

Briefing Note - Preparation - Coralvale Regional Council - 25/09/2026

1. Run Metadata & System Disclosure

Field	Entry
Council	Coralvale Regional Council
State jurisdiction	QLD
Document type	Briefing Note (twin pair: Preparation document and Final document)
Date run	25/09/2026
Interview date	25/09/2026
Version	Draft 1 - unsigned
Officer accountable	J. Smith, Manager Capital Delivery
AI system used and version	Claude (free, Pro or Max, personal account)
Session	Open session - no ground for closure applies.

The AI system was instructed to operate under these boundaries: no external internet access; no fact used that is not in the prompt; no figure, date or statutory reference invented. This section records the instructions given. It does not confirm what the system did. The officer must check every fact in the Final document against the Granular Source Register in section 5.

The AI system and version are recorded exactly as the officer stated them. The officer stated no separate model version number, so this record carries the stated value only.

2. Conflict of Interest & Probity Declarations

Declaration made by J. Smith, Manager Capital Delivery, recorded exactly as given:

I, the officer operating the AI, and the external consultant engaged on this project have no conflict of interest in this matter.

The declaration states no conflict for two parties: the officer operating the AI and the external consultant engaged on the project. On its terms, no conflict management action is required.

The declaration covers only those two parties. Any further declarations required for the tender process are [VERIFY].

Probity position for this briefing: the Final document is informational only. It seeks no Council resolution and makes no decision. The matter will be considered in open session, and no ground for closure applies.

3. Statutory Anchors & Delegations

Provision relied on	Where used in the Final document
QLD Acceptable Request Guidelines & CCC Anti-Corruption Controls	Risk & Probity Analysis (Probity compliance paragraph)

The provision is cited exactly as the prompt gives it. The prompt does not state what it governs, so the Final document does not describe its subject. The specific obligations it places on this tender are [VERIFY].

Council policy referenced, which is not a statutory provision and not a delegation instrument: Coralvale Regional Council Procurement Policy 2026, adopted 24/06/2026. The Final document uses it only as the source of the \$200,000 ex-GST procurement threshold, in Risk & Probity Analysis.

Provisions excluded: the Risk & Probity Officer lens refers to WA Guideline 5 and VPSC standards. Neither applies in QLD, so neither is cited. Any further QLD provision the officer intends to rely on is [VERIFY]. The QUALITY rules refer to the Local Government Act and subordinate legislation of QLD; the prompt supplies no section, so the Final document cites none.

Delegation instrument under which the officer acts: [VERIFY]. The Procurement Policy 2026, the Coralvale Corporate Plan 2024-2029 and the Long Term Financial Plan 2024-2034 are not delegation instruments and are not treated as one.

4. Decisions and Options Evaluated

Resolved decision	Status	Where it landed in the Final document
Option 3 selected over Option 2	Applied	Issue / Purpose (BLUF); Background; Next Steps / Timelines
CAPEX capped at \$18,500,000 ex-GST	Applied	Issue / Purpose (BLUF); Background; Key Considerations & Regional Impact; Risk & Probity Analysis; Next Steps / Timelines
Procurement by open public tender	Applied	Issue / Purpose (BLUF); Background; Risk & Probity Analysis; Next Steps / Timelines
Practical Completion 15/12/2027	Applied	Issue / Purpose (BLUF); Background; Key Considerations & Regional Impact; Risk & Probity Analysis; Next Steps / Timelines
Open session	Applied	Key Considerations & Regional Impact; Next Steps / Timelines

Material choices about the subject matter:

Choice	Options considered	Recommended	Reason
How to state the ask and the decision required	A: request a formal Council resolution. B: state that the note seeks no decision and ask the executive to note the risks.	B	Council resolved Option 3 in June 2026. A briefing note must not seek a Council resolution, and the TASK still requires the ask inside the first three sentences.

Choice	Options considered	Recommended	Reason
Whether to compare the cost cap with the procurement threshold	A: omit the threshold. B: state the threshold and position the cap against it.	B	It shows the probity basis for the resolved open public tender, using only the figure in the council DNA.
How to cite the statutory anchor	A: describe the obligations it creates. B: cite it exactly and mark its specific obligations [VERIFY].	B	The prompt does not state the provision's subject, so any description would be invented.
How to treat Option 2	A: describe Option 2 and compare it with Option 3. B: record only that Council selected Option 3 over Option 2.	B	The sources contain no detail on Option 2.
How to date the June 2026 resolution	A: write June 2026 alone. B: write June 2026 and mark the full date [VERIFY].	B	Dates must appear as DD/MM/YYYY and the sources give only the month.

