

ANNUAL REPORT 2020 - 21

October 2021

Board report

July 2020 – June 2021

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October 2021

Our Vision

A trusted food supply for allergen sensitive consumers around the world.

Our Mission

Lead the global food industry in best practice allergen management, sharing information that builds trust and transparency that supports allergen sensitive consumers to make informed choices.

Our Strategies – 2021-2025

1. Evidence based science
2. Best practice allergen management guidance and resources
3. Key stakeholder acknowledgment
4. Global influence and brand recognition
5. Good governance and financial sustainability

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 2021 was 1 Global Member, 40 Full Members, 45 Associate Members and 50 Individual Members – a total membership of 136.

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

Financial Year				
<u>Membership</u>	<u>FTE Employees</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Full - Global	>100	0	1	1
Full	>100	34	38	40
Associate C	51-100	7	8	9
Associate B	10-50	14	19	20
Associate A	<10	16	15	16
Associate D	Individual	41	44	50
<u>TOTAL</u>		<u>112</u>	<u>126</u>	<u>136</u>

Global Member



Full Members



- ALDI Stores
- BBF Hull Limited
- SoFine Foods

We welcomed three new Full Members in the 2020-21 year:

- ALDI Stores
- Chobani Pty Ltd
- Inguz Harvest Pty Ltd (OneHarvest)

Associate Members

We thank the following Associate Members who continued to provide, and receive, valuable support throughout the 2020-21 year: • Agrifood Technology; • ALS Pty Ltd; • Bakkerji Dam; • Baxters Foods Australia Pty Ltd; • BE Campbell • Bellamy's Organic; • Brownes Foods Operations; • Charling BVBA; • Cobs Fine Foods; • Confiserie Mellinia GmbH; • 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 Foundation; • Epicurean Products Pty Ltd; • 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; • Specialised Chicken Services; • Steric Trading; • Symbio Laboratories; • The Gourmet Guardian; • Van Dyck Fine Foods; • Vitasoy Australia Products; AND • our 50 Individual Members.

Allergen Bureau activities were reported to members and all stakeholders in the Annual Report distributed by email and posted to the Allergen Bureau website.

1. Evidence based science

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 Eliciting Doses ED₀₁ (the dose of the total allergen protein that is predicted to produce objective symptoms in 1% of the allergic population) identified by the VSEP, and made available by the Allergen Bureau in the [Summary of the 2019 VITAL Scientific Expert Panel Recommendations](#), continued as the Reference Doses adopted for The VITAL Program Version 3.0. The VSEP Reference Doses are incorporated into VITAL Online – the web-based VITAL Calculator.

The VSEP and their associates continue to publish peer reviewed papers discussing the process for how the Reference Doses were developed. The Allergen Bureau provides a summary of the VSEP process and relevant VSEP publications on our dedicated [VITAL Science](#) webpage on the VITAL Online website.

VITAL Program Version 3.0

The 2019 VSEP Recommendations continued to provide the evidence based science incorporated into the following resources for our members and the global food industry.

- Food Industry Guide to the Voluntary Incidental Trace Allergen Labelling (VITAL®) Program Version 3.0.

- VITAL Standard Version 1.0.
- VITAL Online (Version 3.1.4. at end of 2020-21 year)

FAO and WHO Food Allergen project – Expert Panel and data on food allergens

In 2020, the FAO and WHO jointly established an Expert Consultation on Risk Assessment of Food Allergens. This global group, made up of scientists, regulators, physicians, clinicians and risk managers from academia, government, and the food industry, was formed to provide specific scientific advice on three aspects of food allergen management. The Allergen Bureau was excited that all six members of the current VITAL Scientific Expert Panel were included in this expert consultation.

The ternary purpose of the group is to:

- Validate and update the list of foods and ingredients in section 4.2.1.4 of the General Standard for the Labelling of Packaged Foods (GSLPF) based on risk assessment,
- Establish threshold levels in foods of the priority allergens, and
- Evaluate the evidence in support of precautionary labelling.

In December 2020, the Expert Committee held their first meeting to review and validate the Codex priority allergen list, based on prevalence, severity of reaction and potency. The key points of the discussions and outcomes of this meeting have been published in a summary report that can be downloaded [here](#).

