

ANNUAL REPORT 2019-20

October 2020

Board report

July 2019 – June 2020

Contact details for this report:

Mr Ray Murphy
Manager
Allergen Bureau
Phone: 0437 918 959
Email: info@allergenbureau.net

October 2020

Allergen Bureau Membership

Financial security, through a strong membership base, remains a key imperative of the Allergen Bureau. The Allergen Bureau thanks all members for their ongoing support, contribution, and encouragement

Allergen Bureau membership continued to grow this year, membership to the end of June 2020 was 1 Global Member, 38 Full Members, 43 Associate Members and 44 Individual Members – a total membership of 126.

Global Members



Full Members



- BFF Hull Limited
- Cargill Protein Europe
- Lindt & Sprüngli Australia
- SoFine Foods

This year, the Allergen Bureau was delighted to welcome our first Full Global Member company:



We also welcomed four new Full Members:

- BBF Hull Limited
- Kellogg Australia Pty Ltd
- Lindt & Sprüngli Australia
- SoFine Foods BV

Associate Members

We thank the following Associate Members who continued to provide, and receive, valuable support throughout the 2019-20 year: • Agrifood Technology; • ALS Pty Ltd; • Bakkerji Dam; • Baxters Foods Australia Pty Ltd; • BE Campbell • Bellamy's Organic; • Charling BVBA; • Continental Bakeries; • Davies Chocolates Pty Ltd; • Delta Team SRL; • Dessert Factory; • Dicky Bill Farming Pty Ltd; • diligence.; • Diseb Food Group Pty Ltd; • Eagle Foods Australia; • Earlee Products; • Endeavour Industries; • FJ Fleming Food Consulting Pty Ltd; • Flavour Makers Pty Ltd; • foodLinker; • Genoa Foods; • Hamilton Grant; • Henry Jones Foods Pty Ltd; • Industrial Food Services; • Integrity Compliance Solutions; • Key Diagnostics Pty Ltd; • KL Ballantyne; • MaxBiocare Pty Ltd; • Menken Orlando BV; • Mérieux NutriSciences; • Nature's Dairy Australia; • Orange & Green; • PMFresh; • Romer Labs Australia; • SAI Global; • Stahmann Farms Enterprises; • Steric Trading; • Symbio Laboratories; • The Gourmet Guardian; • Van Dyck Fine Foods; • Vitasoy Australia Products; AND • our 44 Individual Members.

Allergen Bureau activities were reported to members and all stakeholders in two, six-month Activity Reports distributed by email and posted to the Allergen Bureau website.

Table 1. Allergen Bureau membership, last three Financial Years.

Membership	FTE Employees	Financial Year		
		2017-18	2018-19	2019-20
Full - Global	>100	0	0	1
Full	>100	34	34	38
Associate C	51-100	5	7	8
Associate B	10-50	11	14	19
Associate A	<10	17	16	15
Associate D	Individual	39	41	44
TOTAL		106	112	126

Promoting scientific rigour

VITAL Scientific Expert Panel

The VITAL Scientific Expert Panel (VSEP) consists of international scientists specialising in allergen management, food allergy and risk assessment. The VSEP is a collaboration between the Allergen Bureau, Food Allergy Research & Resource Program (FARRP) of the University of Nebraska & the Netherlands Organisation for Applied Scientific Research (TNO). Collaboration between the Allergen Bureau and members of the VSEP is regular and ongoing.

The VSEP reviewed the data from clinical (low-dose oral) food challenges from both published and unpublished studies. The papers were sourced from Australia, the United States and the European Union and over 3,400 clinical data points were collated. The data included in the review was required to meet defined quality criteria to ensure that resulting allergen thresholds were statistically sound. The data set was analysed by applying a new Stacked Model Averaging program (Wheeler *et al*, 2019) for each allergenic food. The Stacked Model Averaging program produces a single curve for each allergen from which Eliciting Doses may be derived. The VSEP identified the ED₀₁ (which is the dose of the total allergen protein that is predicted to produce objective symptoms in 1% of the allergic population) which were adopted as the Reference Doses for VITAL 3.0.

The Allergen Bureau made available the *Summary of the 2019 VITAL Scientific Expert Panel Recommendations*. The VSEP and their associates also published peer reviewed papers discussing the process for how the Reference Doses were developed.

VITAL Program Version 3.0

The Allergen Bureau was delighted to incorporate the 2019 VSEP Recommendations into the following new and updated resources for our members and the global food industry.

- **Food Industry Guide to the Voluntary Incidental Trace Allergen Labelling (VITAL®) Program Version 3.0.** The Allergen Bureau's *Food Industry Guide to the Voluntary Incidental Trace Allergen Labelling (VITAL®) Program Version 3.0* replaced the VITAL Program Guide Version 2.0 from 2011, incorporating the 2019 review by the VSEP of the science underpinning the VITAL Program. VITAL 3.0 was released in October 2019.
- **VITAL Standard Version 1.0.** The *VITAL Standard Version 1.0* was launched in October 2019. The VITAL Standard is a supplementary certification program for food manufacturers that are already certified to GFSI recognised food safety management standards that include allergen management. The document provides guidance for food manufacturers seeking certification to the VITAL Standard. It contains the scheme rules for management of the VITAL Standard (part A), and the auditable standard (Part B).
- **VITAL Online Version 3.0.0.** To support the release of the VITAL Program Version 3.0, VITAL Online – the web-based VITAL Calculator, was updated from v2.3.30 (previous version) to v3.0.0 (updated version) on Monday 28 October 2019.

Promoting a science-based approach food allergen management

The Allergen Bureau's website and our monthly eNews continued to be a focus of our efforts to inform the food industry on science-based approaches to food allergen management.

