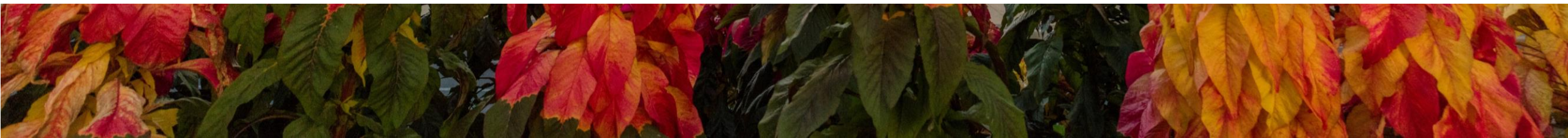




Chief Executive Officer Toowoomba Regional Council

Success Profile | February 2025



Introduction

Thank you for your interest in the **Chief Executive Officer** selection process.

OnTalent is thrilled to be leading the process of this appointment on behalf of **Toowoomba Regional Council**. This briefing pack provides you with information regarding the organisation, the role and requirements.

Once you have reviewed this material, and if you haven't already, please visit <https://www.ontalent.com.au/trcceo/> for details on how to apply.

I look forward to working with you through this process and invite you to contact me directly at anytime on 07 3305 5800.

Natasha Olsson-Seeto

Natasha Olsson-Seeto
Chief Executive
OnTalent

Job Advertisement

Lead Toowoomba's Future – Be Our Next Chief Executive Officer

Are you an exceptional leader with a business mind and a community heart?

Toowoomba Regional Council (TRC) invites an exceptional leader to guide one of Queensland's largest regional Councils through a period of growth, innovation, and prosperity. If you are a strategic, people-focused leader with a passion for driving sustainable financial performance, building a thriving economy, and fostering a high-performing organisational culture, we want to hear from you.

We have an exceptional Interim Chief Executive in place who is looking forward to handing over to our next Chief Executive Officer.

Nestled on the Great Dividing Range, the Toowoomba Region offers a vibrant lifestyle, a rich agricultural heritage, and exciting opportunities for growth. The Council serves a diverse population of approximately 178,500 people, supported by a dedicated team of 1,600 staff. With major infrastructure projects underway and a focus on sustainable development, the region is primed for continued success.

As CEO, you will lead TRC in delivering on its 2024–2029 Corporate Plan, driving outcomes across four key pillars:

People: Building an inclusive, engaged community with a strong sense of belonging.

Place: Investing in sustainable infrastructure and preserving our natural assets.

Prosperity: Growing a diverse, resilient economy and supporting local businesses.

Performance: Promoting financial sustainability and organisational excellence.

As CEO you will:

Shape Strategy: Lead the development and execution of long-range financial and strategic plans to ensure the Council's fiscal sustainability.

Drive Economic Growth: Champion local business development, maximise opportunities from projects such as the Inland Rail and 2032 Olympic Games, and position the region as a hub for investment and logistics.

Foster a Strong Culture: Build a high-performing, customer-focused organisation grounded in values of honesty, accountability, and teamwork.

Lead by Example: Provide decisive, ethical leadership, engaging with stakeholders and the community to drive the Council's vision and goals.

Enhance Governance: Ensure robust financial management, risk oversight, and transparent reporting in line with legislative obligations. You will build a strong and productive relationship with the Mayor and Councillors – working together for the benefit of the region.

As CEO, you will empower, inspire and value the workforce, cultivating a high-performance, values-driven culture that prioritises customer service, safety, and collaboration. You will secure the region's future by implementing sustainable financial practices and ensuring effective resource management that supports both current needs and intergenerational equity. Your leadership will drive transparent decision-making, engaging with the community to ensure their voices help shape Council's priorities and outcomes. Through decisive action and clear communication, you will champion the Council's strategic vision, aligning long-term objectives with measurable results.

