

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

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

**Director
Communications and
Creativity**
Rob Ayling

Media Content Officer
Paul Berry

Speechwriter
Matthew Egginis

**Senior Executive
Assistant to the
Governor-General**
Jane Righton-Stapley

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

**Director Strategic
Engagement**
Tim Grainger

**Manager Household
Operations**
Lynette Mace

Household & Functions
Coordinator
Household Attendants
Senior Chef
Chef

Program Team

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

**Director People and
Services**
Kerry Cox

**Manager Property and
Services**
Matt Malone

Project Managers
Maintenance & Events
Coordinator
Security & Business Continuity
Coordinator
Transport/Property & Services
Officer
Property & Services Assistant
Business Support Officer

Horticultural Operations
Grounds Coordinator
Senior Gardeners
Gardeners

Admiralty House
Property Coordinator
Senior Property Officer
Property Officer

**Manager Information
Technology**
Clement Tyhuis

IT Systems Administrator
IT Assistant Manager
IT Support Officer

**Manager Human
Resources**
Sarah Savage

Senior HR Adviser
HR Adviser
HR Adviser
HR Assistant

**Chief Financial
Officer**
Jason Chow (A/g)

**Senior Financial
Accountant**
Nauman Khan (A/g)

Management Accountant
Finance Officer
Finance Assistant

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

**Assistant Director
Honours and Awards**
Glenn Gore Phillips

Assistant Manager Honours
Programs

**Manager Order of
Australia**
Mark Jordan

Assistant Manager OoA
Case Officers
Assistant Case Officers

**Manager Awards,
Decorations and
Administration**
Kim Morfoot

Assistant Manager
Administration
Administration Officers
Medals & Awards Officer
Case Officer
Medals & Purchasing Officer
Reception/Anniversary Officer
Warrants Officer

**Manager Records
Management & Honours
Information Strategy**
Ben Buckley (A/g)

Project Officer
Medals & Awards Officer
Registry Officer
Administration Officer

**Director Honours
Performance Insights**
Sharon Prendergast

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.

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

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.