

**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**  
*Matt 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*

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

**Director People and  
Services**  
*Kerry Cox*

**Manager Household  
and Property**  
*Lynette Mace*

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 Project Officer

*Household Operations*  
Household & Functions  
Coordinator  
Household Attendants  
Senior Chef  
Chef

**Manager Information  
Technology**  
*Clement Tyhuis*

IT Systems Administrator  
IT Assistant Manager  
IT Support Officer

**Manager Human  
Resources**  
*Sarah Savage*

Senior HR Adviser  
HR Advisers

**Chief Financial  
Officer**  
*Jeff Barnes*

Senior Financial Accountant  
Management Accountant  
Finance Officers

**Director Honours and  
Awards**  
*Sharon Prendergast*

**Assistant Director  
Honours and Awards**  
*Mark Jordan (A/g)*

Assistant Manager Honours  
Programs

**Manager Order of  
Australia**  
*Andrew De Vries (A/g)*

Assistant Manager OoA  
Case Officers  
Assistant Case Officers

**Manager Honours  
Business Services**  
*Deana Cumming*

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

**Manager Meritorious  
and Operational Awards**  
*Kelly Charls*

Assistant Manager Info and Data  
Assistant Manager - National  
Emergency Medal  
Administrative Assistant - National  
Emergency Medal  
Administration Officer

**Director Project  
Implementation**  
*Matt Malone*

Project Managers  
Product Owners