

Grant Application - Preparation - Coralvale Regional Council - 25/09/2026

1. Run Metadata & System Disclosure

Field	Entry
Council	Coralvale Regional Council
State jurisdiction	QLD
Document type	Grant Application (Works for Queensland Round 6)
Date run	25/09/2026
Version	Draft for officer review; version number [VERIFY]
Officer accountable	J. Smith, Manager Capital Delivery
AI system used and version	Claude (free, Pro or Max, personal account)

The AI system was instructed to operate under three boundaries for this run. First, no external internet access. Second, no fact to be used that is not in the prompt. Third, no figure, date or statutory reference to be invented.

These boundaries are recorded as instructions given to the system. They are not a verified record of what the system did. The accountable officer must check the Final document against the Source Register in section 5 before relying on it.

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. No management action is required on its terms.

The declaration covers two parties: the officer operating the AI and the external consultant engaged on the project. The name of the external consultant is not recorded in the council's inputs and is listed as [VERIFY] in section 6. Declarations from any other party involved in the grant (for example, the decision-maker) are [VERIFY].

3. Statutory Anchors & Delegations

Provision (as cited)	Used in Final document	Note
Commonwealth Grants Rules and Guidelines (CGRGs)	Not cited	The program sought is Works for Queensland, a State program. Whether this instrument applies is [VERIFY].
SmartyGrants Data Standard Formats & Field Architecture	Not cited	Not referenced in the application text. Field character limits for this round are [VERIFY].
Federal Growing Regions Program & Regional Equalisation Guidelines	Not cited	Not the program sought. Relevance is [VERIFY].
[VERIFY] the QLD Local Government Act provision equivalent to the above	Not cited	Provision [VERIFY].
Local Government Regulation 2012 Chapter 6 (research finding 2)	Methodology, Milestones & Feasibility	Research finding 2 states that Chapter 6 governs contracting. Section number [VERIFY].
IPWEA NAMS+ (research finding 3)	Project Summary & Baseline Triage; Project Need & Strategic Fit	Asset management standard, not a statutory provision.
Coralvale Regional Council Procurement Policy 2026, adopted 24/06/2026	Methodology, Milestones & Feasibility; Governance, Risk & Delivery Capability Proof	Council policy. Not a delegation instrument.

Delegation. The delegation instrument or policy under which J. Smith, Manager Capital Delivery acts on this application is [VERIFY]. The Procurement Policy 2026, the Corporate Plan 2024-2029 and the Long Term Financial Plan 2024-2034 are not delegation instruments and are not relied on as one.

4. Decisions and Options Evaluated

Resolved decisions

Resolved decision	Status	Where it landed
Option 3 selected over Option 2	Applied	Project Need & Strategic Fit
CAPEX capped at \$18,500,000 ex-GST	Applied	Project Summary; Budget & Co-contribution Breakdown; Governance risk table
Procurement by open public tender	Applied	Methodology, Milestones & Feasibility
Practical Completion 15/12/2027	Applied	Project Summary; Methodology milestone table; Governance risk table
Open session	Applied	No confidential content is included in the Final document. Not referenced in the application text.

Material choices

1. Expressing the co-contribution ratio. Options: (a) state dollar amounts only; (b) state dollar amounts plus percentage share and ratio. Recommended: (b). Reason: the Budget & Co-contribution Ratio is one of the two items the reader checks first. The percentages (73.0% Council, 27.0% grant) and the 2.7:1 ratio are calculated directly from the officer's figures and are logged as calculated in section 5.
2. Stating the grant request as ex-GST. Options: (a) state \$5,000,000 without a GST label; (b) label it ex-GST. Recommended: (b). Reason: CAPEX of \$18,500,000 is stated ex-GST and the two funding sources (\$13.5M and \$5.0M) sum to it exactly, so the grant figure is on an ex-GST basis by arithmetic. The officer must confirm this before lodgement (see section 7, finding R5).
3. Month-only milestone dates. Options: (a) invent a day to meet the DD/MM/YYYY rule; (b) state month and year with the day marked [VERIFY]. Recommended: (b). Reason: inventing a day is prohibited.
4. Federal statutory anchors. Options: (a) cite the CGRGs and Growing Regions guidelines in the Final; (b) omit them pending confirmation of applicability. Recommended: (b). Reason: Works for Queensland is a State program, and citing Commonwealth instruments without confirmed applicability risks attaching the wrong rules to the application.
5. Tables in the Final document. Options: (a) plain paragraphs only, for portal compatibility; (b) tables for the milestone schedule, budget and risk register. Recommended: (b) for the Word record, with the officer flattening each table to plain lines when pasting into portal fields. Reason: the document structure rules require schedules and registers as tables; the portal-compatibility pass requires plain text input. Both are satisfied only by converting at the point of entry.