Our ideal candidate is a proven executive leader with a track record of success in senior roles, ideally as a CEO or senior executive in a large, complex organisation. Your extensive experience in financial management, organisational transformation, and economic development equips you to drive outcomes aligned with Council's vision. With strong strategic acumen, you have a history of turning long-term plans into measurable achievements. Your outstanding interpersonal and communication skills enable you to engage effectively with diverse stakeholders, building productive relationships across all levels of government, business, and the community. You hold tertiary qualifications in business, management, or a related field, with postgraduate qualifications preferred. Above all, you are a leader of integrity who embodies Council's values and inspires excellence through collaboration, innovation, and service improvement.

Why lead Toowoomba Regional Council?

Shape a Growing Region: Contribute to major projects that will define the region's future.

Lead with Impact: Build a customer-focused organisation that values innovation and service excellence.

Make a Difference: Play a pivotal role in enhancing the community's liveability and prosperity.

Apply Now – Be the Leader Toowoomba Deserves

Are you ready to drive long-range financial sustainability, foster economic growth, and build a strong, values-led organisation?

For more information and to apply visit: www.ontalent.com.au/trcceo/

Enquiries can be made by phoning Natasha Olsson-Seeto or Jevon Seah on 07 3305 5800 or emailing trc@ontalent.com.au

About Us

Nestled on the summit of the Great Dividing Range, our Region continues to provide residents with an unparalleled lifestyle. With a population of approximately 178,500, our Region is proudly home to Queensland's second largest regional Council.

Steeped in rich historical roots, our Region preserves its past and flourishes in the present. Given our strategic location, the Region is a significant road, rail, and air freight hub.



Our Region

Toowoomba Regional Council covers an area of 12,973 Square Kilometers (km²) and includes the main urban centre of Toowoomba, the regional centres of Oakey, Pittsworth, Millmerran, Highfields, Crows Nest, Clifton, Greenmount, Goombungee and Yarraman, along with numerous smaller townships.

Our Region is located in South East Queensland approximately 125km west of Brisbane and is the gateway to the Darling Downs. Traditional Owners include the Western Wakka Wakka, Giabal and Jarowair peoples.

Toowoomba has built on its garden image to become Australia's largest inland regional city.



Our Vision, Mission and Values

Vision

A vibrant Toowoomba Region: built on Rich Traditions, thriving with Bold Ambitions.

Mission

Delivering sustainable, quality services with a community focus, where our people enjoy their work, are empowered to undertake their roles, and are valued for their contributions.

Values

Honesty:	We are open, honest and fair
Accountability:	We are responsible for our actions and behaviour
Respect:	We respect the dignity, beliefs and abilities of everyone
Teamwork:	We work collaboratively
Safety & wellbeing:	We prioritise health, safety and wellbeing

Council Goals



PEOPLE

Council promotes a vibrant, safe, healthy, and engaged Region, creating opportunities for people to connect and belong. We are proud of our unique and diverse communities.



PLACE

Council plans, builds, and maintains the infrastructure needed to sustainably support lifestyle and growth. We value our environments, our natural assets, and our rich agricultural land. Council promotes sustainable and innovative place management practices.



PROSPERITY

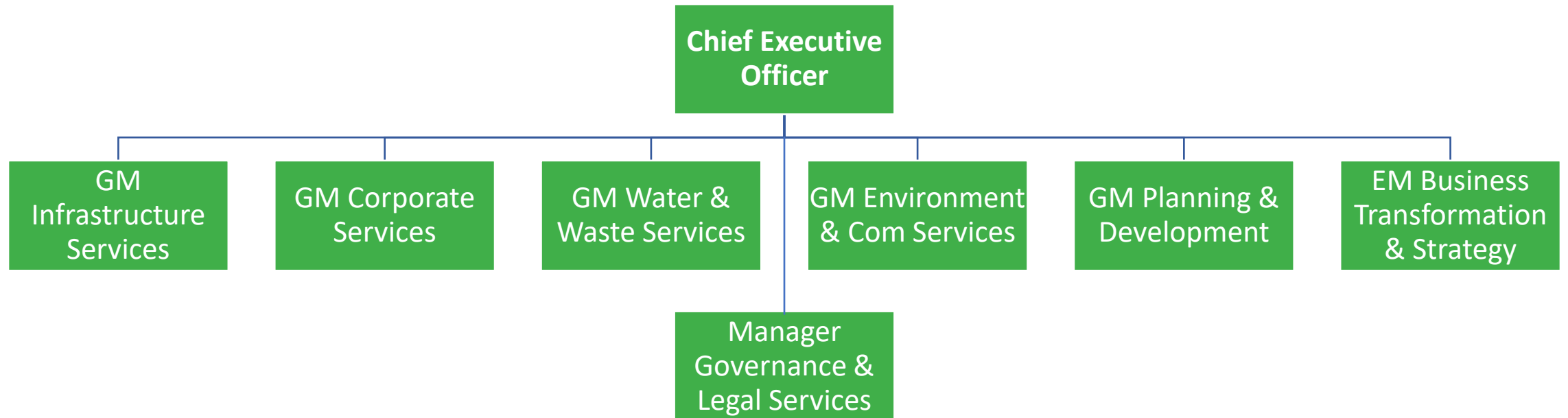
Our Region has a strong and diverse economy. Thriving businesses and industries attract and retain employment opportunities.



