

s22(1)(a)(ii)



From: Liz Unkles <liz.unkles@health.nlk.gov.nf>
Sent: Thursday, September 19, 2024 5:03 PM
To: s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Cc: s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Subject: Re: Conference and time off island leave request: [SEC=OFFICIAL]

Thanks s22(1)(a)(ii)

Really appreciate it.

Look forward to seeing s22(1)(a) / you / both in MN.

Liz

Liz Unkles

Manager, NIHRACS

Norfolk Island Health and Residential Aged Care Service (NIHRACS)

t s22(1)(a)(ii)
s22(1)(a)(ii)

e liz.unkles@health.nlk.gov.nf
w www.norfolkislandhealth.gov.nf



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From: s22(1)(a)(ii) <s22(1)(a)(ii)> infrastructure.gov.au
Sent: Thursday, September 19, 2024 5:52 PM
To: Liz Unkles <liz.unkles@health.nlk.gov.nf>
Cc: s22(1)(a)(ii) <s22(1)(a)(ii)> infrastructure.gov.au
Subject: RE: Conference and time off island leave request: [SEC=OFFICIAL]

OFFICIAL

Hi Liz,

I approve the request for your travel from 20 to 26 October 2024 for the reasons described below. Please use this approval email as the evidence to support the payment of your registration for the conference and any costs associated with the travel.

s22(1)(a)(ii)

Thanks

s22(1)(a)(ii)

s22(1)(a)(ii)

Acting Assistant Secretary • Norfolk Island and Mainland Territories Branch • Territories Division

s22(1)(a)(ii) infrastructure.gov.au

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Norfolk Island mobile +6723 s22(1)(a)(ii) (Calls from mainland Australia charged at international rates)

GPO Box 594 Canberra, ACT 2601

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

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arts.gov.au



I would like to acknowledge the traditional custodians of this land on which we meet, work and live.
I recognise and respect their continuing connection to the land, waters and communities,
I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.

OFFICIAL

From: Liz Unkles <liz.unkles@health.nlk.gov.nf>
Sent: Wednesday, 18 September 2024 2:52 PM
To: s22(1)(a)(ii) <s22(1)(a)(ii)> infrastructure.gov.au>
Cc: s22(1)(a)(ii) <s22(1)(a)(ii)> infrastructure.gov.au>
Subject: Re: Conference and time off island leave request:

Hi s22(1)(a)(ii)

Thanks again for the chance to chat about this earlier this afternoon.

In addition to the below, please note:

- I am also hoping to claim accommodation /travel allowance, and
- s22(1)(a)(ii)

Please let me know if you would like me to send a leave application from through?

Thanks fe me,
Liz

Liz Unkles

Manager, NIHRACS

Norfolk Island Health and Residential Aged Care Service (NIHRACS)

t (0011) s22(1)(a)(ii)

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From: Liz Unkles
Sent: Wednesday, September 18, 2024 12:34 PM
To: s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Cc: s22(1)(a)(ii)@infrastructure.gov.au <s22(1)(a)(ii)@infrastructure.gov.au>
Subject: Conference and time off island leave request:

Hi s22(1)(a)(ii)

Hoping to seek approval to attend the National Health Workforce Summit in Sydney please on the 21 and 22nd Oct. Brochure attached as per your email to me a little while ago now. The cost is \$1695 plus airfares.

I am hoping to be off island as follows:

- Sun 20th Oct Nlk – Sydney
- Mon & Tues 21 & 22 Oct: Sydney s22(1)(a)(ii) and then travel to Brisbane on the evening of the 22nd
- s22(1)(a)(ii)
- Thurs & Fri 24 & 25th Brisbane – s22(1)(a)(ii)
- Sat 26th – Bne to Nlk

s22(1)(a)(ii)

Hope this all makes sense.

Would be good to catch up at some point.