The number of eNews subscribers on our mailing list continues to grow. The eNews is distributed as 12 monthly editions and this year the number of allergen science news items was more than in each of the previous two years.

Key information describing VITAL Science and the VITAL Program is made freely available on the Allergen Bureau website. Visitation and usage of the Allergen Bureau website increase from the previous two years.

Table 2. Allergen Bureau eNews and Allergen Bureau website statistics¹, last three Financial Years.

	Financial Year		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
<u>eNews</u>			
eNews subscribers	7,900	8,150	8,500
# allergen science eNews items per year	16	17	24
<u>Allergen Bureau website</u>			
Unique website visitors	10,700	13,900	16,700
Website sessions	17,600	20,000	24,300
Website page views	64,900	78,500	100,000

Developing industry capability

New allergen management and VITAL resources for food industry

- **Food Industry Guide to Allergen Management and Labelling for Australia and New Zealand.** The *Food Industry Guide to Allergen Management and Labelling for Australia and New Zealand* is a partnership document of the Australian Food and Grocery Council (AFGC) and the Allergen Bureau and was released in October 2019. It replaced the much-loved 2007 Guide.

The Guide describes industry best practice for the management of allergens, allergen labelling, and allergen communication. The Guide is freely available from both the AFGC and Allergen Bureau websites.

- **VITAL Program Version 3.0 Training.** A new VITAL Training Package covering the VITAL Program 3.0 and changes to VITAL Online was developed by the Allergen Bureau and

¹ Non-bounce sessions. In a non-bounce session, the person interacted with the entrance page. Bounce sessions occur when the person leaves the website from the entrance page without interacting with the page. Website statistics are rounded to the nearest one hundred.

provided to endorsed VITAL Training Providers.

VITAL Training supports industry understanding and implementation of the VITAL Program, the VITAL Standard; and VITAL Online.

There are currently 20 VITAL Training Providers in Australia and New Zealand, and internationally. Members are encouraged to contact individual VITAL Training Providers to discuss their VITAL training needs.

Industry presentations

Notwithstanding the challenges presented by the Covid pandemic in 2020, the Allergen Bureau was again active in industry capability development through industry presentations, presenting and/or hosting at industry events in Australia and New Zealand, China, and webinars.

All the following presentations are available on our website.

- *Allergen Bureau Update*, presented by Kirsten Grinter, Allergen Bureau and Nestlé Australia, at 2019 AIFST Convention, Sydney, July 2019
- *What is next for the Allergen Risk Review website?*, presented by Lisa Warren, Allergen Bureau, at 2019 AIFST Convention, Sydney, July 2019
- *Navigate the Science. Manage the Risk*, presented by Debbie Hawkes, Allergen Bureau and Hawkins Watts, at NZIFST Conference 2019, Christchurch, July 2019
- *The VITAL® Program – An example of allergen thresholds in allergen management*, presented by Georgina Christensen, Allergen Bureau, at the Chinese Institute of Food Science and Technology – Workshop on Food Allergen Management and Control in Beijing, October 2019
- Allergen Bureau & AFGC VITAL 3.0 and Allergen Management Guidance Breakfast Seminars – Melbourne, Sydney & Hobart, December 2019; Christchurch, Auckland & Brisbane, February and March 2020; and 2020 AIFST Virtual Convention, June 2020
 - *Food Industry Guide to Allergen Management and Labelling*
 - *The VITAL® Guide*
 - *VITAL Standard Version 1.0*
 - *VITAL Online Version 3.0*
 - *VITAL Program Version 3.0 Training*
- *VITAL® Certification Standard for Allergen Management & supporting resources*, presented by Debbie Hawkes, Allergen Bureau & Hawkins Watts at Food Safety & Compliance Conference, Auckland, March 2020
- *Allergen Management – Food Industry Challenges in 2020*, presented by Lisa Warren, Allergen Bureau at the FTAA 2020 Hot Topics webinar, May 2020
- *Developments in VITAL®, Allergen Management and Cleaning*, presented by Kirsten Grinter, Allergen Bureau and Nestlé Australia at the Romer Labs® webinar – Identify. Control. Eliminate. New Developments in Allergen Management and Cleaning, May 2020

We thank all collaborators and contributors for helping make these industry events possible.

Allergen Bureau Working Groups

Allergen Bureau Working Groups are resourced and lead by Allergen Bureau member company volunteers and an Allergen Bureau Director provides support to each Working Group.

VITAL Phase 3 – Certification

Led by David Henning (Allergen Bureau).

The working group sought to develop procedures for external verification of specific products showing that the VITAL process is in control.

The VITAL Standard Version 1.0 was launched in October 2019.

Agricultural allergen cross contact

Led by Jasmine Lacis-Lee (Allergen Bureau and BVAQ) with Joanne Price (Individual Member and HJ Langdon) as Project Leader.

The working group are investigating options for addressing management of agricultural allergen cross contact.

The project is divided into two phases:

- Phase 1 – “Quick Wins for Industry”; and
- Phase 2 – “Overarching Guidance document – The Agricultural allergen cross contact Food Industry Management Guide”.

Phase 1 has been divided into sub-projects, with six sub-groups of the overall Working Group addressing key tasks within Phase 1.

Technical and VITAL helpline support

The Allergen Bureau provides free priority Helpline services to our members, and to non-members on a case-by-case basis, providing expert advice on enquiries regarding general allergen management and the VITAL Program.

The Allergen Bureau received 84 enquiries requiring responses from our scientific and technical experts - of which 40 were about general allergen management and 44 were VITAL related.

Table 3. Technical and VITAL helpline support, last three Financial Years.

