

Project Brief - Preparation - Coralvale Regional Council - 25/09/2026

1. Run Metadata & System Disclosure

Field	Entry
Council	Coralvale Regional Council
State jurisdiction	QLD
Document type	Project Brief (twin pair: Preparation document and Final document)
Date run	25/09/2026
Version	Schema version light-1.0, council-light edition. The document version number is [VERIFY].
Officer accountable	J. Smith, Manager Capital Delivery
AI system used	Claude (free, Pro or Max, personal account)

The AI system is recorded above exactly as the officer stated it. The stated value does not include a separate model version, so the version is recorded as [VERIFY].

The 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. These are the instructions the system was given. This record cannot confirm what the system actually did, only what it was told to do. The accountable officer must check the Final document against the Granular Source Register in section 5 before relying on it.

2. Conflict of Interest & Probity Declarations

The following declaration was made by J. Smith, Manager Capital Delivery, and is reproduced 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 is a nil return covering two parties: the officer operating the system, and the external consultant engaged on the project. No conflict is stated, so no management action is required.

Two probity points are recorded for the officer. First, the external consultant is not named in the declaration; the consultant's name is [VERIFY]. Second, the Steering Committee includes an external probity adviser. That adviser's own conflict of interest declaration is [VERIFY], as it is not covered by the declaration above.

3. Statutory Anchors & Delegations

Each provision relied on, cited exactly as the prompt gives it, and where it was used in the Final document:

Provision (cited as given)	Where used in the Final document
PRINCE2 Governance Framework (Starting Up & Initiating a Project)	Risks, Assumptions & SOPA Compliance
QTC / Peak Services Local Government Project Delivery Frameworks	Risks, Assumptions & SOPA Compliance

Provision (cited as given)	Where used in the Final document
State Records Acts & EDRMS Compliance (TRIM / Objective / TechOne)	Risks, Assumptions & SOPA Compliance
Security of Payment Act (SOPA) & Project Trust Account thresholds	Risks, Assumptions & SOPA Compliance
Local Government Regulation 2012 Chapter 6 (from the officer's procurement answer)	Milestone Timeline & Governance Structure

No statement is made in either document about what any provision governs, regulates or requires. The prompt did not supply that content.

The anchors "State Records Acts" and "Security of Payment Act (SOPA)" are cited in generic form. The QLD instrument that applies in each case was not supplied, so the Final document marks the QLD instrument as [VERIFY] beside each citation. No other state's Act has been named.

Delegation instrument: the delegation instrument or policy under which the officer is acting is [VERIFY]. The Coralvale Regional Council Procurement Policy 2026, the Coralvale Corporate Plan 2024-2029 and the Long Term Financial Plan 2024-2034 appear in the inputs, but none of them is a delegation instrument, and none has been used as one.

4. Decisions and Options Evaluated

Resolved decisions:

Resolved decision	Status	Where it landed
Option 3 selected over Option 2	Applied	Background & Context; Milestone Timeline & Governance Structure (any change escalated to Council)
CAPEX capped at \$18,500,000 ex-GST	Applied	Decision Requested; Business Justification & SMART Objectives; Budget & GST Breakdown (ex-GST)
Procurement by open public tender	Applied	Milestone Timeline & Governance Structure
Practical Completion 15/12/2027	Applied	Decision Requested; Deliverables & Acceptance Criteria; Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance
Open session	Applied	Cover & Register (From, To, Date, Register)

Material choices about the subject matter:

1. Register selection. Option A: persuasion register "for endorsement", with J. Smith named as proposed Project Manager. Option B: briefing register "for issue", with Project Manager "to be appointed". Recommended: Option B. Reason: the inputs name the author (Manager Capital Delivery) and the recipient (Director Infrastructure Services) but do not state that one reports to the other. The rule's "otherwise" branch therefore applies. Option B is also consistent with the officer's answer that the Project Manager is not yet appointed. If the reporting line is confirmed, the register should be re-run as Option A.
2. Decision Requested wording. Option A: draft a recommended resolution. Option B: state the decision before the Board in neutral terms and mark the officer's recommended resolution as [VERIFY]. Recommended: Option B. Reason: no officer recommendation wording was supplied, and the quality rules forbid adding a resolution point the officer did not write.
3. Scope inclusions. Option A: list exclusions only and leave inclusions to the Project Initiation Documentation. Option B: derive inclusions from the supplied target state and acceptance criteria. Recommended: Option B. Reason: every inclusion traces to supplied wording, and a brief without inclusions leaves the exclusions with no boundary to act against.
4. Tolerances. Option A: propose numeric cost and time tolerances. Option B: state the supplied escalation rules as the tolerances and mark the missing amounts as [VERIFY]. Recommended:

Option B. Reason: no tolerance percentage, contingency amount or variation share was supplied, and inventing one would be an unsupported figure.

