

PHARMACEUTICAL SOCIETY OF WESTERN AUSTRALIA INC.

ANNUAL REPORT 2015

“Build it and they will come.”

It could be said that, with a significant twist in its commonly understood meaning, this saying could apply to the Society’s progress, performance and fortunes for the 2015 year.

“**Build it**” can be applied to the strategic policy and initiatives, the governance and risk management rules devised, adopted and implemented;

“**And**” can be said to include the assiduous attention given to improving the financial position of both the Society and the J M O’Hara Research Fund; and

“**they will come**” could be interpreted as the satisfying outcomes of the Board’s astonishingly high workload.

This is the second annual report published by the current Board since the ceding of some of the activities of the Pharmaceutical Society of Western Australia (PSWA) to the Pharmaceutical Society of Australia (PSA).

No doubt members will recall that this change in activities saw PSA assume, and PSWA cease, the provision of professional services to WA pharmacists. It also saw ownership of operating equipment and employment of staff pass to PSA. While ownership of the Subiaco land and building remained with PSWA these premises were taken by PSA on a peppercorn rental accompanied by responsibility for all maintenance and payment of all rates, taxes and insurances. Substantial financial resources, however, remained with and continue to be held by PSWA.

The merging of service provision operations with PSA has resulted in major change to the very nature of PSWA. It now concerns itself mainly with preservation and utilisation of its assets for the benefit of the profession and its practitioners in the State and with conduct of the J M O’Hara Research Fund (“the Fund”).

In its report for the 2014 year the Board expressed its expectation that its then newly developed strategies would result in (a) the size and number of grants offered by the Fund being greatly enhanced and (b) an increase in general funds to enable achievement of the Society’s vision to be a recognised major facilitator of pharmacy research and practice development in Western Australia.

I am pleased to report good progress towards realisation of these goals. Financial statements included in this report show assets standing to the credit of the Fund have increased by \$11481 after provision for payment of a research grant of \$38,530 and the Society’s wealth decreased by \$13852 after a donation to the Fund to cover that grant, unbudgeted one-time items approximating \$7,000 and provision of \$5950 for income tax.

While sub- and advisory committees report to the Board it was deemed that on this occasion their reports be incorporated into this Board report as appendices to allow members an opportunity to better appreciate the volume of work undertaken and achieved by members of the Board.

J M O'HARA RESEARCH FUND

In my report to members at the end of 2014 I revealed that the Board had embarked on a strategy to substantially increase and extend the Fund's ability to assist future applications. I expressed the Board's hope that late 2015 would see significant progress in that regard.

I am very pleased to report that the strategy is now bearing fruit. Its initial stage consists of an invitation to members who are leaders of some of the community pharmacy groups to contribute \$1,000 per year over a five year period. At the time of writing around \$85,000 had already been received or pledged. I believe this stage of the strategy will, on its own, give members cause to be enormously proud of our profession.

The second stage will provide other members with a similar opportunity to contribute, the third stage will begin a discussion with members asking them to consider the Fund in their wills as well as gifts to the Fund outside the five year pledge and a fourth stage will see an approach to outside organisations.

I am very confident that completion of the strategy will see the J M O'Hara Research Fund stand as "a recognised major facilitator of pharmacy research and practice development in Western Australia" which is the vision expressed in the Society's Strategic Plan.

The anticipated success of Stage I of the project would not have eventuated without the pride in their profession nor the generosity of time and spirit and material support of the members of the advisory committee led by Michael Dillon ably supported by Tony Maricic, Natalie Willis, Phil Willis and Gia Cecchele.

The Board is very grateful to these members for their involvement.

As a result of intense concentration on improving the Fund's (and the Society's) financial position the Board has achieved its aim of being able to provide an annual grant of up to \$50,000 for a single project in only its second year since you elected it. This year, Liza Seubert was awarded the first such grant - \$38,530 for a project titled "Enhancing Primary Care Processes in Community Pharmacy."

The anticipated success of further improvement in the Fund's finances is expected to enable the Board to begin its planned annual funding for other projects and for special scholarships from 2018.

Grants totalling \$257,290 have been provided over the years to Society members to assist with research projects.

One project was completed during the year. It was a grant of \$10,000 to Deena Ashoorian to consider a new paradigm for the partnership management of medications for mental health consumers in the community.

Four projects remained current from earlier grants –

- Ya Ping Lee was granted \$9,800 to study the correlation between vitamin D with HbA1c and inflammatory markers in aged care residents and
- \$7700 to Amy Page to investigate "Concordance of deprescribing recommendations made by pharmacists and medical practitioners for frail older people living in residential care"

- \$9959 to Professor Bruce Sunderland to investigate “inefficacious release of fentanyl patches used by Aboriginal patients in the remote Kimberley region of WA”
- \$9613 to Associate Professor Lynne Emmerton for a study entitled “How Can Pharmacists Provide Medication Services to Mining Sites?”

The Board is grateful to the long-serving and well balanced mix of committee members, some of whom are pharmacists with wide experience in community and hospital pharmacy and others with research backgrounds. They are Associate Professor Malcolm Roberts (Chair), Associate Professor Lynne Emmerton, Dr Michael Garlepp, Kristine Jarvis, and Helen Lovitt.

At the end of this reporting period the Fund’s assets stood at \$214130. The year’s financial statement appears below.

