

**Official Secretary  
to the Governor-General**

*Mark Fraser*

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

*Paul Singer*

**A/g Director Enabling  
Services**

*Kerry Cox*

**Director Honours and  
Awards**

*Sharon Prendergast*

**Chief Financial  
Officer**

*Chandy Paul*

**Manager Household  
Operations**

*Lynette Mace*

Household & Functions Coordinator  
Household Attendants  
Senior Chef  
Chef

**Manager Strategic  
Program**

*Lauretta Webster*

Program & Events Adviser  
Program Assistants  
Aides-de-camp

**Senior Media and  
Communications  
Adviser**

*Sam Groves*

**Speechwriter**

*Kelvin Jones*

**Senior Executive  
Adviser**

*Vacant*

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

*Bronwyn Morris*

**Senior Executive  
Assistant to the  
OS & DOS**

*Jackie Cummins*

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.

**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  
Household & Property Assistant

**Manager Information  
Technology**

*Clement Tyhuis*

IT Systems Administrator  
IT Support Officer

**Senior Human  
Resources Adviser**

*Elizabeth Clarke*

HR Coordinator  
HR Adviser  
HR Officer  
Administration Assistant

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.

**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 National  
Emergency Medal**

*Sharron Jobling*

Project Officer  
Medals & Awards Officer  
Registry Officer  
Administration Officer

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.

**Senior Financial  
Accountant**

*Jason Chow*

Management Accountant  
Finance Officer  
Finance Assistant

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