

APPLICANT PACK

# Chief Executive Officer

Tablelands Regional Council



RECRUITING FOR:



**CONTACT**

**Mark Ogston**  
Chief Executive  
Leading Roles

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# Message from the Mayor



Dear Applicant

Thank you for your interest in the role of Chief Executive Officer with Tablelands Regional Council (TRC). This is a pivotal time for our Council, and we are seeking a visionary and community-focused leader to guide us through an ambitious period of growth and transformation.

As CEO, you will play an essential role in shaping our region's future by leading key infrastructure projects, driving positive cultural change within the organisation and enhancing our commitment to outstanding community service. We are looking for a leader who brings not only robust financial acumen and strategic expertise but also a genuine passion for community engagement. Your work will be instrumental in fostering a responsive, accessible and proactive Council that our residents are proud to call their own.

Tablelands is a diverse and vibrant region with strong potential, and this role offers a unique opportunity to make a lasting impact. We look forward to welcoming a CEO who shares our vision and commitment to creating a prosperous, connected and sustainable future for the Tablelands.

Warm regards,

Cr Rod Marti  
Mayor of Tablelands Regional Council

[Click to view a video message from the Mayor](#)



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We respectfully acknowledge the Traditional Custodians of the land and waters, on which we work, live and play. We pay respects to the broader First Nations community and to Elders, past, present and emerging and acknowledge their continuing culture and contribution to the life of the region.





# The Role

The Tablelands Regional Council (TRC) is seeking an innovative and forward-thinking Chief Executive Officer (CEO) to lead the Council into a new era of strategic growth, community connection and operational excellence. This role offers a transformative leadership opportunity to an experienced executive who is ready to drive cultural reform, champion community-focused initiatives, and oversee significant infrastructure projects that will shape the future of the region.

At a more organic level, the leadership role is set against a highly valued natural environment of significant bio-diversity where managing competing commercial interests against more recreational or nature-based interests is a daily task.



# Key Responsibilities & Strategic Focus

## **Leadership and Organisational Culture:**

The CEO will play a critical role in fostering a culture of accountability, responsiveness, and pride within TRC. The Council seeks a leader who can implement much-needed cultural reforms, with a focus on customer service and internal processes that directly impact community satisfaction. The CEO will support TRC's vision of becoming a preferred employer, encouraging staff to take pride in their work, develop professionally, and foster a collaborative environment where TRC's values resonate throughout all levels of the organisation.

## **Financial Management and Infrastructure Delivery:**

Strong financial stewardship is essential for this role, as the CEO will manage both operational and capital budgets to ensure the Council's sustainability. TRC has several major infrastructure projects on the horizon, including the Priors Creek Precinct, Atherton Forest Mountain Bike Park, Millaa Millaa Falls Precinct Improvement Plan, and significant water and wastewater upgrades. The CEO will oversee these projects, ensuring they are delivered on time, within budget, and aligned with TRC's strategic objectives. Additionally, the CEO will guide the Council in addressing financial impacts related to essential infrastructure investments, particularly in water and sewerage treatment.

## **Customer Service and Community Engagement:**

Improving customer service is a top priority, and the CEO will be expected to address internal system challenges that affect community interactions. The Council has implemented a monthly community engagement program led by the Mayor, Deputy Mayor, and CEO, where community visits and direct engagement provide insight into residents' needs. The CEO will be an active participant in these interactions, ensuring TRC remains accessible, transparent, and responsive to its constituents. The ideal candidate will be a highly visible presence within the community, fostering relationships with key stakeholders, including local businesses, industry groups, and government agencies.





# Key Responsibilities & Strategic Focus continued

## **Governance and Regulatory Expertise:**

A comprehensive understanding of Queensland's Local Government Act and its regulations is essential, as the CEO will provide strategic guidance to the Mayor, Councillors, and the Council as a whole. This includes ensuring compliance with all regulatory requirements, advising on best practices for governance, and managing risk effectively. The CEO will also work closely with senior state and federal officials to advocate for the region, pursuing opportunities to secure funding and support for TRC's initiatives.

## **Advocacy and Stakeholder Management:**

The Council has made significant strides in its advocacy efforts, and the CEO will be instrumental in advancing these efforts. This includes establishing strong relationships with government officials and industry leaders, while also collaborating with the Council's economic development team to identify and pursue opportunities for regional growth. The CEO will help develop and implement an advocacy blueprint for the Council, ensuring that key projects and initiatives receive the attention and support needed for successful implementation.