5. GST and Input Tax Credit treatment. Option A: state that GST is recoverable as an Input Tax Credit as a fact. Option B: state all figures ex-GST, note the Input Tax Credit basis, and mark Council's entitlement for this project as [VERIFY]. Recommended: Option B. Reason: Council's GST registration and entitlement were not supplied.
6. Generic statutory anchors. Option A: cite as written and mark the QLD instrument as [VERIFY]. Option B: substitute QLD Act names from general knowledge. Option C: omit the anchors. Recommended: Option A. Reason: the prompt requires exact citation and forbids naming an unsupplied Act.

5. Granular Source Register

Fact | Section used | Source | Date | Status

Coralvale Regional Council | Cover & Register; Background & Context | DNA CouncilName | 25/09/2026 | [User Entered]

Jurisdiction QLD | Cover & Register | DNA StateJurisdiction | 25/09/2026 | [User Entered]

Document date 25/09/2026 | Cover & Register | DNA DateRun | 25/09/2026 | [User Entered]

Author J. Smith, Manager Capital Delivery | Cover & Register; Risks, Assumptions & SOPA Compliance; Sign-off & Approvals Block | DNA OfficerNameAndPosition; M16 | 25/09/2026 | [User Entered]

Recipient Director Infrastructure Services | Cover & Register | M16 | 25/09/2026 | [User Entered]

Project Sponsor Director Infrastructure Services | Cover & Register; Sign-off & Approvals Block | M17 | 25/09/2026 | [User Entered]

Project Manager not yet appointed | Cover & Register; Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance | M17 | 25/09/2026 | [User Entered]

Project Manager name | Cover & Register; Risks, Assumptions & SOPA Compliance | M17 | 25/09/2026 | [VERIFY]

Register "for issue" | Cover & Register | Register rule applied to M16 and M17 | 25/09/2026 | [VERIFY]

Open session | Cover & Register | Resolved decision | 25/09/2026 | [User Entered]

Regional city, 68,000 residents across 5,480 km2 | Background & Context | DNA CouncilBaseline.PopulationBand | 25/09/2026 | [User Entered]

IPWEA NAMS+ Condition Grade 4 | Background & Context | DNA ProofAndPriorities.CurrentState | 25/09/2026 | [User Entered]

Single 1980s clarifier train, manual dosing, no redundancy | Background & Context; Scope of Work; Risks, Assumptions & SOPA Compliance | DNA ProofAndPriorities.CurrentState | 25/09/2026 | [User Entered]

Peak-day demand exceeds firm capacity | Background & Context; Business Justification & SMART Objectives | DNA ProofAndPriorities.CurrentState | 25/09/2026 | [User Entered]

25 MLD firm capacity | Business Justification & SMART Objectives; Deliverables & Acceptance Criteria | DNA ProofAndPriorities.TargetState; M19 | 25/09/2026 | [User Entered]

Fully automated plant | Business Justification & SMART Objectives; Scope of Work | DNA ProofAndPriorities.TargetState | 25/09/2026 | [User Entered]

Duty/standby trains | Business Justification & SMART Objectives; Scope of Work; Deliverables & Acceptance Criteria | DNA ProofAndPriorities.TargetState; M19 | 25/09/2026 | [User Entered]

SCADA integration | Business Justification & SMART Objectives; Scope of Work; Deliverables & Acceptance Criteria | DNA ProofAndPriorities.TargetState; M19 | 25/09/2026 | [User Entered]

1-in-100 year flood immunity | Business Justification & SMART Objectives; Scope of Work; Deliverables & Acceptance Criteria | DNA ProofAndPriorities.TargetState; M19 | 25/09/2026 | [User Entered]

Council resolved Option 3 in June 2026 | Background & Context | DNA ProofAndPriorities.Background | 25/09/2026 | [User Entered]

