

**Official Secretary
to the Governor-General**

Mark Fraser

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

Paul Singer

**Director Strategic
Engagement**

Tim Grainger

**Manager Household
Operations**

Lynette Mace

Household & Functions Coordinator
Household Attendants
Senior Chef
Chef

Program Team

Senior Program Adviser
Senior Events Adviser
Program Assistants
Aides-de-camp

**Director People and
Services**

Kerry Cox

**Manager Property and
Services**

Matt Malone

Project Managers
Property Project Manager
Maintenance Coordinator
Transport/Property & Services
Officer
Property & Services Assistant

Gardening
Grounds Coordinator
Senior Gardeners
Gardeners

Admiralty House
Property Coordinator
Senior Property Officer
Property Officer

**Manager Information
Technology**

Clement Tyhuis

IT Systems Administrator
IT Project Officer
IT Support Officer

**Senior Human Resources
Adviser**

Elizabeth Clarke

HR Coordinator
HR Adviser
HR Officer

**Director Honours and
Awards**

Sharon Prendergast

**Manager Order of
Australia**

Glenn Gore Phillips

Assistant Manager OoA
Case Officers
Trainee Case Officers

**Manager Awards,
Decorations and
Administration**

Debbie Bowden

Assistant Manager Administration
Assistant Manager Honours
Programs
Administration Officers
Medals & Awards Officer
Case Officer
Finance & Medals Officer
Reception/Anniversary Officer
Warrants Officer

**Manager Records
Management & Honours
Information Strategy**

Sharron Jobling

Project Officer
Medals & Awards Officer
Registry Officer
Administration Officer

**Chief Financial
Officer**

Chandy Paul

**Senior Financial
Accountant**

Jason Chow

Management Accountant
Finance Officer
Finance Assistant

**Senior Media &
Communications Adviser**

Sam Groves

Speechwriter

Kelvin Jones

Senior Executive Adviser

Vacant

**Senior Executive
Assistant to the
Governor-General**

Bronwyn Morris

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

Jackie Cummins

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.

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.

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