

## Appendix 1 District Reference Group Terms of Reference

### XXX HEALTH SERVICE DISTRICT - TERMS OF REFERENCE

<b>Committee</b>	<b>Allied Health Demand Management District Reference Group</b>
<b>Purpose</b>	To be the reference group for the implementation of the Allied Health Demand Management Model
<b>Scope and Functions</b>	<ol style="list-style-type: none"> <li>1 To ensure that outcomes from implementation of the model for Demand Management are relevant and met in the agreed timeframes</li> <li>2 To advise and report to District Executive and District Manager on progress and issues relating to implementation of demand management strategies</li> <li>3 To provide advice and guidance, based on expertise in various fields, regarding the implementation and evaluation of the Demand Management Model</li> <li>4 To assist with the development of effective communication amongst stakeholders and staff of XXX Health Service District to achieve progress and outcomes.</li> <li>5 To facilitate organisational change</li> <li>6 To monitor and progress risk management notifications</li> </ol>
<b>Reporting Relationships</b>	
<b>Membership</b>	Manager Team Leader Discipline Seniors representative of each discipline and site Lead Clinicians An authorised proxy may attend the meeting The committee may establish temporary or standing subcommittees or working parties required
<b>Secretariat</b>	
<b>Timing of Meetings</b>	Monthly in developmental stage then as required
<b>Quorum</b>	50% membership plus one
<b>Minimum Distribution time for Agendas</b>	
<b>Review Date</b>	