



# CORONAVIRUS (COVID-19)

19 March 2020



## A message to Queensland councils: Further Communications Advice

Further to yesterday's notice, and with regards to communicating with communities during the caretaker period, Councils are encouraged to proactively communicate and should not refrain from providing important information to communities, particularly in relation to public health and safety issues arising from COVID -19.

The following points of guidance could be used by Councils, who in seeking to communicate with community about matters with respect to their responsibilities as Chairs of Local Disaster Management Groups (LDMG), undertake this critical task with confidence during the 'caretaker' period of the election:

1. Any material published to inform the community should come from Council or the LDMG
2. Mayors can provide this information as Chair of the LDMG and make this clear
3. Communications can be signed off as Mayor (eg. Mayor Susan Smith)
4. Any decisions should be communicated as decisions of LDMG, and not personally attributed to the Mayor or Councillor
5. Do not use Mayor or Councillor letterhead
6. Chairs of LDMGs can speak to media as necessary in this role
7. Mayors and Councillors are able to answer questions from their constituents and provide copies of information published by the Council/LDMG

The Department's fact sheet on 'caretaker' can be found at:

<http://www.dlgrma.qld.gov.au/resources/local-government-reform/caretaker-period-factsheet.pdf>

If you have any questions, or would like further guidance, please contact Tim Dunne on 34526743 or [Tim.Dunne@dlgrma.qld.gov.au](mailto:Tim.Dunne@dlgrma.qld.gov.au).

Official sources for COVID-19 public messaging

The best way for the community to stay up to date with accurate information is for council to publish information from official sources.

The links below provide the most up to date COVID-19 information and advice for all Queenslanders.

- health advice visit [www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19](http://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19)
- local government elections and COVID-19 prevention measures visit <https://www.ecq.qld.gov.au>
- resources including posters and factsheets visit <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/find-the-facts/resources>
- health advice translated into several languages visit [www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/find-the-facts/translated-resources](http://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/find-the-facts/translated-resources)
- travel advice visit [www.smarttraveller.gov.au/news-and-updates/coronavirus-covid-19](http://www.smarttraveller.gov.au/news-and-updates/coronavirus-covid-19)
- advice on economic assistance for affected industries and small business visit [www.qld.gov.au/industryrecovery](http://www.qld.gov.au/industryrecovery)

**Warwick Agnew**

Director-General  
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