5. Granular Source Register

Fact | Section used | Source | Date | Status

Council name: Coralvale Regional Council | All sections | DNA CouncilName | 25/09/2026 | [User Entered]

State jurisdiction: QLD | Prep 1 | DNA StateJurisdiction | 25/09/2026 | [User Entered]

Officer: J. Smith, Manager Capital Delivery | Governance; Prep 1, 2, 8 | DNA OfficerNameAndPosition | 25/09/2026 | [User Entered]

AI system: Claude (free, Pro or Max, personal account) | Prep 1 | DNA AISystemUsed | 25/09/2026 | [User Entered]

Conflict of interest declaration (no conflict) | Governance; Prep 2 | DNA ConflictOfInterestDeclaration | 25/09/2026 | [User Entered]

Population 68,000 residents | Project Need; Economic Uplift | DNA PopulationBand; M14 | 25/09/2026 | [User Entered]

Area 5,480 km² | Project Need | DNA PopulationBand | 25/09/2026 | [User Entered]

Regional city | Project Need | DNA PopulationBand | 25/09/2026 | [User Entered]

Public tender threshold \$200,000 ex-GST | Methodology | DNA ProcurementThreshold | 25/09/2026 | [Officer Confirmed — Coralvale Regional Council Procurement Policy 2026, adopted 24/06/2026]

Procurement Policy 2026 adopted 24/06/2026 | Methodology; Governance | DNA ProcurementThreshold | 25/09/2026 | [Officer Confirmed — Coralvale Regional Council Procurement Policy 2026, adopted 24/06/2026]

Coralvale Corporate Plan 2024-2029 | Project Need | DNA GoverningPlanNames | 25/09/2026 | [User Entered]

Long Term Financial Plan 2024-2034 | Project Need; Budget | DNA GoverningPlanNames | 25/09/2026 | [User Entered]

Pillar 3 Sustainable Infrastructure, Goal 3.2 | Project Need | M20 | 25/09/2026 | [User Entered]

Ridgeback Creek Water Treatment Plant at IPWEA NAMS+ Condition Grade 4 | Project Summary; Project Need | DNA CurrentState | 25/09/2026 | [User Entered]

Single 1980s clarifier train, manual dosing, no redundancy | Project Summary; Project Need; Governance | DNA CurrentState | 25/09/2026 | [User Entered]

Peak-day demand exceeds firm capacity | Project Summary; Project Need | DNA CurrentState | 25/09/2026 | [User Entered]

Target: fully automated plant, 25 MLD firm capacity, duty/standby trains, SCADA integration, 1-in-100 year flood immunity | Project Summary; Economic Uplift | DNA TargetState | 25/09/2026 | [User Entered]

Council resolved Option 3 in June 2026 | Project Need | DNA Background; Resolved decision | 25/09/2026 | [User Entered]

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

Practical Completion locked to State grant funding deed | Project Summary; Methodology; Governance | DNA Background; M18 | 25/09/2026 | [User Entered]

Wet season constrains construction window | Methodology; Governance | DNA Background; M18 | 25/09/2026 | [User Entered]

CAPEX \$18,500,000 ex-GST (and cap at that figure) | Project Summary; Budget; Governance | M3; Resolved decision | 25/09/2026 | [User Entered]

OPEX reduces by \$1,200,000 per year | Economic Uplift; Budget | M3 | 25/09/2026 | [User Entered]

Council co-contribution \$13,500,000 ex-GST, cash, LTFP borrowings | Project Summary; Project Need; Budget | M3; M14 | 25/09/2026 | [User Entered]

Grant request \$5,000,000 ex-GST (ex-GST basis by arithmetic) | Project Summary; Budget; Economic Uplift | M3 | 25/09/2026 | [User Entered]

