

GREAT BARRIER REEF MARINE PARK AUTHORITY



**Local Marine
Advisory Committee**

INDUCTION MANUAL 2021-2024



Australian Government

**Great Barrier Reef
Marine Park Authority**

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Australian Government

**Great Barrier Reef
Marine Park Authority**

Director, Education and Engagement

280 Flinders Street
PO Box 1379
TOWNSVILLE QLD 4810
Australia
Phone: (07) 4750 0700
Email: info@gbbrmpa.gov.au

Comments and enquiries about this document are welcome and should be addressed to:

LMAC Coordination Team
lmac@gbbrmpa.gov.au
www.gbbrmpa.gov.au

Contents

- INTRODUCTION..... 3**
 - Regional distribution 3
 - Code of conduct..... 4
 - LMAC management and coordination 4
 - Meetings..... 4
 - Attendance 5
 - Observers 5
 - Presenters 5
 - Management partners 6

- ROLES AND RESPONSIBILITIES 6**
 - LMAC members 6
 - LMAC Chair..... 7
 - LMAC Secretary 7

- ELECTION OF EXECUTIVE ROLES 8**
 - Election of the LMAC Chair 8
 - Election of the LMAC Secretary 8

- COMMUNICATION 9**
 - Reporting to the LMAC..... 9
 - Meeting summary..... 9
 - Reef-wide LMAC meeting summary..... 9
 - Legal implications of making comments / defamation..... 10
 - Media..... 10
 - Social media..... 10
 - Image consent..... 11
 - Representing the LMAC in other forums 11
 - Correspondence 11
 - LMAC email addresses..... 11

- PERSONAL INFORMATION AND PRIVACY ISSUES 12**

- FINANCE 13**
 - Fee for service 13

- INSURANCE 13**

- CONTEXT AND REVIEW 14**

INTRODUCTION

The Great Barrier Reef is globally recognised for its spectacular beauty and diversity of marine life. In addition to its outstanding universal value as a World Heritage Area, the Reef is integral to Australia's identity and to the lifestyles and livelihoods of hundreds of thousands of Queenslanders. It has unique cultural values for its Traditional Owners who have a special and continuing connection with the area.

Like tropical coral reefs around the world, the Great Barrier Reef is under pressure from a range of impacts including climate change, declining water quality, coastal development and illegal fishing. Everyone's actions to reduce threats and help build the Reef's resilience — whether big or small — will improve its outlook.

Against this backdrop, it is more important than ever that catchment communities and Reef stakeholders work together to protect the Reef. As Australia's lead manager for the Reef, the Great Barrier Reef Marine Park Authority sees engaging with and empowering stakeholders and local communities as an essential part of managing the Marine Park.

Local Marine Advisory Committees (LMACs) are established by the Authority to provide advice to the Authority and assist it in its endeavors to work collaboratively with reef-dependent communities and foster reef stewardship. They are encouraged to champion Reef stewardship within their communities, but are not a vehicle for political lobbying.

Regional distribution

The LMACs focus on regional issues and represent community views across geographic areas:

Cape York (Peninsula communities — Cape York to Bloomfield River)

Douglas (Daintree, Mossman and Port Douglas communities — Bloomfield River to Buchan Point)

Cairns (Cairns, Gordonvale and Babinda communities — Buchan Point to Flying Fish Point)

Cassowary Coast - Hinchinbrook (Innisfail, Mission Beach, Tully, Cardwell and Ingham communities — Flying Fish Point to Balgal Beach)

Townsville (Townsville community — Balgal Beach to Haughton River)

Bowen–Burdekin (Giru, Ayr and Bowen communities — Haughton River to Yeates Creek)

Whitsundays (Airlie Beach and Proserpine communities — Yeates Creek to Midge Point)

Mackay (Mackay and Sarina communities — Midge Point to Arthur Point)

Capricorn Coast (Rockhampton and Capricorn Coast communities — Arthur Point to Sea Hill Point)

Gladstone (Gladstone community — from Sea Hill Point to Rocky Point)

Burnett (Burnett and Bundaberg communities — Rocky Point to Burrum Point).

