

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

1. Run Metadata & System Disclosure

Field	Entry
Council	Coralvale Regional Council
State jurisdiction	QLD
Document type	Project Mandate (twin pair: Preparation document and Final document)
Date run	25/09/2026
Version	Version 1, first draft for officer review
Officer accountable	J. Smith, Manager Capital Delivery
AI system used	Claude (free, Pro or Max, personal account)

The AI system named above was instructed to operate under these boundaries: no external internet access; no fact used that is not contained in the prompt; and no figure, date or statutory reference invented. These are the instructions the system was given. This record cannot confirm what the system did, only what it was told to do. The officer accountable must check the Final document against the Granular Source Register in section 5 before relying on it.

The AI system identity is recorded exactly as the officer stated it. No model name or version beyond that statement has been added.

2. Conflict of Interest & Probity Declarations

The following declaration was made by J. Smith, Manager Capital Delivery, and is 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, so no management action is required against it.

Two probity points remain open. First, the external consultant referred to in the declaration is not named in this record; the identity of the external consultant is [VERIFY]. Second, the declaration is made by the officer on behalf of both the officer and the consultant; whether the consultant has made its own declaration is [VERIFY]. Both items are listed in section 6.

3. Statutory Anchors & Delegations

Provision (cited as supplied)	Where used in the Final document	Note
PRINCE2 Starting Up a Project (SU) Process	Authority to Proceed (Sign-off)	Cited as the process that sign-off authorises.
Council Delegations of Authority Register (CEO/Director Financial Limits)	Nominated Project Sponsor & Manager	Cited as the instrument against which the Sponsor's financial delegation must be confirmed. The limit itself is [VERIFY].
Integrated Planning & Reporting (IP&R) Corporate Business Plan	Not used	Not cited. The council's governing plans are named as the Coralvale Corporate Plan 2024-2029 and the Long Term Financial Plan 2024-2034, and those names are used instead. The prompt does not establish that the IP&R framework applies in QLD, so the QLD equivalent reference is [VERIFY].
Australian Government Style Manual (Plain Language Executive Communication)	Not cited in the text	Applied as the drafting standard for plain-language executive wording.

The delegation instrument under which the officer, J. Smith, Manager Capital Delivery, is acting in preparing this mandate is [VERIFY]. The Coralvale Regional Council Procurement Policy 2026 is referred to in the Final document for the procurement threshold only; it is a procurement policy, not a delegation instrument, and is not relied on as one. No section of the Local Government Act or subordinate legislation of QLD was supplied, so none is cited.

4. Decisions and Options Evaluated

Resolved decision	Status	Where it landed
Option 3 selected over Option 2	Applied	Mandate Header (Background); Strategic Problem or Opportunity Statement; Scope Envelope & Constraints
CAPEX capped at \$18,500,000 ex-GST	Applied	Initial Budget Ceiling & Funding Envelope; Scope Envelope & Constraints; Nominated Project Sponsor & Manager
Procurement by open public tender	Applied	Scope Envelope & Constraints
Practical Completion 15/12/2027	Applied	Project Objectives & Corporate Alignment; Scope Envelope & Constraints
Open session	Applied	Authority to Proceed (Sign-off)

Material choices about the subject matter:

1. Treatment of the target state wording. Option A: reproduce the target state exactly as supplied. Option B: abstract it into outcome statements to avoid technical detail. Recommended: Option A. The task requires the wording exactly as supplied. The target state is presented as the target state, not as a Council-resolved design, because the sources do not state that the target state is the content of Option 3.
2. Addressee and reader. Option A: address the mandate To the Director Infrastructure Services, as the officer answered, and record the Chief Executive Officer and Executive Leadership Team as the readers it is prepared for. Option B: address it directly to the Chief Executive Officer. Recommended: Option A. It honours both the officer's answer and the named reader.
3. Month-only milestone dates. Option A: reproduce 01/2027, 03/2027 and 05/2027 as supplied. Option B: convert them to full DD/MM/YYYY dates. Recommended: Option A. Option B would require inventing a day of the month. The exact days are [VERIFY].