Program: Works for Queensland Round 6 | Project Summary; Methodology; Budget | M14 | 25/09/2026 | [User Entered]

Round opens 01/11/2026 | Methodology; Governance | M14 | 25/09/2026 | [User Entered]

Round closing date | Methodology; Governance | M14 | 25/09/2026 | [VERIFY]

42 FTE construction positions over 24 months | Economic Uplift | M14 | 25/09/2026 | [User Entered]

Restored firm capacity for a 68,000-resident supply area | Economic Uplift | M14 | 25/09/2026 | [User Entered]

Tender advertised January 2027 | Methodology | M18 | 25/09/2026 | [User Entered]

Tender award March 2027, set to clear the wet season | Methodology; Governance | M18 | 25/09/2026 | [User Entered]

Construction start May 2027 | Methodology; Governance | M18 | 25/09/2026 | [User Entered]

Practical Completion 15/12/2027 | Project Summary; Methodology; Governance | M18; Resolved decision | 25/09/2026 | [User Entered]

Defects liability ends 15/12/2028 | Methodology | M18 | 25/09/2026 | [User Entered]

Procurement by open public tender | Methodology; Governance | Resolved decision | 25/09/2026 | [User Entered]

Open session | Prep 4 only | Resolved decision | 25/09/2026 | [User Entered]

Council share 73.0%, grant share 27.0% | Project Summary; Budget | Calculated from M3 and M14 figures | 25/09/2026 | [User Entered]

Co-contribution ratio 2.7:1 (\$2.70 Council cash per \$1 of grant) | Project Summary; Budget | Calculated from M3 and M14 figures | 25/09/2026 | [User Entered]

Local Government Regulation 2012 Chapter 6 governs contracting | Methodology | Research finding 2 | [VERIFY] | [Council Research]

Local Government Regulation 2012 section number | Methodology | Research finding 2 | [VERIFY] | [VERIFY]

IPWEA NAMS+ Condition Grade 4 requires immediate capital replacement planning | Project Need | Research finding 3 | [VERIFY] | [Council Research]

Procurement Policy 2026 public tender threshold | Cross-check only; the figure used is from the DNA | Research finding 1 | [VERIFY] | [Council Research]

SEIFA disadvantage score, decile and edition | Project Need; Economic Uplift | Not in record | [VERIFY] | [VERIFY]

REMPAN Gross Regional Product uplift | Economic Uplift | Not in record | [VERIFY] | [VERIFY]

REMPAN indirect and induced jobs | Economic Uplift | Not in record | [VERIFY] | [VERIFY]

Regional category | Project Need | DNA RegionalCategory | 25/09/2026 | [VERIFY]

Decision-maker | Governance | DNA DecisionMaker | 25/09/2026 | [VERIFY]

Key stakeholders | Governance | DNA KeyStakeholders | 25/09/2026 | [VERIFY]

Years operating / delivery track record | Governance | DNA YearsOperating | 25/09/2026 | [VERIFY]

Other project constraints | Governance | DNA Constraints | 25/09/2026 | [VERIFY]

6. Unresolved Items & Limitations

Unresolved items

Missing item | Section that needs it

Works for Queensland Round 6 closing date | Methodology, Milestones & Feasibility; Governance, Risk & Delivery Capability Proof

Works for Queensland Round 6 completion deadline | Methodology, Milestones & Feasibility

Works for Queensland Round 6 grant outcome notification date | Governance, Risk & Delivery Capability Proof

Works for Queensland Round 6 assessment criteria and their order | All Final sections

SmartyGrants field character limits for this round | All Final sections

SEIFA disadvantage score, decile and edition for the Coralvale area | Project Need & Strategic Fit; Economic & Social Uplift Narrative

REMPAN Gross Regional Product uplift | Economic & Social Uplift Narrative

REMPAN indirect and induced job estimate | Economic & Social Uplift Narrative

Basis of the 24-month period for the 42 FTE positions | Economic & Social Uplift Narrative

GST basis of the \$1,200,000 per year operating saving | Economic & Social Uplift Narrative; Budget & Co-contribution Breakdown

Confirmation that the \$5,000,000 grant request is ex-GST | Budget & Co-contribution Breakdown

Formal Council resolution authorising the \$13,500,000 borrowing | Budget & Co-contribution Breakdown