Helpline enquires requiring expert response	Financial Year		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
General allergen management enquires	34	37	40
VITAL enquiries	61	44	44
<u>TOTAL</u>	<u>95</u>	<u>81</u>	<u>84</u>

Allergen Bureau Awards

AIFST Allergen Bureau 'Julie Newlands Award' for best practice food allergen management in Australia

The AIFST Allergen Bureau 'Julie Newlands Award' for best practice food allergen management in Australia is an annual award based on contribution to a consistent, science-based approach to food allergen risk assessment, management and communication that assists allergen sensitive consumers to make informed choices based on label information and guides industry best practice in Australia.

- 2019 winner - Sarah Proctor, Lion Dairy & Drinks.

NZIFST Allergen Bureau Award for best practice food allergen management in New Zealand

The NZIFST Allergen Bureau Award for best practice food allergen management in New Zealand is an annual award based on contribution to a consistent, science-based approach to food allergen risk assessment, management and communication that assists allergen sensitive consumers to make informed choices based on label information and guides industry best practice in New Zealand.

- 2019 winner – Woolworths New Zealand

The Allergen Bureau wish to recognise all the award applicants and acknowledge the effort that was required to submit your nominations. We thank our award selection committees for their contribution in determining our worthy winners.

Allergen Risk Review and VITAL Online

In addition to the Allergen Bureau website, two other key website resources assist us with developing industry capability. These are: the Allergen Risk Review website; and VITAL Online.

The Allergen Risk Review website is designed to assist the food industry with the process of thoroughly investigating the allergen status of food products and ingredients, from raw materials through to finished products. The Allergen Risk Review website is based on an interactive factory map that shows where allergen risks can occur in different areas of a food manufacturing facility. Clickable icons depict each area of the facility that can be explored to uncover greater detail and case studies. This easy-to-use format is expandable to include the entire supply chain from primary production to finished product and food service.

VITAL Online – the web-based VITAL Calculator – captures the science of the allergen Reference Doses provided by the VSEP and allows their easy translation into Action Level and labelling outcomes.

Table 4. Allergen Risk Review and VITAL Online website statistics², last three Financial Years.

	Financial Year		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
<u>Allergen Risk Review website</u>			
Unique website visitors	not applicable	not applicable	2,300
Website sessions	not applicable	not applicable	3,000
Website page views	not applicable	not applicable	13,100
<u>VITAL Online website</u>			
Unique website visitors	3,200	3,000	4,000
Website sessions	9,100	8,200	12,200
Website page views	341,100	310,100	502,300

Marketing and Communication

The Allergen Bureau identified that we required professional assistance to improve awareness of Allergen Bureau resources develop to increase industry capability. The Allergen Bureau engaged Natalie Hayllar as our Marketing Communications Manager in March 2020.

A key early output was the development of a Marketing Strategy that identified building the Allergen Bureau presence on relevant social media platforms as a key activity. Social media activity in the latter part of this financial year was to increase use of the Allergen Bureau twitter, develop a simple Allergen Bureau Facebook page, and to create an Allergen Bureau LinkedIn page.

The focus of the social media strategy is to drive traffic to the Allergen Bureau website resources to help promote our work and raise awareness of our allergen management and labelling guidance resources.

4th Food Allergen Management Symposium (FAMS2021)

Planning for the 4th Food Allergen Management Symposium (FAMS2021) commenced in early 2020 in collaboration with previous FAMS Organising Committee colleagues from the National Measurement Institute and the University of NSW.

The symposium will take place over three days during the period 18-21 May 2021.

The FAMS2021 Organising Committee is developing a framework to link, speakers and contributors via video conference and COVID-19 compliant hubs to share the FAMS experience. The Organising Committee has identified six sites in Australia, New Zealand, EU and North America to be linked and form the backbone of the event and allow physical attendance at these local hubs. In addition, individuals will be able to participate via video conference.

² Non-bounce sessions. In a non-bounce session, the person interacted with the entrance page. Bounce sessions occur when the person leaves the website from the entrance page without interacting with the page. Website statistics are rounded to the nearest one hundred.

Engaging with stakeholders and advocating on behalf of industry

Codex Alimentarius Commission - Code of practice on food allergen management for food business operators

The Allergen Bureau provided comment to Codex in September 2019, via both the Australian Department of Agriculture and MPI New Zealand, on Step 6 on the draft Code of practice on food allergen management for food business operators.

The proposed scope of the Code is to cover allergen management, including controls to prevent cross-contact, throughout the supply chain from food production and manufacturing through to retail and food service.

Codex Committee on Food Labelling Electronic Working Group E-commerce / Internet sales - second consultation paper

The Allergen Bureau provided comment to Codex in April 2020, via both the Australian Department of Agriculture and MPI New Zealand, on proposed draft guidelines for the labelling of prepackaged foods to be offered via e-commerce.

Codex Committee on Food Labelling Electronic Working Group on Allergen Labelling

The Allergen Bureau provided comment to Codex in November 2019, via both the Australian Department of Agriculture and MPI New Zealand, on the first consultation paper regarding provisions relevant to allergen labelling in the General Standard for the Labelling of Prepackaged Foods (GSLPF) and the development of guidance on the use of precautionary allergen or advisory labelling (PAL).

The Allergen Bureau provided comment to Codex in June 2020, via both the Australian Department of Agriculture and MPI New Zealand, on the second consultation paper regarding provisions relevant to allergen labelling in the General Standard for the Labelling of Prepackaged Foods (GSLPF) and the development of guidance on the use of precautionary allergen or advisory labelling (PAL).

Standing Committee on Health, Aged Care and Sport in relation to inquiry into allergies and anaphylaxis

The Allergen Bureau provided a written submission to the House of Representatives Standing Committee on Health, Aged Care and Sport in relation to inquiry into allergies and anaphylaxis.