4. GST labelling of funding sources. Option A: label the \$13,500,000 borrowings and \$5,000,000 grant as ex-GST, because they sum exactly to the \$18,500,000 ex-GST CAPEX ceiling. Option B: leave them unlabelled. Recommended: Option A. The operating expenditure reduction of \$1,200,000 per year carries no stated GST basis, so its GST basis is written as [VERIFY].
5. Procurement threshold reference. Option A: state the \$200,000 ex-GST threshold to show the open public tender is consistent with Council policy. Option B: omit it. Recommended: Option A. The figure comes from the officer's answer and the named policy, and it gives the Executive Leadership Team a direct check on the procurement route.
6. Link between the Works for Queensland grant and the State grant funding deed. Option A: treat them as the same funding. Option B: state the link as [VERIFY] and set out the consequence if it holds. Recommended: Option B. The sources name both but do not say they are the same.

5. Granular Source Register

Fact | Section used | Source | Date | Status

Council name: Coralvale Regional Council | Mandate Header | CouncilName | 25/09/2026 | [User Entered]

Jurisdiction: QLD | Mandate Header | StateJurisdiction | 25/09/2026 | [User Entered]

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

From: J. Smith, Manager Capital Delivery | Mandate Header | M16 | 25/09/2026 | [User Entered]

To: Director Infrastructure Services | Mandate Header | M16 | 25/09/2026 | [User Entered]

Prepared for: Chief Executive Officer and Executive Leadership Team | Mandate Header | READER statement in prompt | 25/09/2026 | [User Entered]

Subject: Ridgeback Creek Water Treatment Plant | Mandate Header | CurrentState | 25/09/2026 | [User Entered]

Background: Council resolved Option 3 in June 2026. Practical Completion is locked to the State grant funding deed. Wet season constrains the construction window. | Mandate Header | Background | 25/09/2026 | [User Entered]

Option 3 selected over Option 2 | Mandate Header; Strategic Problem or Opportunity Statement; Scope Envelope & Constraints | Resolved decision | 25/09/2026 | [User Entered]

IPWEA NAMS+ Condition Grade 4, single 1980s clarifier train, manual dosing, no redundancy | Strategic Problem or Opportunity Statement | CurrentState | 25/09/2026 | [User Entered]

Peak-day demand now exceeds firm capacity | Strategic Problem or Opportunity Statement | CurrentState | 25/09/2026 | [User Entered]

Target state: fully automated plant, 25 MLD firm capacity, duty/standby trains, SCADA integration, 1-in-100 year flood immunity | Project Objectives & Corporate Alignment | TargetState | 25/09/2026 | [User Entered]

Whether 25 MLD meets current and forecast peak-day demand | Project Objectives & Corporate Alignment | None | 25/09/2026 | [VERIFY]

Coralvale Corporate Plan 2024-2029, Pillar 3 Sustainable Infrastructure, Goal 3.2 | Project Objectives & Corporate Alignment | M20; GoverningPlanNames | 25/09/2026 | [User Entered]

Long Term Financial Plan 2024-2034 | Project Objectives & Corporate Alignment; Initial Budget Ceiling & Funding Envelope | GoverningPlanNames; M3 | 25/09/2026 | [User Entered]

Procurement by open public tender | Scope Envelope & Constraints | Resolved decision | 25/09/2026 | [User Entered]

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

Tender advertised 01/2027 | Scope Envelope & Constraints | M18 | 25/09/2026 | [User Entered]

Tender award 03/2027, set to clear the wet season | Scope Envelope & Constraints | M18 | 25/09/2026 | [User Entered]

Construction start 05/2027 | Scope Envelope & Constraints | M18 | 25/09/2026 | [User Entered]

