

**A/g Official Secretary  
to the Governor-General**  
*Paul Singer*

**A/g Deputy Official Secretary  
to the Governor-General**  
*Steve Murtagh*

**Senior Media & Communications Adviser**  
*Rob Ayling*

**Speechwriter**  
*Kelvin Jones*

**Senior Executive Adviser**  
*Vacant*

**Senior Executive Assistant to the Governor-General**  
*Bronwyn Morris*

**Executive Administrative Assistant to the OS & DOS**  
*Jackie Cummins*

**Director Strategic Engagement**  
*Tim Grainger*

**Manager Household Operations**  
*Lynette Mace*

Household & Functions Coordinator  
Household Attendants  
Senior Chef  
Chef

**Program Team**

Senior Program Adviser  
Senior Events Adviser  
Program Assistants  
Aides-de-camp

**Director People and Services**  
*Kerry Cox*

**Manager Property and Services**  
*Matt Malone*

Project Managers  
Property Project Manager  
Maintenance Coordinator  
Transport/Property & Services Officer  
Property & Services Assistant

*Gardening*  
Grounds Coordinator  
Senior Gardeners  
Gardeners

*Admiralty House*  
Property Coordinator  
Senior Property Officer  
Property Officer

**Manager Information Technology**  
*Clement Tyhuis*

IT Systems Administrator  
IT Project Officer  
IT Support Officer

**Manager Human Resources**  
*Sarah Savage*

Senior HR Adviser  
HR Coordinator  
HR Adviser  
HR Officer

**Director Honours and Awards**  
*Sharon Prendergast*

**Manager Order of Australia**  
*Glenn Gore Phillips*

Assistant Manager OoA  
Case Officers  
Trainee Case Officers

**Manager Awards, Decorations and Administration**  
*Debbie Bowden*

Assistant Manager Administration  
Assistant Manager Honours Programs  
Administration Officers  
Medals & Awards Officer  
Case Officer  
Finance & Medals Officer  
Reception/Anniversary Officer  
Warrants Officer

**Manager Records Management & Honours Information Strategy**  
*Sharron Jobling*

Project Officer  
Medals & Awards Officer  
Registry Officer  
Administration Officer

**Chief Financial Officer**  
*Chandy Paul*

**Senior Financial Accountant**  
*Jason Chow*

Management Accountant  
Finance Officer  
Finance Assistant

*Provide direct support to the Governor-General through the strategic management, planning and implementation of the forward program of national and international engagements; including the operation of the two official residences and provision of advice on media, publicity and governance matters.*

*Provide support to the Governor-General and Office through the management and maintenance of the two official residences; and provision of enabling services such as human resources and information technology.*

*Receive and research nominations for the conferral of honours and awards on Australians who distinguish themselves in service to the community and the nation, and support the honours advisory councils that make recommendations to the Governor-General.*

*Responsible for Financial and Management accounting; assets; audits and audit committee support; procurement; financial governance and policy, including training, risk management and fraud control.*