An LMAC will only be formed if a minimum of 10 members are selected. The maximum number of members on any LMAC will be 20.

Code of conduct

The following *Code of conduct* outlines the standards of conduct required of all LMAC participants:

- behave honestly and with integrity in the course of all LMAC business
- act with care and diligence
- treat all LMAC participants and Authority staff with respect and courtesy, and without harassment
- comply with all applicable Australian laws
- not be under the influence of alcohol or illicit drugs in the course of all LMAC business
- not provide false or misleading information in response to a request for advice
- at all times behave in a way that upholds the integrity and good reputation of the LMACs
- declare real or perceived conflicts of interest in meeting business
- not make improper use of LMAC information, resources, duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the participant or for any other person.

The Authority may, at its own discretion, terminate an individual's membership of the LMAC at any time if the Authority is satisfied that the individual has breached the *Code of conduct*.

LMAC management and coordination

Staff from across the Authority are involved in coordinating the LMAC network:

- The **LMAC Program Director** has overall responsibility for ensuring the LMACs are appropriately engaged in the Authority's business.
- The **LMAC Manager** coordinates and administers the entire LMAC program, and has wide-ranging responsibilities including overseeing nominations, communicating whole-of-LMAC correspondence through the email address lmac@gbrmpa.gov.au, organising the lead-up to each round of meetings, and coordinating the LMAC Chairs' meetings.
- **LMAC Coordinators** are responsible for coordinating the operation of the LMACs in their relevant region. They ensure effective and efficient communication between the LMAC and the Authority and a dedicated point of contact for the Chair, Secretary and members.

Meetings

Four Committee meetings will be held annually, two in-person and two virtual. Virtual connectivity will be enabled for scheduled in-person meetings to support Committee members who are unable to travel.

At the beginning of the three-year term each LMAC will establish standard meeting dates and times, noting they may need to be altered from time-to-time e.g. in the event of extreme weather or clashes with other regionally significant events.

Meetings are generally held after office hours on a week day, with starting times ranging from 5:00pm to 7:00pm, depending upon the preferences of members. Meetings are expected to run for no longer than two hours.

If a specific issue needs to be addressed outside scheduled meetings, the LMAC Chair may endorse the formation of a subcommittee or working group. Any responses drafted by the subcommittee must be sent to all LMAC members for endorsement before any action is taken.

Special meetings may be organised by the Authority between regular meetings to increase awareness or seek advice on Reef related issues. Field trips may also be organised by the Authority to increase awareness or seek advice on Reef related issues. Any costs associated with additional meetings or field trips must be approved by the Authority in advance, along with any relevant risk assessments.

Attendance

Members are expected to prioritise their attendance at meetings, given there are only four meetings a year, the dates are established early in the term, and they will have the opportunity to attend via a virtual platform.

Members should check that they have access to suitable technology (particularly MS Teams or Zoom) to attend at least two virtual meetings each year and other presentations and webinars that may be provided.

Members are encouraged to use virtual options if they are unable to attend face-to-face meetings. Alternatively, they can nominate a proxy to attend and provide input on their behalf.

If a member, or their proxy, doesn't attend three consecutive meetings, or five meetings during the three year term of the LMAC (unless special circumstances apply), the member will be deemed to have resigned from the committee and the Authority may seek an alternative representative from their stakeholder group. A 'deemed resignation' will be considered in any future application for LMAC membership.

Members may resign at any time by writing or emailing their LMAC Coordinator or lmac@qbrmpa.gov.au.

Observers

On occasion, external stakeholders may have an interest in an item on the agenda or an LMAC member may wish to bring a guest to a meeting. Observers are welcome to attend meetings with the approval of the LMAC Chair or the LMAC Coordinator before the meeting. The content of the meeting should be considered before granting (or possibly refusing) the request to attend the meeting. Observers may contribute to relevant discussions at the invitation of the LMAC Chair.

Presenters

The LMAC may request a presentation from an expert or an organisation to learn more about a specific issue. Presentations of interest to the entire LMAC network will be delivered virtually separate to regular LMAC meeting times. A copy of the presentation should be circulated to members who are unable to attend. Presentation time at LMAC meetings should primarily be reserved for Great Barrier Reef Marine Park related presentations.