# Key Competencies & Attributes

## **Visionary Leadership:**

The CEO must be an inspiring leader who can transform TRC's vision into actionable goals, cultivating a culture of innovation, accountability, and high performance.

## **Financial Acumen:**

The role requires strong financial management skills, with experience managing complex budgets and ensuring long-term financial sustainability.

## **Cultural Change Agent:**

The CEO will drive cultural change, instilling pride and professionalism within TRC, and building an organisation that is attractive to top talent.

## **Community Focus:**

A strong community focus is essential. The CEO will need to be highly engaged with the public, participating in local events and fostering relationships with key stakeholders.

## **Advocacy Skills:**

The CEO must be a skilled advocate, capable of building relationships with government and industry stakeholders to secure resources and advance TRC's strategic initiatives.

## **Qualifications:**

- Tertiary qualifications in business, finance, engineering, public administration, or a related field.
- Significant executive leadership experience, ideally within local government or the public sector.
- Proven track record in financial management, community development, and strategic advocacy.

## **Summary:**

This is a pivotal moment for the Tablelands Regional Council, and the new CEO will be at the forefront of advancing the region's growth and success. With an emphasis on community connection, operational improvement, and strategic planning, TRC is poised to achieve significant milestones. We invite applications from experienced leaders who are ready to make a lasting impact and drive meaningful change for the region.

If you are a passionate, community-focused executive with a vision for local government leadership, we encourage you to apply for this opportunity.





# Selection Criteria

- **Strategic Leadership and Vision:** Proven experience in leading an executive team and aligning organisational goals with Council's values and strategic objectives
- **Financial Acumen and Resource Management:** Expertise in managing complex budgets, financial forecasting, and resource allocation within local government.
- **Community Engagement and Advocacy:** Proven ability to engage and advocate effectively with diverse stakeholders at local, state, and federal levels.
- **Operational and Infrastructure Project Oversight:** Demonstrated experience overseeing large-scale infrastructure projects within local government or similar settings.
- **Governance and Regulatory Compliance:** Strong knowledge of Queensland's Local Government Act and relevant regulations, with a record of maintaining compliance and managing risk.
- **Cultural Leadership and Change Management:** Success in driving organisational culture transformation, promoting a customer-first approach, and fostering a high-performance workplace.

*Note: You must be an Australian Citizen or hold the appropriate visa to work in Australia to apply for this role. Leading Roles will undertake checks to confirm your right to work in Australia at the offer stage.*





# Council Employee Benefits

Joining Tablelands Regional Council will see you welcomed into a supportive and thriving environment within an experienced and dedicated team. You will be part of a community that values integrity, teamwork, creativity and customer service. In return for your hard work and dedication, the successful candidate will be rewarded with an attractive TRP negotiable based on your qualifications and experience.

Benefits of the role include:

- Salary: \$310 k - \$330 k including superannuation and vehicle.
- Extra provision for relocation, rental assistance for up to 6 months.
- 5 weeks annual leave.
- Flexible working conditions.
- Wellness programs including programs to foster fitness and wellbeing.
- Employee Assistance Program
- Training and Development opportunities.