At a second meeting, held in March/April 2021, the Expert Committee sought to establish threshold levels in foods of the priority allergens. The summary and conclusions of this meeting were issued in August and are available [here](#).

A third meeting is scheduled to take place in October 2021 to review and establish precautionary labelling in foods of the priority allergens.

The Allergen Bureau are keeping abreast of developments from the expert panel and will review any potential impact the recommendations may have on the VITAL Program.

Promoting an evidence based scientific approach

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.

Table 2. Allergen Bureau eNews last three Financial Years.

	Financial Year		
	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
eNews subscribers	8,150	8,500	8,950
# allergen science eNews items per year	17	24	25

2. Best practice allergen management guidance and resources

Plain English Allergen Labelling

On 25th February 2021, Food Standards Australia New Zealand (FSANZ) announced new requirements for allergen labelling on packaged foods. These changes were included within the Australia New Zealand Food Standards Code and to help ensure mandatory food allergen declarations are clear and consistent so that consumers have the information they need to make safe food choices. The requirements include:

- the declaration of allergen information in a specific format and location on food labels
- the use of simple, plain English terms for allergen declarations.

Responding to these Plain English Allergen Labelling (PEAL) requirements, we updated our key best practice allergen management guidance and resources.

Our websites

In April 2021, we launched a new [Allergen Bureau website](#) and a new website platform for [VITAL Online](#). These exciting developments saw our two most important digital platforms greatly improved in terms of usability and mobile friendliness for easy access to information 'on the go' - making it even easier for the Allergen Bureau to communicate with and inform the food industry.

Along with interactive news and events pages with easy search functions, updated industry FAQs, conference presentations and access to the Allergen Bureau's free helpline services, the most exciting part of the new Allergen Bureau website is the essential three step [Industry Guidance](#) page. The Industry Guidance page highlights three best practice guidance resources to help every food producer understand what they must know about allergen management and labelling, being:

- 1) The Food Industry Guide to Allergen Management and Labelling for Australia and New Zealand – PEAL updated edition;
- 2) The Allergen Bureau's [Allergen Risk Review Website](#); and
- 3) The Food Industry Guide to the Voluntary Incidental Trace Allergen Labelling (VITAL) Program - PEAL updated edition.

Another key feature of the new Allergen Bureau website was the creation of an [Allergen Bureau Resources](#) page that brought together all of the Allergen Bureau best practice guidance resources - designed to help industry approach allergen management and labelling in a consistent manner – in one convenient location.

Table 3. Our website statistics¹, last three Financial Years.

	Financial Year		
	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
<u>Allergen Bureau website</u>			

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.

Unique website visitors	13,900	16,700	29,600
Website sessions	20,000	24,300	42,100
Website page views	78,500	100,000	177,200
<u>Allergen Risk Review website</u>			
Unique website visitors	not applicable	2,300	2,100
Website sessions	not applicable	3,000	3,000
Website page views	not applicable	13,100	14,300
<u>VITAL Online website</u>			
Unique website visitors	3,000	4,000	4,450
Website sessions	8,200	12,200	15,650
Website page views	310,100	502,300	549,750

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.

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”.

In January 2021, an output from this working group was the *2021 Unexpected Allergens in Food* guidance document. This revised and updated 2021 version of the previous 2011 Unexpected Allergens in Food contains an expanded and updated list of foods, as well as new information about agricultural co-mingling and food fraud. A new inclusion are case studies that show the complexity in the supply chain, where allergens may be unexpectedly incorporated as a result of agricultural co-mingling in food.

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 117 enquiries requiring responses from our scientific and technical experts - of which 41 were about general allergen management and 76 were VITAL related.

Table 4. Technical and VITAL helpline support, last three Financial Years.

Helpline enquires requiring expert response	Financial Year		
	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
General allergen management enquires	37	40	41
VITAL enquiries	44	44	76
<u>TOTAL</u>	<u>81</u>	<u>84</u>	<u>117</u>

VITAL Training

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.

A minor update of the VITAL Training Package was undertaken in April 2021 to reflect both PEAL and the new look and functionality of the new VITAL Online platform.

Allergen Bureau Awards

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.

- [2020 winner - Monash Health and the Monash Health Central Production Kitchen](#)

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.

- [2020 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.

