



Misuse of Information

Use of the Land Information System Tasmania (the LIST)

The LIST is a whole-of-government online resource that provides information about land and property in Tasmania.

It is managed by Heritage and Land Tasmania, a strategic unit of the Department of Natural Resources and Environment Tasmania (NRE Tas).

Access to information on the LIST

The LIST has 70 property and titles products that can be accessed. Some products are free to all users, while others require payment. LIST product descriptions can be accessed [here](#).

Many public sector employees can access information on the LIST as part of their employment, including by conducting land titles or other related searches.

If doing so solely for work purposes, public sector employees can also apply to access the products at no charge.

What is the misconduct risk?

- ▼ There is a risk that employees may improperly use their work to access LIST information for their personal interests or to share the information with others, thereby avoiding the fees that would normally be charged to access that information.

Why does it matter?

- ▼ Unauthorised access to or misuse of information by public sector employees has the capacity to erode public trust, impact adversely on the work of an organisation, and diminish public funds raised by the provision of the information available on the LIST.
- ▼ Such conduct is an improper use of resources and could result in disciplinary action being taken against employees involved in such conduct or other adverse consequences.
- ▼ All public sector employees need to understand the obligations that apply under their employment framework. That framework includes the individuals' employment contract, the Code of Conduct and the Act(s) under which they perform their duties and the policies, processes and procedures they must follow.
 - ▼ State Service employees are bound by the State Service Code of Conduct. It provides that employees must use Tasmanian Government resources in a proper manner and that they must not make improper use of information gained in the course of their employment.

- ▽ Under the *Local Government Act 1993*, it is an offence for local government employees to make improper use of any information acquired as an employee of the council or authority.
- ▽ Under the Police Service Code of Conduct, which is set out in section 42 of the *Police Services Act 2003*, an officer must not access information they are not entitled to access.

Roles and Responsibilities

Individual employees should:

- ▼ Ensure that they are accessing LIST information only for work purposes
- ▼ Create their own personal account if they need to access the LIST for personal or private reasons, such as reviewing title information if they want to buy a property
- ▼ Not provide any information they have accessed on the LIST in the course of their employment to anyone outside the organisation they work for, unless it is part of their approved duty.

Employers should:

- ▼ Ensure that suitable access controls are in place for employees' access to the LIST, for instance:
 - ▽ When employees leave the organisation their email accounts should be finalised
 - ▽ When employees leave the organisation, the organisation should advise the LIST to finalise the accounts
 - ▽ Restrict employees' access to individual email accounts rather than
 - ▽ shared email accounts
- ▼ Proactively advise employees of the requirement that they only access LIST information in the course of their employment
- ▼ Consider conducting regular audits of their employees' access to the LIST.

Potential consequences

Improper access to and misuse of work resources can have serious consequences, as the case study below shows. What may start out as a minor incident of improper access can lead to more serious offending, including misuse of the information that has been improperly accessed. Similarly, this means that inappropriate use of the LIST could lead to termination of employment and even criminal prosecution cases in some circumstances.



The Commission can help

We are available to provide support and assistance with identifying, reporting, investigating, managing and preventing misconduct: contact@integrity.tas.gov.au or 1300 720 289.