PERFORMANCE

Our Council delivers sustainable, quality services with a community focus, where our people enjoy their work, are empowered to undertake their roles, and are valued for their contributions.

Organisational Chart



Mayor and Councillors



Cr Geoff McDonald – Mayor

Born and raised in Toowoomba, Geoff is a fifth generation business owner along with his wife Lisa and parents John (Cracker) and Joan McDonald. Their company, Cracker Print and Paper, has a trading history dating back to 1901. Geoff's dedication to his pre-press trade was recognised as Queensland Printing and Graphic Arts Apprentice of the Year in 1992. Geoff is a person with strong commitment, enthusiasm and energy to continually improve the lifestyle, economy and global standing of the Toowoomba Region. Geoff was appointed as Deputy Mayor of Toowoomba Regional Council on 23 April 2020. Geoff was appointed Mayor of Toowoomba Regional Council on 21 July 2023.



Cr Rebecca Vonhoff

Rebecca was born in Toowoomba and is a fifth-generation Vonhoff on the Darling Downs. Her family were dairy farmers near Crows Nest and they still own the farm, although today the dairy herd has been replaced by a small number of beef cattle. Rebecca attended Chiselhurst Kindergarten and Fairholme College and then went on to study at the University of Queensland, the University of Southern Queensland and Freie Universität, Berlin. She worked for 16 years in news media across local, state, national and international publications. She also worked for Russell Mineral Equipment in Toowoomba. In March 2020 Rebecca was elected with the highest number of votes in the local government election to Toowoomba Regional Council. She repeated this in March 2024, again topping the poll in the election. In 2023 she became Deputy Mayor.



Cr James O'Shea

James O'Shea is born and bred in Toowoomba. His father Pat was also a born and bred local while his mother Cecile is from the Philippines and moved to the Garden City in 1981. James has two younger sisters Kate and Karen who both also live and work in Toowoomba. James is married to a Toowoomba girl Erin Kehoe-O'Shea. He spent 13 years working at WIN Television Toowoomba, 5 of those as chief of staff. James also has a media background working on radio and in newspapers. This is James' third term on Council, being first elected in 2016.

Mayor and Councillors



Cr Melissa Taylor

Councillor Melissa Taylor was born Toowoomba, where she underwent her formative education before completing a Bachelor of Business, double major in Economics and Politics at University of Southern Queensland. Melissa then embarked on a 14-year tenure in retail management, before joining Taylor's Removals, her family's enterprise, where she ascended to the role of Managing Director, marking a historic milestone as the first female to hold this esteemed position in four generations. She has lent her expertise to various local, state and national boards, including The Empire Theatres and Toowoomba Clubhouse (now Momentum Health), exemplifying her dedication to the cultural and social fabric of her locale. Her recent appointment to the Toowoomba Regional Council Local Government Disaster Management Group underscores her proactive approach to ensuring the safety and well-being of the constituents of our Region.



