

## ATTACHMENT A - OPTIONAL RESPONSE TEMPLATE TO A REQUEST FOR INFORMATION NOTICE

### *ILLEGAL LOGGING PROHIBITION REGULATION 2012*

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#### General information

**Purpose of this template** This is an optional template that can be used by an importer of regulated timber products who has been issued a Request For Information Notice by the Department of Agriculture, Water and the Environment.

It should be used in addition to other documentary evidence.

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**For more information** To request an electronic copy of this document, email your request to the Illegal Logging Compliance Assessment Team at [ilca@agriculture.gov.au](mailto:ilca@agriculture.gov.au)

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**Lodging the information** The department prefers that all information is submitted by email.

Lodge your response with the department via:

Email: [ilca@agriculture.gov.au](mailto:ilca@agriculture.gov.au)

If you are unable to submit via email, the following mailing address can be used:

Post: Illegal Logging Compliance Assessment Team  
Compliance and Enforcement Division  
Department of Agriculture Water and the  
Environment  
GPO Box 858, Canberra ACT 2601

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**RESPONSE TO A REQUEST FOR INFORMATION NOTICE**

***ILLEGAL LOGGING PROHIBITION REGULATION 2012***

NOTICE REFERENCE NUMBER: ILC - \_\_\_\_\_

**Information about your due diligence system for regulated timber products**

**ITEM 1 - Documented due diligence system.**

A due diligence system is a written document that describes the range of processes and practices that an importer follows to meet the due diligence requirements for all imported regulated timber products.

**QUESTION 1** - Do you (the importer) have a due diligence system in place?

- Yes - Provide a copy of your company's due diligence system.
- No - Please explain why in the text box below.

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## **Information about your due diligence process for the identified regulated timber product:**

Requirements 2, 3 and 4 relate to the regulated timber product identified in table 1 of the Request for Information Notice.

Further information on each of the requirements is available on the Department of Agriculture, Water and the Environment website ([www.awe.gov.au/agriculture-land/forestry/policies/illegal-logging/importers/due-diligence](http://www.awe.gov.au/agriculture-land/forestry/policies/illegal-logging/importers/due-diligence)).

Provide a description of any attached documents on the next page. There should be clear linkage from the documents provided to the regulated timber product. This may involve showing traceability between the documents and/or companies identified within the supply chain.

### **ITEM 2 - Information Gathering**

Provide copies of records that you gathered information before importing the regulated timber product.

### **ITEM 3 – Reasonable Risk Assessment**

Indicate the risk assessment option you undertook before importing the regulated timber product, noting that multiple risk assessment options may have been used for products containing more than one timber component:

- Option 1 Timber Legality Framework (product was FSC or PEFC certified)*
- Option 2 Country Specific Guideline*
- Option 3 Regulated risk factors*

The level of risk that was determined for this product after conducting your risk assessment was:

Low

Not low

Provide your risk assessment, risk conclusion and any supporting documents.

### **ITEM 4 – Risk mitigation**

Risk mitigation is required when you have undertaken a risk assessment and risk conclusion and determined the risk to be anything higher than low.

Provide copies of any risk mitigation steps you took before importing the regulated timber product.

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Provide a description of the documents you provided. There should be clear linkage from any documents provided to the regulated timber product. This may involve showing traceability between the documents and/or companies identified within the supply chain.