



Request for Quotation (RFQ) - Executive Recruitment Services

Chief Executive Officer, Western Downs Regional Council

Background

The Western Downs Regional Council is seeking quotations from suitably qualified and experienced executive recruitment agencies to assist with the recruitment and appointment of its next Chief Executive Officer (CEO).

Western Downs Regional Council serves one of Queensland's most dynamic regional economies and communities. Located in the heart of the state's productive Darling Downs and energy regions, the Western Downs is recognised for its strong agricultural foundations, growing energy sector and vibrant regional communities.

Council is a progressive and forward-looking local government responsible for delivering a broad and diverse range of services across a large and geographically varied region. In addition to traditional local government functions such as infrastructure, planning, community services and environmental management, Council also operates a number of significant and unique regional assets. These include a reticulated gas network, airport operations and the Dalby Saleyards - the second largest one-day selling saleyards in Australia. The Western Downs is also supported by the largest local government road network in Queensland, reflecting the scale and importance of the region's transport and logistics infrastructure.

The organisation is committed to strong governance, community leadership and sustainable regional development. Council plays a critical role in supporting the economic prosperity and liveability of the Western Downs while working closely with industry, government and community partners.

Council is seeking a highly experienced executive recruitment partner to support a professional, transparent and merit-based recruitment process that attracts an exceptional field of candidates capable of leading a complex and high-performing regional local government organisation.

The successful agency will work closely with the Mayor, Councillors and Council's nominated selection panel to deliver a rigorous and well-managed recruitment process.

The current CEO, Mrs Jodie Taylor, has advised Council that she will not be seeking renewal of her contract of employment and will conclude her tenure with Council on 26 November 2026, following many years of dedicated service to the organisation and the Western Downs community.

Objective

The objective of this engagement is to appoint an executive recruitment firm to:

- Identify and attract a high-calibre field of candidates from across the nation
- Conduct a rigorous and defensible recruitment process
- Provide expert advice to Council during assessment and selection
- Assist Council to appoint an outstanding and highly-driven Chief Executive Officer

At Western Downs, our organisation is defined by our people. We prioritise effective communication, mutual respect, and strong teamwork as fundamental values. We expect our chosen agency partner to consistently uphold and demonstrate these principles.



Scope of Services

The selected agency will be expected to provide services including, but not limited to:

Recruitment Strategy

- Consultation with the Mayor and recruitment panel
- Review and recommend refinement of the CEO position description if deemed appropriate
- Development of a professional and creative candidate information package

Candidate Search and Attraction

- Development of a targeted search strategy
- National advertising campaign
- Direct executive search and market approach
- Management of candidate enquiries

Assessment and Shortlisting

- Screening of applications
- Preparation of longlist and shortlist reports
- Candidate interviews
- Referee checking and verification of qualifications
- Background and probity checks

Panel Support

- Facilitation of interview processes
- Advice to the selection panel during candidate evaluation
- Preparation of candidate assessment reports

Appointment Support

- Assistance with offer negotiations
- Candidate communication and management
- Support with transition and commencement arrangements as required

Proposed Timeline

Milestone	Date
RFQ issued	Monday, 30 March 2026
Quotations due	2pm AEST Monday, 20 April 2026
Agency appointed	Wednesday, 29 April 2026
CEO recruitment campaign	May / June
CEO commenced to allow for handover	Mid-October



Information Required from Agencies

Agencies responding to this RFQ should provide the following information:

Experience

- Overview of the agency
- Experience and success in recruiting Chief Executive Officers / Senior Executives
- Referees

Recruitment Methodology

- Proposed approach to executive search
- Assessment methodology
- Candidate attraction strategy

Project Team

- Lead consultant and supporting team members
- Relevant experience of proposed personnel

Fee Proposal

- Total professional fees (exclusive of Goods and Services Tax)
- All costs and disbursements

Proposed Timeline

- Indicative timeline for completion of the recruitment process

Submission Requirements

Quotations should be submitted electronically to: ExecutiveServices.Support@wdrc.qld.gov.au.

Submissions must be received by 4pm on **Monday, 20 April 2026**.

Late submissions may not be considered.

Enquiries

All enquiries regarding this RFQ should be directed to the CEO, Jodie Taylor via email:

Jodie.Taylor@wdrc.qld.gov.au or Ph: 07 4679 4000

Thank you for taking the time to consider this RFQ. Council looks forward to receiving your submission and partnering with the successful agency.