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

Practical Completion locked to State grant funding deed | Background & Context; Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance | DNA ProofAndPriorities.Background; M18 | 25/09/2026 | [User Entered]

Wet season constrains construction window | Background & Context; Risks, Assumptions & SOPA Compliance | DNA ProofAndPriorities.Background; M18 | 25/09/2026 | [User Entered]

Coralvale Corporate Plan 2024-2029 | Background & Context; Business Justification & SMART Objectives | DNA GovernanceAndTarget.GoverningPlanNames | 25/09/2026 | [User Entered]

Long Term Financial Plan 2024-2034 | Background & Context; Budget & GST Breakdown | DNA GovernanceAndTarget.GoverningPlanNames | 25/09/2026 | [User Entered]

CAPEX \$18,500,000 ex-GST | Decision Requested; Business Justification & SMART Objectives; Budget & GST Breakdown | M3; Resolved decision | 25/09/2026 | [User Entered]

OPEX reduction \$1,200,000 per year | Business Justification & SMART Objectives; Budget & GST Breakdown | M3 | 25/09/2026 | [User Entered]

LTFP borrowings \$13,500,000 | Budget & GST Breakdown | M3 | 25/09/2026 | [User Entered]

Works for Queensland grant \$5,000,000 | Budget & GST Breakdown; Risks, Assumptions & SOPA Compliance | M3 | 25/09/2026 | [User Entered]

Total funding \$18,500,000 ex-GST (sum of two supplied lines) | Budget & GST Breakdown | M3 | 25/09/2026 | [User Entered]

Procurement threshold \$200,000 ex-GST | Milestone Timeline & Governance Structure | DNA CouncilBaseline.ProcurementThreshold; M11 | 25/09/2026 | [Officer Confirmed — Coralvale Regional Council Procurement Policy 2026, adopted 24/06/2026]

Open public tender under Local Government Regulation 2012 Chapter 6 | Milestone Timeline & Governance Structure | M11; Resolved decision | 25/09/2026 | [User Entered]

Contract form AS 4000-1997 with Council's standard amendments | Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance | M11 | 25/09/2026 | [User Entered]

Tender advertised 01/2027 | Decision Requested; Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance | M18 | 25/09/2026 | [User Entered]

Tender award 03/2027, set to clear the wet season | Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance | M18 | 25/09/2026 | [User Entered]

Construction start 05/2027 | Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance | M18 | 25/09/2026 | [User Entered]

Practical Completion 15/12/2027 | Decision Requested; Business Justification; Deliverables; Milestone Timeline; Risks | M18; Resolved decision | 25/09/2026 | [User Entered]

Defects liability ends 15/12/2028 | Deliverables & Acceptance Criteria; Milestone Timeline & Governance Structure | M18 | 25/09/2026 | [User Entered]

Exact day for tender advertisement, tender award and construction start | Milestone Timeline & Governance Structure | M18 | 25/09/2026 | [VERIFY]

25 MLD sustained over 72 continuous hours | Business Justification & SMART Objectives; Deliverables & Acceptance Criteria | M19 | 25/09/2026 | [User Entered]

Duty/standby changeover demonstrated under load | Business Justification & SMART Objectives; Deliverables & Acceptance Criteria | M19 | 25/09/2026 | [User Entered]

SCADA integration accepted by Council's control room | Business Justification & SMART Objectives; Deliverables & Acceptance Criteria | M19 | 25/09/2026 | [User Entered]

As-constructed drawings and O&M manuals delivered | Scope of Work; Deliverables & Acceptance Criteria | M19 | 25/09/2026 | [User Entered]

Flood immunity certified by the design engineer | Business Justification & SMART Objectives; Deliverables & Acceptance Criteria | M19 | 25/09/2026 | [User Entered]

12-month defects liability period commenced | Scope of Work; Deliverables & Acceptance Criteria | M19 | 25/09/2026 | [User Entered]

Exclusion: reticulation network upgrades beyond the plant boundary (separate capital program) | Scope of Work | M21 | 25/09/2026 | [User Entered]

Exclusion: raw water intake pump station (separate capital program, ref WS-2028) | Scope of Work | M21 | 25/09/2026 | [User Entered]

Exclusion: demolition and disposal of the decommissioned 1980s clarifier train (separate disposal contract) | Scope of Work | M21 | 25/09/2026 | [User Entered]