Thanks fe me

Liz

Liz Unkles

Manager, NIHRACS

Norfolk Island Health and Residential Aged Care Service (NIHRACS)

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OFFICIAL

From: s22(1)(a)(ii)
To: [Liz Unkles](#)
Cc: s22(1)(a)
Subject: RE: Request for approval: Travel to Brisbane
Date: Friday, 2 January 2026 6:11:00 PM
Attachments: [Leave Application 20-26 Jan 2026.docx](#)
[image002.png](#)

Hi Liz

Attached is the approved leave form. For completeness I include the screenshot you provided Jo only last month that shows your leave balance s22(1)(a)(ii)



s22(1)(a)(ii). Please ensure that your accommodation for the duration of your stay for business is also covered.

s22(1)(a)(ii)

Regards,

s22(1)(a)(ii)

Emmi Mikedakis • a/g Assistant Secretary • Territories Enabling Services
W (o2) s22(1)(a) • M s22(1)(a)(ii) • E s22(1)(a)(ii) @infrastructure.gov.au

From: Liz Unkles <liz.unkles@health.nlk.gov.nf>
Sent: 02 January 2026 17:25
To: s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Subject: Request for approval: Travel to Brisbane

Dear s22(1)(a)(ii)

My apologies for not getting this to you earlier today.

Seeking approval for travel to Brisbane for meeting with the Dept on the 21st and 22nd Jan 2025.

At this stage planned travel dates are Tuesday 20th January (Norfolk - Brisbane) and Sunday 25th Jan (Brisbane - Norfolk via Sydney). As discussed, I will only claim reimbursement of the Norfolk - Brisbane return component of the airfare.

Also, please see attached a leave form for this period and note that §22(1)(a)(ii) will be Acting NIHRACS Manager from 4pm 20th January to 0800hrs Monday 26th January.

Thank you!

Liz
Liz Unkles

Manager, NIHRACS

Norfolk Island Health and Residential Aged Care Service (NIHRACS)

t (0011) §22(1)(a)(ii)

m(0011) §22(1)(a)(ii)

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Application for Leave

Form

Employee Details	
Surname: Unkles	First Name Elizabet
Department / Stream: Governance	Employee No:

Leave Details: All staff to tick leave type and indicate the number of days for each type and a breakdown of shifts.

Leave Type:	No. of Days	Breakdown of shifts: All staff to complete
s22(1)(a)(ii)		21 & 22 Jan: Work off island
Sick Leave <input type="checkbox"/>		s22(1)(a)(ii)
Long Service Leave <input type="checkbox"/>		
Rostered Day off (RDO) <input type="checkbox"/>		
Leave Without Pay (LWOP) <input type="checkbox"/>		
Study Day – Work off island <input checked="" type="checkbox"/>	2	
Time off in Lieu (TOIL) <input type="checkbox"/>		
Commencement Date: 1600hrs 20 Jan 2026		Date returning to work: 0800hrs 26 Jan 26

Approvals

Applicants signature: s22(1)(a) Unkles	Date: 2 Jan 26
s22(1)(a)(ii)	Date: 2 Jan. 26
Approving Managers Signature: s22(1)(a)(ii)	

Office Use Only		Payroll clerk notations
Annual Leave	Due:	
	Taken:	
	Balance:	
Sick Leave	Due:	
	Taken:	
	Balance:	
Doctors Certificate	Yes / No	
Long Service Leave	Due:	
	Taken:	
	Balance:	
RDO:		
LWOP:		
STUDY LEAVE:		

OFFICIAL Document Number	Version Number	Date of last review	Approval Authority
002.3.004	4	27/2/25	CGFP

Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

(Document Name)

Form

TOIL:		
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DRAFT

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From: s22(1)(a)(ii)
To: [Liz Unkles](#)
Cc: s22(1)(a)(ii)
Subject: RE: Leave Application - April 2026 [SEC=OFFICIAL]
Date: Monday, 2 March 2026 9:41:00 AM
Attachments: [Leave Application April 2026.docx](#)
[image001.png](#)

Please find attached your approval, Liz.

Regards,

s22(1)(a)(ii)

s22(1)(a)(ii) • Territories Health Governance

W (02) s22(1)(a) • M s22(1)(a)(ii) • E s22(1)(a)(ii) [@infrastructure.gov.au](#)

From: Liz Unkles <liz.unkles@health.nlk.gov.nf>
Sent: 23 February 2026 12:38
To: s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Cc: s22(1)(a)(ii) <s22(1)(a)(ii)@health.nlk.gov.nf>; s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Subject: Leave Application - April 2026 [SEC=OFFICIAL]

Hi s22(1)(a)(ii)

Forwarding leave application for April.

s22(1)(a)(ii)

Attached is the application, s22(1)(a)(ii)

s22(1)(a)(ii) is able to be acting NIHRACS Manager during this period.

