



Andrew Metcalfe AO biographical details

Please note:

From late March 2012 until October 2012 Andrew Metcalfe AO will be on recreation and long service leave. Mr Martin Bowles PSM will act as secretary of the Department of Immigration and Citizenship for this period.

Andrew Metcalfe is the Secretary of the Department of Immigration and Citizenship. He was initially appointed in July 2005, and reappointed in July 2009. The department comprises about 8000 staff, located in every state and territory in Australia and more than 60 cities overseas. It provides policy services to government; and services to millions of clients each year applying for visas to travel to Australia, for the grant of Australian citizenship, and for related matters. The departmental operating budget for 2011–12 is over AUD\$2 billion.

Mr Metcalfe is a member of the Administrative Review Council (since 2003) and a board member of the National Australia Day Council (since 2002). He is an ex-officio member of the Australian Multicultural Council (since 2011). He has chaired the Commonwealth-State Standing Committee on Immigration and Multicultural Affairs and successor bodies since 2005 and is a board member of the Australian Public Service Commission's Strategic Centre for Leadership, Learning and Development. He was chair of the Five Countries Conference (comprising the Immigration Authorities of Australia, Canada, New Zealand, the United Kingdom and the United States of America) in 2007 and 2011.

Mr Metcalfe is currently the President of the Institute of Public Administration Australia (ACT), and is a White Ribbon Ambassador. He is Patron of EXPAND, a public sector-wide network of Executive Assistants and Personal Assistants. He was Patron of the Gundaroo Bush Festival in 2008. He was a member of the Public Service Medal Committee from 2008 to 2011.

Between August 2002 and July 2005, Mr Metcalfe was a Deputy Secretary of the Department of Prime Minister and Cabinet, where he was responsible for coordination of policy advice to the Prime Minister on national security, foreign affairs and machinery of government issues. He was the inaugural chair of the National Counter-Terrorism Committee, chaired the Australian Government Counter-Terrorism Policy Committee, and was an ex-officio member of the Council of the Order of Australia.

Having joined the Australian Public Service in 1980 as an administrative trainee, Mr Metcalfe has held a series of positions in the Department of Immigration and Citizenship (or its predecessors):

- Deputy Secretary (1999–2002)
- First Assistant Secretary, Border Control and Compliance Division (1998–99)
- Chief of Staff to the Minister for Immigration, the Hon Philip Ruddock MP (1996–97)
- Assistant Secretary, Legal Branch (1993–96)
- Regional Migration Director, Australian Consulate-General Hong Kong (1989–93)

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Australian Government
**Department of Immigration
and Citizenship**



- Deputy State Director, Victoria State Office (1987–89)
- Director, Legal Branch (1986–88)
- Executive Officer to the Secretary (1984)
- Various roles, including Parliamentary Liaison Officer, Queensland State Office (1981–84)
- In 1985 Mr Metcalfe worked as a policy officer in the Office of the Status of Women, Department of the Prime Minister and Cabinet.

Mr Metcalfe was born in Toowoomba, Queensland and educated at the Rangeville State School, the Toowoomba Grammar School (Dux, 1976) and the University of Queensland. He holds the degrees of Bachelor of Arts and Bachelor of Laws, and is a Fellow of the Australian Institute of Management.

In September 2010 he was named 'Federal Government Leader of the Year' by the Institute of Chartered Accountants Australia.

Andrew was appointed an Officer of the Order of Australia (AO) in the 2012 Australia Day Honours List.

Mr Metcalfe is married, with two teenage children.

Canberra

February 2012