

FREEDOM OF INFORMATION PART II INFORMATION STATEMENT

Introduction

Part II of the *Freedom of Information Act 1982* (Vic) sets out an information publication scheme that requires an agency to publish and make available a range of information and documents used and created by the agency in carrying out its functions.

Who we are

The Victorian Pharmacy Authority (the Authority) commenced operation on 24 August 2010. It is established under the *Pharmacy Regulation Act 2010* (the Act) with the Minister for Health as the responsible Minister. It is the successor in law to the Pharmacy Board of Victoria.

The Authority consists of members appointed by the Governor in Council on the nomination of the Minister. Three must be registered pharmacists, one must be an Australian lawyer and one must be a person who is not a registered pharmacist.

The Authority is supported by a Registrar (Chief Executive Officer), Chief Financial Officer, Senior Pharmacist and other staff.

What we do

The Authority regulates the ownership and operation of pharmacy businesses, pharmacy departments and pharmacy depots.

The functions of the Authority under section 82 of the Act are as follows:

- a) to license a person to carry on a pharmacy business or a pharmacy department;
- b) to register the premises of a pharmacy business, pharmacy department or pharmacy depot;
- c) to issue standards in relation to the operation of pharmacies, pharmacy businesses, pharmacy departments and pharmacy depots;
- d) to advise the Minister on any matters relating to its functions;
- e) when so requested by the Minister, to give to the Minister any information reasonably required by the Minister;
- f) to keep a public register;
- g) any other function conferred on the Authority by or under this or any other Act.

Our plans and reports

The Authority publishes the following on its website:

- a 3-year Strategic Plan (strategic goals and priorities updated annually)
- Statement of Regulatory Approach (Inspections)
- Standards and Guidelines
- Performance Reports
- Annual Reports
- Ministerial Statements of Expectations and responses

These can be accessed under the Resources page and About VPA at www.pharmacy.vic.gov.au.

Information available from the Authority

The following information and publications are available Authority as specified. Requests for information available by email should be sent to enquiries@pharmacy.vic.gov.au.

Information Available	Available on VPA website	Available via email upon request	Available for purchase	Price
Annual Reports *	Yes	Yes	No	No charge
Pharmacy Premises List of Victoria #	No	Yes	Yes	\$330.00
Victorian Pharmacy Authority Guidelines*	Yes	Yes	No	No charge
Victorian Pharmacy Authority Circulars and Communiqués *	Yes	Yes	No	No charge

* Also available on website at www.pharmacy.vic.gov.au.

The premises list includes publicly available information about all registered pharmacies, pharmacy departments and pharmacy depots in Victoria. Email the Registrar at registrar@pharmacy.vic.gov.au for a copy of the application form.

The public register on the Authority's website can also be searched for details of:

- a) the name of each licensee of a pharmacy business or pharmacy department;
- b) the number of pharmacies owned by a person;
- c) the registration status of the premises of a pharmacy business, pharmacy department or pharmacy depot; and
- d) any conditions on a licence or registration.

Freedom of Information

The *Freedom of Information Act 1982* (Vic) gives the public a right to apply for access to documents held by the Authority.

Making a Freedom of Information Request

Freedom of information requests can be lodged in writing to:

The Registrar

Victorian Pharmacy Authority
Level 2, 15-31 Pelham Street
CARLTON VIC 3053
registrar@pharmacy.vic.gov.au

When applying, the applicant must clearly describe the documents and materials to which they want access. Assistance can be provided to applicants to help them determine the types of documents being requested.

Further information, including information about applicable fees, can be found on the Authority's website [here](#) or by contacting the Authority's office.

Further information regarding freedom of information may be found at the [website](#) of the Office of the Victorian Information Commissioner.

Applications and enquiries

Information to assist applicants along with pharmacy commercial arrangement guidance can be found on the Authority's website under Licensing and Registration [here](#).

Service Charter

The Authority's Service Charter is available on its website [here](#).