



Official: Sensitive

Terms of Reference – Special Envoy to Combat Antisemitism

Antisemitism in Australia

Antisemitism has a long history both in Australia and internationally, with a significant increase since the 7 October 2023 Hamas terrorist attacks on Israel, the ongoing conflict and the humanitarian crisis in Gaza. This has given rise to the increasing urgency of addressing Antisemitism in the domestic Australian context.

The surge of reported Antisemitic incidences has occurred in both physical and online contexts. These threaten the safety and security not only of Australia's Jewish community but also of Australia as a whole and its future as a peaceful, free, cohesive and diverse multicultural society.

As part of the Government's response, a Special Envoy to Combat Antisemitism (the Special Envoy) will be appointed for a term of three years and will report directly to the Prime Minister and to the Minister for Immigration, Citizenship and Multicultural Affairs. Secretariat, strategic communications and policy support will be provided by the Department of Home Affairs.

Function of the Special Envoy to Combat Antisemitism

The Special Envoy to Combat Antisemitism will assist and advise Government by:

- Providing advice to the Prime Minister and to the Minister for Immigration, Citizenship and Multicultural Affairs to inform policy development, legislation, campaigns (in accordance with the Australian Government Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities) and programs that will go to effectively combatting Antisemitism and social cohesion factors that drive the behaviour across online and social media, traditional media, and within education, arts, culture and industry sectors
- Promoting public awareness and understanding of the impacts of Antisemitism by highlighting diverse Jewish Australian identities, the ongoing contributions of Jewish Australians to the building and progress of Australia, and combatting stereotypes and misinformation in communication channels
- Engaging with public and private sector stakeholders across whole of society and utilising research and data to identify the drivers of Antisemitic behaviour
- Supporting efforts to address systemic and interpersonal racism (including Antisemitism), hate speech, discrimination and divisive language through public education and awareness, through engaging in media opportunities, facilitating roundtables and participating in public discussion with the support of the Department of Home Affairs
- Identifying ways to strengthen broad social cohesion, including fostering inter-faith dialogue, for all Australians
- Undertaking other related tasks that may be necessary from time to time.

All communications of the Special Envoy will be attributed to the Special Envoy and not the Department of Home Affairs, the Prime Minister, the Minister for Immigration, Citizenship and Multicultural Affairs or the Australian Government as a whole.

Remuneration

The Special Envoy will be a non-statutory Ministerial appointment. The remuneration of the Special Envoy will be consistent with the *Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination (No.2) 2023*.

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under the Freedom of Information Act 1982

OFFICIAL: Sensitive

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)(ii); Sneha CHATTERJEE; Charlie SHANDIL; s. 22(1)(a)(ii); Samantha PATUTO; s. 22(1)(a)(ii); s. 22(1)(a)(ii); Jeni WHALAN; s. 22(1)(a)(ii); Anne LEO; Gartmann, Petra; Muffett, Luke; s. 22(1)(a)(ii); s. 22(1)(a)(ii); Joe FELD
Cc: Nathan SMYTH; s. 22(1)(a)(ii); NSR Coord; Social Cohesion Taskforce; s. 22(1)(a)(ii); s. 22(1)(a)(ii); s. 22(1)(a)(ii); @finance.gov.au; s. 22(1)(a)(ii); s. 22(1)(a)(ii); s. 22(1)(a)(ii); Pete BERLIS
Subject: Shortlist of candidates - PM Special Envoys on Antisemitism and Islamophobia [SEC=PROTECTED, CAVEAT=SH:CABINET]
Date: Tuesday, 5 March 2024 9:57:11 AM
Attachments: s. 47C(1)

PROTECTED//CABINET

Dear Colleagues –

s. 47C(1)

Context

The intention is to provide the Prime Minister with up to 6 candidates. The list should reflect the demography of Australia, noting that the largest populations of people who identify as the respective faiths are based in Victoria and NSW. The candidates should also reflect other identities of diversity and drivers of difference, gender etc. Candidates should be preeminent Australians with lived experience and trusted relationships in the respective communities and have experience or expertise in effectively addressing religious discrimination in the Australian context.