Management partners

State and Commonwealth government agencies, Traditional Owners and local governments are working together to achieve better outcomes for the Reef and members from these management partners will be invited to attend the Committee meetings and contribute to discussions.

The management partner members are invited to:

- attend meetings to listen to the LMAC's reef-related concerns and contribute to committee discussions
- provide an update on relevant management activities
- ensure items for action or requests for further information are addressed
- communicate relevant LMAC information and issues back to their organisation.

ROLES AND RESPONSIBILITIES

LMAC members

The members' roles and responsibilities are to:

- keep informed of local marine and coastal issues and community concerns
- provide positive communication between their interest group, the Authority and management partners
- encourage people to care for the Reef to foster a sense of shared responsibility
- help to increase knowledge and understanding about the Reef and awareness of threats
- promote environmental and sustainable actions that help protect the Reef
- connect with the broader community to encourage sharing of learnings and foster wider positive influence and actions
- help to build strong partnerships to deliver Reef stewardship actions collaboratively that enhance Reef resilience.

Before each meeting members should:

- read the previous draft meeting summary and ensure any actions for which they are responsible have been undertaken
- contact their interest group to identify information to be shared or Marine Park related issues to be raised
- notify the Secretary of proposed agenda items
- Submit an apology if unable to attend the meeting, and/or nominate a proxy for the approval of the Chair and LMAC Coordinator.

During the meeting members should:

- declare real or perceived conflicts of interest in meeting business
- actively participate in an equitable forum that allows all participants to express the views of their interest groups
- accurately represent the views of their interest groups — without personal bias and without letting self-interest interfere with LMAC processes.

After each meeting members should report back or circulate relevant information to their community networks, stakeholders and organisations.

LMAC Chair

The Chair performs the duties of an LMAC member for the interest groups or management partner they represent, and also performs the duties of the LMAC Chair. In the event that the Chair is absent from a meeting, the LMAC may elect another member or request the Authority representative chair the meeting.

The Chair's roles and responsibilities are to:

- be consistent and impartial in rulings on all occasions, regardless of personal views
- follow the rules of natural justice, common law and the LMAC Terms of Reference
- coordinate LMAC activities such as meeting with partners and drafting letters
- contribute to recommendations on LMAC membership nominations during the term
- attend the LMAC Chairs' meetings to discuss issues, provide input and share achievements.

Before each meeting, the Chair should:

- liaise with the Secretary and LMAC Coordinator on actions to be completed from the previous meeting and the agenda
- work with the Secretary and LMAC Coordinator to draft and finalise the meeting agenda
- prepare a succinct update on the status of LMAC activities and actions.

During the meeting, the Chair should:

- preserve order according to generally accepted meeting procedures
- update members on the status of LMAC activities and actions.

After the meeting, the Chair should:

- provide input to and approve key points to be included in the meeting summary to the Authority and other LMACs
- submit the LMAC Chair's claim form to the LMAC Coordinator before the next meeting.

LMAC Secretary

The Secretary will perform the duties of an LMAC member for the interest group or management partner they represent and will also perform the duties of LMAC Secretary.

The Secretary's roles and responsibilities are to:

- draft meeting agendas and meeting summaries
- coordinate incoming and outgoing mail and emails
- assist in the coordination of LMAC related business
- maintain accurate attendance records, meeting summaries, and correspondence so that LMAC members and designated Authority staff can access them.

Before each meeting, the Secretary should:

- Two weeks prior, remind members of the next meeting date and call for agenda items and apologies
- Work with the Chair and LMAC Coordinator to finalise the agenda and any other administrative duties
- One week prior, send the agenda and redistribute the previous meeting summary and any other relevant information to members and management partners.

During the meeting, the Secretary should:

- record meeting attendances, including any apologies
- take notes of the meeting, particularly any action items or recommendations
- ensure a file containing previous meeting summaries, correspondence and any other relevant paperwork is available if required for reference during the meeting.

