

Supporting Evidence Guide

This guidance is provided for those submitting additional information as evidence in support of their application toward unissued service awards.

Evidence is information, documents and other material that can be used to support the existence of a fact in question. It can take many forms as indicated below. Evidence submitted in support of an application will be evaluated and can be accepted or rejected when it comes to making findings.

Documentary Evidence

Documentary evidence encompasses forms of information or data usually recorded on paper. This may include, but is not limited to:

- witness statements
- written documents such as reports, books, newspaper articles or correspondence
- computer records
- email and other electronic communications
- maps, plans, drawings or photographs
- text messages

It is recommended that, where possible, the evidence includes dates, name and verification of the document by the author, if possible, and details of how the document was obtained.

Other types of Evidence

These may include objects or things that exist in the world, as opposed to being written down or in someone's memory. It may also include video or audio recordings which have not been transcribed or other items of evidence.

Expert Evidence

Expert evidence is an opinion provided by a person who is an expert in their field on a matter related to their expertise. An expert will consider the available evidence and provide an opinion.

Quick Guide

Evidence may include, but is not limited to, the following:

- Copies of documents / records held by the National Archives of Australia or Australian War Memorial with file reference
- Statutory Declarations (from other individuals who served with the member)
- Signed and dated witness statements
- Book or article extracts with title, author and publication date included
- Pay records
- Log Books
- Passports
- Photos
- Plaques
- Personal correspondence
- Medical records
- Other relevant evidence that places a member in a particular place at a particular time

More information on evidence, facts and findings can be found on the Attorney-General's Department Administrative Review Council website:

<http://www.arc.ag.gov.au/Publications/Reports/Pages/Downloads/ARCBestPracticeGuide3EvidenceFactsandFindings.aspx>