

**PHARMACEUTICAL SOCIETY OF WESTERN AUSTRALIA INC.**

**ANNUAL REPORT 2016**

It is my pleasure to report to members on the Society's performance and progress for the 2016 year.

My report to members for the 2015 year included comments on the strategic initiatives and the governance and risk management rules devised, adopted and implemented by the Board as well as the assiduous attention given to improving the financial position of both the Society and the J M O'Hara Research Fund ("the Fund") and the satisfying outcomes from those measures.

That report also expressed an expectation of (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 as a major facilitator of pharmacy research and practice development in Western Australia.

I am pleased to report further significant progress towards realisation of these goals. Financial statements included in this report show the Society's net assets stand at \$2,436,292 while the Fund's asset value is \$381,027.

Members are well aware that PSWA now concerns itself mainly with preservation and utilisation of its assets, which include the Subiaco land and building, for the benefit of the profession and its practitioners in the State and with conduct of the J M O'Hara Research Fund.

As I have done on previous occasions I have incorporated into this report as appendices reports by the three standing sub-committees to allow members an opportunity to better appreciate the volume of work undertaken and achieved by members of the Board who form those groups.

\* \* \*

**J M O'HARA RESEARCH FUND**

In my report for the 2015 year I commented on the success of the early stages of the Board's then newly-implemented strategy to substantially increase and extend the Fund's ability to assist research endeavours.

I am very pleased to report that 2016 has seen enhancement of that success to a point where Stage I - the invitation to leaders of community pharmacy groups to contribute \$1,000 per year over a five year period - has resulted in donations of \$135,000 and pledges of a further \$128,000.

The second stage - yet to be implemented - provides other members with a similar opportunity to contribute. A 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 scheme 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, and will give members cause to be enormously proud of our profession.

The success of the strategy to date 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 its intense concentration on improving the Fund's (and the Society's) financial position the Board achieved its aim of being able to provide an annual grant of up to \$50,000 for a single project for the second year in a row by approving a grant of \$46,858 to Petra Czarniak for a project titled "Determination of the prevalence and factors influencing the provision of enhanced and extended professional services by pharmacists in Western Australia."

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 \$247,490 have been provided over the years to Society members to assist with research projects.

The following projects, funded in previous years, were completed during the year -

- Amy Page was granted \$7700 to investigate "Concordance of deprescribing recommendations made by pharmacists and medical practitioners for frail older people living in residential care"
- Associate Professor Lynne Emmerton was granted \$9613 for a study entitled "How Can Pharmacists Provide Medication Services to Mining Sites?" and
- Professor Bruce Sunderland was granted \$9959 to investigate "inefficacious release of fentanyl patches used by Aboriginal patients in the remote Kimberley region of WA."

A grant of \$9,800 to study the correlation between vitamin D with HbA1c and inflammatory markers in aged care residents was returned as the project did not proceed.

No projects remained outstanding from earlier grants.

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 who evaluate applications for funding. They were, during the year, Associate Professor Malcolm Roberts (chair), Associate Professor Lynne Emmerton, Dr Michael Garlepp, Kristine Jarvis and Helen Lovitt.

After eight years as chair Associate Professor Roberts retired and has been replaced in that role by Emeritus Professor Ken Ilett whose ready acceptance is greatly appreciated.

At the end of this reporting period the Fund's assets stood at \$381,027 – a tribute to the generosity of those members who have responded to the Board's approaches thus far. The Board has received pledges of a further \$128,000 payable over the next four years. This, plus an anticipated positive response from the wider membership over the same period leaves the Board confident that the Fund will indeed meet the goal expressed in its strategic plan.

I exhort you, if you have not already joined either stage I or II, to seriously consider contributing to this most worthwhile of initiatives. Your donations are tax deductible to you and the Fund's earnings are exempt from income tax liability.

\* \* \*

### **COMMUNICATIONS**

Conscious that communication is essential between the Board and the Society's members and that people routinely access various forms of media the Board has embarked upon an assessment of improvements to the existing website and other modern methods of communication to provide more convenient access to news and reports of both the Society and the J M O'Hara Research Fund.

\* \* \*

### **APPRECIATION**

I express my sincere thanks to Jocelyn Sisson and to Maureen Carson, the Society's secretary and bookkeeper respectively, who serve in excess of expectations.

I commend 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 who have yet again shouldered and completed an astonishingly high workload.

It is with sadness that I announce that Professor Hughes and Mr van Bronswijk are unable to seek re-election for a second term. I take this opportunity to express, for myself and on your behalf, deep appreciation to both for their outstanding contributions to the Board's achievements during the past three years.

However, it is with great anticipation that I look forward to the contributions of Professor Rhonda Clifford and Pascale Ng whose nominations automatically fill the two vacancies created.

Dean Schulze  
Chairman

## APPENDIX 1 - REPORT OF GOVERNANCE SUB-COMMITTEE

The Governance sub-committee comprised Timothy van Bronswijk (chair), Richard Smirk and the Chairman of the 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 twice during 2016. Messrs van Bronswijk and Smirk attended all meetings and Mr Schulze attended one meeting.

Key achievements for the year were:

- Reviewed and updated requirements for PSWA as a consequence of the enactment of the new *Associations Incorporation Act 2015* on 1 July 2016, and guided commencement of the transition process to meet new and changed requirements
- Conducted a detailed review of the PSWA's constitution in order to bring it into alignment with the requirements of the new legislation and to allow provision for 'former pharmacists' to be eligible for membership
- Finalised Terms of Reference for the J M O'Hara Research Fund Grants Committee and Advisory Committee
- Reviewed and updated requirements and forms for applications to the J M O'Hara Research Fund
- Reviewed PSWA's election process for Board members, and updated nomination forms and supporting information to ensure they align with the PSWA's constitution
- Established an overarching annual governance calendar
- Drafted a submission to the WA Department of Health review of the *Pharmacy Act 2010*.

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

This sub-committee comprised Celia Sansom (chair), Professor Jeff Hughes, Bob Brennan and the Chairman of the 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 and other 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.

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

Key achievements for the year were:

- monitored performance against the Board's strategy for investment and management of all funds held by the Society
- conducted regular reviews of the Society's assets and investments
- met on several occasions with financial advisers to review and adjust the Society's portfolio of professionally managed investments
- met legal advisers to ensure software and procedures meet obligations relating to security and privacy issues
- reviewed standing comprehensive risk management strategy and 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 to complete arrangements for a full review, in 2017, of the Society's strategic plan which aligns with its vision, mission and strategic initiatives and a review of the schedule of remuneration for the Board Chair and members.

- END OF REPORT -