Income and Expenditure Statement

<i>Received</i>	2015	2014
Donations - members	13159	50
- PSWA	28530	
Interest – bank	122	9600
- PSWA	8200	
<i>Less Payments</i>		
Bank Fees	0	60
Project Grants	0	31952
<i>Net Income (Outgoings)</i>	50011	(22362)

Funds Statement at 31 December 2015

<i>Assets</i>		
Balance at bank	52660	202649
Loan to PSWA	200000	
<i>Liabilities</i>		
Project Grant	38530	
<i>Net Assets</i>	214130	202649

I express my sincere thanks to Tracy Routledge and to Maureen Carson, the Society’s secretary and bookkeeper respectively, who continued to serve in excess of expectations.

I must mention also the tireless efforts and exemplary meeting attendance of the Board members. They are Richard Smirk (Deputy Chair), Professor Jeffery Hughes, Timothy van Bronswijk, Celia

Sansom and Bob Brennan. It has been a privilege and pleasure for me to chair such a competent, dedicated and enthusiastic group.

Dean Schulze
Chairman

APPENDIX 1 - REPORT OF GOVERNANCE SUB-COMMITTEE

The Governance sub-committee comprises Timothy van Bronswijk (chair), Richard Smirk and the Chairman of the PSWA Board, Dean Schulze (*ex officio*).

The purpose of the Governance sub-committee is to:

- Develop an overall governance framework for PSWA that aligns with its vision, mission and strategic initiatives
- Create policies and procedures to support PSWA in achieving its objectives and strategic initiatives
- Create policies and procedures to ensure PSWA maintains compliance with all statutory and reporting obligations
- Conduct periodic reviews of PSWA's policies and procedures, and update them where necessary
- Continually monitor legislative and policy matters relevant to the purposes of the sub-committee and ensure that PSWA remains compliant with all governance requirements.

The Governance sub-committee met three times during 2015. Messrs van Bronswijk and Smirk attended all meetings and Mr Schulze attended one meeting.

Key achievements for the year were:

- Defining a set of limitations applicable to Intern Members of the PSWA and developing a model for managing the transition from Intern membership to Ordinary membership
- Developing a model that would allow 'former pharmacists' to be eligible for membership of the PSWA (subject to relevant changes being made to the PSWA's constitution)
- Finalising Terms of Reference for each of the PSWA's three sub-committees
- Developing Terms of Reference for each of the PSWA's two advisory committees
- Reviewing and updating the requirements and forms for applications to the J M O'Hara Research Fund
- Developing the PSWA's Social Media Policy
- Reviewing the requirements of the *Associations Incorporation Act 1987* regarding the annual report, financial statements and Annual General Meeting to ensure compliance
- Reviewing the role of the Governance Sub-committee in progressing the PSWA's strategic plan.

During 2016 the Governance sub-committee will continue to develop a comprehensive set of policies and procedures in alignment with the key areas of the governance framework. One of the highest priorities will be the development of resources to guide the conduct of elections and annual and special general meetings to ensure compliance with both internal and external governance requirements.

APPENDIX 2 – REPORT OF FINANCE AND RISK MANAGEMENT SUB-COMMITTEE

This sub-committee comprises Celia Sansom (chair), Professor Jeff Hughes, Bob Brennan and the Chairman of the PSWA Board, Dean Schulze (*ex officio*).

The purpose of the sub-committee is to:

- Provide financial oversight and establish short and long term financial strategies and policies for PSWA that align with its vision, mission and strategic initiatives
- Create, monitor and if necessary adjust the Society's budget, including the allocation of funding to strategic initiatives
- Prepare and review reports and financial statements for the Board, the annual report and financial regulators to whom the Society is accountable
- Establish a fixed asset management policy, covering areas such as physical assets, legal considerations and insurances
- Develop and review policies relating to internal and external risks
- Monitor risks to the Society and develop approaches to respond to current and future risks
- Continually monitor legislative and policy matters relevant to the purposes of the sub-committee and ensure that PSWA remains compliant with all governance requirements.

Five meetings were held, most of which were attended by the Chairman in an *ex officio* capacity.

Key achievements for the year were:

- refined and implemented a comprehensive strategy for investment and management of all funds held by the Society
- conducted regular monitoring of the Society's assets and investments
- met on several occasions with financial advisors to review and adjust the Society's portfolio of professionally managed investments
- met bank representatives to re-arrange banking relationship and services
- reviewed the Society's standing comprehensive risk management strategy and implemented associated ongoing procedures
- reviewed insurance policies

APPENDIX 3 – REPORT OF PERFORMANCE REVIEW AND REMUNERATION SUB-COMMITTEE

Professor Hughes (chair), Richard Smirk and the Chairman of the PSWA Board, Dean Schulze (*ex officio*) form this sub-committee.

The purpose of the sub-committee is to:

- establish policies and procedures relating to the assessment of the performance of the Board, its subcommittees and their members respectively including key performance indicators, frequency of review, review procedures and actions to be taken in cases where performance improvement is required

- support, recommend and monitor training and development activities relevant to the performance of members of the Board in that role
- support and monitor progress towards achieving the Society's strategic objectives
- establish and review the remuneration structure for the Chair and members of the Board for their attendance at Board meetings and for undertaking other Board related duties
- continually monitor legislative and policy matters relevant to the purposes of the sub-committee and ensure that PSWA remains compliant with all governance requirements.

Key achievements for the year were:

- finalised and published the Society's strategic plan which aligns with its vision, mission and strategic initiatives
- completed development of Key Performance Indicators and procedures to assess and monitor targeted areas
- reviewed the schedule of remuneration for the Board Chair and members.

- END OF REPORT -