

NSW SES VA ACRONYMS & ABBREVIATIONS

Numbered	
4WD	4-Wheel drive. A drive system where the engine drives all four wheels, 4WD helps improve traction under many circumstances. 4WD can be part-time (sometimes 2 –wheel drive) or full-time (always 4 wheel drive)
A	
A3	A single page document that covers an entire proposal, supplying all relevant details to make a decision. Alternatively called a “one pager”.
AAR	After Action Review
ACCC	Australian Competition and Consumer Commission
ACNC	Australian Charities and Not-for-Profits Commission
ACSES	Australian Council of State Emergency Service
ACTESA	Act Emergency Services Authority
AED	Automatic External Defibrillator
AED WG	Automatic External Defibrillator Working Group
AEMVF	Australian Emergency Management Volunteers Forum
AEP	Annual Exceedence Probability
AFAC	Australasian Fire and Emergency Services Authorities Council
AFSM	Australian Fire Services Medal
AFP	Australian Federal Police
AGM	Annual General Meeting
AHD	Australian Height Datum
AHDO	After Hours Duty Officer
AIIMS	Australasian Inter-Service Incident Management System
AMSA	Australian Maritime Safety Authority

ARC	Audit Risk Committee
ARI	Average Recurrence Interval
ARRO	Australasian Road Rescue Organisation
ASNSW	Ambulance Service of New South Wales
ASCEEM	Annual State Council Executive Election Meeting
ASIC	Australian Securities and Investments Commission
ATAS	Australian Tsunami Alert System
ATO	Australian Taxation Office
ATWG	Australian Tsunami Working Group
ATWS	Australian Tsunami Warning System
AUSSAR	Australian Search and Rescue
AVCG	Australian Volunteer Coast Guard
AWD	All-wheel drive
AWS	Automatic Weather Station
B	
BA	Business Analyst
BAU	Business As Usual
BCP	Business Continuity Plan
BE	Brand Enhancement
BI	Business Intelligence
Bluetooth	A short range wireless communication system ideally suited to hands-free use of mobile telephone in cars.
BM	Business Manager. Region based member of SES staff
BMET	Bureau of Meteorology (Alternate Acronym)
BOD	Board of Directors
BOM	Bureau of Meteorology

BP	Best Practice
Brainstorming	The unstructured generation of ideas by a group of people.
BSO	Business Service Officer. Region based member of SES staff
Business Need	A gap or issue that has arisen in the business that has been identified. The reason why a project is required.
C	
CA	Corporations Act
CAD	Computed Aided Dispatch System
CAD	Computer Aided Design
CAPEX	Capital Expenditure
Cause & Effect Diagram	An analysis tool which displays possible causes of a specific problem or condition. Also called a Fishbone diagram.
CBD	Central Business District
CE	Community Engagement
CEC	Community Engagement Coordinator
CFA	Country Fire Authority (Victoria)
CFR	Community First Responder
CICS	Critical Incident and Counselling Services
CIO	Chief Information Officer
CISP	Critical Incident Support Program/Peer
CNG	Compressed Natural Gas
CNR	Clarence Nambucca Region
CO	Call Operator
COB	Close of Business
COMCEN	Communications Centre
COSO	Critical Operations Support Officer

CPI	Consumer Price Index
CPM	Corporate Performance Management System
CRC	Control Room Committee
Critical Path	The sequence of inter-dependent tasks that aggregate to determine the minimum duration of a project. A delay in any task on the critical path can have a significant impact on the project deadline.
CTA	Call Taking Activity
CTE	Call Taking Event
CWR	Central West Region
CWW	Coastal Waters Wind Warning
CY	Calendar Year
CYTD	Calendar Year to date
D	
DART	Deep-Ocean Assessment and Reporting of Tsunami
DCCSP	Deputy Commissioner Corporate Services & Planning - NSW SES position
DCO	Deputy Commissioner Operations - NSW SES position
DCS	Director Community Safety - NSW SES position
DEB	Daily Executive Brief
DEMC	District Emergency Management Committees
DEMO	District Emergency Management Officer
DEOCON	District Emergency Operations Controller
DERM	Director of Emergency Risk Management
DET	Department of Education and Training
DFLOGS	Director Finance & Logistics - NSW SES position
DHS	Director Human Services - NSW SES positions
DICT	Director Information Communication Technology