Exclusion: any potable water quality trial beyond standard commissioning | Scope of Work | M21 | 25/09/2026 | [User Entered]

Exclusion: telemetry integration with any non-Council SCADA system | Scope of Work | M21 | 25/09/2026 | [User Entered]

Exclusion: community consultation activities (separate Community Engagement Plan) | Scope of Work | M21 | 25/09/2026 | [User Entered]

Steering Committee membership (Director Infrastructure Services as Chair; Manager Capital Delivery; Manager Water Operations; Chief Financial Officer representative; external probity adviser) | Milestone Timeline & Governance Structure | M22 | 25/09/2026 | [User Entered]

Steering Committee meets monthly | Milestone Timeline & Governance Structure | M22 | 25/09/2026 | [User Entered]

Additional meeting triggered by a variation exceeding a set share of CAPEX | Budget & GST Breakdown; Milestone Timeline & Governance Structure | M22 | 25/09/2026 | [User Entered]

Share of CAPEX that triggers an additional meeting | Budget & GST Breakdown; Milestone Timeline & Governance Structure | M22 | 25/09/2026 | [VERIFY]

Escalated to Steering Committee: any change to Practical Completion; a risk reclassified to High or Extreme | Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance | M22 | 25/09/2026 | [User Entered]

Decided at officer level: routine, non-critical-path schedule adjustments | Milestone Timeline & Governance Structure | M22 | 25/09/2026 | [User Entered]

Escalated to Council: any change to the approved CAPEX cap or to Option 3 | Background & Context; Budget & GST Breakdown; Milestone Timeline & Governance Structure | M22 | 25/09/2026 | [User Entered]

Risk 1: Plant failure before completion, Likely x Major, Manager Water Operations | Risks, Assumptions & SOPA Compliance | M7 | 25/09/2026 | [User Entered]

Risk 2: Grant deed date missed, Possible x Major, Director Infrastructure Services | Risks, Assumptions & SOPA Compliance | M7 | 25/09/2026 | [User Entered]

Risk 3: Wet season delay, Likely x Moderate, Project Manager | Risks, Assumptions & SOPA Compliance | M7 | 25/09/2026 | [User Entered]

Conflict of interest declaration by J. Smith, Manager Capital Delivery | Risks, Assumptions & SOPA Compliance | DNA ConflictOfInterestDeclaration | 25/09/2026 | [User Entered]

PRINCE2 Governance Framework (Starting Up & Initiating a Project) | Risks, Assumptions & SOPA Compliance | Prompt statutory anchors | 25/09/2026 | [User Entered]

QTC / Peak Services Local Government Project Delivery Frameworks | Risks, Assumptions & SOPA Compliance | Prompt statutory anchors | 25/09/2026 | [User Entered]

State Records Acts & EDRMS Compliance (TRIM / Objective / TechOne) | Risks, Assumptions & SOPA Compliance | Prompt statutory anchors | 25/09/2026 | [VERIFY]

Security of Payment Act (SOPA) & Project Trust Account thresholds | Risks, Assumptions & SOPA Compliance | Prompt statutory anchors | 25/09/2026 | [VERIFY]

Decision-maker for this matter | Decision Requested; Sign-off & Approvals Block | DNA GovernanceAndTarget.DecisionMaker | 25/09/2026 | [VERIFY]

6. Unresolved Items & Limitations

Missing item | Section that needs it

Document version number | Preparation section 1

AI system model version | Preparation section 1

Name of the external consultant engaged on the project | Preparation section 2

Conflict of interest declaration of the external probity adviser | Preparation section 2; Risks, Assumptions & SOPA Compliance

Delegation instrument or policy under which the officer is acting | Preparation section 3; Sign-off & Approvals Block

Reporting line between author and recipient | Cover & Register (From, To, Date, Register)

Project Manager name | Cover & Register; Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance

Officer's recommended resolution wording | Decision Requested

Decision-maker for this matter | Decision Requested; Sign-off & Approvals Block

Regional category | Background & Context

Years operating | Background & Context

Key stakeholders | Background & Context

Top concerns | Business Justification & SMART Objectives

Corporate Plan objective the project supports | Business Justification & SMART Objectives

Start date for measuring the OPEX reduction | Business Justification & SMART Objectives

Drawing or definition of the plant boundary | Scope of Work (Inclusions & Exclusions)

Senior User on the Project Board | Deliverables & Acceptance Criteria; Milestone Timeline & Governance Structure

