

Review into the 2023–24 Severe Weather Season: Submissions Information Sheet

What is a submission?

A submission is a statement (for example, via email, Microsoft Word document, PDF document, hand-written letter, interview or video) submitted to the Office of the Inspector-General of Emergency Management (the Office of the IGEM) to assist in the collection of relevant information for the Review into the 2023-24 Severe Weather Season (the review).

The easiest way to enter your submission is via email to Submissions2023-2024@igem.qld.gov.au.

Submissions can be accompanied by other documents and media (e.g. photographs or videos). You can simply add attachments to your email.

Large files

If your files are too large to send via email, let us know, and we will send you a link that you can use to upload large files. Please “Accept invitation”, then a link will be sent to you which you can use to upload large files. Please check your junk folder if you do not receive an invitation from Microsoft.

IGEM review reports do not include any identifying information, unless it is expressly authorised by an individual.

Who can make a submission?

Individuals, community groups, organisations, local governments and state and federal departments are all invited to make submissions in relation to weather events that took place during the 2023–24 Severe Weather Season.

The review will include severe storms, tropical cyclones, tropical lows, flooding and bushfires. Each extreme weather event is different, so it’s important we learn from each of them.

How will my submission be used?

Submissions will be read and considered by the Office of the IGEM to inform the review. The views and experiences provided in your submission will help inform development of findings and recommendations to enhance systems and ensure the best possible disaster management arrangements are in place to protect and benefit all Queenslanders.

The Office of the IGEM may publish, quote or summarise information, including any photographs or other media, submitted for the review. The information may also be used to inform future review activities.

The review reports – both interim and final – will be provided to the Minister for Police and Community Safety.

What are the Terms of Reference?

The [Terms of Reference](#) outline the scope of the review and identify the issues that will be considered by the Office of the IGEM. We encourage you to read the Terms of Reference prior to making a submission.

There may be information provided through the submission process that is out of scope for this review.

Can I make a submission anonymously or confidentially?

IGEM review reports do not include any identifying information, unless it is expressly authorised by an individual.

Submissions by individuals can be submitted anonymously, or you may request that all or part of your submission is kept private. Please ensure your request for confidentiality is clearly communicated in your submission.

If you provide your contact details without a request for confidentiality, you consent to the Office of the IGEM contacting you for further information. Please see the Privacy section for more information.

What should I include in my submission?

We want to hear your story. The Office of the IGEM is working to understand the full impact of weather events between 1 October 2023 and 30 April 2024 to help inform enhancements to our state's disaster management systems.

The below information provides ideas about what to include in your submission. You can also read the [Terms of Reference](#) which explains the approach for the review.

Individuals are invited to share information about:

- which event you were affected by (you may have experienced multiple events this season)
- how you were affected by the event or events
- what you think worked well in preparing for the event or events
- how well you know your local council's disaster management plan
- how will you understand the roles and responsibilities of government, organisations and individuals during a severe weather event
- what you noticed about weather notifications, warnings or alerts, including the new Australian Warning System
- what you think worked well during the response operations
- what, if anything, worked differently to what you would have expected or preferred
- examples of innovative solutions you witnessed or were involved with
- your suggestions for improvement
- any other information or feedback you feel is relevant to the review.

Departments, organisations and community groups are invited to share information about:

- agency preparedness activities for an event or multiple events that occurred
- agency response operations

- agency transitional arrangements and activities
- the issuing of weather notifications, warnings or alerts, including the new Australian Warning System
- the awareness and preparedness of the community and their knowledge of local disaster management plans
- what worked well as part of the response
- the coordination and deployment of personnel and equipment
- what did not work as well as expected or preferred
- what measures your agency took (if applicable) to:
 - inform the community
 - protect life
 - protect private and public property
 - manage the supply of essential services
 - assist resourcing, overall coordination, and deployment of personnel and equipment
 - identify innovative practices or good practice examples
- any other related matters you consider relevant to the review.

Can I provide other types of information? (e.g. photographs, videos, historical records, maps, or other forms of data?)

We encourage you to include photographs and other media along with your submission. Other types of information, such as historical records, maps, and other forms of data, are also welcome. Please ensure these materials are accompanied by the following information:

- source (who created the record, map or data)
- date
- time (approximate)
- location
- description

Beyond informing the review, how will my information be used?

Using and collecting information

The Office of the IGEM collects, receives, uses, stores and discloses your personal information in accordance with its obligations under the Information Privacy Act 2009 (IP Act). The IP Act regulates how Queensland government agencies (including the Office of the IGEM) collect and manage your personal information. For more information on this process please [click here](#).

The Office of the IGEM is committed to protecting the privacy of individuals and respect the confidentiality of information we deal with.

The Office of the IGEM collects personal information as part of receiving submissions from members of the public. The collection of this information is directly related to the functions of IGEM pursuant to the Disaster Management Act 2003).

The Office of the IGEM is subject to the Public Records Act 2002. Any relevant written correspondence sent to the Office of the IGEM may be treated and retained as a public record.

Right to information

The Right to Information Act 2009 (RTI Act), reflects the Queensland Government's approach to giving the community greater access to information. The Queensland Government has made a commitment to provide access to information held by the Government, unless on balance it is contrary to the public interest to provide that information.

The IP Act and RTI Act work together to ensure an appropriate balance between privacy protection and government openness.

The RTI Act encourages and supports the release of government information and allows people to apply for any information held by government. People can apply for information under the RTI Act and as long as doing so is not, on balance, contrary to the public interest, it will be released.

Website privacy

Visitors to this website may have certain information about their visit logged for statistical and diagnostic purposes only.

Information collected may include:

- the requesting IP address
- the type of browser being used
- the date and time of the visit
- the pages and resources accessed and downloaded
- the previous site visited.