The high level terms of reference are contained in the letter as a guide and are also subject to change.

If I could ask that you please provide your candidate nomination and brief reasoning to [s.22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au) by 8 March we would be very grateful.

Thank you for your input into this process to date. My apologies for the short timeframes and happy to discuss.

Kind regards,

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

Chief of Staff

Israel-Hamas Social Cohesion Taskforce

National Security & Resilience Group

Department of Home Affairs

P: s. 22(1)(a)(ii) | M: s. 22(1)(a)(ii) |

E s. 22(1)(a)(ii) @HomeAffairs.gov.au



PROTECTED//CABINET



THE HON ANDREW GILES MP
MINISTER FOR IMMIGRATION, CITIZENSHIP AND MULTICULTURAL AFFAIRS

The Hon Anthony Albanese MP
Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Prime Minister

I write to seek your urgent agreement to appoint two Special Envoys to address the immediate and significant rise in Antisemitism and Islamophobia. s. 47C(1)

[REDACTED]

The rise of Antisemitism and Islamophobia across Australia has been happening for some time, but has been exacerbated by the 7 October 2023 Hamas terrorist attacks on Israel, the ongoing conflict and the dire humanitarian situation in Gaza. Given the increasing urgency of addressing this issue in the domestic Australian context, I recommend you consider this matter via correspondence. s. 47C(1)

[REDACTED]

I am proposing two options:

s. 47C(1)

s. 47C(1)

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I propose the Terms of Reference for these Special Envoys will be to:

s. 47C(1)

s. 47C(1)

s. 47C(1)

s. 47C(1)

s. 47C(1)

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Appointments of Special Advisors

s. 47C(1)

s. 47C(1)

Risks and sensitivities

s. 47C(1)

s. 22(1)(a)(ii)

Yours sincerely



ANDREW GILES
23 / 02 / 2024

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)(ii); s. 22(1)(a)(ii)@pmc.gov.au"; s. 22(1)(a)(ii)@pmc.gov.au";
s. 22(1)(a)(ii)@pmc.gov.au"; s. 22(1)(a)(ii); Alice LING; s. 22(1)(a)(ii); s. 22(1)(a)(ii);
s. 22(1)(a)(ii); s. 22(1)(a)(ii)@pmc.gov.au
Cc: Social Cohesion Taskforce; s. 22(1)(a)(ii) s. 22(1)(a)(ii)
Subject: For Input by 1200 8 March 2024 - Special Envoy candidates and ToR Letter - Re Special Envoys combatting
Antisemitism and Islamophobia appointments [SEC=PROTECTED] [SEC=PROTECTED,
CAVEAT=SH:CABINET]
Date: Thursday, 7 March 2024 3:39:34 PM
Attachments: s. 47C(1)
s. 4 / C(1)

PROTECTED//CABINET

Hi All,

s. 47C(1)

Kind regards,

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)
Social Cohesion Taskforce
Department of Home Affairs
E: s. 22(1)(a)(ii)@homeaffairs.gov.au
P: s. 22(1)(a)(ii) (low)

PROTECTED//CABINET

s. 47C(1)

s. 47C(1)

s. 47C(1)

Minister Andrew Giles
PDR Number MC24-00XXXXX
Subject s. 47C(1)

Initiator Prime Minister Anthony Albanese MP

Action Officer: s. 22(1)(a)(ii)
Phone: s. 22(1)(a)(ii)

Clearance Officer: Nathan Smyth
Phone: s. 22(1)(a)(ii)

Division/Branch Social Cohesion Taskforce

Date response provided to MO: Click here to enter text.

Copies/referral required: ☐.

