

**From:** ELT Support  
**Sent:** Thu, 15 Apr 2021 08:00:12 +1000  
**To:** ELT Support;ELT Weekly Reporting  
**Subject:** FOR ACTION: ELT Weekly Reporting - DUE COB TODAY [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 are due by **COB TODAY**.

**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](mailto: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