



Misuse of Information

2: Managing, Creating, and Altering Work Information

This fact sheet explains how to create, manage, and alter work information appropriately to support accountability and public trust.

Work information is a public resource

Work information is an organisational asset and must never be used for personal gain or non-work purposes. You are responsible for ensuring information is:

- ▼ accurate and reliable
- ▼ complete and timely; and
- ▼ protected from misuse, loss, or unauthorised change.

Good recordkeeping

Accurate records are essential too:

- ▼ support transparent and defensible decision-making
- ▼ maintain organisational memory; and
- ▼ enable accountability to the community.

Examples include:

- ▼ meeting minutes
- ▼ timesheets and attendance records
- ▼ recruitment and procurement documentation; and
- ▼ operational and investigation records.

Errors and corrections

Mistakes can occur. When they do:

- ▼ report them promptly
- ▼ correct them; and
- ▼ ensure changes are appropriately documented.

Failing to report or improperly altering information may constitute misconduct.

Altering information

You must not:

- ▼ alter records without proper authority
- ▼ conceal or falsify information; or
- ▼ make changes that misrepresent decisions, actions, or time worked.

Example: Altering time sheets to claim payment for time not worked is misuse of public resources and may constitute theft.

Removing or losing information

Unauthorised removal, destruction, or loss of work information is serious misconduct. High risk behaviours include:

- ▼ transferring information to personal devices or email
- ▼ failing to return records when leaving a role; and
- ▼ careless handling leading to loss of information.

Your responsibilities

- ▼ Follow all relevant laws, policies, and procedures
- ▼ Take reasonable care to protect information; and
- ▼ Seek advice if unsure.

Protecting yourself

- ▼ Act in the public interest; and
- ▼ Seek guidance when uncertain.



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.