

Guide to sharing information with your community

We know many community leaders help their communities by translating government information and turning them into audio, video or social media messages. To help make sure the messages remain correct and clear we have developed some guidance:

1. Make the information easy to understand for your community but do not change the meaning. You can add more words or examples to explain the meaning of the information provided.
2. Do not include an organisation's logo in your materials unless you have approval. If you want to acknowledge where the original information is adapted from please write/say "Adapted from information produced by [name of organisation]".
3. Once you produce something, check with 1-2 people in your community to make sure that they can understand the information properly before you share it with a big group of people. The best way to do this is to provide the information and then ask the person to tell you the messages in their own words.
4. Share what you have produced in ways that your community can access (e.g.: social media, WhatsApp groups)
5. Please let us know what you have produced. If you are happy to share what you have produced with communities across Queensland, please send it to Refugee Health Network Queensland – ally.wakefield@mater.org.au

