

**From:** ELT Support  
**Sent:** Tue, 4 May 2021 12:01:45 +1000  
**To:** ELT Support;ELT Weekly Reporting  
**Subject:** FOR ACTION: ELT Weekly Reporting - DUE COB 6 MAY 2021 [SEC=OFFICIAL]  
**Attachments:** 03. Weekly reports 30.04.2021.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 6 APRIL 2021.**

**We have left reporting for 10 - 14 May in the absences report. Please update as necessary and change to black. Please also complete the week 10 – 14 May.**

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 30 April is attached for your reference.

Kind regards,

ELT Support