



March 2025

Responding to a Requirement to Give Information and Produce Documents notice

Guidance for processors under Australia's illegal logging prohibition laws

General information

Purpose

This is an optional guide that can be used by a processor of raw logs who has been issued a Requirement to Give Information and Produce Documents notice by the Department of Agriculture, Fisheries and Forestry, pursuant to s 18F of the *Illegal Logging Prohibition Act 2012* (the Act).

It should be used in addition to other documentary evidence and not used as your due diligence process.

Where multiple consignments of raw logs have been identified in the Requirement to Give Information and Produce Documents notice, additional pages may be required for completion.

For more information

Our [illegal logging compliance webpage](#) provides information to assist processors with how to respond to a Requirement to Give Information and Produce Documents notice.

To request an electronic copy of this document, or to seek assistance with responding to a Requirement to Give Information and Produce Documents notice, contact the Illegal Logging Compliance Assessment Team via email at ilca@agriculture.gov.au or phone 1800 657 313.

All records submitted as purported compliance with the Act must be demonstrable as having been obtained or created before processing the raw log in accordance with the Act and the Illegal Logging Prohibition Rules 2024 (the Rules). Providing false or misleading information contravenes the civil penalty provisions at s 84 of the Act and may constitute a criminal offence under the *Criminal Code Act 1995*.

Before you begin

Is your raw log exempt from the due diligence requirements?

- **Yes:** You will need justify why your raw log is exempt (see section 9 of the Rules and s 17(4) of the Act) and provide evidence to support this claim.
- **No:** Continue to the next section.

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Providing information about your due diligence system for raw logs

Item 1: Documented due diligence system

A due diligence system is a written document that describes the range of processes and practices that a processor follows to meet the due diligence requirements for processing domestically grown raw logs.

Did you (the processor) have a due diligence system in place?

- **Yes:** Provide a copy of your/ your company's due diligence system as it existed at the time of processing the raw log.
- **No:** You will need to indicate why not and what steps you have taken to develop a due diligence system.

Providing information about your due diligence process for the identified raw logs

Items 2, 3 and 4 relate to the raw logs identified in Table 1 of the Requirement to Give Information and Produce Documents notice.

Further information on due diligence requirements is available on [our due diligence webpage](#).

Provide a description of any documents to be submitted in the space provided at the end of this guide. The documents should clearly link to the raw logs being processed.

Item 2: Information gathering

Provide copies of all the information that you gathered before processing the raw log/s. You must be able to demonstrate that you gathered the information before processing. Provide all the information you obtained about the raw log/s, including any emails and attachments which contain the information.

Item 3: Reasonable risk assessment

Are you relying upon the repeat processing exception in s 11(9) of the Rules?

- **Yes:** Provide a copy of the risk assessment(s) you relied upon and the information gathered for the earlier raw log that the risk assessment was for.
- **No:** Provide a copy of the risk assessment(s) you undertook for the raw logs/ identified in Table 1 of the Requirement to Give Information and Produce Documents notice.

Indicate the risk assessment pathway you undertook before processing the raw log/s and indicate which consignment this applies to:

- **Option 1:** Certified raw logs pathway (product was FSC or PEFC certified)
- **Option 2:** Non-certified raw logs pathway.

Indicate the level of risk that was determined for this raw log after conducting your risk assessment as either:

- Low
- Not low

Provide your risk assessment, risk conclusion and all the supporting documents you utilised to inform your risk assessment.

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Item 4: Risk mitigation

Risk mitigation is required when you have undertaken a risk assessment and determined the risk to be not low.

Provide copies of any risk mitigation steps you took before processing the raw log, and all supporting documentation that relates to your risk mitigation steps.

Description of the documents provided as part of your Requirement to Give Information and Produce Documents Submission

Please list all applicable documents that you will be submitting from the four item categories described throughout this. All documents are to be provided as a single set of attachments by mail or email. You can also contact the department via email at ilca@agriculture.gov.au for access to Sigbox to securely submit your documents.

Add additional pages here as required.

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Acknowledgement of Country

We acknowledge the continuous connection of First Nations Traditional Owners and Custodians to the lands, seas and waters of Australia. We recognise their care for and cultivation of Country. We pay respect to Elders past and present, and recognise their knowledge and contribution to the productivity, innovation and sustainability of Australia's agriculture, fisheries and forestry industries.

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