3. Key stakeholder acknowledgment

Codex Committee on Food Labelling Electronic Working Group on Allergen Labelling

The Allergen Bureau provided comment to Codex in March 2021, via both the Australian Department of Agriculture and MPI New Zealand, on the consultation paper regarding provisions relevant to allergen labelling in the General Standard for the Labelling of Prepackaged Foods (GSLPF).

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.

Allergen Collaboration meetings, held by teleconference, were attended by Allergen Bureau representatives.

Australian Food and Grocery Council Allergen Forum

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

The PEAL 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 April 2021.

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.

The AT-SIG held a special session at FAMS2021.

4. Global influence and brand recognition

4th Food Allergen Management Symposium (FAMS2021)

The 4th Food Allergen Management Symposium (FAMS) was held across 3 days from 18-20th May 2021, followed by a 4th day on 21st May for the Allergen Testing Special Interest Group (AT-SIG).

This bi-annual conference, held on a virtual platform, achieved a level of gravitas akin to the preceding three face to face events. FAMS2021 drew its usual line up of alumni from the international food

allergen management community to share knowledge, exchange ideas, discuss research and deepen relationships, and did not disappoint.

Some key statistics from FAMS2021 include –

- 65,408 minutes viewed
- 141 participants
- 51 presenters
- 73 presentations
- 27 sessions
- 11 sponsors/exhibitors
- 2 e-posters

The Food Allergen Management Symposium 2021 is open to post event registration and access to the recordings of the presentations. For those that attended FAMS2021, all presentation recordings are available for viewing or [Register Now for FAMS On Demand](#).

FAMS can only happen with the support of the generous partnership of key stakeholders, The National Measurement Institute, the University of NSW, Safe Food Queensland, and the Allergen Bureau. These organisations provide countless hours of their representative's time to power the Organising Committee and bring forward an international event to rival the best.

We look forward to a more normalised world in 2023 and hope to see everyone face to face at FAMS2023 in Brisbane, Queensland.

Industry presentations

In addition to FAMS2021, the Allergen Bureau was active in industry-targeted communication presenting at many industry events, predominantly via webinars.

All the following presentations are available on our website on the [Conference Presentations](#) page

- *Best practice food allergen management through the VITAL Program*, presented by Debbie Hawkes, Allergen Bureau and Hawkins Watts, at Free From Food Asia webinar, October 2020
- *What every food producer MUST know about allergen management and labelling*, presented by Lisa Warren, Allergen Bureau, at the AIFST technical webinar, February 2021
- *Agricultural allergen cross contact and unexpected allergens in food*, presented by Jasmine Lacis-Lee, Allergen Bureau and BVAQ, at the AIFST technical webinar, February 2021
- *Agricultural Allergen Co-mingling – What is it? What tools can help you determine the impact to your business?* presented by Jasmine Lacis-Lee, Allergen Bureau and BVAQ, at the Free From Food Asia Virtual Summit webinar, March 2021
- *Food Industry Guide to Allergen Management and Labelling*, presented by Lisa Warren, Allergen Bureau, at the AIFST webinar, April 2021
- *PEALing the PAL*, presented by Georgina Christensen, Allergen Bureau, at the AIFST webinar, April 2021
- *Food Allergen Management: Where are we at & what's new?*, presented by Jasmine Lacis-Lee, Allergen Bureau and BVAQ, at 2nd Food Safety, Traceability and Compliance Forum 2021 webinar, April 2021

- *An update on Allergens: What's happening?*, presented by Jasmine Lacis-Lee, Allergen Bureau and BVAQ, at the FIAQ 16th Food Safety Conference, Brisbane, June 2021

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

Brand recognition

The Allergen Bureau undertook a brand refresh with a new look logo and colour palette captured in a new style guide. The old Allergen Bureau website was refreshed in late-2020 to reflect the updated branding, prior to a total rebuild and redesign the Allergen Bureau website launched in April 2021.

Marketing and Communication

The Allergen Bureau continued to drive our global influence and brand recognition with a strong marketing and communication presence on all relevant social media platforms – Facebook; LinkedIn; Instagram; and Twitter. 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 industry best practice guidance resources. We continued to look at new campaign ideas to drive engagement and interaction.

