Guide to using evidence

Use evidence to support responses to assessment criteria and other application questions, such as timeframes, costings, and land ownership.

Ensure evidence provided is:

- appropriate for the project size
- credible and can withstand critical analysis
- directly relevant to the project
- recently created or compiled.

Referencing evidence

Clearly reference the documentary evidence used to support your statements - include:

- attachment number and name
- relevant section and page numbers
- additional context and assumptions (if needed) and relevance to project.

Proper referencing is crucial, as failure to do so may result in the evidence not being considered during assessment.

Using documentary evidence

- Quantitative evidence is preferred over qualitative information and primary sources are preferred over secondary sources.
- Provide full reports or at least the relevant sections with cover and copyright pages. It is not recommended to use hyperlinks for online documents as links may be broken.
- If using older information, explain why it is still relevant to the project and details in the application.
- Use quantitative and/or qualitative evidence to enhance your responses. For example:
  "The 2020 XYZ consultant's report (Attachment 4: Sections 4 and 6) identified the proposed project as the most cost-effective option to address the issue for the following reasons..."
- Provide a summary of technical reports to explain in layman's terms how they relate to and/or support your application.

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Types of documentary evidence

Different types of documentary evidence are discussed/shown below:

Studies and reports	Feasibility studies, option analyses, needs analysis, and modelling showing the costs and benefits of providing the infrastructure.
Plans, including legislative requirements	Local Government Infrastructure Plan, capital works program or Council budget/planning documents.
Data and statistics	Clear, current and informative data from reliable sources showing need for project. (e.g. population projections, residential lot registrations, migration trends, broad hectare land supply, residential land development activity, vacancy rates, etc)
Community evidence	Petitions, letters, survey outcomes, or media reports indicating need. Letters of support from key stakeholders and community representatives.
Community engagement results	Documented outcomes from forums or focus groups.
Maps and photos	Site maps, site plans, geo-survey images. Maps of proposed infrastructure locations and relevant features, and photographs of existing infrastructure conditions.
Meeting records	Minutes or resolutions related to the need or opportunity and/or specific infrastructure, approvals, etc.
Project documents/quotes and costings (evidence to demonstrate construction readiness and applicant capacity to deliver)	Development approvals, detailed/technical designs, recent costings, operational work approvals, construction quotes, title deeds (demonstrating land ownership), project implementation plan, site assessments, project risk assessment and mitigation strategy. Evidence of existing funding sources and financial statements, memorandum of understanding with project partners, existing contracts for delivery of the project.

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