

From: ELT Support
Sent: Mon, 12 Apr 2021 15:25:35 +1000
To: ELT Support;ELT Weekly Reporting
Subject: FOR ACTION: ELT Weekly Reporting - DUE COB 15 APRIL 2021
[SEC=OFFICIAL]
Attachments: Weekly Reports 09.04.2021.pdf

Good morning,

The SharePoint links for weekly reporting are live and ready for your input.

Please update the reports with all key information including risks, issues, movements and any divisional office closures via the links provided below.

[Weekly Issues Report](#)

[Absences Report](#)

[Over the Horizon](#)

All reports due by **COB THURSDAY 15 APRIL 2021.**

We have left reporting for 19 April – 23 April in the absences report. Please update as necessary and change to black. Please also complete the week 26 – 30 April.

If you experience any problems with SharePoint please contact ELTSupport@aec.gov.au as soon as possible.

The Weekly Report for week ending 9 April is attached for your reference.

Kind regards,

ELT Support