Cr Kerry Shine

Kerry Shine was born in Toowoomba, the fifth child of Haden State School Teacher Dan and wife Irene Shine. Kerry has three children and three young grandchildren. He obtained his Law degree at the University of Queensland and is keenly involved in sport, principally cricket and rugby. Kerry served 4 terms (2001-2012) as MP for Toowoomba North in the Queensland State Parliament and served as Attorney-General (2006-2009). Kerry played a most important role whilst in Cabinet (especially as Water Minister) in the decision to fund the Wivenhoe pipeline. The existence of this resource assures Toowoomba's water security for decades. Kerry believes that provision of responsible budgeting is essential in enabling Council to meet its responsibility with respect to 'Roads, Rates and Rubbish' and of course in our case, Water.



Cr Gary Gardner

Gary Gardner's journey from a carpenter in Brookstead to leading the FKG Group for over five decades is a testament to his entrepreneurial spirit and dedication. His roots in the region have instilled in him a deep connection to the community and a commitment to its growth and prosperity. Gary brings his wealth of experience and unwavering determination to the Toowoomba Regional Council, where he serves as a first-time Councillor. With his proven track record of leadership and business acumen, Gary is poised to make a significant impact to the growth and development of the region he calls home.

Mayor and Councillors



Cr Tim McMahon

Tim was a high school teacher for 12 years prior to becoming a Councillor for the first time in 2020. He studied at Queensland University of Technology and taught in Mackay before Toowoomba, majoring in the disciplines of Legal Studies, History, Society and Environment. He has travelled to and lived in some of the best examples of large cities on earth and believes that we can grow sustainably without compromising our way of life and green pursuits. Still excited by the possibilities that our Region has to offer in agriculture, infrastructure, technology and living, Tim is currently involved in the Finance, Planning, Community and Environment portfolios in Council.



Cr Carol Taylor

Cr Carol Taylor was re-elected to Toowoomba Regional Council for her fifth term in 2024. Cr Taylor continues as Chair of the Eastern Downs Regional Road Group, a position she has held since 2004. Cr Taylor has been a Councillor since 2000, serving as Mayor of the former Cambooya Shire Council from 2004-2008. Cr Taylor has a daughter and son and three grandchildren.



Cr Bill Cahill

Cr Bill Cahill has a successful technical and corporate management background. He is in his fourth term as a Councillor with the Toowoomba Regional Council following a 4-year term as a Councillor with the former Crows Nest Shire Council - representing Highfields. Bill's boardroom passion is based on a commitment to continuous improvement, ethical decision making and to pursuing the best possible outcomes for people, the community, growth and the future of the TRC region.

Mayor and Councillors



Cr Edwina Farquhar

Cr Edwina Farquhar has a Bachelor of Business Management (Marketing) from the University of Queensland and over 25 years of experience in marketing, communications, brand, and project management. She has worked for not-for-profits, publicly listed companies, and large multinationals in Australia and abroad. Edwina has strong connections to the agricultural sector, having grown up on a farm outside Goondiwindi and moved to Toowoomba when she was ten. Edwina's goal is to see the people of our region thrive in business, education, sport, culture, and quality of life.



Cr Trevor Manteufel

Cr Trevor joins Council for his first term in local government. He was attracted to local government to progress and help our Region. His interest in local government issues, alongside encouragement from colleagues and peers was the prompt for him to run for local government. Throughout the next four years Cr Trevor wants to focus on water security within our Region and providing more recognition for the towns and rural areas throughout the Toowoomba Region. A lover of art and culture in his downtime, Cr Trevor enjoys collecting pottery and cork carving as well as gardening. Cr Trevor loves the diversity that is on display throughout our Region. From the multitude of different agriculture and farmland to the range of cultures as well as the fantastic array of artist to be found.

