

How to make a submission – 2025 disaster events reviews

The Office of the IGEM is inviting written submissions from individuals, community groups, local governments, State and Commonwealth agencies, and anyone involved in or impacted by the 2025 events.

Submissions will help inform the Office of the IGEM identify good practice and areas for improvement in Queensland's disaster management system.

People are encouraged to share their experiences, insights, and any relevant documentation (e.g. timelines, reports, photos, or observations).

The Office of the IGEM will consider all information provided. Permission will be sought where specific information is to be quoted or attributed.

For more information on the scope and focus of the reviews, you can read the full Terms of Reference here: [IGEM Terms of Reference – 2025 Reviews \(PDF\)](#)

What is a submission?

A submission is any written account—such as an email, letter, or document—that shares your experience or views about the disaster events being reviewed. Submissions help IGEM understand what happened and identify what worked well or could be improved.

Who can make a submission?

Anyone can make a submission. We encourage individuals, community members, volunteers, local councils, organisations, and government agencies involved in or affected by:

- the North Queensland Floods (late January to early February 2025)
- Tropical Cyclone Alfred (late February to early March 2025)
- the Western Queensland Floods (late March to early April 2025)

If you're a council, organisation or agency:

- What preparation or planning was done before the event?
- How did your team or community respond?
- What worked well, and what were the challenges?
- How did you work with others (e.g. other agencies or the community)?
- Are there examples of good practice or lessons learned?
- What tools, training, or processes helped your response?

What can I include?

You can share:

- Your experience of the disaster events
 - North Queensland Floods (late January to early February 2025)
 - Tropical Cyclone Alfred – South-East Queensland (late February to early March 2025)
 - Western Queensland Floods (late March to early April 2025).

- What worked well or how things could be improved
- Specific examples, concerns, or ideas

Submissions can be short or detailed – whatever you feel comfortable providing.

Can I stay anonymous?

Yes. If you would like to stay anonymous or keep part of your submission private, please let us know clearly in your submission.

Can I include photos, videos or other information?

Yes. You're welcome to include other materials—such as photos, videos, maps, or data—that support your submission.

Please include a brief description, location, and approximate date/time for any additional material.

How will my submission be used?

Submissions will be reviewed by the IGEM team to help build a picture of what happened and why.

Information from submissions may be summarised or quoted in the final review reports, but names and identifying details will not be published unless you give permission.

Submissions will also help shape future improvements to Queensland's disaster management arrangements.

Privacy and your information

The Office of the IGEM collects and stores personal information in line with the [Information Privacy Act 2009](#). Any information you provide may be used to support this review and future assurance work, and may be kept as a public record under the [Public Records Act 2023](#).

The Office of the IGEM will not publish identifying information unless you have given permission. You can learn more about our privacy policy and your rights to access information under the [Right to Information Act 2009](#) at igem.qld.gov.au.

Ready to make a submission?

Visit the Office of the IGEM website to read our Terms of Reference igem.qld.gov.au/2025-reviews

Submissions can be submitted as per the below options.

Community members:

- You can complete our secure Microsoft Form here: <https://forms.office.com/r/Qq9mmFiJw9>
- You can download and complete our form [here](#) and email your submission to info.igemreview@igem.qld.gov.au
- handwritten and mailed to PO Box 12068 George Street, Brisbane QLD 4003 or emailed to info.igemreview@igem.qld.gov.au

Agencies:

- You can download and complete our form [here](#) and email your submission to info.igemreview@igem.qld.gov.au

Whatever is easiest for you. Thank you for contributing to this important review.

- Submission close

Public: Friday, 1 August 2025

Email: info.igemreview@igem.qld.gov.au

Website: igem.qld.gov.au/2025-reviews

Need help?

Phone: (07) 3029 8813

Email: info.igemreview@igem.qld.gov.au

Website: igem.qld.gov.au/2025-reviews