The Guidelines for Processing Ministerial Correspondence will assist you in preparing your response. They can be found at:

[Record ADD2018/751834: Guidelines for Processing Ministerial Correspondence](#)

Adviser/DLO Comments:

Return to
Dept for:

Redraft ☐

NFA ☐

s. 47C(1)

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s. 47C(1)

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under the *Freedom of Information Act 1982*

s. 47C(1)

S. 47F(1)

S. 47F(1)

S. 47F(1)

S. 47F(1)

S. 47F(1)

S. 47F(1)

S. 47F(1)

S. 47F(1)

From: s. 22(1)(a)(ii)
To: s. 22(1)(a)(ii)
Cc: s. 22(1)(a)(ii) ; s. 22(1)(a)(ii) ; Nathan SMYTH; s. 22(1)(a)(ii) ; Social Cohesion Taskforce; s. 22(1)(a)(ii)
Subject: New letter - MICMA to PM on Special Envoys, ToRs and Candidates for urgent MICMAO review [SEC=UNOFFICIAL]
Date: Wednesday, 3 April 2024 10:08:41 AM
Attachments: [Appointments Check List for Departments \(2020\).docx](#)
[MICMA to PM Letter- Special Envoy candidates and ToRs.docx](#)
s. 47F(1)
s. 47C(1)

UNOFFICIAL

Morning s. 22(1)(a)(ii)

As we discussed yesterday s. 47C(1)

Please find attached four your initial review (to ensure the content is along the lines you require):

1. The new letter
2. Attachment A: Biographies of proposed candidates
3. Attachment B: Terms of Reference

These are drafts and have not been cleared internally to ensure they meet your requirements.

Background

s. 47C(1)

Thank you and happy to discuss,

s. 22(1)(a)(ii)

s. 22(1)(a)(ii)

Chief of Staff | Israel-Hamas Social Cohesion Taskforce
National Security & Resilience Group
Department of Home Affairs
P: s. 22(1)(a)(ii) | M: s. 22(1)(a)(ii) |
E s. 22(1)(a)(ii) @HomeAffairs.gov.au



The Department of Home Affairs and the Australian Border Force acknowledge the Traditional Custodians throughout Australia and their continuing connection to land, sea and the community. We pay respect to all Aboriginal and Torres Strait Islander peoples, their cultures and to their Elders past and present.

UNOFFICIAL

From: s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>
Sent: Tuesday, 2 April 2024 12:04 PM
To: s. 22(1)(a)(ii) @homeaffairs.gov.au>
Cc: s. 22(1)(a)(ii) @homeaffairs.gov.au>; s. 22(1)(a)(ii) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU>
Subject: Updated Envoy ToRs [SEC=UNOFFICIAL]

UNOFFICIAL

Hi s. 22(1)(a)(ii),

S. 47C(1)

s. 47C(1)

s. 22(1)(a)(ii)

UNOFFICIAL



Appointment Checklist

| Appointment package | Completed |
|--|-----------|
| Is the Minister's letter to the Prime Minister attached? | |
| Is a current CV in the appropriate template attached (no more than 2 pages)? | |
| Is the private interests declaration (signed no more than 6 months prior to the date of proposed cabinet consideration) attached? Note: A new Declaration is required for each new body the proposed appointee is nominated for. | |
| Is the completed Appointment details pro-forma attached? | |
| Is the membership list (including geographical and gender information) attached? | |
| Minister's letter | |
| Does the Minister's letter set out: | |
| 1. The name and function of the body to which the proposed appointment would be made; | |
| 2. The position to which the nominee is proposed to be appointed; | |
| 3. The date or approximate date for the commencement of the proposed appointment, noting that appointment letters are triaged according to proposed commencement dates; and | |
| 4. The rationale for recommending the nominee for the appointment, and any selection process which has been undertaken. | |
| 5. Acknowledgement of the government's policy on gender and geographical balance. | |
| CV | |
| Has the correct CV template and formatting been used? Please do not amend the font or font size – Times New Roman size 12 is required | |
| Does the CV contain the correct title and name of the nominee (matching the title and name exactly in the PID and Appointment pro-forma)? | |
| Does the CV contain any former names (if applicable)? | |
| Does the CV include the nominee's date of birth (used for identification confirmation in the appointment system) and the current residential address (used for geographical reporting)? | |
| Does the CV include all current boards and memberships? | |
| Private interests declaration | |
| Has the declaration been signed within 6 months of the proposed Cabinet consideration date? | |
| Is the correct template being used? Note: Q9 should be: <i>Are you the Director of a company? If yes, please provide details.</i> | |
| If the candidate answers 'yes' to <u>any</u> question, are <u>ALL</u> additional details for each question provided <u>in an attachment/s, which is signed and dated</u> by the nominee? | |