Table 5. Allergen Bureau social media followers, last three Financial Years

Platform	Financial Year		
	<u>2019-20</u>	<u>2020-21</u>	<u>Oct 2021 (YTD)</u>
Facebook followers	72	777	879
LinkedIn followers	N/A	431	615
Instagram followers	NA	54	82
Twitter followers	N/A	365	367

5. Good governance and financial sustainability

Allergen Bureau Strategic Plan 2021-2025

With the conclusion of the Allergen Bureau Strategic Plan 2016-2020, a new 5-year strategic plan for the Allergen Bureau was developed this year. The Allergen Bureau Strategic Plan 2021-2025 was prepared by the Board and posted to the Allergen Bureau website in January 2021.

The Allergen Bureau Strategic Plan 2021-2025 included a new vision and mission and new strategies. The Strategic Plan guides the Allergen Bureau's goals, operating plans and budgets and our activities for the five-year period from 2021 to 2025. The Allergen Bureau Strategic Plan is a 'living document' and is reviewed on at least an annual basis by the Board.

8th Annual General Meeting and Member Meeting

The eight Annual General Meeting of the Allergen Bureau was held on 29 October 2020. The AGM was attended – via Zoom- by representatives (or proxies) of 15 Full Members, 6 Associate Members, and an additional alternate 2 individuals from Full or Associate Members companies formally represented.

The 8th AGM was followed by a Member Meeting, including presentations by guest speakers:

- Natalie Hayllar, Allergen Bureau
- Pat Skotniczny, Ionata Digital

Allergen Bureau Board

The Allergen Bureau Board to, and following, the 8th AGM was:

- Kirsten Grinter, Allergen Bureau President (Nestlé Australia Ltd)
- Caroline Gray, Allergen Bureau Vice-President (IFF, formerly 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 2020-21.

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 26 Management Committee meetings during 2020-21.

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); Dr Lyn Davies (eNews); Natalie Hayllar (Marketing and Communication); Progressive Content (website content and EDMs); and

Ionata Digital (website development and service) all made significant contributions to the success of the Allergen Bureau.

Financial sustainability

Financial statements and notes, prepared in accordance with the *Corporations Act 2001* and that give a true and fair view of the financial position at 30 June 2021 and of the performance for the year of the Company in accordance with the accounting policy described in the financial statements, are prepared and presented to members separately.

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Financial Statements

THE ALLERGEN BUREAU LTD

For the Period,

1 July 2020 to 30 June 2021

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THE ALLERGEN BUREAU LTD

ABN 94 162 786 389

Directors Report for the Year Ended 30 June 2021

Your directors present this report on the company for the financial year ended 30 June 2021.

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/Annual AGM (x 6 per year)
- Management meetings - teleconference (x 25 per year)
- Manage Board election
- Manage third party service providers
- Manage company financial matters and maintain records
- Develop and endorse 2021-22 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
- VITAL Online Rebuild Project
- 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 and Helpline
- Technical Expert Helpline - respond to member and industry enquiries
- 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 2021

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 2021**

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 Limited

Performance Measures

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

- Membership income is 5% higher than previous FY
- VITAL Online subscription income is 20% higher than previous FY
- Half-yearly review of OP&B completed
- Next FY OP&B reviewed and approved by Board
- Annual budget is positive
- Annual review of business model completed
- VSEP representation in expert panels (1. ILSI QRA; 2. WHO-FAO)
- VITAL Science advocate/representative involved in all reputable QRA processes
- Annual review of stakeholder map completed
- Annual review of engagement plan completed
- FAMS held in 2021
- Participation in all Allergen Collaboration meetings
- Number of Global Members
- % increase in non-ANZ Full and Associate A,B,C Members

THE ALLERGEN BUREAU LTD
ABN 94 162 786 389

**Directors Report
for the Year Ended 30 June 2021**

Performance Measures cont.

