

**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 Eggins*

**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*  
Horticultural Operations  
Coordinator  
Senior Operations Officer –  
Horticultural  
Senior Operations Officer –  
Turf & Irrigation  
Horticultural Operations Officer

*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 Advisers  
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**  
*Sharon Prendergast*

**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**  
*Vacant*

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  
Transition**  
*Sharron Jobling (A/g)*

*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.*