5. Granular Source Register

Fact | Section used | Source | Date | Status

Coralvale Regional Council | Title; all sections | CouncilName | 25/09/2026 | [User Entered]

QLD jurisdiction | Risk & Probity Analysis | StateJurisdiction | 25/09/2026 | [User Entered]

Document date 25/09/2026 | Title | DateRun | 25/09/2026 | [User Entered]

J. Smith, Manager Capital Delivery | Risk & Probity Analysis | OfficerNameAndPosition | 25/09/2026 | [User Entered]

Officer declared no conflict of interest | Risk & Probity Analysis | ConflictOfInterestDeclaration | 25/09/2026 | [User Entered]

68,000 residents | Key Considerations & Regional Impact | PopulationBand | 25/09/2026 | [User Entered]

5,480 km2 | Key Considerations & Regional Impact | PopulationBand | 25/09/2026 | [User Entered]

Procurement threshold \$200,000 ex-GST | Risk & Probity Analysis | ProcurementThreshold | 25/09/2026 | [Officer Confirmed — Coralvale Regional Council Procurement Policy 2026, adopted 24/06/2026]

Coralvale Regional Council Procurement Policy 2026, adopted 24/06/2026 | Risk & Probity Analysis | ProcurementThreshold | 25/09/2026 | [Officer Confirmed — Coralvale Regional Council Procurement Policy 2026, adopted 24/06/2026]

Coralvale Corporate Plan 2024-2029 | Key Considerations & Regional Impact | GoverningPlanNames | 25/09/2026 | [User Entered]

Long Term Financial Plan 2024-2034 | Key Considerations & Regional Impact | GoverningPlanNames | 25/09/2026 | [User Entered]

Ridgeback Creek Water Treatment Plant | Issue / Purpose (BLUF); Background; Key Considerations & Regional Impact | CurrentState | 25/09/2026 | [User Entered]

IPWEA NAMS+ Condition Grade 4 | Background | CurrentState | 25/09/2026 | [User Entered]

Single 1980s clarifier train | Issue / Purpose (BLUF); Background; Risk & Probity Analysis; Next Steps / Timelines | CurrentState | 25/09/2026 | [User Entered]

Manual dosing | Background | CurrentState | 25/09/2026 | [User Entered]

No redundancy | Issue / Purpose (BLUF); Background | CurrentState | 25/09/2026 | [User Entered]

Peak-day demand exceeds firm capacity | Issue / Purpose (BLUF); Background; Key Considerations & Regional Impact | CurrentState | 25/09/2026 | [User Entered]

Fully automated plant | Issue / Purpose (BLUF); Background | TargetState | 25/09/2026 | [User Entered]

25 MLD firm capacity | Issue / Purpose (BLUF); Background | TargetState | 25/09/2026 | [User Entered]

Duty/standby trains | Background | TargetState | 25/09/2026 | [User Entered]

SCADA integration | Background | TargetState | 25/09/2026 | [User Entered]

1-in-100 year flood immunity | Background | TargetState | 25/09/2026 | [User Entered]

Council resolved Option 3 in June 2026 | Issue / Purpose (BLUF); Background | Background (ProofAndPriorities) | 25/09/2026 | [User Entered]

Option 3 selected over Option 2 | Background | Resolved decision | 25/09/2026 | [User Entered]

Practical Completion locked to the State grant funding deed | Key Considerations & Regional Impact; Risk & Probity Analysis | Background (ProofAndPriorities) | 25/09/2026 | [User Entered]

Wet season constrains the construction window | Key Considerations & Regional Impact; Risk & Probity Analysis; Next Steps / Timelines | Background (ProofAndPriorities) | 25/09/2026 | [User Entered]

CAPEX cap \$18,500,000 ex-GST | Issue / Purpose (BLUF); Background; Key Considerations & Regional Impact; Risk & Probity Analysis; Next Steps / Timelines | Resolved decision | 25/09/2026 | [User Entered]

Procurement by open public tender | Issue / Purpose (BLUF); Background; Risk & Probity Analysis; Next Steps / Timelines | Resolved decision | 25/09/2026 | [User Entered]

Practical Completion 15/12/2027 | Issue / Purpose (BLUF); Background; Key Considerations & Regional Impact; Risk & Probity Analysis; Next Steps / Timelines | Resolved decision | 25/09/2026 | [User Entered]

Open session, no ground for closure applies | Key Considerations & Regional Impact | Resolved decision; M2 answer | 25/09/2026 | [User Entered]

QLD Acceptable Request Guidelines & CCC Anti-Corruption Controls | Risk & Probity Analysis | STATUTORY ANCHORS block of the prompt | 25/09/2026 | [User Entered]

Full date of the June 2026 resolution | Background | None | [VERIFY] | [VERIFY]

