

**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

A/g Senior Executive Assistant to the Governor-General
Jackie Cummins

Executive Administrative Assistant to the OS & DOS
Therese Dowling

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.