Submissions Information Sheet

Re: South East Queensland Rainfall and Flooding February – March 2022 Review

What is a submission?

A submission is simply a written document (provided in any format i.e. hand written, email, word document) to the Inspector General of Emergency Management (IGEM) which assists the IGEM in its collection of information that is relevant to the review as set out in the terms of reference.

Who can make a submission?

Individuals, departments, organisations, community groups and the broader community are all invited to make submissions in relation to the rainfall and flood event of between the 22nd February and the 7th March 2022.

What are the terms of reference?

Terms of reference outline the scope of a review and identify the issues that will be considered by IGEM. They list the agencies which are relevant to the review.

What should I include in my submission?

To inform the review process, IGEM encourages you to:

- Read the terms of reference
- Identify if you are making a submission on behalf of, for example:
    - as an individual directly affected by the event
    - on behalf of a department, organisation or community group
    - as a member of the broader community

The purpose of your submission is to provide IGEM with information about your experience of the rainfall and flooding event.

- For **individuals** – you are invited to share information about:
    - how you were affected by the SEQ Rainfall and Flooding February March 2022
    - what you think worked well in preparing for the event
    - what you think worked well during the response operations
    - what, if anything, worked differently to what you would have expected or preferred
    - provide examples of innovate solutions you witnessed or were involved with
    - your suggestions for improvement

    You are not limited by the above suggestions.

    The purpose of your submission is to provide IGEM with information about your experience of the rainfall and flooding event.

- For **departments/organisations/community groups** – you are invited to provide submissions in relation to
    - agency preparedness activities
    - agency response operations
    - what worked well as part of the response
    - what did not work as well as expected or preferred

- o impacts of Covid-19 pandemic
- o what measures your agency took (if applicable) to:
  - inform the community
  - protect life
  - protect private and public property
  - manage the supply of essential services
  - manage dam operations
  - assist resourcing, overall coordination and deployment of personnel and equipment; and
- o identify innovative practices or good practice examples; and
- o any other related matters you consider relevant to the review

How will submissions be used?

Submissions will be analysed by the review team to inform the review. The views and experiences provided to IGEM will help inform recommendations or enhancements to systems by ensuring the best possible disaster management arrangements are in place to protect and benefit all Queenslanders.

Can I make a submission anonymously or confidentially?

Yes, 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.

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

Yes, you can provide other types of information as part of your submission.

Please ensure this material is clearly marked with the following details:

- date
- time (approximate)
- location
- description

Publishing submissions

Submissions will not be published on the IGEM website.

However, IGEM may publish, quote or summarise information provided by you in the review report. The information may also be used by IGEM to inform future assurance activities. This includes any video, photographic or other media contained in your submission.

IGEM review reports

IGEM review reports do not include any identifying information, unless it is expressly authorised by an individual. This includes future use of any information you provide as part of this review.

The review report – both interim and final – will be provided to the Minister for Police and Corrective Services and Minister for Fire and Emergency Services.

Using and collecting information

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 IGEM) collect and manage your personal information.

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

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*).

IGEM is subject to the *Public Records Act 2002*. Any relevant written correspondence sent to 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.