1. **SMEEC/IC Objectives Meeting** – Meeting for the State Maritime Environmental Emergency Coordinator and the Incident Controller (SMEEC/IC) to review, identify and prioritise the response objectives for the next operational period using the ICS 202 Incident Objectives.

2. **IC Daily Guidance Meeting** – Meeting for the IC to set the framework through which the incident will be managed, communicate objectives, assign tasks, provide direction, resolve problems and clarify staff roles and responsibilities.

3. **Prep for Tactics** – Work period before the Tactics Meeting when Operations, Planning and Logistics work together to identify strategies and tactics to accomplish objectives using ICS 234 Work Analysis Matrix and tactical resources needed using ICS 215 Operational Planning Worksheet.

4. **Tactics Meeting** – Meeting facilitated by the Planning Officer (PO) to finalise the tactical response options for the next operational period, based on current response operations and objectives identified by the IC for the next operational period.

5. **Prep for Planning (Draft IAP Preparation)** – Work period before the Planning Meeting, coordinated by the PO, when each section prepares its components of the IAP, including tactical work assignments via the ICS 204 Field Task Assignments for the next operational period.

6. **Planning Meeting** – Meeting facilitated by the PO to:
   1) present finalised strategies, tactics, and resource requirements for the next operational period to the IC using either the ICS 215 Operational Planning Worksheet or ICS 234 Work Analysis Matrix, and
   2) gain verbal approval from IC on the tactical plan as presented during the meeting.

7. **Incident Action Plan Preparation & Approval** – Work period following the Planning Meeting, coordinated by the PO, to prepare and assemble the IAP for the next operational period. Once assembled, the IAP is submitted to the IC for approval and signatures. After approval, copies are made to distribute in the Operations Briefing.

8. **Operations Briefing** – Briefing delivered by the Operations Officer to Division Commanders on the approved IAP. Division Commanders then issue and brief Team Leaders on ICS 204a Field Task Assignments.

9. **Execute Plan & Assess Progress** – The Operations Section implements the IAP. The plan is evaluated and adjusted for the next operational period based on progress.