Council's GST registration and Input Tax Credit entitlement for this project | Budget & GST Breakdown (ex-GST)

GST treatment of the Works for Queensland grant under the funding deed | Budget & GST Breakdown (ex-GST)

Contingency amount held within the CAPEX cap | Budget & GST Breakdown (ex-GST)

Share of CAPEX that triggers an additional Steering Committee meeting | Budget & GST Breakdown (ex-GST); Milestone Timeline & Governance Structure

Exact day for tender advertisement, tender award and construction start | Milestone Timeline & Governance Structure

Procurement and equipment lead times | Milestone Timeline & Governance Structure; Risks, Assumptions & SOPA Compliance

Current rating of each top risk under Council's risk matrix | Risks, Assumptions & SOPA Compliance

Interim supply arrangements if the existing plant fails before completion | Risks, Assumptions & SOPA Compliance

Execution status of the State grant funding deed | Risks, Assumptions & SOPA Compliance

Terms of the grant funding deed if Practical Completion is missed | Risks, Assumptions & SOPA Compliance
Project constraints other than the wet season and the grant deed | Risks, Assumptions & SOPA Compliance
QLD security of payment instrument that applies | Risks, Assumptions & SOPA Compliance
Whether a project trust account is triggered for this contract, and the threshold | Risks, Assumptions & SOPA Compliance

QLD records instrument that applies, and Council's EDRMS | Risks, Assumptions & SOPA Compliance

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

Limitations on the reliability of this document:

1. Register rule conflict. The Register Rule block in the prompt states the author and recipient roles as [VERIFY], while the officer's answer to M16 supplies both. The M16 answer was treated as fact and used. The reporting line between the two roles was not supplied, so the "for issue" branch was applied. This choice reverses if the officer confirms that the Manager Capital Delivery reports to the Director Infrastructure Services.
2. OPEX GST label. The OPEX reduction of \$1,200,000 per year was not labelled ex-GST in the officer's answer. It has been labelled ex-GST because the answer was given to a question framed on an ex-GST basis. The officer should confirm this label.
3. Grant and borrowing labels. The \$13,500,000 borrowing and \$5,000,000 grant lines have been labelled ex-GST because they sum to the ex-GST CAPEX cap. The GST treatment of the grant payment itself is marked [VERIFY].
4. Statutory anchor status. The four statutory anchors were supplied by the prompt template, not by the officer's interview. The Source Register status [User Entered] is the nearest of the four permitted values for the PRINCE2 and QTC / Peak Services anchors. The two generic Act anchors are marked [VERIFY] because the applicable QLD instrument was not supplied.
5. Statutory compliance. The quality rule requiring full compliance with the Local Government Act and subordinate legislation of QLD cannot be checked without access to that legislation. It is recorded as [VERIFY] in section 8.
6. Readability. The Flesch 60-70 target cannot be measured by this process. The officer must measure it.
7. Month-only dates. Three milestone dates were supplied as month and year only. They are reproduced as supplied, and the missing day is marked [VERIFY], rather than inventing a day to meet the DD/MM/YYYY rule.
8. Decision Requested. No officer recommendation wording was supplied. The Decision Requested section therefore frames the decision in neutral terms and marks the recommended resolution as [VERIFY].
9. Section length. The Sign-off & Approvals Block and Cover & Register are fixed blocks and are exempt from word ranges. No section was padded to reach a minimum.

7. Substantive Review Findings

Findings of the Sceptical Steering Committee Chair (opposing the Project Brief Author):

1. Scope exclusions. Finding: the six exclusions are explicit, but exclusion 1 depends on "the plant boundary", which is not defined by a drawing or reference. Without it, reticulation work at the interface can drift into scope. Resolution: the boundary definition is marked [VERIFY] in the Scope of Work section and listed in section 6.
2. Retained asset. Finding: demolition of the 1980s clarifier train is excluded, so the decommissioned train stays on site at Practical Completion. Resolution: stated as a consequence in the Scope of Work section so the Board is not surprised by it.

3. Unbudgeted risks. Finding: the funding lines add up exactly to the CAPEX cap, with no stated contingency. Any risk cost has no stated headroom. Resolution: the Budget section states this directly and marks the contingency amount as [VERIFY].
4. Tolerances. Finding: no numeric cost or time tolerance was supplied. Resolution: the supplied escalation rules are stated as the tolerances under management by exception, and the variation share is marked [VERIFY].
5. Undated milestones. Finding: three milestones carry month and year only. Resolution: the exact days are marked [VERIFY] in the Milestone Timeline section.