Key Role Information

Title	Chief Executive Officer
Group	Office of the Chief Executive Officer
Classification	Contract – Three (3) Years
The Position	<p>The primary functions of the Chief Executive Officer (CEO) are to enhance and oversee a strong, Council-wide, strategic financial planning discipline that ensures a sustainable future for the Toowoomba Regional Council (TRC) area and has the flexibility to respond to a diverse and fast-evolving community.</p> <p>The successful candidate will have the ability to mix consultation with decision. They will ideally be a leader who sets the mode for required behaviours and fosters an environment of success based on contemporary customer service principles. The CEO will be a corporate exemplar and will take full responsibility for the demonstration of a high-performing organisational culture.</p>

Key Role Information

Key Accountabilities

The role of the CEO includes the following:

- Supporting the Council (elected members) to fulfil its governance obligations under prevailing legislation and other prescribed requirements.
- Creating, communicating, and implementing the organisation's vision, mission, and overall direction.
- Provide high-level risk based strategic, regulatory and financial management leadership and in conjunction with the Council develop the organisation's strategic direction and accompanying policy framework.
- Building the human capital of the organisation through a strong commitment to a safety culture, organisational development and human resource leadership.
- Ensure that appropriate systems and processes are in place for sustainable financial planning, controls and management. This includes appropriate reporting, monitoring and accountability mechanisms for agreed and approved financial management outcomes.
- Actively promote the engagement of community and other key stakeholder groups to ensure future organisation direction and needs are clearly defined and met providing excellence in customer service.
- Representing the organisation for civic and professional association responsibilities and activities in the local community, the state, national and international levels (other executive leaders bear responsibility for these ventures as interested or assigned as well).

Abilities, Skills and Knowledge

- Proven experience in providing strong, decisive and transformational leadership that inspires others to share ownership and contribute to Council's vision and goals.
- Effectiveness in engaging the community and stakeholders to ensure future direction and needs are clearly defined and met providing excellence in customer service.
- Competent and effective management of human, financial, physical and other resources to achieve business objectives and to meet the needs of the community.
- The ability to build a positive workforce environment and culture with a focus on performance and workforce capability.
- Consistency in modelling the highest standards of personal and professional behaviours in accordance with Council's expectations.

Key Role Information

Position Requirements

- Current and relevant tertiary qualifications. i.e. business or management ideally with post graduate qualifications.
- A strong ethical approach to leadership that engenders trust and respect in the workplace coaches and empowers staff with a focus on accountability, initiative and service improvement.
- Demonstration of personal credibility and presence and capacity to engage effectively with peers in government and corporate sectors.
- Demonstrated managerial skills in a large organisation, preferably at the CEO or senior level.
- Expectation of the continuation of a suitable professional development program as the Chief Executive Officer of the organisation.
- 'C' class drivers license.
- Understand the underlying complexities of managing a significant and complex organisation.
- Participate in Council's training and development programs.
- Agree to be an exemplar of Council's policies and Code of Conduct.
- Exemplify Council's customer service charter and its primary themes of care, consistency, continuous improvement, communication and customer focus.
- Agree to undertake a medical assessment by Council's medical practitioner if required and to be medically fit and physically capable of meeting the requirements of the position.
- Agree to Council conducting a Criminal History Check.

Performance Objectives

As part of the employment contract an Annual Professional Performance Review (APPR) will be negotiated between the Mayor and CEO specifying critical performance areas, key performance indicators and targets which the CEO will be required to achieve. These targets will be directly linked to the position responsibilities, and operational targets drawn from the Council's strategic documentation.

The development of these targets will be negotiated between the Mayor and the CEO.

Key Role Information

Performance Objectives Continued

The initial performance agreement will be signed off ideally within three [3] months of commencement and will include the following position and business accountabilities:

1. **Leadership** – Lead, build and develop the leadership team and staff to create a dynamic, customer and service focused organisation.
2. **Relationships** – Develop and support productive relationships with elected members, customers, suppliers, other key stakeholders including the community.
3. **Governance** – Establish and maintain good governance to support Council's decision making and ensure all legislative obligations are complied with.
4. **Strategic Planning** – Lead a strategic planning agenda that drives a strong community and service delivery focus at the same time balancing intergenerational equity with current needs and capacity.
5. **Resource Management** – Lead the planning and management of the financial and physical (natural and built) resources of Council to ensure sustainable performance and service delivery.
6. **Communications** – Represent Council's interests across all relevant stakeholder sectors.

Get in Contact



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