Exact day of month for tender advertised, tender award and construction start | Scope Envelope & Constraints | None | 25/09/2026 | [VERIFY]

Practical Completion 15/12/2027, driven by the State grant funding deed | Project Objectives & Corporate Alignment; Scope Envelope & Constraints | M18; Resolved decision; Background | 25/09/2026 | [User Entered]

Defects liability ends 15/12/2028 | Scope Envelope & Constraints | M18 | 25/09/2026 | [User Entered]

Wet season constrains the construction window | Scope Envelope & Constraints | Background; M18 | 25/09/2026 | [User Entered]

PRINCE2 chain: Mandate, Brief, Business Case, Scope, Tender | Scope Envelope & Constraints; Authority to Proceed (Sign-off) | Prompt editorial instruction (Upgrade Chain Placement) | 25/09/2026 | [User Entered]

Further constraints | Scope Envelope & Constraints | Constraints | 25/09/2026 | [VERIFY]

Scope exclusions | Scope Envelope & Constraints | None | 25/09/2026 | [VERIFY]

Key stakeholders | Scope Envelope & Constraints | KeyStakeholders | 25/09/2026 | [VERIFY]

CAPEX \$18,500,000 ex-GST, capped | Initial Budget Ceiling & Funding Envelope; Scope Envelope & Constraints; Nominated Project Sponsor & Manager | M3; Resolved decision | 25/09/2026 | [User Entered]

Borrowings \$13,500,000 ex-GST under the Long Term Financial Plan 2024-2034 | Initial Budget Ceiling & Funding Envelope | M3 | 25/09/2026 | [User Entered]

Works for Queensland grant \$5,000,000 ex-GST | Initial Budget Ceiling & Funding Envelope | M3 | 25/09/2026 | [User Entered]

OPEX reduces by \$1,200,000 per year | Initial Budget Ceiling & Funding Envelope | M3 | 25/09/2026 | [User Entered]

GST basis of the OPEX reduction | Initial Budget Ceiling & Funding Envelope | None | 25/09/2026 | [VERIFY]

Whether the Works for Queensland grant is the funding under the State grant funding deed | Initial Budget Ceiling & Funding Envelope | None | 25/09/2026 | [VERIFY]

Project Sponsor: Director Infrastructure Services | Nominated Project Sponsor & Manager | M17 | 25/09/2026 | [User Entered]

Project Manager not yet appointed | Nominated Project Sponsor & Manager | M17 | 25/09/2026 | [User Entered]

Identity of the Project Manager | Nominated Project Sponsor & Manager | M17 | 25/09/2026 | [VERIFY]

Sponsor's financial delegation limit | Nominated Project Sponsor & Manager | None | 25/09/2026 | [VERIFY]

Council Delegations of Authority Register (CEO/Director Financial Limits) | Nominated Project Sponsor & Manager | STATUTORY ANCHORS | 25/09/2026 | [User Entered]

PRINCE2 Starting Up a Project (SU) Process | Authority to Proceed (Sign-off) | STATUTORY ANCHORS | 25/09/2026 | [User Entered]

Sign-off triggers initial exploratory resource spend | Authority to Proceed (Sign-off) | Drafting panel stance (PRINCE2 Governance Assurance Lead) | 25/09/2026 | [User Entered]

Decision-maker for the authority to proceed | Authority to Proceed (Sign-off) | DecisionMaker | 25/09/2026 | [VERIFY]

Open session | Authority to Proceed (Sign-off) | Resolved decision | 25/09/2026 | [User Entered]

Officer accountable: J. Smith, Manager Capital Delivery | Preparation sections 1, 2 and 8 | OfficerNameAndPosition | 25/09/2026 | [User Entered]

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

Conflict of interest declaration | Preparation section 2 | ConflictOfInterestDeclaration | 25/09/2026 | [User Entered]