In noting the Terms of Reference to the inquiry into allergies and anaphylaxis, The Allergen Bureau's submission focused on the first five items as being of most relevance to food allergy and food allergen management, being -

1. The potential and known causes, prevalence, impacts and costs of anaphylaxis in Australia
2. The adequacy of food and drug safety process and food and drug allergy management, auditing and compliance (including food allergen labelling by manufacturers and food service providers)
3. The adequacy and consistency of professional education, training, management/treatment standards and patient record systems for allergy and anaphylaxis
4. Access to and cost of services, including diagnosis, testing, management, treatment and

support

5. Developments in research into allergy and anaphylaxis including prevention, causes, treatment and emerging treatments (such as oral immunotherapy)

The Allergen Bureau was invited to attend a public hearing of the Standing Committee inquiry in Brisbane on 18 February 2020. Allergen Bureau Directors, Kirsten Grinter and Jasmine Lacis-Lee represented the Allergen Bureau at the public hearing.

The Committee released its report 'Walking the Allergy Tightrope' in May 2020. The Committee made three recommendations relating to food labelling, including the Allergen Bureau and FSANZ work collaboratively with the food industry to encourage the consistent use of the VITAL food allergen risk assessment program. They proposed the introduction of a VITAL 'V' tick on packaging to inform consumers that a food product has been assessed for certain allergens.

FSANZ Proposal – Plain English Allergen Labelling

The Allergen Bureau provided a submission to Food Standards Australia and New Zealand in February 2020 on the proposal P1044 – Plain English Allergen Labelling.

The purpose of the proposal is to make allergen labelling clearer and more consistent, to help people with food allergies make informed choices and support food businesses to get their labelling right.

Australia New Zealand Food Allergen Collaboration

The purpose of the ANZ Food Allergen Collaboration (the Allergen Collaboration) is to strengthen engagement and collaboration amongst a range of key stakeholders. It is intended to provide a means of sharing information and developing common approaches to enhance the effectiveness of risk management of food allergens, with the objective of supporting consumers to make safer food choices.

The Allergen Collaboration held a teleconference meeting on 28 November 2019 attended by Allergen Bureau representatives.

The Allergen Collaboration held a series of *ad hoc* teleconference meetings in early 2020 in response to an issue with several pesto products recalled from the Australian market due to the presence of undeclared peanut.

Allergen Testing -Special Interest Group (AT-SIG)

The Allergen Testing -Special Interest Group (AT-SIG) is a collaborative initiative of the Allergen Bureau and the National Measurement Institute (NMI) that aims to provide coordinated advice on food allergen analysis and testing within Australia.

In response to the undeclared peanut in pesto issue in early 2020, the AT-SIG published a briefing note *Undeclared peanuts in pesto –analytical testing considerations* in February 2020 that was made available on the Allergen Bureau website.

The AT-SIG held a meeting with industry on 26 February 2020 to facilitate open discussion in relation to this peanut in cashew issue.

Australian Food and Grocery Council Allergen Forum

The Allergen Bureau liaises closely with the Australian Food and Grocery Council (AFGC) Allergen Forum.

The updated edition of the *Food Industry Guide to Allergen Management and Labelling for Australia and New Zealand* was jointly published by the AFGC and Allergen Bureau in October 2019.

Ensuring good governance of the Allergen Bureau Ltd

7th Annual General Meeting and Member Meeting

The seventh Annual General Meeting of the Allergen Bureau was held on 24 October 2019. The AGM was attended by representatives (or proxies) of 16 Full Members, 6 Associate Members, and an additional alternate 3 individuals from Full or Associate Members companies formally represented.

The 7th AGM was followed by a Member Meeting, including presentations by guest speakers:

- Stephen Trowell, PPB Technology
- Lyn Davies, Allergen Bureau

Allergen Bureau Board

The Allergen Bureau Board to, and following, the 7th AGM was:

- Kirsten Grinter, Allergen Bureau President (Nestlé Australia Ltd)
- Caroline Gray, Allergen Bureau Vice-President (DuPont Nutrition and Biosciences)
- Debbie Hawkes, Honorary Treasurer (Hawkins Watts)
- Jasmine Lacis-Lee, Honorary Secretary and Company Secretary (BVAQ, formerly DTS Food Assurance)
- David Henning (Invited Director)

These Directors provide voluntary, unpaid services to The Allergen Bureau and we gratefully acknowledge the generous support they receive from their employer companies in this capacity.

The Allergen Bureau Board held five Board meetings during 2019-20.

The Allergen Bureau Strategic Plan 2016-2020 was reviewed and updated by the Board and posted to the Allergen Bureau website. The Strategic Plan guides the Allergen Bureau's goals, Operating Plans & Budgets and our activities for the five-year period from 2016 to 2020. The Allergen Bureau Strategic Plan is a 'living document' and is reviewed on at least an annual basis.

Allergen Bureau Management Committee

The Allergen Bureau Management Committee was:

- Kirsten Grinter
- Caroline Gray

-
- Debbie Hawkes
 - Jasmine Lacis-Lee
 - Tom Lewis, Allergen Bureau Chief Executive

The Management Committee are responsible for planning and management of Allergen Bureau activities according to the annual operating plan and budget.

The Allergen Bureau Board held 22 Management Committee meetings during 2019-20.

Fortnightly Management Committee operational teleconferences remain the mainstay of how we do Allergen Bureau business. Out-of-session discussion, generally by e-mail, constitutes a large proportion of Allergen Bureau management & operational communication.

