

ORGANISATIONAL STRUCTURE at 15 April 2024

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 and Property
Lynette Mace

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

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

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 Services
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

Senior Project Managers
Patrick Falvey
Jen Hewitson

Security & Business Continuity
Security & Business Continuity Coordinator

A/Information Technology Director
Vikram Chandramohan

A/Manager Information Technology
Evahn Derkley

Assistant Manager ICT
ICT Support Officer

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

A/Manager Meritorious & Operational Awards
Andrew McQuiggin

Assistant Managers – Meritorious & Operational Awards
Program Assistants
Program Officers

Business Services Manager
Deana Cumming

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
Sunny Wallensky

Senior Content Officer

Speechwriter
Matthew Eggins

Content Officer Media Content Officer

Director People and Culture
Kerry Cox

Senior HR Adviser

HR Adviser

Business Support Officer

Chief Financial Officer
Debbie Banerjee

Manager Financial Accounting
Ivan Lai

Manager Management Accounting
Jill Fu

Finance Officer
Finance Assistant