6. Unresolved Items & Limitations

Missing item | Section that needs it

RegionalCategory | Not used in the Final document

YearsOperating | Not used in the Final document

Decision-maker for the authority to proceed (DecisionMaker) | Authority to Proceed (Sign-off)

TopConcerns | Not used in the Final document

Key stakeholders (KeyStakeholders) | Scope Envelope & Constraints

Further constraints (Constraints) | Scope Envelope & Constraints

Scope exclusions | Scope Envelope & Constraints

Formality | Whole Final document (register)

PlainEnglishLevel | Whole Final document (register)

TermsToUse | Whole Final document (vocabulary)

TermsToAvoid | Whole Final document (vocabulary)

Person | Whole Final document (register)

HouseConventions | Whole Final document (layout and style)

Identity of the Project Manager | Nominated Project Sponsor & Manager

Sponsor's financial delegation limit under the Council Delegations of Authority Register (CEO/Director Financial Limits) | Nominated Project Sponsor & Manager

Exact day of month for tender advertised, tender award and construction start | Scope Envelope & Constraints

GST basis of the \$1,200,000 per year OPEX reduction | Initial Budget Ceiling & Funding Envelope

Whether the Works for Queensland grant is the funding under the State grant funding deed | Initial Budget Ceiling & Funding Envelope

Whether 25 MLD firm capacity meets current and forecast peak-day demand | Project Objectives & Corporate Alignment

QLD equivalent of the Integrated Planning & Reporting (IP&R) Corporate Business Plan reference | Preparation section 3

Delegation instrument under which the officer is acting | Preparation section 3

Identity of the external consultant named in the declaration | Preparation section 2

Whether the external consultant has made its own declaration | Preparation section 2

Limitations on the reliability of this document:

1. Target state wording and the solutionising rule. The supplied target state names technical parameters (25 MLD, duty/standby trains, SCADA integration, 1-in-100 year flood immunity). The governing stance and the solutionising audit both favour keeping design out of a mandate. The task requires the wording exactly as supplied, so the supplied wording wins. No further technical detail has been added.
2. Mandate prepared after the option decision. Council resolved Option 3 in June 2026, before this mandate. The mandate therefore records the resolved option rather than testing whether the initiative warrants exploring. The content of Options 2 and 3 is not described because it was not given.
3. Date format. Three milestones were supplied as month and year only. They are reproduced as supplied, so the Final document does not fully meet the DD/MM/YYYY rule.
4. Voice settings. All six voice fields are [VERIFY]. The Final document is written in third person plain English in line with the Australian Government Style Manual anchor. The officer should confirm this matches council house conventions.
5. Reader and recipient. The prompt names the Chief Executive Officer and Executive Leadership Team as reader, while the officer names the Director Infrastructure Services as recipient. Both are shown in the Mandate Header.
6. Measurement. No word count, page count or readability score has been measured. The officer must print the Final document to confirm the 2-page target and run a readability check (section 8).
7. Legislative compliance. No provision of the Local Government Act or subordinate legislation of QLD was supplied. Full compliance cannot be confirmed from this record.
8. Section word ranges. The Mandate Header and Authority to Proceed (Sign-off) are fixed blocks and are exempt from their ranges. No conflict arose between supplied wording and section ranges elsewhere.

7. Substantive Review Findings

Review findings from the Executive Leadership Team Reviewer (Municipal Capital Portfolio Control), opposing the Strategic Program Director:

