

PRIME MINISTERS OFFICE ORGANISATIONAL STRUCTURE

As at 21 May 2012

CHIEF OF STAFF Ben Hubbard

EXECUTIVE ASSISTANT s 47F

DEPUTY CHIEF OF STAFF Tom Bentley

EXECUTIVE ASSISTANT
Janine Robb

- Designated policy projects
- Medium term policy and implementation
- Innovation in policy and service delivery

COMMUNICATIONS UNIT

DIRECTOR - COMMUNICATIONS

John McTernan

SENIOR PRESS SECRETARY
Sean Kelly

PRESS SECRETARIES
Laura Anderson
Sally Tindall

COMMUNICATIONS ADVISERS

Eamonn Fitzpatrick Tracey Robinson

SPEECHWRITERS
Michael Cooney
Carl Green

E-COMMUNICATIONS
Emma Smith

MEDIA ASSISTANTS
Annie Williams
S 47F

ADVANCERS

Alex Williamson

S 47F

Functions:

- National media / press gallery
- Media co-ordination and strategy
- Local/ethnic media

STRATEGY UNIT

DIRECTOR - STRATEGY
Nick Reece

SENIOR ADVISER – BUSINESS LIAISON

Bruce Wolpe

CAUCUS TEAM

Rondah Rietveld Holly Cooper (CCT)

RESEARCH TEAM

Andrew Downes s 47F

Grant Poulter Seamus Coleman

EXECUTIVE ASSISTANT
Emma Webster

Functions:

- Caucus
- Question Time Briefings
- Party Liaison

POLICY UNIT

DIRECTOR - POLICY Ian Davidoff

Richard Maude International, Defence, Trade
Amit Singh Markets, Small Business, IR
Rowan Roberts Tax, Macro, Fiscal Policy
John Spierings Tertiary Education, Skills, Science, Innovation,
Employment

Damian Kassabgi NBN, Infrastructure, Transport, Arts S 47F Schools, Families, Childcare, Human Services

Trish Woolley Indigenous, Health, Women

Nicola Gordon-Smith Rural/Regional, Resources, Agriculture, Housing, Water

Gabrielle Kuiper (from 29 May) Carbon, Energy, Environment S 47F Immigration, Home Affairs

EXECUTIVE ASSISTANTS

Janine Robb

(DCoS & D-P)

Hayley Limbrick

(International/Security)

DLO (International, Defence)

s 47F

Functions:

- Policy advice
- Policy co-ordination
- Event and issue advice
- Stakeholder liaison

GOVERNMENT BUSINESS UNIT

DIRECTOR – GOVERNANCE AND LIAISON

Jo Haylen

DIRECTOR - CABINET AND PARLIAMENT

Mathew Jose

ADVISER - Legal Policy and Governance s 47F

EXEC SUPPORT Senior DLO DIARY MANAGER/EA Catherine Charleson S 47F

DLO

CORRESPONDENCE Sandra Carmody

INVITATIONS

Felicity Wilkins

RECEPTION

Patricia Rowley
S 47F

CLO VISIT COORD S 47F S 47F

s 47F

LOGISTICS s 47F

PM EXEC SUPPORT

Functions:

- Crossbench liaison
- Legal policy
- Parliament/Cabinet
- PM/staff visit coordination
- Workflow / Internal governance & admin
- Parliamentary & integrity / official establishments
- Ministerial travel / Cabinet appointments