Thank you for progressing / considering.

Liz

s22(1)(a)(ii)



Liz Unkles

Manager, NIHRACS

Norfolk Island Health and Residential Aged Care Service (NIHRACS)

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Application for Leave

Form

Employee Details	
Surname: Unkles	First Name Elizabeth
Department / Stream: Governance	Employee No:

Leave Details: All staff to tick leave type and indicate the number of days for each type and a breakdown of shifts.

Leave Type:	No. of Days	Breakdown of shifts: All staff to complete
s22(1)(a)(ii)		7 -10 April 2026: Work off island (Tuesday travel, Wed – Fri DITRDSCA Brisbane) s22(1)(a)(ii)
Long Service Leave <input type="checkbox"/>		
Rostered Day off (RDO) <input type="checkbox"/>		
Leave Without Pay (LWOP) <input type="checkbox"/>		
Study Day – Work off island <input checked="" type="checkbox"/>	4	
Time off in Lieu (TOIL) <input type="checkbox"/>		
Commencement Date: 0900hrs 7 April 2026		Date returning to work: s22(1)(a)(ii)

Approvals

Applicants signature s22(1)(a)(ii) Unkles	Date: 23 Feb. 26
Approving Managers Signature: s22(1)(a)(ii)	Date: 28 February 2026

Office Use Only		Payroll clerk notations
Annual Leave	Due:	
	Taken:	
	Balance:	
Sick Leave	Due:	
	Taken:	
	Balance:	
Doctors Certificate	Yes / No	
Long Service Leave	Due:	
	Taken:	
	Balance:	
RDO:		
LWOP:		
STUDY LEAVE:		

Document Number	Version Number	Date of last review	Approval Authority
002.3.004	4	27/2/25	CGFP

(Document Name)

Form

TOIL:		
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Released under the Freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts

From: s22(1)(a)(ii)
To: [Liz Unkles](#)
Cc: s22(1)(a)(ii) ; s22(1)(a)(ii)
Subject: RE: Leave Application - April 2026 [SEC=OFFICIAL]
Date: Wednesday, 4 March 2026 9:57:00 AM
Attachments: [image003.png](#)

Yes, that is correct.

Regards,

s22(1)(a)(ii)

s22(1)(a)(ii) • Territories Health Governance
 W (02) s22(1)(a) • M s22(1)(a)(ii) • E s22(1)(a)(ii) [@infrastructure.gov.au](#)

From: Liz Unkles <liz.unkles@health.nlk.gov.nf>
Sent: 04 March 2026 09:57
To: s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Cc: s22(1)(a)(ii) <s22(1)(a)(ii)@health.nlk.gov.nf>; s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Subject: Re: Leave Application - April 2026 [SEC=OFFICIAL]

OFFICIAL

Thanks s22(1)(a)(ii)

For the records and our Finance team, can I please confirm that the airfares and the travel expenses associated with the working off island component of the leave request are also approved?

Thank you

Liz

Liz Unkles

Manager, NIHRACS

Norfolk Island Health and Residential Aged Care Service (NIHRACS)

t (0011) s22(1)(a)(ii)

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From: s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Sent: Monday, March 2, 2026 10:41 AM
To: Liz Unkles <liz.unkles@health.nlk.gov.nf>
Cc: s22(1)(a)(ii) <s22(1)(a)(ii)@health.nlk.gov.nf>; s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Subject: RE: Leave Application - April 2026 [SEC=OFFICIAL]

OFFICIAL

Please find attached your approval, Liz.

Regards,

s22(1)(a)(ii)

s22(1)(a)(ii) • Territories Health Governance


W (02) s22(1)(a) • M s22(1)(a)(ii) • E Emmi.Mikedakis@infrastructure.gov.au

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From: Liz Unkles <liz.unkles@health.nlk.gov.nf>
Sent: 23 February 2026 12:38
To: s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Cc: s22(1)(a)(ii) <s22(1)(a)(ii)@health.nlk.gov.nf>; s22(1)(a)(ii) <s22(1)(a)(ii)@infrastructure.gov.au>
Subject: Leave Application - April 2026 [SEC=OFFICIAL]

s22(1)(a)(ii) - duplicate email chain

s22(1)(a)(ii) - duplicate email chain



s22(1)(a)(ii) - duplicate email chain