1. Finding: premature design. The target state carries design parameters that read as a solution. Resolution: retained verbatim because the task requires it; presented as the target state only, not as Council-resolved design; no design options, specifications or delivery methods added.
2. Finding: unaligned strategic claims. The first draft risked describing what Goal 3.2 says. Resolution: alignment limited to naming the Coralvale Corporate Plan 2024-2029, Pillar 3 Sustainable Infrastructure, Goal 3.2, and the Long Term Financial Plan 2024-2034. No benefit claims added beyond the supplied facts.
3. Finding: missing delegation authority. The Sponsor's financial delegation limit and the decision-maker are not known, so the Executive Leadership Team cannot test the \$18,500,000 ex-GST ceiling against delegations. Resolution: both written as [VERIFY] in the Final document, with a direction to confirm the Sponsor's limit against the ceiling before sign-off.
4. Finding: capacity objective not proven. The draft implied 25 MLD resolves the peak-day shortfall, which the sources do not establish. Resolution: the Final document states that whether 25 MLD meets current and forecast peak-day demand is [VERIFY] and must be confirmed in the Project Brief.
5. Finding: page limit. The reviewer rejects mandates over the 4-page absolute maximum. Resolution: sections drafted to their budgets; the page count must be confirmed by the officer on printing.

Drafting positions where the seats differed:

1. Whether solution options belong in the mandate. Position A (Strategic Program Director): exclude all option content and state the problem only. Position B (PRINCE2 Governance Assurance Lead): record the resolved Option 3, because the Executive Leadership Team needs to know the option choice is already fixed. Recommended: Position B, limited to naming Option 3 as resolved without describing it.
2. Precise figure or order-of-magnitude range. Position A (Executive Financial Delegate default): state an order-of-magnitude range. Position B: state the resolved cap as the ceiling. Recommended: Position B. Council has capped CAPEX at \$18,500,000 ex-GST, and a range would contradict that decision.
3. Scope boundary detail at pre-project stage. Position A (PRINCE2 Governance Assurance Lead default): full in-scope and out-of-scope lists. Position B: an envelope built only from resolved decisions and milestones, with exclusions marked [VERIFY]. Recommended: Position B. No exclusions were given, and inventing them would breach the sourcing rules.

8. Quality & Human Verification Sign-Off

1. Every fact in the Final document traces to the DNA, a decision or a finding and appears in the Source Register: Pass. Each fact is listed in section 5.
2. No placeholder brackets remain except [VERIFY]: Pass. Only [VERIFY] is used, with no words inside the brackets.
3. Reader statement honoured: Pass. Written for the Chief Executive Officer and Executive Leadership Team; no contractor or public content.
4. Officer recommendation reproduced in the officer's own wording: Pass. No officer recommendation was given and none has been written.
5. Unavailable facts written as [VERIFY] or as an action, with no "not supplied" wording: Pass.
6. No DNA field names or module numbers, and no label followed by [VERIFY] as a line of its own: Pass. Each gap is a plain-English sentence.
7. Australian English: Pass.
8. No headings in the Final document beyond the section list: Pass.
9. No mention of AI, prompts, panels, seats or this process in the Final document: Pass.
10. Conflict of interest declaration not reproduced in the Final document: Pass. The Final document has no probity section and does not quote the declaration.
11. Readability within Flesch 60-70: [VERIFY]. The officer must run the Flesch Reading Ease check in Word on the Final document.
12. Each section states what its facts mean for the decision: Pass. Consequences are drawn only from the supplied facts.
13. Every dollar figure labelled ex-GST or GST inclusive: [VERIFY]. All capital figures are labelled ex-GST; the GST basis of the \$1,200,000 per year OPEX reduction must be confirmed.
14. No procurement threshold figure except from ProcurementThreshold: Pass. Only \$200,000 ex-GST is used.
15. Dates in DD/MM/YYYY: Fail. Three milestones are month and year only, reproduced as supplied.
16. Full compliance with the Local Government Act and subordinate legislation of QLD: [VERIFY]. A governance officer must review against the current QLD legislation.
17. Preparation document carries all eight sections in order, with declarations in section 2 and an unsigned sign-off block in section 8: Pass.
18. Filler words avoided: Pass.
19. Final check for label-plus-[VERIFY] lines, "not provided", "not supplied" and "the supplied information": Pass.

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.