- Facebook page followers - (100% growth in first year. 50% growth for second year)
- Number on full mailing list is 5% higher than previous FY
- Number of non-bounce AB website visitors (Users) is 10% higher than previous FY
- Number of invitations to speak at events
- Annual review of VITAL Standard completed
- Number of products VITAL certified
- Current VSEP Reference Doses for ANZ allergens/groups are in VITAL Online
- Current VSEP Reference doses for other allergens are in VITAL Online
- Key Allergen Bureau best practice food industry resources are publicly available
- Number of 'downloads/reads' of key Allergen Bureau resources (i.e. FIGAML this FY)
- New Allergen Bureau website launched
- New VITAL Online website launched
- Quarterly marketing and communications report completed
- Bi-annual review of asset branding completed
- Number of VITAL trademarks are same or higher
- Number of VITAL Certification Marks registered (to register in NZ & AUS) by AGM#9
- Current helpline experts are retained
- Current helpline consultants having at least 1 PD opportunity per year
- Annual dedicated engagement with each Training Provider
- Training providers promoted by Allergen Bureau on website and social media
- Strategic Plan is publicly available
- Annual review of strategic plan completed
- Constitution is publicly available
- Annual review of constitution completed in time to provide notices for AGM
- Annual Report publicly available
- Calendar Year Report publicly available

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 Laclees-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 2021**

Meetings of Directors

During the financial year, 31 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	31	24
Caroline Gray	31	26
Debbie Hawkes	31	30
David Henning	5	4
Jasmine Lacis-Lee	31	26

BUSINESS REVIEW

Operating Result

The net surplus from ordinary activities in the financial year ended 30 June 2021 amounted to \$149,499 (\$124,361 in the 2020 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 2021 the number of members was 140.

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.

THE ALLERGEN BUREAU LTD

ABN 94 162 786 389

**Directors Report
for the Year Ended 30 June 2021**

OTHER ITEMS cont.

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.

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:

Debbie Hawkes

Director.....Debbie Hawkes (Sep 28, 2021 14:49 GMT+13)

Dated this 28 day of Sep 2021

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THE ALLERGEN BUREAU LTD

Directors Declaration for the year ended 30 June 2021

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 2021 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 (Sep 28, 2021 14:49 GMT+13)

Director

Kirsten Grinter

kirsten Grinter (Sep 28, 2021 17:20 GMT+10)

Director

Dated: 28/09/2021

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THE ALLERGEN BUREAU LTD

Profit and Loss Statement

For The Year Ended 30 June 2021

	Notes	2021	2020
Income			
Advertising		3,830	1,570
Interest received	2a	290	684
Membership Income		338,691	353,750
VITAL Training Income		32,102	32,190
VITAL Online Subscriptions		115,155	95,882
FAMS2021 Conference		32,500	-
Refunds of exhibition costs		8,969	-
Total Income		531,537	484,076
Expenses			
Accountancy fees		3,250	1,935
Advertising & Promotion		3,997	22,748
AGM Expenses		-	2,922
Auditors' remuneration	3a	1,515	1,480
Bank charges		4,728	3,752
Conferences & Workshops		37,420	20,047
Filing fees		383	160
Insurance		5,931	4,697
Legal costs		3,051	5,110
Marketing consultancy		34,160	-
Office Rent		12,000	12,000
Rebrand & Design		5,005	-
Secretariat & Operations Fee		153,000	143,850
Subscriptions		2,120	1,275
Sundry expenses		1,256	456
Scientific & Technical Support		75,177	89,213
Telephone		1,906	2,853
Travelling expenses		-	12,131
VITAL Online service provisions		7,900	23,337
Websites Costs		29,239	11,497
Working group project costs		-	252
Total Expenses		382,038	359,715
Net Operating Profit		149,499	124,361
Net Profit Before Income Tax		149,499	124,361

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THE ALLERGEN BUREAU LTD

Profit and Loss Statement

For The Year Ended 30 June 2021

	Notes	2021	2020
Retained profits at the beginning of the Period		635,075	510,714
Total Available for Appropriation		784,574	635,075
Retained Profits at the end of the Period		784,574	635,075

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THE ALLERGEN BUREAU LTD

Balance Sheet

As at 30 June 2021

	Notes	2021	2020
Current Assets			
Cash at Bank - Cheque Account		1,469	4,157
Cash at Bank - Online Investment Account		519,975	521,808
Term Deposit - ANZ		20,180	15,093
Trade and Other Receivables	4	51,554	23,482
Total Current Assets		593,179	564,540
Non Current Assets			
Intangible Assets	5	234,554	107,036
Total Non-Current Assets		234,554	107,036
Total Assets		827,733	671,576
Current Liabilities			
Trade creditors		31,071	28,280
Provision for GST		12,088	8,222
Total Current Liabilities		43,159	36,502
Net Assets		784,574	635,075
Equity			
Retained Profits		784,574	635,075
Total Equity		784,574	635,075

