

**PHARMACEUTICAL SOCIETY OF WESTERN AUSTRALIA INC.**

**ANNUAL REPORT 2018**

It is my pleasure to report to members on the Society's performance and progress for the 2018 year.

I am pleased to report that the Board's focus on preservation and utilisation of the Society's assets, which include the Subiaco land and building and with conduct of the J M O'Hara Research Fund (the Fund), has again proved successful.

Financial statements included in this report show the Society's net assets stood at over \$2.2 million while the Fund's asset value was just under \$554,000.

While initial inspection of the Society's accounts reveals a less favourable position than that held at the end of 2017 two things are worthy of mention. Firstly, the statement of assets reflects the state of the stock market at the end of 2018 (which has improved markedly since) and secondly the apparent loss in the Society, a taxable entity, is largely offset by gains in the Fund, a non-taxable entity.

The Board's continuing efforts for the Society to be recognised as a major facilitator of pharmacy research and practice development in Western Australia have again borne fruit. Funding totalling \$176,000 has been provided over the past four years.

The Board remains focused on its strategic plan and its governance and risk management rules as well as assiduously striving to improve the financial position of both the Society and the Fund. In this latter endeavour the Board engaged a second firm of financial advisers, which is located in Sydney, to extend the areas and markets from which such advice might be derived.

As 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**

The Board's strategy to substantially increase the Fund's ability to assist research endeavours continued to enjoy success to a level where members have contributed, through the Pharmacy 100 Club, \$215,000 and have pledged \$110,000 more over the coming two to three years.

In addition, Symbion and Guild Insurance have each contributed \$5,000.

Further development of the strategy will see approaches to rural members to join the Pharmacy 100 Club and the results of an approach to all members to consider the Fund and the Society in their wills.

I am 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 continued efforts of the members of the advisory committee led by Michael Dillon ably supported by Tony Maricic, Natalie Willis, Phil Willis and Gia Cecchele.

As a result of its 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 fourth year in a row. A grant of \$45,000 was awarded to Dr Tin Fei Sim for a project titled "Point-of-Care C-Reactive Protein Test for Supporting the Management of Respiratory Tract Infections in Western Australian Community Pharmacy: A Feasibility Study".

Since its inception the Fund has provided research grants to Society members totalling just over \$385,000.

One project remains extant from earlier grants. It is an investigation by Liza Seubert titled "Enhancing Primary Care Processes in Community Pharmacy."

The Board was particularly pleased during the year when Professor Carol Bower, Senior Principal Research Fellow at Telethon Kids Institute, agreed to assume the position of Chair of the Grants Committee. Professor Bower's long engagement and high standing in the research community has already shown the potential for great benefit to the Fund.

The effort and expertise of 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 who have research backgrounds who evaluate applications for funding, are very much appreciated by the Board. They were, during the year, Associate Professor Lynne Emmerton, Professor Michael Garlepp, Helen Lovitt, Anna Gelavis and Dr Kim Watkins.

At the end of this reporting period the Fund's assets stood at \$553,769 – a tribute to the generosity of those members who have responded to the Board's approaches thus far. This, plus an anticipated positive response from the wider membership during the current year leaves the Board confident that the Fund will indeed meet the goal expressed in its strategic plan.

If you have not already joined the Pharmacy 100 Club I recommend you seriously consider doing so. It is a most worthwhile professional initiative. Your donations are tax deductible to you and the Fund's income and earnings are exempt from income tax liability. Please also consider how you might leave a gift in your will to the Fund or the Society to support research into the future. You'll find information about how to do this on the PSWA website.

\* \* \*

## **COMMUNICATIONS**

Conscious that easy communication is essential between the public and the Society as well as the Board and the Society's members the Board has upgraded the Society's website.

Work is continuing to develop other ways of communication for members through social media.

\* \* \*

### **APPRECIATION**

I express my sincere thanks to Jocelyn Sisson, the Society's secretary, for her tireless and efficient efforts in supporting me and the Board in what has been a demanding year.

I commend also the devotion and exemplary meeting attendance of the Board members. They are Richard Smirk (Deputy Chair), Celia Sansom, Professor Rhonda Clifford, Pascale Ng 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.

Dean Schulze  
Chairman

## APPENDIX 1 - REPORT OF GOVERNANCE SUB-COMMITTEE

The Governance sub-committee comprised Richard Smirk (chair), Professor Rhonda Clifford and the Chair 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.

In addition to ongoing out-of-session work the Governance sub-committee met twice. Mr Smirk and Professor Clifford attended both meetings.

Key achievements for the year were

- ongoing maintenance and review of all policies, guidelines and procedural documentation to ensure effective governance and efficient management
- reviewed Board member election process and related documentation
- reviewed and updated the governance calendar
- an extensive review and update of JM O'Hara Research Fund documentation
- initial development of criteria for student scholarships
- developed Terms of Reference for a Scientific Advisory Committee
- further development of a communications strategy
- reviewed and updated procedure and policy documents for bequests

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

This sub-committee comprised Celia Sansom (chair), Bob Brennan and the Chair 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 that align with the Society's 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
- identify and 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.

In addition to significant out-of-session work five meetings were held to deal with the sub-committee's business.

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, investments and income
- met on several occasions with financial advisers to review and adjust the Society's portfolio of professionally managed investments
- maintained constant review, including taking legal advice, of standing comprehensive risk management strategy and procedures with an emphasis on cybersecurity
- reviewed insurance policies
- reviewed the adequacy and security aspects of software currently in use by Board members to conduct Board affairs

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

Pascale Ng (chair), Richard Smirk and the Chair of the 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 the Board remains compliant with all governance requirements.

Key achievements for the year were

- reviewed rates of remuneration for Board members and the Chair and made recommendations which are conservative relative to comparable organisations.

- END OF REPORT -