



Victoria Government Gazette

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Access to Medicinal Cannabis Act 2016

ORDER ESTABLISHING THE INDEPENDENT MEDICAL ADVISORY COMMITTEE ON MEDICINAL CANNABIS

I, Hon. Jill Hennessy MP, Minister for Health, acting under section 13 of the **Access to Medicinal Cannabis Act 2016** (the Act), hereby establish the Independent Medical Advisory Committee on Medicinal Cannabis (the Committee) in accordance with section 13(1)(a) of the Act.

In accordance with section 13(2) of the Act, the attached Schedule provides for the terms and conditions of appointment of members of the Committee, matters relating to the procedure of the Committee and the matters related to medicinal cannabis on which the Committee is to advise.

HON. JILL HENNESSY MP
Minister for Health

SCHEDULE

1. Matters related to medicinal cannabis on which the Committee is to advise the Minister

The Committee is to advise the Minister for Health and/or the Secretary to the Department of Health and Human Services on any matter relating to medicinal cannabis or the purposes of the Act, including but not limited to:

- (a) which medicinal cannabis products should be approved medicinal cannabis products within the meaning of the Act;
- (b) the regulations for the purposes of the definition of *eligible patient* in the Act;
- (c) desirable amendments to the Act or to regulations made under the Act;
- (d) matters on which the Minister or the Secretary seeks advice.

2. Terms and conditions of membership of the Committee

2.1 Membership of the Committee

Each Committee member (including the Chairperson) shall be appointed in accordance with section 13(1)(b) of the Act.

2.2 Term of membership and reappointment

- (a) The term of appointment of a Committee member (including the Chairperson) will be as specified in the Ministerial Order but must not exceed three (3) years.
- (b) A Committee member (including the Chairperson) may be reappointed to the Committee by further order of the Minister published in the Government Gazette.

2.3 Resignation and vacancy

- (a) A Committee member (including the Chairperson) may resign by giving written notice to the Minister.
- (b) Once a Committee member has given written notice of resignation from the Committee, the Minister will formally remove the member from the Committee by making an order published in the Government Gazette.
- (c) If the vacancy left by the resignation is to be filled, nominations may be invited.

2.4 Removal of members

Subject to the requirements of procedural fairness, the Minister may remove a member, including the Chairperson, from the Committee at any time and for any reason, by order published in the Government Gazette.

SPECIAL

2.5 Remuneration

Committee members (including the Chairperson) are entitled to be remunerated at the levels set out in Schedule C to the Appointment and Remuneration Guidelines (the Guidelines) for a Group C, Band 2 entity.

3. Procedure

3.1 Committee meeting procedure

- (a) The Chairperson of the Committee may give written notice to the Committee members directing the Committee to meet at a nominated time and place. The notice provided by the Chairperson should specify the matters proposed to be dealt with at the meeting, and the relevant expertise that will be required to be represented at the meeting.
- (b) At a Committee meeting, the Committee must act with as little formality and as quickly as the proper consideration of the matters before the Committee allows.
- (c) The Committee may obtain or receive information about issues in any way it considers appropriate. Meetings can be conducted with the assistance of video or teleconferencing facilities if required.
- (d) The Chairperson must preside at a Committee meeting at which he or she is present. If the Chairperson is unable to preside, he or she must select another member of the Committee to preside and advise the other Committee members in writing as to who will be presiding.
- (e) The quorum for a Committee meeting shall consist of a majority of current Committee members (regardless of whether the Chairperson is present). Should a quorum not be present, the meeting may continue at the discretion of the Chairperson, if the Chairperson considers that to be reasonably necessary in the circumstances. The Chairperson's reasons for deciding to conduct a meeting in the absence of a quorum will be recorded in the minutes of the Committee meeting.

3.2 Frequency of meetings

The Committee is required to meet at least four (4) times in each calendar year, as determined by the Chairperson.

3.3 Voting

- (a) If a quorum of Committee members is present at a Committee meeting, a decision made by a majority of the votes of the members present at the meeting is a decision of the Committee.
- (b) If a quorum of Committee members is not present at a Committee meeting but the Chairperson has decided that it is reasonably necessary to continue the meeting (in accordance with paragraph 3.1(e)), the Chairperson must determine whether it is necessary for the Committee to make decisions at that meeting. The Chairperson's reasons for that determination will be recorded in the minutes of the Committee meeting.

3.4 Consultation with Clinician Colleges/Organisations

The Committee may consult with any person or organisation it considers appropriate, including clinical colleges and other professional organisations, to ensure appropriate input is received to assist with informed decision making by the Committee.

