability

- **Regular Assessments:** Conduct regular assessments to monitor progress and outcomes.
- **Feedback Mechanisms:** Implement feedback mechanisms to ensure continuous improvement.
- **Transparency:** Maintain clear communication and accountability to the Aboriginal community.

#### 9. Outcomes

- **Employment:** Aim for high employment rates post-apprenticeship.
- **Skill Proficiency:** Ensure apprentices achieve proficiency in their chosen trade.

# Schedule 1 – Rates of pay funded by grant

Clause 32C of the LOCAL GOVERNMENT (STATE) AWARD 2023

## **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.
- (iv) If the employment is to be continued beyond the training period upon the successful completion of training, the employee shall proceed to the appropriate band and level in the structure.
- (v) In addition to the vocational training direction, the employer shall provide an apprentice with the conditions of the apprenticeship in writing and these conditions shall include:
  - (a) the term of the apprenticeship;
  - (b) the course of studies to be undertaken by the apprentice;
  - (c) the course of on the job training to be undertaken by the apprentice.

## **D. SCHOOL BASED TRAINEES AND APPRENTICES**

- (i) The object of Part D of this clause is to assist persons who are undertaking a traineeship or apprenticeship under a training contract while also enrolled in the Higher School Certificate. Such school based traineeships/apprenticeships are undertaken at a minimum Certificate II Australian Qualifications Framework (AQF) qualification for traineeship level and a minimum Certificate III Australian Qualifications Framework (AQF) qualification for apprenticeship level as specified in the relevant Vocational Training Order pursuant to the *Apprenticeship and Traineeship Act 2001* (NSW).
- (ii) The hourly rates for school based trainees/apprentices for total hours worked including time deemed to be spent in off-the-job training shall be calculated by dividing the applicable weekly rate for full time apprentices as set out in Band 1/Level 1 by 38 or 35 in accordance with clause 20, Hours of Work.
- (iii) For the purpose of subclause (ii), where a school based trainee/apprentice is a full time school student, the time spent in off-the-job training for which the school based trainee/apprentice is paid is deemed to be 25 per cent of the actual hours worked on-the-job each week. The wages paid for training time may be averaged over the school term or year.
- (iv) School based trainees/apprentices progress through the rates of pay set out in Band 1/Level 1 subject to successful completion of appropriate training modules and satisfactory service.
- (v) Except as provided by this Award, school-based trainees/apprentices are entitled to pro rata entitlements of all other conditions of employment.

**PART B**

**MONETARY RATES – TABLE 1**

**CLAUSE 7 – RATES OF PAY**

| Band/Level                           | (b)<br>Rate Per Week<br>\$      | (c)<br>Rate Per Week<br>\$      |
|--------------------------------------|---------------------------------|---------------------------------|
|                                      | First Pay<br>Period<br>01/07/24 | First Pay<br>Period<br>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                         |