Line-item cost breakdown within the \$18,500,000 CAPEX | Budget & Co-contribution Breakdown

Project contingency | Budget & Co-contribution Breakdown; Governance, Risk & Delivery Capability Proof

Regional category | Project Need & Strategic Fit

Exact date of the June 2026 Council resolution | Project Need & Strategic Fit

Day of tender advertising (January 2027) | Methodology, Milestones & Feasibility

Day of tender award (March 2027) | Methodology, Milestones & Feasibility

Day of construction start (May 2027) | Methodology, Milestones & Feasibility

Local Government Regulation 2012 Chapter 6 section number | Methodology, Milestones & Feasibility; Prep 3

QLD Local Government Act provision equivalent to the listed anchors | Prep 3

Applicability of the CGRGs and Federal Growing Regions guidelines to this State program | Prep 3

Delegation instrument under which the officer acts | Governance, Risk & Delivery Capability Proof; Prep 3

Decision-maker for this matter | Governance, Risk & Delivery Capability Proof

Key stakeholders | Governance, Risk & Delivery Capability Proof

Top concerns | Project Need & Strategic Fit

Other project constraints | Governance, Risk & Delivery Capability Proof

Years operating and comparable project delivery record | Governance, Risk & Delivery Capability Proof

Interim controls for clarifier train failure before commissioning | Governance, Risk & Delivery Capability Proof

Further controls protecting the 15/12/2027 Practical Completion date | Governance, Risk & Delivery Capability Proof

Name of the external consultant covered by the declaration | Prep 2

Research finding access dates (findings 1, 2 and 3) | Prep 5

Document version number | Prep 1

Voice settings: formality, plain English level, terms to use, terms to avoid, person, house conventions | All Final sections

Description of Option 2 | Prep 4

Limitations

1. Economic evidence. No SEIFA, REMPLAN or Gross Regional Product figure is in the record. The Economic & Social Uplift Narrative therefore carries direct employment, capacity and operating-saving facts only, with modelled uplift marked [VERIFY]. This section is below its 300-word budget by design: the sources do not support more, and padding is prohibited.
2. Funder criteria. The Round 6 criteria are not in the record, so the Final follows the prescribed section order rather than the funder's order. The officer must re-map each section to the funder's criteria before lodgement.

3. Portal formatting. The Final uses tables for the milestone schedule, budget and risk register. These must be flattened to plain lines when pasted into SmartyGrants fields. Character counts per field could not be checked.

4. Dates. Three milestones were supplied as month and year only. They are shown as month and year with the day marked [VERIFY], so the DD/MM/YYYY rule cannot be fully met until the days are supplied.

5. Procurement figures. Research finding 1 contains a second procurement figure (the written-quote trigger). It is not used anywhere, because thresholds may only come from the DNA field ProcurementThreshold.

6. Voice. All Voice fields are [VERIFY]. The Final uses formal plain English in the third person ("Council") as a working default; the officer must confirm or adjust.

7. Readability and length. No Flesch score or word count is stated; neither can be computed here. See section 8 for the measurements the officer must take.

8. Vocabulary. "SmartyGrants" is on the vocabulary-to-use list but is not used in the Final, because the record does not confirm that Round 6 is lodged through SmartyGrants. Stating it would be an unsourced fact.

9. Officer recommendation. This document type carries no officer recommendation, so the reproduction rule for that wording has nothing to act on.

7. Substantive Review Findings

Review findings and resolutions

R1. Economic evidence gap. The assessment panel's first check after the budget is regional need evidence, and no SEIFA or REMPLAN data is in the record. Resolution: no estimates used; SEIFA, Gross Regional Product and indirect-job figures written as [VERIFY] in the Final so they cannot be mistaken for evidence.

R2. Employment period mismatch. The 42 FTE positions are stated over 24 months, but construction runs from May 2027 to 15/12/2027. The 24-month span matches tender advertising (January 2027) through the end of defects liability (15/12/2028) more closely than the construction period. Resolution: the figure is stated exactly as supplied, and its basis is listed as [VERIFY]. An economist on the panel is likely to test this.

R3. State program, Federal anchors. Works for Queensland is a State program; the listed anchors are Commonwealth instruments. Resolution: not cited in the Final; applicability listed as [VERIFY].