	(Andrew Edwards) NSW SES positions
DISPLAN	Disaster Plan
DLOG	Director Logistics
DOB	Daily Operations Brief
DOB	Date of Birth
DOC	Duty Operations Controller
DOCS	Department of Community Services
DOE	Director Operations East - NSW SES position
DOO	Duty Operations Officer
DOP	Director of Operations
DOW	Director Operations West - NSW SES position
DPI	Department of Primary Industries
DRC	Deputy Region Controller
DSC	Dam Safety Committee
DSEP	Dam Safety Emergency Plan
DSO	Director Special Operations - NSW SES position
DTP	Daily Test Page
DVR No	Disaster Victim Registration Number
DWE	Department of Water and Energy
E	
EA	Energy Australia
EA	Emergency Alert
EAP	Employee Assistance Program
EBIT	Earnings before Interest and Tax
ECL	East Coast Low
ECU	Electronic Control Unit

EDST	Eastern Daylight Savings Time
EEO	Equal Employment Opportunity
EMA	Emergency Management Australia
EMPA	Emergency Media and Public Affairs
EMQ	Emergency Management Queensland
EMR	Emergency Management Region
EO	Equal Opportunity
EO	Emergency Order
EOC	Emergency Operations Centre
EOCON	Emergency Operations Controller
EOF	Enhancement of Effort
EOI	Expression of Interest
EOM	End of Month. A term used usually in association with financial or sales terms.
EOS	Everyone's Online System
EPA	Environmental Protection Authority
ERM	Emergency Risk Management
EST	Eastern Standard Time
Est	Estimate – approximate calculated result.
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETR	Estimated Time of Repair
Executive Committee	The senior group of executives appointed to running the NSW SES VA during its period as an Association.
Executive Summary	An overview of the main points of a proposal. It gives the reader enough information to be acquainted with the full document without reading it. Many readers may only look at it when deciding whether or not to read the full proposal.

F	
FA	First Aid
FAI	First Aid Instructor
FAQ	Frequently Asked Questions
FBT	Fringe Benefit Tax – a federal tax imposed on all gifts/benefits that are outside an employment contract.
FC	Forecast
FRB	Flood Rescue Boat
FRNSW	Fire & Rescue NSW
FSCO	Flood/Storm Call Operator
FSSO	Flood/Storm Support Officer
FSTL	Flood/Storm Team Leader
FWD	Front Wheel Drive. Allowing more passenger and cargo room by placing the engine transversely (or sideways), this system carries the weight of the engine and transmission over the front wheels, helping to improve traction in certain situations.
FWR	Far West Region
FWW	Fire Weather Warning
FY	Financial Year
G	
GA	Geoscience Australia
Gantt Chart	Simple bar chart developed by Henry Gantt in 1917. It graphically depicts the tasks involved in a project, with each bar representing a project task. The beginning and end of the block correspond to the beginning and end date of the activity. The horizontal axis represents time. The advantage of Gantt charts is that they clearly depict the overlap of tasks.
GIS	Geographic Information Services
GIS WG	Geographic Information System Working Group
GLR	General Land Rescue

GMT	Greenwich Mean Time
Goals	Goals are high level statements that provide the overall context for what the organisation is trying to achieve over the next 3-5 years. Goals help direct an organisation to accomplish the Mission and move it towards the Vision statement. Goals should contain cost, speed or quality references.
GP	Gross Profit
GPS	Global Positioning System
GR	General Rescue
GRN	Government Radio Network
H	
Hazmat	Hazardous Material
HR	Human Resources
HS	Human Services
HUR	Hunter Region
I	
IAP	Incident Action Plan
ICAC	Independent Commission Against Corruption
ICAM	Incident Cause Analysis Methodology
ICT	Information and Communications Technology
IE	Internet Explorer
IP	Intellectual Property
ISR	Illawarra South Coast Region
J	
JATWC	Joint Australian Tsunami Warning Centre
JMIC	Joint Media Information Centre
JVCC	Joint Volunteer Consultative Council
K	
KB	Knowledge Base

KBDI	Keech Byram Drought Index
Km	Kilometre
Km/H	Kilometres per Hour
KPI	Key Performance Indicator
L	
LAN	Local Area Network
LAP	Looking After People
LAR	Lachlan Region
LC	Local Controller
LDO	Learning & Development Officer – NSW SES position
Lead Time	Total time from start to finish to complete a task.
Lease	A contract between a lessor and lessee for a specified time period for a specified payment for a specified item – usually used for property. The title to the asset/item remains with the lessor as owner unless the lessee exercises their right to purchase if specified within the lease.
LEMC	Local Emergency Management Committee
LEMO	Local Emergency Management Officer
LEOCON	Local Emergency Operations Controller
Lessee	A person or entity that signs a lease with a lessor, abiding by all terms including payment terms specified within the lease agreement.
Lessor	The owner of the item or asset to be leased and signs a lease with a lessee, abiding by all terms specified within the lease agreement.
LGA	Local Government Area
LHI	Lord Howe Island
LHPA	Livestock Health and Pest Authority
LHQ	Local Head Quarters
LO	Liaison Officer

LOGS	Logistics Department
LPG	Liquid Petroleum Gas (Propane)
LTBP	Long Term Business Plan. A plan with a planning horizon of 5 years or more. Also called long range plan. Usually is reviewed annually.
LY	Last Year
M	
MEL WG	Master Equipment List Working Group
MER	Murrumbidgee Region
MIA	Missing in Action
Milestone	A key item or event in the project (significant start or finish point). Assists in measuring progress towards the end deliverables – a review point.
MIS	Management Information System
Mission Statement	Describes the organisation's direction. How it's done and why it's done. It is a general statement used to align the values and direction of the organisation.
MMJ	Martin Morris and Jones
MNCR	Mid North Coast Region
MO	Manager Operations
MOO	Major Operations Officer
MOU	Memorandum of Understanding
MPES	Ministry for Police & Emergency Services
MQR	Macquarie Region
MSO	Manager Special Operations
MTBP	Mid Term Business Plan. A plan with a planning horizon of 5 years or Less. Usually is reviewed annually.
MTD	Month to Date
MTS	Maintain Team Safety
MVA	Motor Vehicle Accident

Mw	Moment Magnitude
MYR	Murray Region
N	
NEMC	National Emergency Management Committee
NMOC	National Meteorological and Oceanographic Centre
NMR	Namoi Region
NOAA	National Oceanic and Atmosphere Administration
NPV	Net Present Value. A figure which represents the profitability of a project. It shows this by calculating the total of future cash inflows from a project, less cash outflows, inflation and/or a required rate of return.
NSW SES	New South Wales State Emergency Service
NSW SES VA	New South Wales State Emergency Service Volunteers Association
NTES	Northern Territory Emergency Service
NWR	North West Region
O	
OAP	Operational Action Plan
Objectives	Specific measurable statements that are the steps and outcomes that will be delivered in the course of the project or yearly activities. Objectives should be written at a low enough level so that they are achievable within a set timeframe by those concerned.
OC	Operations Centre
OC	Operations Controller
OCC	Operations Communication Centre
OCIO	On Call Intelligence Officer
OCMO	On Call Media Officer
OCTO	On Call Technical Officer
OES	Office of Emergency Services
OFJT	Off the Job Training

OH&S	Occupational Health and Safety
OJD	On the Job Development
OJT	On the Job Training
OLGR	NSW Office of Liquor, Gaming and Racing
OMT	Operational Management Team
OOAA	Out Of Area Assistance
OOTC	Office of the Commissioner
OPEX	Operational Expenditure
OPS	Operations Department – Usually used in reference to a section or team
OXR	Oxley Region
P	
PAL	Police Assistance Line
PAS	Personal Answering Service (Message Service)
PC	Personal Computer
PIC	Police Integrity Commission
PIIC	Public Information and Inquiry Centre
PIFAC	Public Information Functional Area Co-Ordinator
PM	Performance Management
PMF	Probable Maximum Flood
PMTD	Previous Month to Date
PPE	Personal Protective Equipment
PR	Public Relations
President's Goals	Aspirational target set by the NSW SES VA president to guide the company to achievement of its long term plan.
Project	A temporary endeavour undertaken to create a unique product, service or result. Each project should have a defined start and end

	date.
Project Manager	The person who heads up the project team and is assigned the authority and responsibility for conducting the project and meeting project objectives through project management.
Project Scope	Setting the boundaries – inclusions and exclusions of a project.
Project Sponsor	Person within the business but not part of the project team who has ultimate authority over the project. They have the authority to get things done and can also put a stop to the progress of the project. The sponsor needs to be informed and kept in the loop at all stages within the project development.
PSN	Public Service Notices
PTWC	Pacific Tsunami Warning Centre
PYTD	Previous Year to Date
Q	
QC	Quality Control
R	
RCO	Rescue Coordination Officer
RCR	Road Crash Rescue
RC or Regcon	Region Controller
REMC	Regional Emergency Management Committee
REMO	Regional Emergency Management Officer
REOCON	Regional Emergency Operations Controller
Resource	Any personnel, material or equipment required for the performance of an activity.
RFA	Request for Assistance
RFAOL	Request for Assistance On Line
RFDS	Royal Flying Doctor Service
RFQ	Request for Quotation
RFS	Rural Fire Service
RHQ	Region Headquarters

Risk	Any event that is likely to adversely affect a project's ability to achieve the defined objectives.
RMC	Right Mouse Click
ROI	Return on Investment. The financial return for a given outlay, usually calculated in terms of present value (today's value of money)
RTA	Roads and Traffic Authority
RTR	Richmond Tweed Region
RVCP	Royal Volunteer Coastal Patrol
S	
SAR	Search and Rescue
S&TES	State & Territory Emergency Services
SC	Steering Committee
SCA	Sydney Catchment Authority
SDI	Strength Deployment Inventory
SDRP	State Disaster Readiness Package
SEG	Senior Executive Group NSW SES
SEMC	State Emergency Management Committee
SEOC	State Emergency Operations Centre
SEOCN	State Emergency Operations Controller
SES	New South Wales State Emergency Service
SESI	State Emergency Service Incident Controller
SES VA	New South Wales State Emergency Service Volunteers Association
SESWGs	SES Working Groups
SEWS	Standard Emergency Warning Signal
SHR	Southern Highlands Region
SHQ	State Headquarters

Slippage	The amount of time a task has been delayed from its original baseline plan. The slippage is the difference between the scheduled (revised) start or finish date for a task and the baseline start or finish date.
SLSA	Surf Life Saving Australia
SMART	Specific, Measurable, Aggressive, Realistic, Timeframe-bound. Objective should be SMART.
SME	Subject Matter Expert
SM WG	Social Media Working Group
SMS	Short Message Service
SNR	Sydney Northern Region
SOC	State Operations Centre
SOI	Standard Operating Instruction
SOP	Standard Operating Procedures. Job or task procedure document that outlines each step to be taken in order to correctly perform the job or task.
SP	Standard Procedure
SPA	State Property Authority
SRA	State Rail Authority
SRB	State Rescue Board
SSR	Sydney Southern Region
Stakeholders	Specific people or groups who have an interest or “stake” in the products, services or changes that the organisation provides. Stakeholders can include customers, both internal and external, suppliers, investors, industry bodies, government, staff, unions etc
Steering Committee	A group of high-level stakeholders who are responsible for providing guidance on overall strategic direction. They don’t take the place of a sponsor but help spread the strategic input and buy-in to a larger portion of the organisation.
STL	Senior Team Leader
Strategies	High level directions and plans to deliver the organisations Vision and Mission.
STW	Severe Thunder Warning

STWG	Storm Trailer Working Group
SWR	Sydney Western Region
SWR	Swift Water Rescue
SWW	Severe Weather Warning
T	
TA	Task Acknowledged
TL	Team Leader
TMC	Transport Management Centre
TOBAN	Total Fire Ban
TRK	Training Resource Kit
U	
UBD	Universal Business Directory (Map Book brand)
UC	Unit Controller
UHQ	Unit Headquarters
USAR	Urban Search & Rescue
USP	Unique Selling Proposition
UTC	Universal Coordinated Time
V	
VA	New South Wales State Emergency Service Volunteers Association
VIS	Volunteer Impact Statement
Vision Statement	Describes the state the organisation is trying to achieve in the future. A statement of the “perfect world”.
VKG	Police Radio
VOC	Volatile Organic Compound
VPN	Virtual Private Network
VR	Vertical Rescue
VRA	Vertical Rescue Association

VRCC	Volunteer Regional Consultative Committee
VSO	Volunteer Support Officer NSW SES position
W	
WG	Working Group
What-if Analysis	The process of evaluating alternative strategies.
WHS	Work Health & Safety
WIP	Work in Progress
WIRES	Wildlife Information and Rescue Services
WMO	World Meteorological Organisation
WMS	Weekly Movement Sheet/Schedule
WOC	Work in Operations Centre (Training course – manual equivalent to local RFAOL)
WOW	Wear Orange to Work
WRA	Weather Related Activity
X	
Y	
YTD	Year to Date
Z	