

Appendix 3 – Updated Digital Subcommittee ToR

Digital Subcommittee Terms of Reference (Updated August 2021)

1. Objective

- 1.1 The Board of the Australian Water Association Ltd (AWA) has established the Digital Subcommittee (the Committee) as a subcommittee of the Board under clause 19.3(a) of the Constitution.
- 1.2 The Committee is to assist in the strategic review and implementation of the Associations digital transformation with regards to reducing risk, improving security, enhancing member engagement & experience whilst improving staff productivity and experience.

2. Term

- 2.1 The Committee shall have a two-year term aligned to the term of the President.
- 2.2 The Board shall have the authority to discontinue the committee if it deems fit.

3. Purposes, Function & Responsibilities

- 3.1 The main purpose of the Committee is to monitor the performance of the Associations digital transformation projects (on time, on budget, outcomes v objectives). In addition, to advise on future digital projects or programs that may be required to meet the strategic objectives of AWA.

Management and staff will provide briefings and papers to enable the Committee to:

- 3.2 Monitor the implementation of digital projects as approved and as per the strategy roadmap.
- 3.3 Review the design, functionality, and integration of AWA digital platforms and make any recommendations for change to meet the objectives of AWA's CX digital transformation.
- 3.4 Consider and advise the board on the digital maturity of the organisation to identify gaps, prioritise capability requirements and define future focus areas.
- 3.5.1 Implement and monitor policies related to cybersecurity and data management.

4. Composition

- 4.1 All positions shall be nominated by the elected President (including the appointment of Committee Chair) and ratified by the Board. The Chair will be a current Board member.
- 4.2 The Committee will consist of no fewer than three members of the Board. The term of appointment will be for a period of two years. However, re-appointment is permitted to allow for continuity of membership. Members may include individuals who are not Board directors.
- 4.3 The Association's Executive Sponsor is the Head of Strategy, Member Engagement and Innovation. The CEO and other management or staff will provide operational insight and administrative support as required.

5. Meetings

- 5.1 The Committee shall meet throughout the year as required. However, they must meet at least four times per year.
- 5.2 Decision making will be by consensus. If a matter cannot be decided on by the Committee, then the Chair and the Executive Sponsor will try to resolve it or refer the matter to the Board for resolution.
- 5.3 A quorum shall be any three members of the Committee.

6. Authority

6.1 The Board authorises the Committee to undertake the matters outlined within these terms of reference.

7. Reporting

7.1 The Chair, or another delegated member of the Committee, will report to Board meetings on the Committee's activities and any specific recommendations for Board approval will be submitted as Board papers.

7.2 The Committee may decide to report to the Board out of session if required.

8. Document Control

8.1 These terms of reference were established in August 2021 and will be reviewed as required but no later than August 2023.