



Misuse of Information Series

3: High-Risk Use of Information (Including Procurement and Personal Gain)

This fact sheet outlines high-risk situations where misuse of information is more likely and how to avoid misconduct.

Personal gain and improper use

Work information must never be used for:

- ▼ personal benefit
- ▼ benefiting family, friends, or associates; or
- ▼ unauthorised disclosure or advantage.

Procurement and contract management

Procurement activities are high-risk due to financial and decision-making authority. You must:

- ▼ follow all policies, procedures, and approval processes; and
- ▼ ensure decisions are fair, transparent, and documented.

Examples of misuse

Improper conduct may include:

- ▼ tailoring specifications to favour a supplier
- ▼ failing to document key decisions
- ▼ approving purchases outside delegation
- ▼ raising purchase orders after invoices are received
- ▼ splitting purchases to avoid approval thresholds; and
- ▼ varying contracts without authority.

Why this matters

Misuse of information in these contexts can:

- ▼ result in financial loss
- ▼ damage public confidence; and
- ▼ expose individuals and organisations to serious consequences.

Staying accountable

- ▼ Maintain clear and accurate records
- ▼ Ensure decisions are transparent and defensible
- ▼ Declare and manage conflicts of interest
- ▼ Seek advice where risk or uncertainty exists.



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.