Secretariat and Support

The Board would like to thank Dr Tom Lewis, Ray Murphy, and Alice Doyle of RDS Partners for their ongoing support in provision of secretariat and management services.

Dr Simon Brooke-Taylor (Scientific & Technical Support and VSEP representation); Georgina Christensen (VITAL Coordinator); Lisa Warren (VITAL Support); Robin Sherlock (Technical Advisor – Analysis); Dr Lyn Davies (eNews); Natalie Hayllar (Marketing and Communication); Progressive Content (website and visual identity); and Ionata Digital (VITAL Online) all made significant contributions to the success of the Allergen Bureau.

FINDEX

Financial Statements

THE ALLERGEN BUREAU LTD

For the Period,

1 July 2019 to 30 June 2020





THE ALLERGEN BUREAU LTD
Financial Statements Contents
For The Year Ended 30 June 2020

Directors Report	1
Directors Declaration	7
Profit and Loss Statement	8
Balance Sheet	10
Statement of Changes in Equity	11
Statement of Cash Flows	12
Notes to the Financial Statements	13
Independent Auditor's Declaration	15
Independent Auditor's Report	16

THE ALLERGEN BUREAU LTD

ABN 94 162 786 389

Directors Report for the Year Ended 30 June 2020

Your directors present this report on the company for the financial year ended 30 June 2020

GENERAL INFORMATION

Directors

The names of the directors in office at any time during or since the end of the year are:

Kirsten Grinter
Caroline Gray
Debbie Hawkes
David Henning
Jasmine Lacis-Lee

The Directors have been in office since the start of the financial year to the date of this report unless otherwise stated.

Company Secretary

The following person held the position of the company secretary at the end of the financial year:

Jasmine Lacis-Lee

Principal Activities of The Allergen Bureau Pty Ltd

The principal activities of the company during the financial year were:

- Board meetings (x 4 per year)
- Management meetings - teleconference (x 26 per year)
- Manage Board election
- Manage third party service providers
- Manage company financial matters and maintain records
- Develop and endorse 2020-21 Operating Plan & Budget
- Allergen Bureau funding and growth (ensure sustainable business model)
- Project manage working group activities
- Support international partners
- Project management
- Manage and develop the VITAL framework
- VITAL Online management & support
- Participate in meetings to facilitate global harmonisation of allergen management systems
- Working group activities
- VITAL Scheme Management
- Allergen Bureau seminars, conference and workshops
- Maintain open communication with key ANZ stakeholder groups
- Maintain the Allergen Bureau website as the prime focus of Allergen Bureau communications to external stakeholders
- Maintain member engagement
- Maintain member records
- Provide members and industry with timely and accurate allergen management-related information
- Manage VITAL Training providers
- VITAL Coordinator - Training
- Helpline - respond to member and industry enquiries
- Helpline - VITAL Coordinator
- Industry communication

No significant change in the nature of these activities occurred during the year.

THE ALLERGEN BUREAU LTD

ABN 94 162 786 389

Directors Report for the Year Ended 30 June 2020

Objectives of The Allergen Bureau Pty Ltd

The Company has identified the following objectives as per its Constitution:

- (a) To promote, foster and advance the management of food allergen risks in food ingredients and manufactured food in Australia, New Zealand and internationally;
- (b) To promote research into food allergen risks in food ingredients and manufactured food and to develop and promote strategies, programs or products to manage this risk;
- (c) To promote and support the development of management strategies for food allergen risks in food ingredients and manufactured food in Australia, New Zealand and internationally;
- (d) To establish recognised educational programs for the Australian and New Zealand food manufacturing industry;
- (e) To provide meetings, lectures, seminars or training programs for members and non-members in relation to food allergen risks in food ingredients and manufactured food from time to time;
- (f) To licence, sell to, or authorise members and non-members to use any strategies, programs or products developed by or for The Allergen Bureau for the management of food allergen risks in food ingredients and manufactured food either in Australia, New Zealand or internationally;
- (g) To develop, implement and manage a certification program for users of any strategies, programs or products developed by or for The Allergen Bureau for the management of food allergen risks in food ingredients and manufactured food in Australia or internationally;
- (h) To consider issues affecting the management of food allergen risks in food ingredients and manufactured food and to promote or oppose any legislative or other measures affecting food allergen risks which are relevant to the interests of The Allergen Bureau or its members, as determined by The Allergen Bureau from time to time;
- (i) To represent the interests of The Allergen Bureau in Australia and New Zealand;
- (j) To confer or correspond with any person in relation to any of the objects of The Allergen Bureau on any matter of interest to its members;
- (k) To enhance the status of The Allergen Bureau throughout Australia, New Zealand and internationally;
- (l) To acquire, establish, print, publish, issue and circulate newsletters, journals, magazines or other publications relating to the promotion of these objects or in any way beneficial to The Allergen Bureau;
- (m) To establish the classes of members of The Allergen Bureau and to admit to the respective classes or membership anyone who is eligible in accordance with the regulations of The Allergen Bureau and to make and maintain a register of members of The Allergen Bureau;
- (n) To accept any gift endowment or bequest made to The Allergen Bureau generally or for the purpose of any specific object and to carry out any trusts attached to any such gift endowment or bequest;
- (o) To delegate all or any of its powers to the Board of The Allergen Bureau or to any Committee consisting of one or more members;
- (p) To undertake and execute any trusts which may be necessary or convenient for the carrying out of the objects of The Allergen Bureau;
- (q) To procure The Allergen Bureau to be registered or recognised in any country or place outside Australia;
- (r) To purchase, take or lease or otherwise acquire any real and personal property and any rights or privileges which The Allergen Bureau may think necessary or convenient for the purposes for which it is established and, in particular, any lands, buildings, erections, plant and equipment;

THE ALLERGEN BUREAU LTD

ABN 94 162 786 389

Directors Report for the Year Ended 30 June 2020

Objectives of The Allergen Bureau Pty Ltd cont.