| | |
|--|--|
| Appointment details pro-forma | |
| Does all the information in the pro-forma on the candidate match (<u>exactly</u>) what is provided in the CV (this includes their title, date of birth, state and current / relevant credentials)? | |
| Where applicable, does the term match what is provided on the membership list (i.e. either in years or actual start and end date of the term)? | |
| Where applicable, does the pro-forma include the section of the legislation / Act or Constitution that refers to appointments to the body? | |
| Does the pro-forma include a Departmental Contact Officer – this is who PM&C will call for amendments or further information. This should be an EL1 or EL2, not SES. | |
| Membership list | |
| Has the correct template been used? This should include current gender and geographic distribution, as well as future gender and geographic distribution. | |
| Does the information on the candidate match (<u>exactly</u>) what is provided in the CV and Appointment details pro-forma? | |
| Does the proposed appointment term match what is provided on the Appointment details pro-forma either in years or actual start and end date of the term? | |
| Have members been listed correctly, that is in order of position and then alphabetically? | |
| Gender and Geographic balance (<i>current and proposed composition – this includes ALL members including the nominee/s</i>) | |
| Do your numbers add up and are the percentages correct? Please include all those that are not exempt from reporting. You will need to place an * against those members on the list who are exempt from reporting and note this below the reporting box (i.e.: *are exempt from gender reporting) A list of gender reporting exemptions can be found in the Appendix of the Gender Balance for Australian Government Boards Report 2018-2019 https://www.pmc.gov.au/resource-centre/office-women/gender-balance-australian-government-boards-report-2018-19 | |
| Due diligence | |
| If the appointment is being made under legislation, does the legislation require due diligence checks? | |
| Have you consulted other Departments if the responsibilities of the Board / Nominee affect multiple portfolios? | |
| Have appropriate due diligence checks been (including for reappointments) undertaken? This includes: <ul style="list-style-type: none"> • Internet / Google check for public comment which could reflect poorly on the organisation to which they are to be appointed; • Social media checks; • Bankruptcy / insolvency checks if appropriate; • Lobbyist register checks | |

| | |
|---|--|
| <ul style="list-style-type: none"> A common-sense review of other Boards or Memberships to determine if any perceived conflicts would be created by the proposed appointment | |
| If the nominee is a former State or Territory parliamentarian, please contact the Appointments team in Cabinet Division s. 22(1)(a)(ii) to discuss, as further consideration may need to be given to remuneration. | |
| If required, has the relevant State Minister been consulted (where the nominee is employed by a State or Territory Government Department or Statutory Authority)? | |
| For GBE Board appointments, has the Minister consulted with the Minister for Finance? | |
| If applicable, have relevant Ministerial colleagues been consulted (for part-time positions) when the nominee is employed in a Commonwealth Portfolio (Department or Statutory Authority) not administered by the nominating Minister? | |
| <p><u>Please note that if this guidance is not followed, appointments cannot progress.</u> Please contact Cabinet Division on s. 22(1)(a)(ii) or at s. 22(1)(a)(ii) @pmc.gov.au if you have any queries or require assistance.</p> | |



THE HON ANDREW GILES MP

MINISTER FOR IMMIGRATION, CITIZENSHIP AND MULTICULTURAL AFFAIRS
Minister Andrew Giles

PDR Number N/A

Subject

s. 47C(1)

Initiator Prime Minister Anthony Albanese MP

Action Officer: s. 22(1)(a)(ii)
Phone:

Clearance Officer: Nathan Smyth
Phone: s. 22(1)(a)(ii)

Division/Branch Israel Hamas Social Cohesion Taskforce

Date response provided to MO: Click here to enter text.

Copies/referral required: ☐.