After the meeting, the Secretary should:

- compile the draft summary as soon as possible and email to the Chair and LMAC Coordinator for their review
- incorporate the consolidated comments and distribute the draft meeting summary to all LMAC members and management partners within two weeks of the meeting
- incorporate any suggested changes received to the meeting summary, for endorsement at the next meeting
- submit a claim form to the LMAC Coordinator before the next meeting.

ELECTION OF EXECUTIVE ROLES

At their first meeting at the beginning of the three-year term, the newly approved LMAC members and management partners elect a Chair and Secretary. This will be conducted via secret ballot.

Election of the LMAC Chair

The Authority representative responsible for the LMAC will chair the first meeting of the newly formed LMAC and call for nominations for the Chair.

LMAC members and management partners are asked to consider a nominee's suitability in terms of:

- previous involvement with community groups
- experience in chairing meetings
- ability to represent the LMAC within the local community and to the Authority.

Once a nominee has been endorsed by the LMAC, the person must be accepted by the Authority's CEO and a formal appointment will be made in writing. The meeting summary should reflect who nominated LMAC which members for the Chair's role, as well as the successful nominee.

An external Chair may be considered if no LMAC members or management partners nominate for the position, or the LMAC cannot agree on a Chair.

LMAC Chairs will be paid a fee for each meeting they attend, see ***Finance procedures and delegations – Fee for service.***

Election of the LMAC Secretary

The LMAC Coordinator will perform the duties of Secretary until an LMAC Secretary has been appointed. Nominations will be called for the role of LMAC Secretary at the first meeting. This will be conducted via secret ballot.

LMAC members and management partners are asked to consider a nominee's suitability in terms of:

- their organisational skills

- previous experience performing duties associated with the position of secretary, in particular capturing and maintain accurate meeting records.

The meeting summary should reflect who nominated which members for the LMAC Secretary role, as well as the successful nominee.

An external Secretary may be considered if no LMAC members or management partners nominate for the position, or the LMAC cannot agree on a secretary.

LMAC Secretaries will be paid a fee by the Authority for each meeting they attend, see ***Finance procedures and delegations – Fee for service.***

COMMUNICATION

Reporting to the LMAC

LMAC management partners and Authority staff are expected to provide a brief verbal or written report at each meeting.

Before each round of meetings, an update from the Authority will be emailed to LMAC members. At the LMAC meeting, the Authority representative will field any questions about the Authority update and highlight key points of interest.

Meeting summary

The LMAC secretary will prepare an accurate summary of each meeting, in particular any actions or formal advice provided. It is not expected that consensus should be reached on every issue, the Authority is also seeking a range of differing views from the LMAC.

The summary should be a maximum of two pages long and provide:

- the date and location of meeting
- apologies and absences
- a list of attendees and their interest group
- summaries of discussions
- details of any actions or recommendations.

The summaries are internal working documents for members and are not for wider dissemination to interest groups. A Reef-wide LMAC meeting summary combining the key discussions of all LMACs will be emailed to members and posted on the Authority's website.

Meetings are not to be recorded.

Reef-wide LMAC meeting summary

During each LMAC meeting, key discussion points and recommendations will be collated to be reviewed and endorsed by the LMAC Chair and the Authority representative to share with other LMACs and the Authority.

If any contentious issues are discussed, members may request to view the draft to ensure they agree with the content. Once approved, the key discussion points and recommendations from each LMAC will be combined into a Reef-wide LMAC meeting summary and emailed to all members for distribution to their interest groups and posted on the Authority's external website.

Following each LMAC meeting, the Authority representatives will report to the LMAC Program Director on key discussion points and recommendations resulting from meetings. The Authority representatives will ensure matters raised are brought to the attention of organisations with jurisdictional responsibility. Timely feedback will be provided to LMAC members on actions arising.

Management partner representatives who attend LMAC meetings are responsible for communicating LMAC issues to their organisations.

Legal implications of making comments / defamation

LMAC members making any comments, verbal or written, on behalf of the LMAC or themselves must be careful not to defame the reputation of an individual, organisation, association or corporation in any way. The LMACs are not incorporated therefore any individual who makes comments, or repeats comments that may be defamatory may be personally liable.

