



# Employment Application Pack

Position Title: Trainee - Information and Communication Technology

Vacancy Reference Number: VRN25/26-093

Department: Corporate and Community Services

Location: Biloela

Employment Status: Full Time, Maximum Term

Recruitment Commences: 28 January 2026

Recruitment Closes: 11 February 2026

## TO APPLY

Submit the following documentation via email or in person:

- Application for Employment
- Cover Letter
- Resume
- Copies of any relevant Qualification/Tickets/Licences **are** required to be submitted (please also include details in the application form)

*Your cover letter should outline qualifications, education and licences as well as abilities, skills and knowledge found on page two of the position description. Ensure you provide relevant examples where you have demonstrated your ability to perform the duties and responsibilities required in the position description.*

Email: [enquiries@banana.qld.gov.au](mailto:enquiries@banana.qld.gov.au)

In person: Banana Shire Council Administration Office, 62 Valentine Plains Road, Biloela

## BANANA SHIRE COUNCIL APPLICATION FOR EMPLOYMENT

<b>APPLICANT DETAILS</b>	
<b>POSITION APPLYING FOR:</b> _____	
<b>FAMILY NAME:</b> _____	
<b>TITLE:</b> <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other _____	
<b>MAILING ADDRESS:</b>  _____	
<b>POSTCODE:</b> _____	
<b>MOBILE NO:</b>  <b>TELEPHONE NO:</b>	
<b>EMAIL ADDRESS:</b> _____	
<b>IN ORDER FOR BANANA SHIRE COUNCIL TO MONITOR ITS ADVERTISING, COULD YOU PLEASE INDICATE WHERE YOU SAW THIS POSITION ADVERTISED?</b>	
<input type="checkbox"/> Facebook	
<input type="checkbox"/> SEEK	
<input type="checkbox"/> LinkedIn	
<input type="checkbox"/> Newspapers _____	
<input type="checkbox"/> Posters/Mail outs	
<input type="checkbox"/> The Australian Local Government Job Directory	
<input type="checkbox"/> Banana Shire Council Website	
<input type="checkbox"/> On-line (Please specify website) _____	
<b>ELIGIBILITY TO WORK IN AUSTRALIA</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)	
Are you an Australian/New Zealand citizen or Permanent Resident? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If no, do you have a working visa? (Please specify type). Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>LICENCES</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)	
Class of Licence: <input type="checkbox"/> Car (C) <input type="checkbox"/> LR <input type="checkbox"/> MR <input type="checkbox"/> HR <input type="checkbox"/> HC <input type="checkbox"/> MC <input type="checkbox"/> RE/R	
<input type="checkbox"/> Open <input type="checkbox"/> Provisional <input type="checkbox"/> Learners	
Licence issued in <input type="checkbox"/> Queensland <input type="checkbox"/> Another State/Territory <input type="checkbox"/> Another Nation	
<b>PLANT OPERATOR TICKETS</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)	
Please list the <b>current</b> Plant Operator Tickets you possess ( <b>Please provide details on a separate sheet if necessary</b> ):	
<b>BLUE CARD</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)	
Do you possess a Blue Card issued by the Commissioner for Children and Young People and Child Guardian? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>WHITE CARD</b> (Originals must be presented upon, or prior to, commencement of employment as requested by Council)	
Do you possess a White Card (QLD General Safety Induction [Construction Industry] Certification)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>QUALIFICATIONS</b> (Please provide details on separate sheet if more than one qualification is held)	
Level of Qualification: <input type="checkbox"/> Masters <input type="checkbox"/> Post Graduate <input type="checkbox"/> Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate/Trade <input type="checkbox"/> School	
Course Name: _____ Year qualification obtained: _____	
Educational institution where qualification attained: <input type="checkbox"/> University <input type="checkbox"/> TAFE <input type="checkbox"/> Other Training Centre <input type="checkbox"/> School	
Name of institution: _____ Country (If outside Australia): _____	

## REASONABLE ADJUSTMENTS

Should you be shortlisted, are there any considerations that Council needs to be aware of in order to make reasonable adjustments?  
Yes  No

If yes, please state details:

## WORK RELATED REFEREES

Name: \_\_\_\_\_ Mobile phone No: \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

Name: \_\_\_\_\_ Mobile phone No: \_\_\_\_\_

Organisation: \_\_\_\_\_ Business phone No: \_\_\_\_\_

## EMPLOYMENT HISTORY (Mandatory)

Employer	Length of service	Year service completed	Summary of duties	Business phone no.

I hereby grant Banana Shire Council Human Resource Business Partner permission to contact the payroll department of the above-mentioned Employer to confirm the following:

1. Length of Service
2. Position Title held at time of resignation

## PERMISSION/DECLARATIONS

- To avoid any potential conflict of interest in appointing an independent interview panel, please advise if you have an association with or connection to current members of staff. Note: this information is confidential and will only be used to select an independent interview panel.