Findings of the Independent Project Assurance Lead (opposing the Delivery Realist & Civil Engineer):

1. Unverified budget lines. Finding: every dollar figure is [User Entered]. The grant deed, its execution status and its terms for a missed date have not been sighted. Resolution: deed status and terms are marked [VERIFY] in the Risks section.
2. SOPA trust account triggers. Finding: the anchor is cited generically. The applicable QLD instrument, and whether a project trust account is triggered for a contract of this value, are unknown. Council's standard amendments to AS 4000-1997 have not been checked against it. Resolution: all three points are stated in the Risks section, with a check required before the tender is advertised in 01/2027.
3. Governance gaps. Finding: the Project Manager is not appointed, the Senior User is not named, the decision-maker is not named, and the delegation instrument is not identified. Resolution: each is marked [VERIFY] in the relevant Final section and listed in section 6.
4. Risk ownership gap. Finding: Risk 3 is owned by the Project Manager, a role not yet filled. Resolution: the Risks section states that the risk has no named holder until the appointment is made.

Drafting seat positions:

1. Background detail carried forward from the mandate (Project Brief Author weighs differently).
Position A: carry the full mandate history. Position B: carry the supplied current state, target state and background statements exactly as supplied, with their consequences for the decision.
Recommended: Position B. Reason: the brief exists to lock the baseline, and no further mandate detail was supplied.
2. Unverified cost estimates in the formal brief (Sponsor's Strategic Adviser weighs differently). Position A: exclude figures until independently checked. Position B: include the figures, since the CAPEX cap is a resolved decision, and mark GST and Input Tax Credit entitlement as [VERIFY].
Recommended: Position B. Reason: the sponsor reads budget second; a brief with no budget cannot support the decision.
3. Achievability of Practical Completion (Delivery Realist & Civil Engineer weighs differently). Position A: propose a revised completion date. Position B: retain 15/12/2027 as resolved and set out the schedule pressure as a risk, with lead times marked [VERIFY]. Recommended: Position B. Reason: Practical Completion is a resolved decision locked to the grant deed and may not be reopened. The construction window from 05/2027 to 15/12/2027 must also hold the 72-hour capacity test and flood immunity certification, and it carries no stated float.

8. Quality & Human Verification Sign-Off

Quality rule	Result	Note
Every fact traces to the DNA, a decision or a finding, and appears in the Source Register	Pass	Each fact is listed in section 5.
No placeholder brackets other than [VERIFY]	Pass	No other bracketed placeholders are used.
Reader statement honoured	Pass	Written for the Project Board, Executive Sponsor and Steering Committee.
Officer recommendation reproduces the officer's own wording	Pass	No wording was supplied; the resolution is marked [VERIFY] and none was drafted.

Quality rule	Result	Note
No "not supplied", "not provided" or "the supplied information" in the Final document	Pass	Final check run.
No DNA field names or module numbers in the Final document; no label followed by [VERIFY] on its own line	Pass	Missing facts are written as plain-English sentences.
Australian English	Pass	Australian spelling used.
No headings in the Final document beyond the section list	Pass	Ten headings, in the required order.
No mention of AI, prompts, panels, seats or this process in the Final document	Pass	None present.
Conflict of interest stated as a fact, attributed, not reproduced	Pass	Stated in the Risks section.
Readability within Flesch 60-70	[VERIFY]	The officer must measure the Flesch Reading Ease score of the Final document.
Each section states what its facts mean for the decision	Pass	Consequences drawn only from supplied facts.
Every dollar figure labelled ex-GST or GST inclusive	Pass	All figures labelled ex-GST; see limitations 2 and 3.
No procurement threshold except the DNA figure	Pass	Only \$200,000 ex-GST appears.
Dates DD/MM/YYYY	Pass	Month-only dates kept as supplied, with the day marked [VERIFY].
Full compliance with the Local Government Act and subordinate legislation of QLD	[VERIFY]	The officer must check against the legislation.
Preparation document carries all eight sections in order	Pass	Sections 1 to 8 present.
No filler words	Pass	None used.
Vocabulary to avoid not used	Pass	None of the listed terms appear.

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.