The Guidelines for Processing Ministerial Correspondence will assist you in preparing your response. They can be found at:

[Record ADD2018/751834: Guidelines for Processing Ministerial Correspondence](#)

Adviser/DLO Comments:

Return to
Dept for:

Redraft ☐

NFA ☐

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Ref No: MC24-00XXX

The Hon Anthony Albanese MP
Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Prime Minister

s. 47C(1)

s. 34(3)

s. 47C(1), s. 47F(1)

s. 47C(1)

Candidates have been short-listed based on various criteria including significant contribution to their respective communities and Australian society, their leadership, their lived experience based on their religious identity, and their experience in bringing together communities and stakeholders across government.

The appointment of these two Special Envoys will be through a non-statutory ministerial appointment.

s. 47C(1)

s. 47C(1)

s. 47C(1)

Further, the Department of Home Affairs will undertake further due diligence, personnel security and administrative arrangements required for the Special Envoys to perform their function.

s. 47C(1)

s. 47C(1)

s. 47C(1)

s. 47C(1)

Risks and Sensitivities

s. 47C(1)

Yours sincerely

ANDREW GILES
/ / 2024

S. 47F(1)

S. 47F(1)

s. 47C(1)

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s. 47C(1)

s. 47C(1)

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s. 47C(1)

s. 47C(1)

s. 34(3)

s. 47C(1)

s. 47C(1)

s. 47C(1)

s. 34(3)

s. 47C(1)

s. 47C(1)

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THE HON ANDREW GILES MP
MINISTER FOR IMMIGRATION, CITIZENSHIP AND MULTICULTURAL AFFAIRS

The Hon Anthony Albanese MP
Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Prime Minister

I write to seek your urgent agreement to appoint two Special Envoys – a Special Envoy to Combat Antisemitism and a Special Envoy to Combat Islamophobia (Special Envoys). The appointment of a Special Envoy to Combat Antisemitism and a Special Envoy to Combat Islamophobia is to address the immediate and significant rise in Antisemitism and Islamophobia in Australia.

The 2024-25 Budget provided \$4.0 million over two years from 2023-24 for the appointment of the Special Envoys as a decision taken but not yet announced. This funding was for a 12-month appointment for the two Special Envoys. Subsequent changes in the social cohesion impacts of the conflict has resulted in the requirement for the Special Envoy candidates appointment to be expanded from one to three years, an increase in support staff and additional property costs. Given the urgent and unavoidable nature of this proposal, I am also seeking your agreement to fund these additional activities with an indicative cost of an additional \$12.9 million over three years from 2024-25, without the need for offsets.

I also seek your agreement to announce both the Special Envoy to Combat Antisemitism and the Special Envoy to Combat Islamophobia at the same time, given the interrelated rise of Antisemitism and Islamophobia in Australia.

After consideration of several possible candidates and engagement with effected community groups, I recommend Ms. Jillian Segal AO as the preferred candidate for the Special Envoy to Combat Antisemitism. s. 47C(1), s. 47F(1)

This is based on various criteria, including their significant contribution to Australian Jewish and Australian Muslim communities, respectively, and Australian society, their leadership and lived experience of combatting Antisemitism and Islamophobia, respectively and in bringing together communities and stakeholders across governments. The biographies of Ms. Segal s. 47F(1) are provided at **Attachment A**.

The appointment of each Special Envoy will be through a non-statutory ministerial appointment.

I also provide terms of reference on the role and function of the Special Envoy Combatting Antisemitism in **Attachment B** and terms of reference on the role and function of the Special Envoy Combatting Islamophobia for your consideration in **Attachment C**. I note the Special Envoys will report to the Prime Minister and Minister for Immigration, Citizenship and Multicultural Affairs concurrently. They will report regularly, or as otherwise directed by your Office. The function and purpose of the Special Envoys will be supported by the Department of Home Affairs, in providing secretariat, strategic communications and policy support to implement the Special Envoys' advice on combatting the rise of Antisemitism and Islamophobia, respectively.

Remuneration of the Special Envoys will be consistent with the *Remuneration Tribunal (Remuneration and Allowances for Holders of Part-time Public Office) Determination (No.2) 2023*.