Yes  No

If yes, please indicate persons you have an association with: \_\_\_\_\_

- I certify that all answers and statements on this application form and any attachments thereto are true and complete to the best of my knowledge. I understand that, should I provide untruthful or misleading information, this application may be rejected or my employment with Council subsequently terminated.
- I agree to complete the health declaration form and agree to a medical examination with Council's nominated medical practitioner if required.
- I authorise Council to conduct police search checks for any offences that may be recorded against me. I understand that an adverse result may affect my employment or potential employment opportunities with Banana Shire Council.
- I authorise Council to contact my listed referees and the employer's payroll department for employment purposes only.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PRIVACY COLLECTION NOTICE:

**The personal information gathered by Banana Shire Council on this form is for recruiting purposes only and will not be used for any other purpose or given to any other party unless you have consented, or Council is required or authorised by law to do so.**

*Thank you for applying for this position. Council welcomes copies of supporting documentation and your resume, however original documents and presentation folders will not be returned.*



# Trainee - Information & Communication Technology POSITION DESCRIPTION

## POSITION DETAILS

Position Title:	Trainee - Information and Communication Technology		
Classification:	Wage Level A until 2/3 of competencies are obtained or 16 months duration (whichever is earlier), then 75% of Level 3 thereafter	Position Status:	Maximum Term, Full Time (2 Years)
Employment Conditions:	Order - Apprentices' and Trainees' Wages and Conditions (excluding certain Queensland Government Entities) 2003 Local Government Training Wage Award State 2012 Queensland Local Government Industry (Stream A) Award 2017 Banana Shire Council Enterprise Agreement 2024		
Department:	Corporate and Community Services	Location:	Council Office, Biloela
Reports to:	Information and Communication Technology Coordinator	Number of reports:	0

## ABOUT COUNCIL

### Our Vision

“Shire of Opportunity”

To improve the quality of life for our communities through the delivery of efficient, effective and sustainable services and facilities.

### Our Mission

Our Council is committed to promoting and striving for continuous improvement in all that we do, for the benefit and growth of the whole of our Shire.

### Our Values

- Advocacy for our people
- Effective and responsive leadership
- Integrity and mutual respect
- Honesty, equity and consistency in all aspects of Council's operations
- Quality of service to our citizens
- Work constructively together, in the spirit of teamwork
- Sustainable growth and development

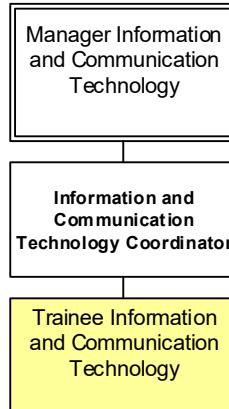
## GENERAL POSITION INFORMATION

Provide technical support to the ICT department and other directorates in accordance with council policies and legislative requirements.

# Trainee - Information & Communication Technology

## POSITION DESCRIPTION

### ORGANISATIONAL REPORTING ARRANGEMENTS



### DUTIES AND RESPONSIBILITIES

- Undertake duties in accordance with the training plan for Certificate III in Information Technology
- Provide assistance with enquiries from internal and external customers promptly and professionally
- Respond to internal customers with information about technology hardware and software
- Action ICT Job Sheets, as required
- Assist with the maintenance and troubleshooting of Council's PCs and telecommunications services
- Provide support for applications on local hardware and remote computers
- Assist in the testing of Information Technology (IT) applications
- Support management in the daily operations of local computer systems and associated equipment
- Support investigation of failures in computer systems and provide relevant and appropriate assistance to network support staff as required
- Assist in the maintenance of Council's website and intranet
- Assist with completion of internal audits and equipment stock takes
- Assist with the management of information technology assets, including purchasing and disposal of PCs in the computer replacement program
- Contribute to the promotion of the image of the Council and the maximisation of good public relations
- Liaise with relevant stakeholders authorities in the performance of duties including providing timely and relevant information
- Undertake routine administrative tasks as required by the Line Manager
- Assist staff to continuously improve work processes and develop new IT practices as required
- Participate in training, exercises and response to disaster management and recovery as required
- Undertake other relevant duties as directed, consistent with skills, competence and training.

### QUALIFICATIONS, EDUCATION AND LICENCE REQUIREMENTS

#### Compulsory

- Willingness to undertake and complete Certificate III in Information Technology
- Queensland C class drivers' licence (minimum requirement – provisional licence)



# Trainee - Information & Communication Technology POSITION DESCRIPTION

## ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

### Compulsory

- Sound level of keyboard and computer skills including working knowledge of the MS office suite of programs
- Developed oral and written communication skills and customer service skills
- Ability to work effectively within a team environment, adhere to work priorities and deadlines
- Sound understanding of a commitment to EEO and WHS practices and principles

## CORPORATE OBLIGATIONS

The Employee agrees to comply with the following:

- Workplace Health and Safety policies and procedures
- Council's customer service standards
- Council's Code of Conduct and all corporate policies and procedures

## SPECIFIC CONDITIONS/REQUIREMENTS

- The employee acknowledges that this role requires them to hold and maintain a class 'C' manual drivers licence and that the loss of licence may jeopardise employment with Council
- The employee acknowledges that failure to appropriately progress towards completion of Certificate III in Information Technology may jeopardise their employment with Council

## ACKNOWLEDGEMENT

This position description outlines the responsibility level of the role and the general nature of work to be performed in this role. Your Supervisor will facilitate training and provide guidance on the specific requirements of the role. By signing this document you understand this and commit to the corporate obligations and specific conditions/requirements of the role as listed above and understand that failure to comply may jeopardise your employment with Council.

Name:

Signature:

Date: