

CAMPUS ADMINISTRATIVE SUPPORT NEED ASSISTANCE?

SERVICES	LOCATION	CONTACT NUMBERS
AUDIO-VISUAL (AV): For all queries regarding AV Support. NB Theatre bookings to be directed to Reception (ext 60611)	D8-Admin	60382
COMPUTERS: For computer and desktop helpdesk support of the Defence Restricted Network (DRN) & Open Student Network (OSN) environments, including distribution of personal computers and laptops.	G1-29	60306
EMERGENCY MANAGEMENT: For details of Chief Wardens, Floor Wardens, First Aid Attendants and floor evacuation plans please refer to the Emergency Control Notice Boards located throughout the College.	D8-Admin	60385
FACILITIES BOOKINGS: For internal and external bookings of ADC facilities including theatres, conference rooms, campus vehicles, tennis and volleyball courts. (Also OSN Outlook-Public Folders/All Public Folders to check availability)	Shedden Foyer	60611
GARRISON SUPPORT: For issues concerning catering, cleaning, grounds maintenance, security services, waste services, pest control, furniture, gym equipment and vending machines.	G1-17-1	60524/60547
INTRANET/HOME INTERNET SUPPORT: For all queries and updates/amendments.	D8-Admin	60345
LIBRARY SERVICES: For research assistance, book & video loans, access to computers, internet, journals & newspapers.	L2-15	60533
MESS SERVICES: For reserving tables and arranging dry cleaning. NB Bar hours: Mon-Fri 1200-1330, Mon, Tue, Wed & Fri 1600-1800 and Thur 1600-1900.	C1-26	60517
PRIVATE/EXTERNAL MESS BOOKINGS: For booking private and non-ADC sponsored external functions. Log into OSN Intranet-Weston Creek Mess- Mess Calender to check availability - Mess Functions Request form to book functions	D8-Admin	60385
PERSONNEL CONTACTS DETAILS: Civilians - CPAC Website address: http://intranet.defence.gov.au/csi-actsnsw/ (Access to websites only available on DRN) Military - ADFPC-C Website address: http://defweb6.cbr.defence.gov.au/adfpcc HMAS Harman Website address: http://defweb.cbr.defence.gov.au/hmasharman/default.htm Civilian/Military PMKEYS Self Service Website address: http://defweb.cbr.defence.gov.au/pmkeys/ (Ref: DEFGRAM 634/2003)		1800 000 677 1800 000 677 66610/66619 1800 000 677
SECURITY: For reporting security issues. NB Unit Security Officers reside within the respective Colleges (refer Standing Orders Chapter 6 page 6-3).	D8-Admin	60385
SHOPFRONT SERVICES: Reception: For staffing the ADC switchboard phone line, receiving and forwarding messages for course members, updating ADC Functional Directory, booking conference rooms, theatres, sporting facilities and campus vehicles.	Shedden Foyer	60611
Administration: For updating ADC Management Information System, arranging name tags, distributing text books and providing general administrative support.	D8-Admin	60586
Registry Services: Maintaining photocopiers/printers, distributing and collecting mail, maintaining stores supplies in resource rooms and organising sporting equipment loans.	G1-10	60604
STUDY TOUR SUPPORT: Arranging travel and allowances for ADC-related and individual work travel and study tours, custodian of official passports. Also holds travel brochures of Australian tourist attractions for perusal.	D8-Admin	60620