Media

As an advisory committee to the Authority, the LMACs are not required to generate media (news releases, letters to the editor etc.) related to LMAC committee meetings. High-level outcomes from the committee meetings are included in meeting summaries published on the Authority's website.

From time-to-time, LMAC members may be approached directly by journalists — LMAC members may express their personal views, or professional views on behalf of their group/employer, independently of the LMAC and in alignment with their employer's media policy.

On occasion, the Authority may approach committee members for local media and communication activities, aligned with the Authority's communications and marketing strategy.

LMACs should not make comments to the media about Reef management or policy matters relevant to the Authority or other management partners without permission from the Authority.

Social media

The Authority has a closed Facebook account for interested LMAC members to share information with other members. Members and management partners are to send a request to join the page.

LMAC members are encouraged to use their group/employer's social media network to share the Authority's social media content to help educate and raise awareness of Reef.

Just as in mainstream media, personal comments made by individuals on social media platforms should not seek to associate their comments with the LMAC.

Image consent

During the LMAC term, the Authority may wish to take images of LMAC members. LMAC members and management partners will be asked to fill in an image consent form once during the LMAC term. If your circumstances change during the LMAC term, please inform the LMAC Manager as a new form may be required. In all instances, the photographer must clearly articulate to potential subjects the consent and photographic / recording of use statement prior to any photography / recordings taking place.

Representing the LMAC in other forums

Any person wanting to represent the LMAC at another forum must be endorsed by their LMAC Coordinator and LMAC Chair. Comments made on behalf of the LMAC must be the view of the LMAC as a whole, not an individual's view.

Correspondence

At times, the LMAC may wish to formally raise an issue by writing to the Authority.

As an advisory committee to the Authority, it is expected that issues and concerns will be brought to the Authority's attention in the first instance before other organisations, associations or government agencies. LMACs must not lobby elected officials.

If a committee wishes to bring an issue to the attention of a member of parliament, the preferred process is through advice to the Authority. This does not prevent members from writing as individuals or as members of other organisations to members of parliament.

The LMAC Secretary will assist the LMAC Chair in preparing correspondence with a draft to be forwarded to the LMAC Coordinator and LMAC Program Director for cross-checking.

Correspondence should represent the views of the committee as a whole and LMAC members may request to approve the draft correspondence before it is sent.

Before deciding to write a letter, the LMAC should consider whether it would be more appropriate coming from individual organisations represented on the LMAC.

All letters should be copied to the Authority's CEO and the LMAC Coordination Team (via the email address lmac@gbrmpa.gov.au), and should include the footnote disclaimer: "Local Marine Advisory Committees (LMACs) from Cooktown to Bundaberg provide community advice to the Great Barrier Reef Marine Park Authority. The views and opinions of the LMACs do not necessarily reflect the policies or position of the Great Barrier Reef Marine Park Authority."

LMAC email addresses

The Authority has created free email accounts for each LMAC for the purpose of sending and receiving emails. These email addresses are available on the Authority's external website on the relevant LMAC webpages for use by the general public and LMAC participants.

These free email accounts are coordinated by the Authority, and administered by the LMAC Chair and LMAC Secretary for the purpose of LMAC business.

These email accounts should be used in accordance with this document and the Google Gmail terms of service and privacy policy which can be found at www.google.com.au/intl/en/policies/.

The email addresses for each of the LMACs is as follows:

- capeyork.lmac@gmail.com
- douglas.lmac@gmail.com
- cairns.lmac@gmail.com
- cassowarycoast.lmac@gmail.com
- townsville.lmac@gmail.com
- bowenburdekin.lmac@gmail.com
- whitsunday.lmac@gmail.com
- mackay.lmac@gmail.com
- capricorncoast.lmac@gmail.com
- gladstone.lmac@gmail.com
- burnettlmac@gmail.com

It should be noted that these email accounts may not be accessible from some government workplaces.

The LMAC should not create email addresses with other service providers.

