

From: ELT Support
Sent: Thu, 6 May 2021 08:30:50 +1000
To: ELT Support;ELT Weekly Reporting
Subject: FOR ACTION: ELT Weekly Reporting - DUE COB TODAY [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 TODAY.**

**Please update absences for 10 - 14 May in the report as necessary then change to black.
Please also complete the week 17 – 21 May.**

If you experience any problems with SharePoint please contact 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