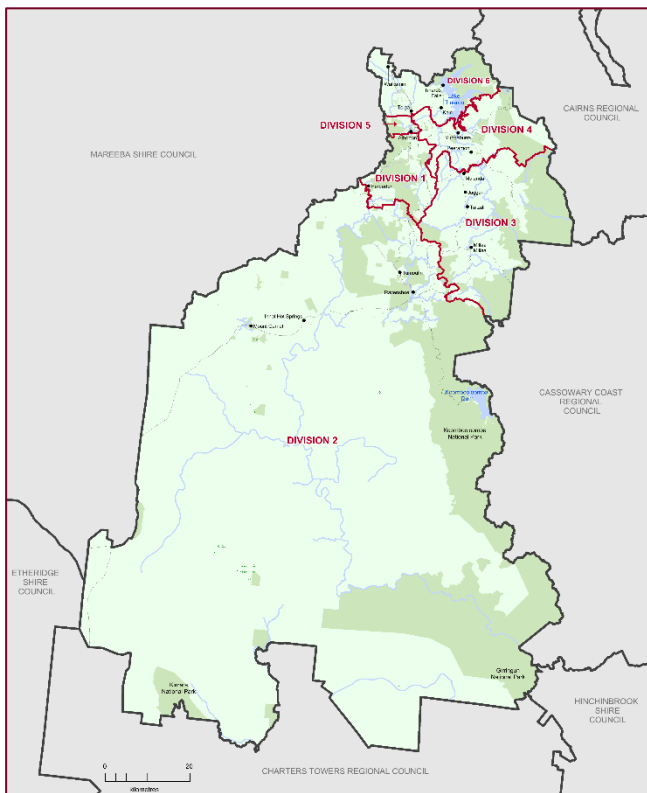




# About Council

**The Tablelands region known as North Queensland’s “food bowl,” the Tablelands combines lush rainforests, volcanic lakes, and a rich mining heritage, with towns like Herberton preserving its historical charm.**

The Tablelands Regional Council (TRC) governs an area of 11,419 km<sup>2</sup> in Far North Queensland, about 1,800 km north of Brisbane and 100 km west of Cairns. This scenic region, known for its national parks, state forests and rural-residential communities, is home to approximately 28,000 residents. The economy is diverse, with key sectors including agriculture, healthcare, construction, education, tourism and retail.



TRC serves a variety of communities, with Atherton as its primary regional center. Other key townships include Herberton and Malanda, with additional villages and communities at Mt Garnet, Kairi, Walkamin, Millaa Millaa, Ravenshoe, Tinaroo, Tolga, and Yungaburra. Each of these areas contributes to the region's unique cultural and economic landscape, from heritage sites and eco-tourism to vibrant local markets and agricultural hubs.

The Council includes the Mayor and six Councillors who work collaboratively to support community needs. TRC operates from 30 service locations, including libraries, customer service centers, and waste facilities, and employs around 300 staff members across the region.

As of the 2022-23 fiscal year, the Council’s assets total \$792.558 million, with liabilities of \$31.536 million. TRC remains committed to sustainable development and regional planning, ensuring that residents enjoy a high quality of life in harmony with the region’s natural environment.