3.5 Conflicts of interest

- (a) If a Committee member (including the Chairperson) has any direct or indirect interest in a matter being considered, or to be considered, by the Committee, he or she must disclose that interest immediately and the disclosure must be recorded in the minutes of the Committee meeting.
- (b) The member or Chairperson with a conflict of interest cannot be present during discussions concerning the matter, and cannot vote on the matter.
- (c) Committee members (including the Chairperson) are required to complete an annual Declaration of Private Interests in accordance with the relevant Guidelines.

3.6 Subcommittees

The Committee may establish one or more subcommittees to enquire into, and report to the Committee on, any matter referred to the subcommittee.

3.7 Reporting Arrangements

- (a) The Committee must keep a record of its proceedings.
- (b) The Chairperson of the Committee is responsible for ensuring that minutes are taken at Committee meetings and that decisions of the Committee are reflected in those minutes.
- (c) The Chairperson will communicate directly with the Director, Office of Medicinal Cannabis in the Department of Health and Human Services on the ordinary business of the Committee:
 - after each Committee meeting; and
 - otherwise as requested by the Chairperson or by the Director.

4. Confidentiality

- (a) Correspondence between the Department of Health and Human Services and the Committee, and any documentation provided to the Committee by the Department shall be kept confidential by Committee members (including the Chairperson) unless otherwise expressly stated by the Director, Office of Medicinal Cannabis in the Department.
- (b) Each Committee member (including the Chairperson) will be required to sign a confidentiality agreement.

5. Statement of Expectations

A Statement of Expectations will be developed by the Office of Medicinal Cannabis in the Department of Health and Human Services, in consultation with the Chairperson of the Committee, to guide the function of the Committee in fulfilling its role. This Statement will be reviewed and revised by the Office of Medicinal Cannabis annually, in consultation with the Chairperson of the Committee.

Access to Medicinal Cannabis Act 2016

ORDER APPOINTING THE CHAIRPERSON OF THE
INDEPENDENT MEDICAL ADVISORY COMMITTEE ON MEDICINAL CANNABIS

I, Hon. Jill Hennessy MP, Minister for Health, acting under section 13 of the **Access to Medicinal Cannabis Act 2016** (the Act), hereby appoint Professor James Alexander Angus AO as member and Chairperson of the Independent Medical Advisory Committee on Medicinal Cannabis (the Committee) in accordance with section 13(1)(b) of the Act.

In accordance with section 13(2)(a) of the Act, this appointment is subject to the following terms and conditions:

- The term of the appointment is for three years from the date of publication in the Government Gazette;
- Remuneration will be \$410 per day, in accordance with the Appointment and Remuneration Guidelines for a Chairperson of a Committee that is a Group C, Band 2 entity; and
- The appointee is eligible to be reimbursed for reasonable out-of-pocket expenses such as travelling, accommodation, meals and other incidental expenses.

HON. JILL HENNESSY MP
Minister for Health

Access to Medicinal Cannabis Act 2016

ORDER APPOINTING THE MEMBERS OF THE
INDEPENDENT MEDICAL ADVISORY COMMITTEE ON MEDICINAL CANNABIS

I, Hon. Jill Hennessy MP, Minister for Health, acting under section 13 of the **Access to Medicinal Cannabis Act 2016** (the Act), hereby appoint the following persons as members of the Independent Medical Advisory Committee on Medicinal Cannabis (the Committee) in accordance with section 13(1)(b) of the Act:

Professor Ingrid Scheffer
Dr Jeremy Freeman
Associate Professor Michael Fahey
Professor Sam Berkovic
Dr David Speakman
Associate Professor Carolyn Arnold
Associate Professor Yvonne Bonomo
Professor Lynn Gillam
Associate Professor Noel Cranswick
Professor Danny Liew
Professor Paul Glare
Ms Judy Frecker
Ms Fiona McLeod
Ms Linda Graudins
Dr Christine Walker

In accordance with section 13(2)(a) of the Act, these appointments are subject to the following terms and conditions:

- The term of the appointments is for three years from the date of publication in the Government Gazette;
- Remuneration will be \$319 per day, in accordance with the Appointment and Remuneration Guidelines for a member of a Committee that is a Group C, Band 2 entity; and
- The appointees are eligible to be reimbursed for reasonable out-of-pocket expenses such as travelling, accommodation, meals and other incidental expenses.

HON. JILL HENNESSY MP
Minister for Health

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Level 2, 1 Macarthur Street
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