R4. Hard milestone check. Practical Completion of 15/12/2027 is fixed by the State grant funding deed, but the Round 6 completion deadline is not in the record. Resolution: the Final states that Practical Completion must fall on or before the Round 6 deadline, with that deadline marked [VERIFY].

R5. GST basis of the grant request. The \$5.0M grant figure was not labelled ex-GST by the officer. Resolution: labelled ex-GST because the two funding sources sum exactly to the ex-GST CAPEX; confirmation listed as [VERIFY].

R6. Co-contribution backing. Matched cash should be backed by a formal LTFP resolution. The record confirms the borrowing sits in the LTFP 2024-2034 and that Council resolved Option 3, but not a resolution authorising the borrowing. Resolution: resolution marked [VERIFY] in the Budget section.

R7. Cost cap without contingency. CAPEX is capped at \$18,500,000 ex-GST, and the grant request is fixed. Any tender price above the cap has no stated funding source. Resolution: raised as a risk in the Governance section; contingency and cost breakdown marked [VERIFY].

R8. Funding timing. Round 6 opens 01/11/2026 and tender advertising is January 2027; the closing and outcome dates are unknown. Resolution: raised as a risk; dates marked [VERIFY].

Drafting panel positions

Position set A: indirect job creation.

Option A1 (Regional Economic Development Analyst): report REMPLAN indirect and induced jobs alongside the 42 direct FTE, because economists on the panel expect multiplier outputs.

Option A2 (Grant Finance & Governance Officer): report direct jobs only, because no REMPLAN run is in the record and an unsourced multiplier invites audit challenge.

Recommended: A2 now, with REMPLAN indirect-job and Gross Regional Product figures shown as [VERIFY] so modelled figures can be inserted once a sourced model run exists.

Position set B: qualitative community stories under word caps.

Option B1 (SmartyGrants Proposal Copywriter): compress a short resident-impact story into the uplift section to humanise the data.

Option B2 (Regional Economic Development Analyst): keep the section data-led and anchored in SEIFA and capacity figures.

Recommended: B2. No community story material is in the record, and emotive content without data is a listed common mistake.

Position set C: in-kind contributions.

Option C1 (Regional Economic Development Analyst): add in-kind contributions to strengthen the co-contribution ratio.

Option C2 (Grant Finance & Governance Officer): exclude any in-kind value that lacks a verified valuation.

Recommended: C2. No in-kind contribution is in the record, and the cash co-contribution already carries 73.0% of project cost.

8. Quality & Human Verification Sign-Off

Quality rule	Result	Note
Every Final fact traces to the DNA, a decision or a finding, and is in the Source Register	Pass	Calculated ratios are logged against their source figures.
No placeholder brackets other than [VERIFY]	Pass	None found.
Reader statement honoured	Pass	Written for assessment panels, RDA committees and economists.
Officer recommendation reproduced verbatim	Pass	No officer recommendation forms part of this document type; none added.
No "not supplied", "not provided" or "the supplied information" in Final	Pass	Final check completed.
No DNA field names, module numbers or label-plus-[VERIFY] lines in Final	Pass	Missing facts written as plain sentences.
Australian English	Pass	Spelling checked in drafting.
No headings in Final beyond the section list	Pass	Six section headings only.
No mention of AI, prompts, panels, seats or process in Final	Pass	None present.
Conflict of interest stated as a fact, not the declaration's wording	Pass	Attributed to J. Smith, Manager Capital Delivery.
Readability Flesch 60-70	[VERIFY]	Officer to run a Flesch Reading Ease test on each Final section.
Each section states what its facts mean for the decision	Pass	Consequences drawn from the record only.
Every dollar figure labelled ex-GST or GST inclusive	[VERIFY]	GST basis of the \$1,200,000 per year saving is [VERIFY].
No procurement threshold except from the DNA	Pass	Only \$200,000 ex-GST appears.
Dates DD/MM/YYYY	[VERIFY]	Three milestones held as month and year; days [VERIFY].
Full compliance with the Local Government Act and subordinate legislation of QLD	[VERIFY]	QLD Act provision and Regulation section number [VERIFY].
Preparation document carries all eight sections in order, declarations in section 2, unsigned sign-off in section 8	Pass	Confirmed.
No filler terms	Pass	None used.
Portal character limits	[VERIFY]	Officer to check each field against the SmartyGrants character counter.

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.