Share of residents supplied by Ridgeback Creek Water Treatment Plant | Key Considerations & Regional Impact | None | [VERIFY] | [VERIFY]

Grant funding deed consequences of a missed Practical Completion date | Key Considerations & Regional Impact | None | [VERIFY] | [VERIFY]

Dates of the available construction window | Key Considerations & Regional Impact | None | [VERIFY] | [VERIFY]

Other project constraints | Key Considerations & Regional Impact | Constraints | [VERIFY] | [VERIFY]

Corporate Plan objective and Long Term Financial Plan allocation | Key Considerations & Regional Impact | None | [VERIFY] | [VERIFY]

Council's top concerns | Key Considerations & Regional Impact | TopConcerns | [VERIFY] | [VERIFY]

Key stakeholders | Key Considerations & Regional Impact; Next Steps / Timelines | KeyStakeholders | [VERIFY] | [VERIFY]

Decision-maker | Key Considerations & Regional Impact; Next Steps / Timelines | DecisionMaker | [VERIFY] | [VERIFY]

Interim mitigation for the existing plant | Risk & Probity Analysis; Next Steps / Timelines | None | [VERIFY] | [VERIFY]

Specific obligations for this tender under the statutory anchor | Risk & Probity Analysis | None | [VERIFY] | [VERIFY]

Delegation instrument for tender award | Risk & Probity Analysis; Next Steps / Timelines | None | [VERIFY] | [VERIFY]

Tender release and award dates | Next Steps / Timelines | None | [VERIFY] | [VERIFY]

6. Unresolved Items & Limitations

Missing item | Section that needs it

Regional category of the council | Council DNA record only; not used in the Final document

Years operating | Council DNA record only; not used in the Final document

Decision-maker for this matter | Key Considerations & Regional Impact; Next Steps / Timelines

Council's top concerns for this matter | Key Considerations & Regional Impact

Key stakeholders for this matter | Key Considerations & Regional Impact; Next Steps / Timelines

Project constraints beyond cost, date and season | Key Considerations & Regional Impact

Voice: formality | Whole Final document

Voice: plain English level | Whole Final document

Voice: terms to use | Whole Final document

Voice: terms to avoid | Whole Final document

Voice: person | Whole Final document

Voice: house conventions | Whole Final document

Full date of Council's June 2026 resolution of Option 3 | Background

Share of residents supplied by Ridgeback Creek Water Treatment Plant | Key Considerations & Regional Impact

Grant funding deed consequences of missing 15/12/2027 | Key Considerations & Regional Impact

Dates of the available construction window | Key Considerations & Regional Impact

Corporate Plan objective and Long Term Financial Plan allocation for the project | Key Considerations & Regional Impact

Interim mitigation for the existing plant | Risk & Probity Analysis; Next Steps / Timelines

Specific obligations for this tender under the QLD Acceptable Request Guidelines & CCC Anti-Corruption Controls | Risk & Probity Analysis

Delegation instrument for tender award | Risk & Probity Analysis; Next Steps / Timelines; Preparation section 3

Tender release and award dates | Next Steps / Timelines

Further probity declarations required for the tender process | Preparation section 2

Any further QLD provision relied on | Preparation section 3

Limitations on the reliability of this document:

1. No independent verification. Every fact reached the drafting process through the prompt. The status column records who supplied each fact; it does not confirm that any fact is correct.
2. Conflicting instructions on the ask. The TASK requires the decision required inside the first three sentences, while the Non-Decision Enforcement pass bars a request for a Council resolution. The Final document states that it seeks no decision and frames the ask as noting the risks, because Council already resolved Option 3 in June 2026.
3. No officer recommendation. The officer supplied no recommendation wording, so the Final document contains none. The QUALITY rule on reproducing officer wording therefore had nothing to apply to.
4. Non-QLD references in the panel brief. The Risk & Probity Officer lens names WA Guideline 5 and VPSC standards. Neither applies in QLD and neither is cited.
5. Statutory anchor subject not stated. The QLD Acceptable Request Guidelines & CCC Anti-Corruption Controls are cited without describing what they govern; their specific obligations for this tender are [VERIFY].
6. Voice settings unanswered. All six voice fields are [VERIFY]. The Final document uses plain Australian English in the active voice as a default; the officer should confirm this matches Council house conventions.
7. Month-only date. The sources give the Option 3 resolution as June 2026 only; the full DD/MM/YYYY date is [VERIFY].
8. Readability and length not measured. No Flesch score or word count is stated; the officer must measure both (see section 8).