PERSONAL INFORMATION AND PRIVACY ISSUES

Personal information collected by the Authority from LMAC management partners, members, proxies, observers and other participants (LMAC participants) is handled in accordance with the Great Barrier Reef Marine Park Authority's obligations under the *Privacy Act 1988* (the Privacy Act).

Personal information provided by LMAC participants to the Authority during the course of the LMAC nomination process and membership, including any comments/opinions made during LMAC meetings will be used by the Authority for the purpose of facilitating the LMACs.

The Authority may publish the following personal information on its external website:

- member's name
- which LMAC the member is a part of
- details of the interest group the LMAC member represents
- name of any organisation or association the LMAC member represents.

Personal information, such as contact information, may also be distributed within each LMAC for the purposes of administration and operation of the relevant LMAC.

The Authority will not otherwise disclose personal information of LMAC participants to any third party without that person's consent unless it is required to do so by law.

LMAC members agree to ensure that their personal information, in particular contact details, are kept up-to-date.

LMAC participants may, at times, have access to or be provided with personal information as a result of LMAC business. This type of information must only be used for the purpose for which the information is provided to the LMAC participant and only in connection with LMAC business.

Under the Privacy Act, "personal information" means information or an opinion about an identified individual, or individual who is reasonably identifiable:

- (a) whether the information or opinion is true or not; and

(b) whether the information or opinion is recorded in material form or not.

At times, documents may be made available to the LMAC in draft form. These working documents must not be distributed outside the LMAC without express written permission from the Authority.

(While LMACs are not bound by the Privacy Act as they are not considered to be an agency for the purposes of the Act, information provided during the course of LMACs should only be used for the purpose for which it is provided. Improper use of information is a breach of the Code of conduct.)

For further information on how the Authority collects and handles personal information and its complaint process, please read the [Privacy policy](#) on the Authority's website.

FINANCE

The LMACs are unincorporated advisory committees administered and funded by the Authority in accordance with the *Public Governance, Performance and Accountability Act 2013* and relevant Authority policies and procedures. For example, the LMAC is prohibited from selling products and the purchase of alcoholic beverages is strictly prohibited.

Because the LMACs are unincorporated, they are not eligible for a majority of grants made available to community groups. Should the LMAC wish to obtain grant funding, other organisations may sponsor the LMAC and apply for the grant on their behalf. In these instances the LMAC will not receive the funding, but goods and/or services will be provided through the sponsor. These arrangements will require the approval of the LMAC members, the LMAC Coordinator and the LMAC Program Director.

Fee for service

The Authority recognises the extra effort and time taken by the Chair and Secretary, who not only perform their duties as members but also their elected roles.

The fees payable for each official meeting are \$150 for the LMAC Chair and up to \$275 for the LMAC Secretary, depending on the number of hours worked in the role — up to 10 hours. Payment of the fee will be subject to duties being sufficiently carried out.

To claim the fee for service, at the beginning of each term the Chair and Secretary must provide an Australian Taxation Office 'statement by supplier' form which can be obtained from www.ato.gov.au, and an electronic funds transfer form with their bank account details. After each meeting they must submit a payment form.

INSURANCE

LMAC members attending LMAC meetings and field trips, under the direction of the Authority, are covered for workers compensation, accidents or injuries as follows:

- LMAC members who are employees of government agencies or semi-government bodies who attend meetings as part of their duties should be covered by their employer.
- LMAC members who are employees of private sector organisations who attend meetings to represent their employer or industry should be covered by their employer.
- LMAC members who attend an LMAC meeting to represent a community group, which is not insured for this purpose, or as an individual, will be covered under the Commonwealth

Government's Workers Compensation scheme for loss of income incurred as a result of an accident or injury. Specific enquiries regarding workers compensation coverage for individual LMAC members should be made through the LMAC Coordinator.

CONTEXT AND REVIEW

This *Induction manual 2021-2024* is designed to be read in conjunction with the *Terms of Reference 2021-2024*. It applies to LMAC members, proxies, presenters, observers, management partners and Authority staff. It will be reviewed by the Authority before advertising the next LMAC term (July 2024–June 2027) or on an 'as needed' basis, to ensure it remains consistent with the Authority's objectives.