

ORGANISATIONAL STRUCTURE at 7 November 2023

Official Secretary to the Governor-General
Paul Singer

Senior Executive Assistant to the Governor-General
Executive Officer
Executive Assistant to the OS & DOS

Deputy Official Secretary to the Governor-General
Jeff Barnes

Director Strategic Engagement
Tim Grainger

Manager Program and Planning
Daniel Kolek

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

Manager Household
Lynette Mace

Household Operations
Household & Functions Coordinator
Household Attendants
Senior Chef
Support Chef
Florists

Component 1: Support for the Governor-General through the strategic management, planning and implementation of the program of national and international engagements; and the operation of the two official residences.

Director Property and Projects
Matt Malone

Manager Property and Security
Andrew Thompson

Property and Transport
Maintenance and Events Coordinator
Property and Services Officer
Transport and Property Officer

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

Admiralty House
Property Coordinator
Senior Property Officer
Horticulture and Property Officer
Household and Property Assistant

Security Operations
Security & Business Continuity Coordinator

Property Projects, Environment and Heritage
Patrick Falvey
Paul Nihill

Manager Information Technology
Vikram Chandramohan

ICT Senior Systems Administrator
ICT Senior Technical Lead
ICT Support Officers

Component 2: Management and maintenance of the official properties, including responsibility for administered and departmental capital funded projects, and delivery of ICT services.

Director Honours and Awards
Sharon Prendergast

Manager Bravery and Order of Australia
Mark Jordan

Assistant Managers Order of Australia and Bravery
Case Officers
Assistant Case Officers

Manager Meritorious & Operational Awards
Sharryn Baker

Assistant Managers – Meritorious & Operational Awards
Program Assistants
Program Officers

Business Services Manager
Deana Cuming

Assistant Manager Administration and Projects
Assistant Manager Insignia and Budget
Assistant Manager Honours Programs
Administration Program Assistants
Administration Officer
Administration and Projects Officer
Insignia and Procurement Officer
Insignia and Warrants Officer
Reception and Administration Officers

Component 3: Administration of the Australian Honours and Awards System, including receiving and researching nominations for honours and awards; and supporting advisory bodies which make recommendations to the Governor-General.

Director Communications and Creativity
Rob Ayling

Manager Engagement and Outreach <i>Vacant</i> <i>Senior Content Officer</i>	Manager Media Outreach <i>Vacant</i> <i>Media Content Officer</i>	Speechwriter <i>Matthew Eggins</i>
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Director People and Culture
Kerry Cox

Senior HR Adviser	Senior WHS Adviser	HR Adviser	HR Officer	Business Support Officer
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Chief Financial Officer
Debbie Banerjee

Manager Financial Accounting <i>Ivan Lai</i>	Manager Management Accounting <i>Jill Fu</i>	Finance Officer Finance Assistant
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