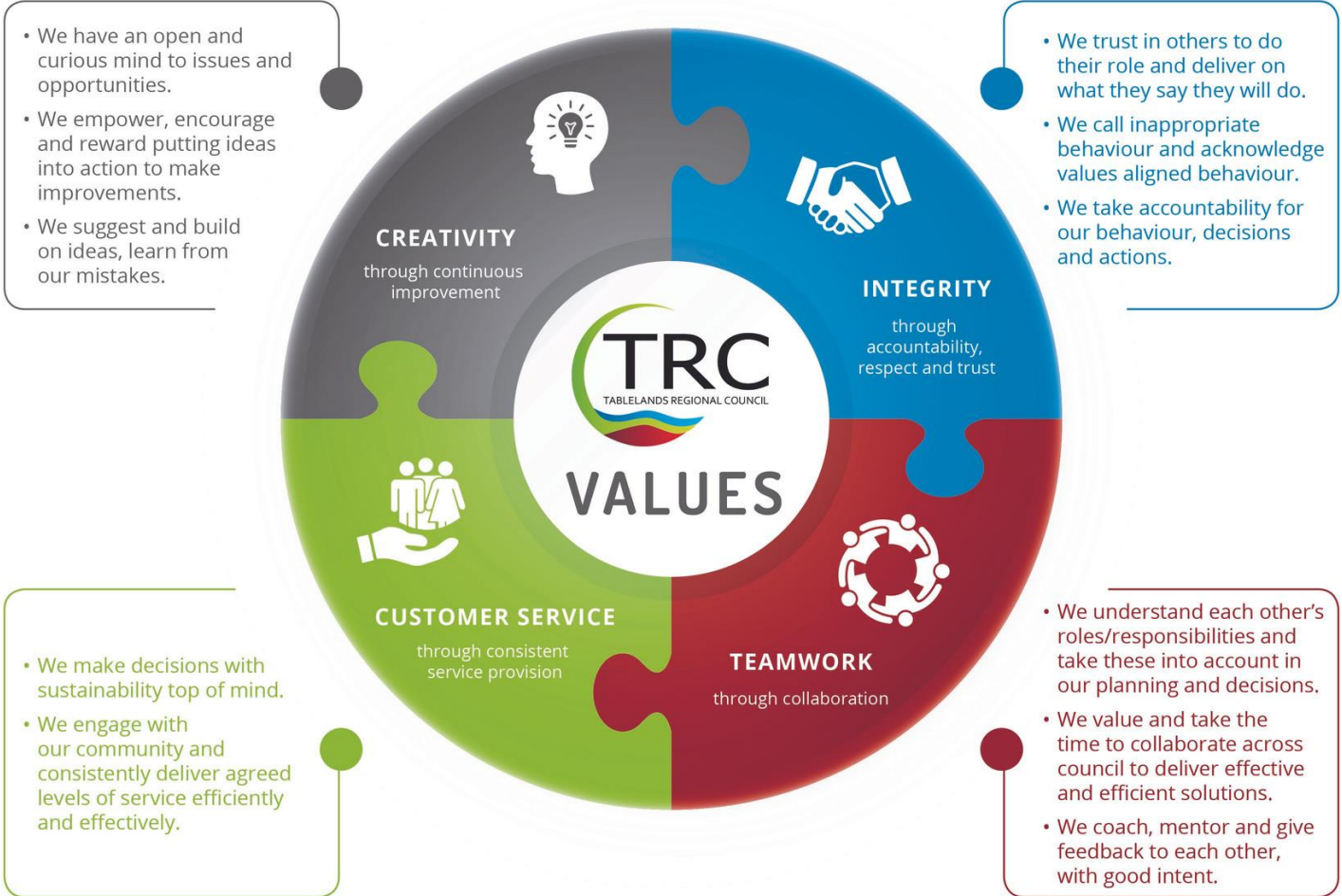
## Links to Council Information







# Council Mission, Vision & Values





# Organisational Structure





# Living in the Region



## Housing

The Tablelands region offers diverse housing options, from family homes on spacious rural properties to units/apartments and charming heritage-style homes in towns like Atherton, Malanda, and Yungaburra. Housing in the area is generally more affordable than in larger urban centers, attracting residents looking for a relaxed lifestyle close to nature. Many properties offer larger lot sizes with scenic views, often appealing to those interested in gardening, small-scale farming, or simply enjoying the countryside.



## Educational Facilities

The Tablelands region provides a range of educational opportunities, including primary and secondary schools across towns like Atherton, Herberton, Malanda and Ravenshoe. Families have access to both public and private school options, catering to various educational needs. For higher education, Tablelands University Hub, hosted by Vocational Partnership Group, recently established in Atherton and offers tertiary study online via universities across the country. TAFE Queensland operates a campus in Atherton, offering vocational training and certificate courses to support local industries and workforce development. Additionally, James Cook University and CQ University in nearby Cairns provides access to a full range of university degrees, making advanced education accessible to residents of the Tablelands region.



## Healthcare

The Tablelands region is well-equipped with healthcare facilities to support its residents, including hospitals, medical centers, and specialised services. Atherton has a new state-of-the-art \$80m hospital which is the primary healthcare facility, offering emergency, maternity and general medical services. Medical centers across towns like Malanda, Ravenshoe and Yungaburra offer general practitioner and allied health services. The region is also serviced by community health centers and aged care facilities, ensuring comprehensive healthcare access. For specialised treatments, residents can access advanced services in nearby Cairns.





# Living in the Region



## Shopping & Dining

The Tablelands region offers a mix of shopping and dining experiences, from local markets and specialty stores to larger retail centers. Atherton serves as a key shopping hub, with supermarkets, boutiques and essential services. Weekly farmers' markets in towns like Yungaburra and Malanda showcase fresh local produce, handmade goods, and crafts, drawing both residents and visitors. Dining options in the region are diverse, including cozy cafes, farm-to-table restaurants and traditional pubs, many of which highlight local ingredients. From casual eateries to more refined establishments, the Tablelands' dining scene reflects the area's agricultural heritage and multicultural influences.



## Sports & Recreation

The Tablelands region offers abundant opportunities for sports and recreation, with a variety of sporting clubs, parks, and natural attractions. Local sports clubs cater to all ages and interests, with options including rugby, soccer, cricket, tennis, and netball. Outdoor enthusiasts can explore numerous national parks and reserves, such as Crater Lakes National Park and Wooroonooran National Park, which provide trails for hiking, biking, and birdwatching. The region's lakes, including Lake Tinaroo, are popular for fishing, boating, and water sports, while family-friendly parks in towns like Atherton and Malanda offer playgrounds, picnic areas, and sports fields.



## Getting Around

The region is accessible by road from Cairns, with regular bus services connecting key towns like Atherton, Mareeba and Malanda. Public transport services operate within towns and between regional centers, though personal vehicles are common for more remote travel. Cairns Airport, located approximately 100 km from Atherton, is the nearest major airport, providing both domestic and international flights. Within the region, local taxi services and car hire options are available, offering flexible transport for residents and visitors alike.