- (s) To construct, maintain and alter any buildings or works necessary or convenient for the purposes of The Allergen Bureau upon land held in fee simple or under lease from the Crown or any corporation or person or upon any other tenure as to The Allergen Bureau may seem fit;
- (t) To sell, improve, manage, develop, exchange, lease, mortgage, dispose or turn to account or otherwise deal with all or any part of the property and rights of The Allergen Bureau;
- (u) To borrow or raise or secure the payment of money in such manner as The Allergen Bureau thinks fit and, in particular, by the issue of debentures or debenture stock perpetual or otherwise charged upon all or any of the property of The Allergen Bureau both present and future and to purchase redeem or payoff any of those securities;
- (v) To invest and deal with the moneys of The Allergen Bureau not immediately required in the manner determined from time to time;
- (w) To draw, make, accept, endorse, discount, execute and issue promissory notes bills of exchange warrants debentures and other negotiable or transferable instruments;
- (x) From time to time to make, rescind or alter any by-laws or regulations relating to the affairs of The Allergen Bureau (provided there is no resulting inconsistency with any Statute or with this Constitution);
- (y) To do all such other things which are incidental or conducive to the attainment of the above objects;
- (z) In case The Allergen Bureau takes or holds any property which is subject to a trust, The Allergen Bureau may only deal with that property in the manner allowed by law having regard to the trust.

The Company has adopted the following strategies for achievement of these objectives:

- Strategy 1. Promote scientific rigour
- Strategy 2. Develop industry capability
- Strategy 3. Engage with stakeholders and advocate on behalf of industry
- Strategy 4. Ensure good governance of the Allergen Bureau Ltd

Performance Measures

The company uses a Balanced-Scorecard to measure strategic goals as follows:

- Annual income is 7.5% higher than previous FY
- Annual budget is positive
- VITAL Scheme launched
- VITAL Scheme JAS-ANZ application reviewed at each Board meeting
- VSEP Reference Doses for ANZ allergens/groups are in VITAL Online
- VSEP Reference doses for other allergens are in VITAL Online
- Number of 1 month free trials of VITAL Online is 10% higher than previous FY
- VITAL Program Version 3.0 Training Package provided to VTPs
- Number on full mailing list is 5% higher than previous FY
- Number of breakfast seminars promoting VITAL 3.0 & FIGAML
- Participate in all Allergen Collaboration meetings (metric is meetings missed)
- Number of presentations to key ANZ stakeholders
- monthly eNews editions delivered to members and mailing list
- Number of non-bounce website visitors (Users) is 5% higher than previous FY

THE ALLERGEN BUREAU LTD

ABN 94 162 786 389

Directors Report for the Year Ended 30 June 2020

Performance Measures cont.

- Annual election of Directors held
- Number of Directors making annual financial disclosure
- Half-year Activity Report distributed to members
- A quorum of Full Members at AGM & annual member meeting
- Current helpline experts are retained
- Current helpline consultants having at least 1 PD opportunity per year
- Number of VITAL Training Participants in ANZ is 10% higher than previous FY
- Number of VITAL Training Participants non-ANZ is 10% higher than previous FY
- Quarterly provision of Balanced-Scorecard
- Board and Management Committee meetings are organised and minuted
- Number of VITAL trademarks are same or higher
- Number of VITAL Certification Marks registered (to register in NZ & AUS)
- # Allergen Bureau Awards recognising science-based approach to FAM
- # allergen science eNews items per year
- Annual review of VSEP membership
- Number of annual VSEP meetings completed
- # international (non-ANZ) presentations promoting the VITAL Framework
- Contribute and participate in relevant Codex initiatives

Director information

Kirsten Grinter President/Chairperson

Qualifications Bachelor of Applied Science (Food Technology and Nutrition)

Caroline Gray Vice-President

Qualifications Bachelor of Science, Master of Science

Debbie Hawkes Honorary Treasurer

Qualifications Bachelor Food Technology (Hons)

David Henning Invited Director

Qualifications Assoc Diploma Food Control, Masters of Applied Science (Food Science and Nutrition)

Jasmine Lacis-Lee Honorary Secretary

Qualifications Bachelor of Applied Science, Diploma of Frontline Business, Cert IV Training and Assessment

THE ALLERGEN BUREAU LTD

ABN 94 162 786 389

Directors Report for the Year Ended 30 June 2020

Meetings of Directors

During the financial year, 27 meetings of directors (including committees of directors) were held. Attendances (in person, by phone and web conference) by each director during the year were as follows:

	Directors Meetings	
	Meetings eligible to attend	Number attended
Kirsten Grinter	27	18
Caroline Gray	27	18
Debbie Hawkes	27	26
David Henning	5	5
Jasmine Lacis-Lee	27	23

BUSINESS REVIEW

Operating Result

The net surplus from ordinary activities in the financial year ended 30 June 2020 amounted to \$124,361 (\$80,021 in the 2019 financial year).

Dividends

There were no dividends or distributions recommended or declared for payment to members during the year that have not been paid or credited to the member throughout the year.

Review of Operations

A review of the company's operations during the financial year, and the results of those operations, is as follows:

- The company's operations during the year performed as expected in the opinion of the directors.

OTHER ITEMS

Member's Guarantee

The Company is incorporated under *the Corporations Act 2001* and is a company limited by guarantee. If the company is wound up, the constitution states that each member is required to contribute a maximum of \$10 each towards meeting any outstandings and obligations of the company. At 30 June 200 the number of members was 127.

