

**Official Secretary
to the Governor-General**
Paul Singer

**Deputy Official Secretary
to the Governor-General**
Jo Tarnawsky

**Director Strategic
Engagement**
Tim Grainger

**Director People and
Services**
Kerry Cox

**A/g Director Honours and
Awards**
Sharron Jobling

**Chief Financial
Officer**
Chandy Paul

**Senior Media &
Communications Adviser**

Rob Ayling

Speechwriter

Matt Eggins

Media Content Officer

CPO Paul Berry

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

Jane Righton-Stapley

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

Fiona Hartley

**Manager Household
Operations**

Lynette Mace

Household & Functions Coordinator
Household Attendants
Senior Chef
Chef

Program Team

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

**Manager Property and
Services**

Matt Malone

Project Managers
Property and Services Coordinator
Maintenance and Events 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 Specialist
HR Officer

**Assistant Director
Honours and Awards**

Glenn Gore Phillips

**Manager Order of
Australia**

Mark Jordan

Assistant Manager OoA
Case Officers
Trainee Case Officers

**Manager Awards and
Decorations**

Kim Morfoot

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

**A/g Manager Records
Management & Honours
Information Strategy**

Ben Buckley

Project Officer
Medals & Awards Officer
Registry Officer
Administration Officer

**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.