# Discover the Tablelands





# Recruitment Process and Timeframes



## How To Apply?

Please submit your application via the Leading Roles website. Please upload:

- Your CV
- A covering letter addressing the Selection Criteria



## Evaluation Process

Leading Roles and Tablelands Regional Council will determine a shortlist of suitable applicants based on desktop review of applications and initial interviews with a select group of applicants.

Applicants that have been shortlisted will be advised and asked to attend an interview with the interview panel. Tablelands Regional Council may elect to undertake further interviews as required.

Preferred applicants will be required to undertake psychometric assessments to assist in understanding the working preferences and attributes and potential fit to the role.



## Indicative Timeframes



Applications Open

- Week Commencing 28 October 2024



Applications Close

- 5:00 pm Monday 18 November 2024



Initial Assessment

- Week Commencing 18 November 2024



Council Interviews

- Week Commencing 25 November 2024  
(or as scheduled)

\*Note these timeframes are indicative only and may change subject to the outcomes of the recruitment process, council staff and candidate availability.

### Privacy Information

Leading Roles is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by employees of Leading Roles. Your information will be provided to authorised Council Officers, including Human Resources and the relevant selection panel members. It will not be given to any other person or agency unless you have given us permission, or we are required by law.

# What Happens Next?

At Leading Roles, we prioritise candidate care and engagement throughout the recruitment journey. The process typically takes 6 to 8 weeks, from submission of your application, and we strive to keep you informed with regular updates.

While feedback may not be immediate, we assure you that we will contact you with updates and relevant information as soon as possible. The schedule below indicates when you will hear from us. Thank you for your understanding as we carefully manage a high volume of applicants and coordinate with client schedules.

Stage	What to Expect
<b>Week 1-3</b> Application Stage	<ul style="list-style-type: none"> <li>• <b>Application Acknowledgment:</b> Prompt acknowledgement of your application.</li> </ul>
<b>Week 4</b> Initial Interviews	<ul style="list-style-type: none"> <li>• <b>Applicant Review:</b> We work closely with our clients to determine longlisted applicants that match the requirements for the role.</li> <li>• <b>Video Conference Interviews:</b> Initial interviews with longlisted applicants.</li> <li>• <b>Feedback:</b> Shortlisted applicants agreed with client. Feedback provided to applicants.</li> </ul>
<b>Week 5 &amp; 6</b> Client Interviews	<ul style="list-style-type: none"> <li>• <b>Preparation:</b> Shortlisted candidates receive a briefing prior to client interview.</li> <li>• <b>Panel Interviews:</b> Consultants facilitate client interviews, at the discretion of the client, online or in-person.</li> <li>• <b>Feedback:</b> Post-interview feedback provided to candidates.</li> </ul>
<b>Week 5 &amp; 6</b> Verification	<ul style="list-style-type: none"> <li>• <b>Checks:</b> Simple online verification, including:               <ul style="list-style-type: none"> <li>◦ Reference Checks</li> <li>◦ Criminal History and Right to Work Checks</li> <li>◦ Psychometric Assessments (if requested by client)</li> </ul> </li> </ul>
<b>Week 6</b> Offer & Negotiation	<ul style="list-style-type: none"> <li>• <b>Negotiation:</b> Consultant to support salary negotiations.</li> <li>• <b>Engagement:</b> Direct candidate engagement with the Council for contract questions and onboarding.</li> </ul>
<b>Week 6 to 8</b> Project Finalisation	<ul style="list-style-type: none"> <li>• <b>Future Opportunities:</b> If unsuccessful, with your permission, you'll be added to our Talent Pool for future opportunities.</li> </ul>
<b>Post Placement</b>	<ul style="list-style-type: none"> <li>• <b>Check-in:</b> Regular check-ins throughout the first year.</li> </ul>





# MARK OGSTON

Chief Executive



Mark founded Leading Roles in 2012 to provide specialist assistance in recruitment and human resource related projects for councils, and he is a passionate advocate for the development and performance of the local government sector.

Mark leads all our client engagement, the Leading Roles recruitment team and undertakes executive level recruitment projects for the company.