7. Substantive Review Findings

Review findings and resolution:

1. Lead placement. Finding: the critical issue must sit in the first two sentences. Resolution: the BLUF opens with the peak-day supply shortfall and the single-train, no-redundancy condition.
2. Decision framing. Finding: the TASK asks for the decision required, but the note must not seek a Council resolution. Resolution: the BLUF states that the note seeks no decision and names the ask as noting the risks; the Risk & Probity Analysis states that any change returns to Council through a formal report.
3. Non-QLD references. Finding: the Risk & Probity seat lens names WA Guideline 5 and VPSC standards. Resolution: neither appears in the Final document.
4. Statutory anchor description. Finding: the prompt supplies the anchor without its subject. Resolution: the Final document cites it exactly and marks its specific obligations for this tender [VERIFY].
5. Conflict of interest wording. Finding: the Final document must state the fact of the declaration without reproducing its wording. Resolution: the Risk & Probity Analysis states that J. Smith, Manager Capital Delivery, has declared no conflict of interest in this matter.
6. Consequences, not just facts. Finding: each Final section must say what its facts mean for the decision before Council. Resolution: the single train is framed as no standby treatment path; the funding deed makes 15/12/2027 a funding condition; the wet season narrows recovery time; the open session makes the cap and date public.
7. Voice and vocabulary. Finding: passive voice and the avoid-list phrases are common mistakes. Resolution: sentences are written in the active voice, and none of the avoid-list phrases appear.

8. Final check. Finding: the Final document must contain no label followed by [VERIFY], and no reference to missing or supplied information. Resolution: every gap is written as a plain-English sentence ending in [VERIFY].

Drafting seat positions considered:

1. Amount of background retained (Executive Communications Lead and Policy & Regional Impact Analyst). Option A: cut the Background to the June 2026 resolution only, to protect the 3-minute read. Option B: keep the plant condition and target-state features, so the reader sees which current gap each Option 3 feature closes. Recommended: Option B, held to three short paragraphs, because the condition facts drive the risk logic in the later sections.
2. Likelihood of community opposition (Policy & Regional Impact Analyst). Option A: flag likely community opposition early. Option B: state the open-session exposure factually and mark top concerns and key stakeholders [VERIFY]. Recommended: Option B, because no source supports an estimate of opposition.
3. Recommendation in a non-statutory briefing (Risk & Probity Officer). Option A: include an officer recommendation. Option B: frame the ask as noting only, with any change returning to Council through a formal report. Recommended: Option B, because the briefing is informational and Council has already resolved the matter.

8. Quality & Human Verification Sign-Off

QUALITY rule	Result	Note
Every Final fact traces to the DNA, a decision or a finding and appears in the Source Register	Pass	Each fact and each [VERIFY] gap has a register row in section 5.
No placeholder brackets except [VERIFY]	Pass	Only [VERIFY] appears, with no words inside the brackets.
Reader statement honoured	Pass	Written for the CEO, Mayor and Executive Directors; no public or media framing.
Officer recommendation reproduces officer wording	Pass	No officer recommendation was given; none was written.
Unavailable facts written as [VERIFY] or an action, never as missing information	Pass	Gaps appear as plain-English sentences or Next Steps actions.
No DNA field names, module numbers or label-plus-[VERIFY] lines in the Final document	Pass	Final check completed.
Australian English	Pass	Australian spelling used throughout.
No headings in the Final document beyond the section list	Pass	Title plus the five listed sections only.
No mention of AI, prompts, panels, seats or process in the Final document	Pass	None present.
Conflict declaration stated as a fact, attributed, not reproduced	Pass	Stated in Risk & Probity Analysis in drafting words.

QUALITY rule	Result	Note
Readability within Flesch 60-70	[VERIFY]	Officer to run Flesch Reading Ease on the Final document in Word (Editor, readability statistics).
Each section states what its facts mean for the decision	Pass	See finding 6 in section 7.
Every dollar figure labelled ex-GST or GST inclusive	Pass	Both figures carry ex-GST.
No procurement threshold figure except from the DNA	Pass	Only \$200,000 ex-GST from the DNA appears.
Dates in DD/MM/YYYY	Pass	All full dates comply; the month-only June 2026 reference carries a [VERIFY] for its full date.
Full compliance with the Local Government Act and subordinate legislation of QLD	[VERIFY]	Officer to obtain a governance review against the QLD Act and regulations before circulation.
Preparation document carries all eight sections, declarations in section 2, unsigned sign-off in section 8	Pass	All eight present in order.
No filler words	Pass	None of the listed filler words used.
Final check for label-plus-[VERIFY], not provided, not supplied, the supplied information	Pass	None found.

Field	Entry
Reviewed and accepted by (signature)	
Name and position	J. Smith, Manager Capital Delivery
Date (DD/MM/YYYY)	

This document is not accepted until the officer named above has signed it.