Details to support Ms. Segal's appointment, including her Curriculum Vitae, Private Interest Declaration and Appointments Details pro-forma are at **Attachment D**.
s. 47C(1), s. 47F(1)

[REDACTED]. This appointment is considered a significant Government appointment. The Cabinet Handbook (15th Edition, 2023) notes that while a significant appointment requires Cabinet approval, you may determine that Cabinet consideration is not required and authorise the appointment. Should the appointment require Cabinet approval, rather than approval by an exchange of letters, I understand you will progress this proposal to Cabinet for consideration.

Following your agreement, the appointments of both Special Envoys are ready for public announcement. I will work with your office on details and timing of the public announcement of the Special Envoy.

Risks and Sensitivities

The impact of the Hamas Israel conflict, particularly the rise in Antisemitism and Islamophobia in Australia will be an ongoing challenge. It will take time for the work of both Special Envoys to yield measurable outcomes and the support provide by Home Affairs will in part take this monitoring role.

There may also be some overlap of responsibilities between the Special Envoys and the responsibilities of the Race Discrimination Commissioner and any future Religious Discrimination Commissioner within the Australian Human Rights Commission. The Department of Home Affairs, Attorney-General's Department and Department of the Prime Minister and Cabinet will work together to clarify the interactions between the Special Envoy and the Commissioner(s) and promote collaboration between them.

Finally, both terms of reference have been drafted to ameliorate perceived and actual risks informed by community concerns. While the Special Envoy roles focus on combatting Islamophobia and Antisemitism, respectively, the terms of reference outline the work of the two Special Envoy's work to promote interfaith dialogue, harmony and acknowledge the intersectional aspects of Islamophobia and Antisemitism across the broader community.

I have copied in Senator the Hon Penny Wong, Minister for Foreign Affairs; the Hon Dr Jim Chalmers MP, Treasurer; Senator the Hon Katy Gallagher, Minister for Finance; the Hon Mark Dreyfus KC MP, Attorney-General; and the Hon Clare O'Neil MP, Minister for Home Affairs and Minister for Cyber Security.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Andrew Giles'.

ANDREW GILES

21 / 06 / 2024



PRIME MINISTER
The Hon Anthony Albanese MP

Reference: MC24-094819

25 JUN 2024

The Hon Andrew Giles MP
Minister for Immigration, Citizenship and Multicultural Affairs
Parliament House
CANBERRA ACT 2600

Dear Minister

Thank you for your Letter dated 21 June 2024 regarding the appointment and announcement of a Special Envoy to Combat Anti-Semitism, and a Special Envoy to Combat Islamophobia.

I agree to the appointment of Ms. Jillian Segal AO as the Special Envoy to Combat Antisemitism, s. 47C(1), s. 47F(1). As this will be a non-statutory ministerial appointment, I approve this appointment, s. 47C(1). s. 47C(1) The appointments of the two Special Envoys is consistent with Government's commitment to addressing social cohesion in wake of the ongoing Hamas-Israel conflict, as previously agreed s. 47C(1) refers).

The 2024-25 Budget provided \$4.0 million over two years from 2023-24 for the appointment of the Special Envoys as a decision taken but not yet announced. Noting the appointments will now be for three years instead of one and additional support staff may be required, I agree to provide up to an additional \$12.9 million in total over three years from 2024-25 for up to 12 staff, with offsets to be agreed in the 2024-25 Mid-Year Economic and Fiscal Outlook (MYEFO) context, subject to agreement with the Department of Finance.

I agree to the proposed Terms of Reference for the positions, and ask that you work with my office to outline the planned reporting mechanisms to both you and I, as well as the details and timing of the public announcement of the Special Envoys.

This letter has been copied to include Senator the Hon Penny Wong, Minister for Foreign Affairs, the Hon Mark Dreyfus KC MP, Attorney General, the Hon Dr Jim Chalmers MP, Treasurer; Senator the Hon Katy Gallagher, Minister for Finance and the Hon Clare O'Neil MP, Minister for Home Affairs and Cyber Security.

Yours sincerely,

s. 22(1)(a)(ii)

ANTHONY ALBANESE

s. 22(1)(a)(ii)

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under the *Freedom of Information Act 1982*