Client Rating 

Candidate Rating 

## CONTACT

 0407 674 412

 [mark.ogston@leadingroles.com.au](mailto:mark.ogston@leadingroles.com.au)

 [leadingroles.com.au](http://leadingroles.com.au)





ATTACHMENT

# Position Description



<b>Position title</b>	Chief Executive Officer
<b>Direct Reports</b>	8 (or as directed by Council)
<b>Industrial Instrument</b>	Contract
<b>Last Review Date</b>	October 2024

## Position Summary

The Chief Executive Officer is accountable and responsible for working with the Council and the Executive Leadership Team to establish, implement and oversee the long-term goals, strategies, plans and policies of Council.

The CEO requires exceptional leadership skills and strong credentials in accounting/financial management with demonstrated experience in advancing workplace cultures. A strong working knowledge of the Local Government Act 2009 and the Local Government Regulation 2012 is required to facilitate sound advice to Council, individual councillors and the organisation. The CEO will support Council and particularly the Mayor to advocate for the region at meetings, forums and as part of delegations to regional, State and Federal members/agencies.

## Position Specific Accountabilities

### Leadership and Corporate Responsibility

- Provide strategic leadership and oversee the implementation of short and long-term corporate and operational goals, plans and policies
- Develop a culture that has a strong focus on the customer, community, and outcome-focused performance
- Inspire and motivate the organisation to exceed expectations and achieve the Corporate and Operational Plans
- Be an ambassador and leader for the organisation, including in times of crisis and disaster management
- Coach, mentor and develop the executive leadership team and senior management.

### Business Management and Strategy

- Provide expert strategic advice focused on sound, accountable and transparent decision-making
- Build strong networks, partnerships and collaborations and lobby effectively on behalf of the region
- Advocate for and represent the Council and the region through strategic communications to the public, customers, vendors, shareholders, government and regulatory bodies
- Ensure sound, sustainable financial, resource and asset management
- Oversee the preparation of budgets, required financial reports and cash flow forecasts, and make recommendations to the Council regarding operations

### Corporate Governance

- Oversee and ensure compliance with legal and regulatory requirements related to corporate governance, work health and safety, industrial relations, risk management, and financial reporting
- Provide guidance and strategic advice to the Mayor and Councillors with respect to regulatory and corporate accountabilities, projects, governance, and risk management
- Promote a culture of quality, safety, wellness, and continuous improvement within the organisation and encourage initiative to improve outcomes and customer experience

## Organisation Responsibilities

- Model ethical and professional behaviour and act with integrity and confidentiality whilst representing Council.
- Adhere to all legislation, Council policies and guidelines.
- Prepare and submit reports for Council and the Executive Leadership team as required.
- Be familiar with and undertake all work in accordance with relevant policy and legislation, including:
- TRC's Safety Management System - TRC's Code of Conduct, Council's Local Laws, Values and Behaviours, the *Local Government Act 2009 and Local Government Regulation 2012*, Anti-discrimination and Privacy legislation; and
- Comply with all Work Health & Safety Legislation, and other relevant policies, procedures and legislation.
- Provide direction to maintain critical business activities in the event of an unplanned disruption, including but not limited to a disaster.
- Other responsibilities as reasonably expected by Council.

## Delegated Authority

Decisions are to be made in accordance with the Delegations of Authority as set out in separate instruments of delegation from the Chief Executive Officer.

## Selection Criteria

### Essential

1. Demonstrated strategic leadership experience, preferably in local government or the public sector
2. Demonstrated executive management experience in corporate performance management including human, financial, and asset management
3. Demonstrated ability to achieve sustainable economic and community development initiatives in a rural and regional context
4. Demonstrated record of accomplishment in executive leadership and proven advocacy skills
5. Demonstrated strong collaborative and community engagement approach to leadership and business
6. High level of interpersonal skills including communicating with influence, advocacy, and negotiation
7. Proven ability to work constructively with a Council or Board to achieve outcomes

### Qualifications

- Relevant tertiary qualifications and/or significant relevant work experience at senior or executive management level

## Position Specific Conditions

- There is also the requirement to provide a statement of interest and declare potential conflict of interests.
- Due to the delegation level of this position a criminal history check is required as part of the pre-employment screening. The successful completion of a Pre-Employment Medical Assessment (including drug and alcohol screening) is required before any offer of employment.
- This role requires evidence of skills and qualifications and the possession of a current Drivers Licence.

I have read and understand the above Position Description					
INCUMBENT NAME		SIGNATURE		DATE	
SUPERVISOR NAME		SIGNATURE		DATE	







# Leading Roles

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