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THE ALLERGEN BUREAU LTD

Statement of Changes in Equity

As at 30 June 2021

<u>2021</u>	Retained Earnings	Total
Balance as at 1 July 2020	\$635,075	\$635,075
Net Surplus for the year	\$149,499	\$149,499
Balance as at 30 June 2021	\$784,574	\$784,574

<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

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THE ALLERGEN BUREAU LTD

Statement of Cash Flows

As at 30 June 2021

Statement of Cashflows	2021	2020
Cash Inflows from Operating Activities	\$152,428	\$97,822
Cash Outflows to Investing Activities	(\$156,018)	(\$18,350)
Cash Inflows from Financing Activities:	\$4,156	\$4,174
NET INCREASE IN CASH	\$566	\$83,646
Plus: Opening Balance	\$541,058	\$457,412
CLOSING BALANCE OF CASH	\$541,624	\$541,058

"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:	2021	2020
Receipts from Customers	\$522,996	\$521,711
Payments to Suppliers and Employees	(\$370,278)	(\$423,205)
Other Income (Excluding Interest Received)	(\$290)	(\$684)
Cash Inflows from Operating Activities:	\$152,428	\$97,822

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:	2021	2020
Other Current Assets	(28,500)	
Non-Current Assets	(\$127,518)	(\$18,350)
Cash Outflows to Investing Activities:	(\$156,018)	(\$18,350)

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

Cash Inflows from Financing Activities:	2021	2020
Net Interest Received	\$290	\$684
Other Current Liabilities	\$3,866	\$3,490
Cash Inflows from Financing Activities:	\$4,156	\$4,174

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.

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THE ALLERGEN BUREAU LTD Notes to the Financial Statements

For the Year Ended 30 June 2021

1. Statement of Significant Accounting Policies

The financial statements are a special purpose report prepared for use by the director and the member. The director has determined that the company is not a reporting entity.

The statements are prepared on an accruals basis. They are based on historic costs and do not take into account changing money values or, except where specifically stated, current valuations of non current assets.

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.

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.

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THE ALLERGEN BUREAU LTD Notes to the Financial Statements

For the Year Ended 30 June 2021

2. Income		2021	2020
a Interest received			
Other Corporations		290	684
		<u>290</u>	<u>684</u>
3. Expenses		2021	2020
a Auditors' remuneration			
Audit & review of Financial Reports		1,515	1,480
		<u>1,515</u>	<u>1,480</u>
4. Trade and Other Receivables		2021	2020
Trade receivables		23,054	23,482
Sundry debtors		28,500	-
Total Trade and Other Receivables		51,554	23,482
5. Intangible Assets		2021	2020
VITAL Online Tool - at cost		197,400	74,400
Trademarks & Certification Ticks - at cost		37,154	32,636
Total Intangible Assets		234,554	107,036

Auditor's Independence Declaration

To the directors of The Allergen Bureau Ltd

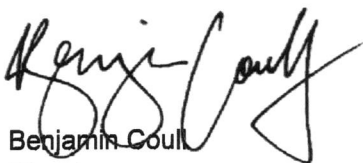
I declare that, to the best of my knowledge and belief, there have been:

- 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 2021.



Synectic Audit & Assurance Pty Ltd



Benjamin Coull
Director

Date: 29/09/2021

Independent Auditor's Report

To the members of The Allergen Bureau Ltd

Report on the Audit of the Financial Report

We have audited the accompanying financial report, being a special purpose financial report of The Allergen Bureau Ltd, which comprises the balance sheet as at 30 June 2021, profit and loss statement, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the director's statement.

Opinion

In our opinion the financial report of The Allergen Bureau Ltd presents fairly the company's financial position as at 30 June 2021 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.

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 director's financial reporting responsibilities under the company's constitution. 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 ethical requirements of 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 and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the constitution and is appropriate to meet the needs of the members.

The director's responsibility also includes such internal controls as the directors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Report

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial report that gives a true and fair view 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 entity's internal control. An audit also includes evaluation the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the directors, as well as evaluating the overall presentation of the financial report.



Synectic Audit & Assurance Pty Ltd



Benjamin Coull
Director

Date: 29/09/2021