



Department of  
**Local Government, Sport  
and Cultural Industries**



# **Request for Information**

## **Local Government Panel of Monitors**

**Request number: RFIDLGSC2450**

**Issued by:**

**Department of Local Government, Sport and Cultural  
Industries (DLGSC)**

**Closing time:**

**4:00 pm, Wednesday 30 April 2025, Perth, Western Australia**



# Part A: About this Request for Information process

## 1.1 Background

The [Local Government Amendment Act 2024](#) (the Amendment Act) was assented to on 6 December 2024. The Amendment Act introduces powers for a new Local Government Inspector to appoint monitors to local governments to assist with avoiding dysfunction.

Once the relevant legislation is commenced, the Inspector can appoint a monitor to a local government by request, or on their own initiative, when a local government is:

- not properly performing one or more of its functions
- not complying with one of more written laws applicable to it
- in need of assistance in performing one or more of its functions
- in need of assistance in complying with one or more written laws applicable to it
- experiencing other circumstances that make it in the public interest for a monitor to be appointed.

The Department of Local Government, Sport and Cultural Industries (DLGSC) is undertaking this Request for Information (RFI) process to gather information from potential providers to plan for the establishment of a panel of monitors.

Further information about the proposed services can be found in 'Part B: Potential Service Requirements'.

## 1.2 How this RFI process works

This RFI is not a Request for Tender. As such, it is not a commitment or representation of any kind that DLGSC will issue a Request for Tender for the provision of these services, or that DLGSC will otherwise seek to procure the services listed above.

The DLGSC may contact the Respondent to clarify information provided in the Response to the RFI.

## 1.3 How to provide information

Interested parties are invited to provide information by completing and submitting the **information form**, available online or in **Part C** of this RFI document.



### 1.3.1 Submission options

a) **online form** at [dlgsc.wa.gov.au/monitorRFI](https://dlgsc.wa.gov.au/monitorRFI)

b) **by email**

Send the completed Information Form located in **Part C** of this RFI to [inspectorplanning@dlgsc.wa.gov.au](mailto:inspectorplanning@dlgsc.wa.gov.au) with the subject line: **Response to Request for Information (RFIDLGSCT2450)**

c) **by post**

Mail a paper copy of the completed Information Form located in **Part C** of this RFI to:

**Attention: Amy Walsh**

PO Box 8349

Perth Business Centre

WA 6849

### 1.3.2 Deadline for submission

All information must be submitted by the closing date and time listed on the front cover of this RFI.

## 1.4 Late submissions

At the absolute discretion of DLGSC, written RFI information forms received after the closing time may be accepted for consideration.

## 1.5 Cost of submission

The DLGSC or any other Western Australian Government agency associated with this RFI, will not be liable for any payment to a Respondent for any costs, losses or expenses incurred by a Respondent in submitting its information form.

## 1.6 Confidentiality

The information provided in your response will be treated as confidential and will be used solely for the purpose of this RFI process.



## 1.7 Where to get more information

If you have any enquiries about this RFI process, please contact the authorised representative listed below.

Name: Amy Walsh  
Title: Project Manager  
Telephone: (08) 6552 1433  
Email: [amy.walsh@dlgsc.wa.gov.au](mailto:amy.walsh@dlgsc.wa.gov.au)

## Part B: Potential service requirements

The Amendment Act was passed on 27 November 2024. Provisions relating to the appointment, functions and powers of monitors are set out in Part 8B, Division 5.

Monitors will have powers to inspect local government documents, attend closed meetings and require council members and employees to attend meetings to resolve issues. Monitors will have varied powers depending on the nature of their assignment and their terms of appointment.

Monitors will work constructively with council members, chief executive officers and staff to resolve issues, but they are not investigators. They will promote compliance with laws by building capacity and facilitating resolutions to interpersonal and other problems where applicable.

Monitors will be expected to have specific experience or expertise, relevant to the issue that has prompted their appointment. Potential instances where a monitor may be appointed to assist the Inspector may include where a council is:

- experiencing significant interpersonal issues
- failing to follow CEO recruitment and performance review standards
- failing to adopt an annual budget
- failing to deliver services to its community.

Monitor appointments will be subject to future regulations. As such, this process seeks only to ascertain the availability of potential providers.



## Part C: Information form

If you are not completing the online information form, this part is to be completed and submitted to DLGSC in accordance with Part A, section 1.3.

Please provide all the requested details in the form below.

<b>RFI Number: RFIDLGSC2450</b>	
<b>Respondent information</b>	
<b>Information submitted on behalf of:</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Organisation
<b>Name of legal entity or person:</b>	
<b>Trading name (if applicable):</b>	
<b>ACN and ABN (if applicable):</b>	
<b>Contact person name:</b>	
<b>Contact person position title:</b>	
<b>Contact person email address:</b>	
<b>Contact person telephone number:</b>	
<b>Registered address or address of principal place of business:</b>	
<b>Are you or your organisation potentially interested, in providing the services described in Parts A and B of this RFI at some time in the future?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No



<p><b>Which areas are you interested in providing services for? Select all that apply.</b></p>	<ul style="list-style-type: none"><li><input type="checkbox"/> council meeting processes</li><li><input type="checkbox"/> legislative compliance</li><li><input type="checkbox"/> risk and assurance</li><li><input type="checkbox"/> probity and audit</li><li><input type="checkbox"/> strategy and business planning</li><li><input type="checkbox"/> human resource management</li><li><input type="checkbox"/> organisational development</li><li><input type="checkbox"/> financial management</li><li><input type="checkbox"/> procurement</li><li><input type="checkbox"/> project management and delivery</li><li><input type="checkbox"/> public sector management</li><li><input type="checkbox"/> business improvement</li><li><input type="checkbox"/> stakeholder and community engagement</li><li><input type="checkbox"/> cultural improvement and relationship management</li><li><input type="checkbox"/> mediation</li><li><input type="checkbox"/> other – please specify:</li></ul>
<p><b>Have you provided similar services to a local government in the past?</b></p>	<ul style="list-style-type: none"><li><input type="checkbox"/> yes</li><li><input type="checkbox"/> no</li></ul>



<p><b>Please provide details of any similar services provided to local governments in the past.</b></p>	
<p><b>Please provide an indication of contract value for any similar services provided to local governments in the past.</b></p>	
<p><b>Would you like to be notified of any related procurement activities to establish a panel of monitors?</b></p>	<p><input type="checkbox"/> yes <input type="checkbox"/> no</p>