Significant Changes in the State of Affairs

No significant changes in the company's state of affairs occurred during the financial year.

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected, or may significantly affect, the operations of the company, the results of those operations, or the state of affairs of the company in future financial years.

Auditors Independence Declaration

A copy of the auditor's independence declaration as required under section 307C of the *Corporations Act 2001* is set out at Page 15 to the Financial Statements.

THE ALLERGEN BUREAU LTD

ABN 94 162 786 389

Directors Report for the Year Ended 30 June 2020

OTHER ITEMS cont.

Indemnifying Office or Auditor

No indemnities have been given or insurance premiums paid, during or since the end of the financial year, for any person who is or has been an officer or auditor of the company.

Proceedings on Behalf of Company

No person has applied for leave of Court to bring proceedings on behalf of the company, or intervene in any proceedings to which the company is a party for the purpose of taking responsibility on behalf of the company for all or any part of those proceedings.

The company was not a party to any such proceedings during the year.

Signed in accordance with a resolution of the Directors:

Director Debbie Hawkes
Debbie Hawkes (Oct 19, 2020 15:55 GMT+13)

Dated this 19 day of Oct 2020

FINDEX

THE ALLERGEN BUREAU LTD

Directors Declaration for the year ended 30 June 2020

The Directors of the Company have determined that the Company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 1 to the financial statements.

The directors of the company declare that:

1. The financial statements and notes are in accordance with the *Corporations Act 2001* and:
 - (a) Comply with Australian Accounting Standards to the extent described in Note 1 of the financial statements; and
 - (b) give a true and fair view of the financial position as at 30 June 2020 and of the performance for the year ended on that date of the Company in accordance with the accounting policy described in Note 1 of the financial statements.
2. In the Directors' opinion, there are reasonable grounds to believe that the Company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors.

Debbie Hawkes

Debbie Hawkes (Oct 19, 2020 15:55 GMT+13)
Director

Kirsten Grinter

Kirsten Grinter (Oct 19, 2020 16:18 GMT+11)
Director

Dated: 19/10/2020

THE ALLERGEN BUREAU LTD

Profit and Loss Statement

For The Year Ended 30 June 2020

	Notes	2020	2019
Income			
Advertising		1,570	3,972
Interest received	2a	684	1,392
Miscellaneous fees/income		-	2,029
Membership Income		353,750	260,750
VITAL Training Income		32,190	21,974
VITAL Online Subscriptions		95,882	58,899
FAMS2019 Conference		-	146,253
Total Income		484,076	495,269
Expenses			
Accountancy fees		1,935	2,250
Advertising & Promotion		22,748	5,478
AGM Expenses		2,922	3,606
Auditors' remuneration	3a	1,480	1,440
Bank charges		3,752	2,483
Conferences & Workshops		20,047	115,787
Filing fees		160	195
Insurance		4,697	3,130
Legal costs		5,110	3,012
Office Rent		12,000	12,000
Secretariat & Operations Fee		143,850	144,000
Stakeholder Communication		-	4,735
Subscriptions		1,275	701
Sundry expenses		456	141
Scientific & Technical Support		89,213	80,964
Telephone		2,853	2,975
Travelling expenses		12,131	3,287
VITAL Online service provisions		23,337	18,712
Websites Costs		11,497	6,802
Working group project costs		252	3,550
Total Expenses		359,715	415,248
Net Operating Profit		124,361	80,021
Net Profit Before Income Tax		124,361	80,021

THE ALLERGEN BUREAU LTD

Profit and Loss Statement

For The Year Ended 30 June 2020

	Notes	2020	2019
Retained profits at the beginning of the Period		510,714	430,693
Total Available for Appropriation		635,075	510,714
Retained Profits at the end of the Period		635,075	510,714

THE ALLERGEN BUREAU LTD

Balance Sheet

As at 30 June 2020

	Notes	2020	2019
Current Assets			
Cash at Bank - Cheque Account		4,157	1,395
Cash at Bank - Online Investment Account		521,808	456,017
Term Deposit - ANZ		15,093	-
Trade and Other Receivables	4	23,482	61,117
Total Current Assets		564,540	518,529
Non Current Assets			
Intangible Assets	5	107,036	88,686
Total Non-Current Assets		107,036	88,686
Total Assets		671,576	607,216
Current Liabilities			
Trade creditors		28,280	91,769
Provision for GST		8,222	4,732
Total Current Liabilities		36,502	96,502
Net Assets		635,075	510,714
Equity			
Retained Profits		635,075	510,714
Total Equity		635,075	510,714



THE ALLERGEN BUREAU LTD

Statement of Changes in Equity

As at 30 June 2020

<u>2020</u>	Retained Earnings	Total
Balance as at 1 July 2019	\$510,714	\$510,714
Net Surplus for the year	\$124,361	\$124,361
Balance as at 30 June 2020	\$635,075	\$635,075

<u>2019</u>	Retained Earnings	Total
Balance as at 1 July 2018	\$430,693	\$430,693
Net Surplus for the year	\$80,021	\$80,021
Balance as at 30 June 2019	\$510,714	\$510,714

FINDEX

THE ALLERGEN BUREAU LTD

Statement of Cash Flows

As at 30 June 2020

Statement of Cashflows	2020	2019
Cash Inflows from Operating Activities	\$97,822	\$134,953
Cash Outflows to Investing Activities	(\$18,350)	(\$13,086)
Cash Inflows from Financing Activities:	\$4,174	(\$9,571)
NET INCREASE IN CASH	\$83,646	\$112,296
Plus: Opening Balance	\$457,412	\$345,116
CLOSING BALANCE OF CASH	\$541,058	\$457,412

"Cash" describes cash on hand and term deposits, together with bank overdrafts and other flexible finance facilities. It does not include term loans or hire purchases.

