



Australian Government

Department of Agriculture,  
Fisheries and Forestry

# Regulated Risk Factors Risk Assessment Template for Processors

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### **Disclaimer**

This template has been prepared to assist timber product importers understand, implement and comply with the requirements of the Illegal Logging Prohibition Act 2012 and the Illegal Logging Prohibition Regulation 2012 with respect of their due diligence obligations. It does not constitute legal advice. Timber product importers may elect to seek their own legal advice in relation to the legislation and related matters.

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### **Acknowledgement of Country**

We acknowledge the Traditional Custodians of Australia and their continuing connection to land and sea, waters, environment and community. We pay our respects to the Traditional Custodians of the lands we live and work on, their culture, and their Elders past and present.

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# Read before completing

This is a step-by-step guide on how to use the Regulated Risk Factors (RRF) method to assess the risk of your log/s being illegally logged.

- 1) There are three steps to follow:
- 1) Consider the prevalence of illegal logging in the area in which the log was harvested
- 2) Consider the prevalence of illegal harvesting of the species of tree from which the log is derived
- 3) Consider any other information that may indicate illegality of harvest

This template provides you with questions and factors to consider while completing your assessment. Use the blank space at each step to detail any risks you identify, and record your risk conclusion on the final page of this template.

# Before beginning your risk assessment: Consider all the information you have been able to gather.

This includes assessing information gathered in supplier questionnaires or gathered during the due diligence process.

Consider:

- Have you been able to obtain sufficient information to inform your risk assessment?
- Do the classification of species, quantities, and qualities match across the documentation?
- Can the claims made in the information gathered be verified with evidence?

**IMPORTANT:** If you have been unable to obtain enough information about the species of timber and where it has come from, it will be difficult to conclude that there is low or nil risk of illegal logging associated with the raw log/s.

# Step 1: Consider the prevalence of illegal logging in the area in which the log was harvested

Some regions may have a higher prevalence of illegal logging.

Consider:

- Is there much illegal logging in the area where the logs were harvested?
- Are the logs harvested from a known protected area?
- Can your supplier tell you where the logs are from?

**Detail what you have considered and any risks you have identified in Step 1 that the raw logs were illegally logged, if any:**

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# Step 2: Consider the prevalence of illegal harvesting of the log's tree species

Some timber species are more likely to be illegally logged due to their value, scarcity, or high consumer demand. To answer this question, you need to know the log's tree species and where it was harvested.

Consider:

- Is the species of the log often illegally harvested in this area?
- Can your supplier tell you the log's tree species?
- Can you confirm that the species grows in the area that the supplier claims the log came from?
- Is the species listed as ['vulnerable'](#) or ['threatened'](#)?

[EPBC Act – List of Threatened Flora](#)

State legislation

[New South Wales – Biodiversity Conservation Act](#)

[Queensland – Threatened Species Listing Report](#)

[South Australia – National Parks and Wildlife Act](#)

[Tasmania – List of Threatened Species](#)

[Victoria – Flora and Fauna Guarantee Act Threatened List](#)

[Western Australia – Threatened Plants](#)

[Northern Territory – Threatened Plants](#)

[Australian Capital Territory – Threatened Species and Ecological Communities](#)

[IUCN Red List](#)

- Are there any other factors which may indicate that the species is prone to illegal logging in this area? For example, is the species highly sought after and highly valued due to its scarcity?

**Detail what you have considered and any risks you have identified in Step 2 that the raw logs were illegally logged, if any:**

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## Step 3: Consider any other information that may indicate illegality

Consider:

- Is there any other information you know or ought reasonably to know that may indicate the timber was illegally logged?

This includes any other information that may be publicly available on the supplier’s website, or information about previous incidents of illegal logging relevant to that species or the area the logs were harvested.

- Have there been any media articles, third party reports, or government statements that would bring the legality of harvest of your logs into question?
- Is there any other information you know or should know, that would call into question the legality of harvest of your logs?

Some factors which may indicate a higher risk of illegal logging include:

- Documents are potentially forged, are inconsistent or have sections / details missing (see [Preferred by Nature – Guide to identifying fake documents](#))
- The supplier is known to deal in illegally logged timber
- The goods are being sold significantly below the market rate
- The appropriate taxes are not included in the price
- The goods are being bought in cash only, or for a lower price without paperwork
- You have been asked to pay a bribe
- You are unable to get rational answers to questions asked

For additional resources, please visit the [‘Resources for processors’](#) page on our website.

**Detail what you have considered and any risks you have identified in Step 3 that indicate that the raw logs were illegally logged, if any:**

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# Final Risk Conclusion

**Risk identification (check one)**

LOW/NONE

GREATER THAN LOW

**Justification (Detail the basis for arriving at your risk conclusion)**

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RISK ASSESSMENT COMPLETED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

**IMPORTANT:**

If you have assessed the risk using the RRF risk assessment method and decided that your log is a low or nil risk of being illegally harvested, you have completed your due diligence risk assessment. You must document your risk conclusion before processing the log/s.

If you have assessed the risk as anything greater than low, you must conduct a risk mitigation process.