Cash Inflows from Operating Activities:	2020	2019
Receipts from Customers	\$521,711	\$481,272
Payments to Suppliers and Employees	(\$423,205)	(\$344,927)
Other Income (Excluding Interest Received)	(\$684)	(\$1,392)
Cash Inflows from Operating Activities:	\$97,822	\$134,953

Cash After Operating Activities is a measure of cash availability. It indicates how much cash the business has generated in order to pay tax, interest, dividends, repay any debt and make any discretionary expenditure on fixed assets.

Cash Outflows to Investing Activities:	2020	2019
Non-Current Assets	(\$18,350)	(\$13,086)
Cash Outflows to Investing Activities:	(\$18,350)	(\$13,086)

Cash Related to Investing Activities measures how much discretionary spending was made on fixed assets, shares, etc.

Cash Inflows from Financing Activities:	2020	2019
Net Interest Received	\$684	\$1,392
Other Current Liabilities	\$3,490	(\$10,963)
Cash Inflows from Financing Activities:	\$4,174	(\$9,571)

Cash Related to Financing Activities measures the funds advanced by and repayments made to banks during the period under review. It also measures the cash advanced to shareholders and other Equity movements such as dividends.

THE ALLERGEN BUREAU LTD

Notes to the Financial Statements

For the Year Ended 30 June 2020

1. Statement of Significant Accounting Policies

Basis of Preparation

The directors have prepared the financial statements on the basis that the not-for-profit Company is a non-reporting entity because there are no users dependant on general purpose financial statements. These financial statements are therefore special purpose financial statements that have been prepared in order to meet the requirements of members.

The financial statements have been prepared in accordance with recognition and measurement criteria in the Australian Accounting Standards and the disclosure requirements of AASB 101 Presentation of Financial Statements and AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors.

The significant accounting policies disclosed below are those which the directors have determined are appropriate to meet the needs of members. Such accounting policies are consistent with the previous period unless otherwise stated.

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes.

2. Income	2020	2019
-----------	------	------

a Interest received

Other Corporations

684

1,392

684

1,392

3. Expenses	2020	2019
-------------	------	------

a Auditors' remuneration

Audit & review of Financial Reports

1,480

1,440

1,480

1,440

4. Trade and Other Receivables	2020	2019
--------------------------------	------	------

Trade receivables

23,482

61,117

Total Trade and Other Receivables

23,482

61,117

THE ALLERGEN BUREAU LTD Notes to the Financial Statements

For the Year Ended 30 June 2020

5. Intangible Assets	2020	2019
VITAL Online Tool - at cost		
Original Cost	74,400	74,400
	74,400	74,400
Trademarks & Certification Ticks - at cost	32,636	14,286
Total Intangible Assets	107,036	88,686

7 Income Tax

No provision for income tax has been raised as the Company is exempt from income tax under Div 50 of the Income Tax Assessment Act 1997.

REVENUE AND OTHER INCOME

Revenue is recognised when it can be measured reliably, and it is probable that economic benefits associated with the transaction will flow to the entity and specific criteria relating to the type of revenue as noted below.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

All revenue is stated net of the amount of goods and services tax (GST).

RENDERING OF SERVICES

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be measured reliably. In the event income can be reliably measured, the extent to which the service is completed is used as the basis to determine the appropriate level of revenue to be recognised in the period.

If the outcome cannot be reliably measured, revenue is recognised to the extent of expenses recognised that are recoverable.

GOODS AND SERVICES TAX (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST.

The net amount of GST recoverable from or payable to the ATO is included as part of the receivable or payable in the balance sheet.

Auditor's Independence Declaration

To the directors of The Allergen Bureau Ltd

I declare that, to the best of my knowledge and belief, there have been:

- (a) no contraventions of the auditor independence requirements as set out in the *Corporations Act 2001*; and
- (b) no contraventions of any applicable code of professional conduct

in relation to our audit for the year ended 30 June 2020.



Synectic Audit & Assurance Pty Ltd



Benjamin Coull
Director

Date: 19/10/2020

Independent Auditor's Report

To the Members of The Allergen Bureau Ltd

Report on the Audit of the Financial Report

Opinion

We have audited the financial report, being a special purpose financial report of The Allergen Bureau Ltd (the Company), which comprises the statement of financial position as at 30 June 2020, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the directors' declaration.

In our opinion the accompanying financial report of The Allergen Bureau Ltd is in accordance with the *Corporations Act 2001*, including:

- (a) giving a true and fair view of the company's financial position as at 30 June 2020 and of its performance for the year ended on that date; and
- (b) complying with Australian Accounting Standards to the extent described in Note 1 and the *Corporations Regulations 2001*.

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the directors' financial reporting responsibilities under the *Corporations Act 2001*. As a result, the financial report may not be suitable for another purpose.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Company in accordance with the auditor independence requirements of the *Corporations Act 2001* and the ethical requirements of the Accounting Professional and Ethical Standards Board's *APES 110 Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of the Directors for the Financial Report

The directors of the Company are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the *Corporations Act 2001* and for such internal control as the directors determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors are responsible for assessing the Company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the Company or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report.

However, future events or conditions may cause the company to cease to continue as a going concern.


- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide the directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

A stylized signature of the word "Synectic" in a cursive script.

Synectic Audit & Assurance Pty Ltd

A handwritten signature of Benjamin Coull in black ink.

Benjamin Coull
Director

Date: 19/10/2020

Allergen Bureau

Australia 0437 918 959 International + 61 437 918 959

Email info@allergenbureau.net website www.allergenbureau.net