

**From:** ELT Support  
**Sent:** Thu, 13 May 2021 08:30:35 +1000  
**To:** Anastasia Batten;ELT Support;Adam Coenraads;Reece Mckenzie;Bernadette Panek;Adrian McCabe;Joanne Reid;Andrew Johnson;Ngarei Gow;David Lang;Gina Dario;Dylan Phelan;Kath Gleeson;Natalie Amiel;Sally So;Bernadette O'Meara;Kaye Bartlett;Cassandra Hopkins;Hannah Stares;Julie McDougall;Rhianne Jory;Sean Ferrari;Terri Thomas;Cherie Feore;Owen Jones;Christine Aneiros;Evan Ekin-Smyth;Delyse Paliaga;Michelle Harper;Election Support Unit - VIC;Antonia Exposito;Kelsey Corrin;Kristen Wild;Nicole Balgue;Natalie Caggiano;Nye Coffey;Tessa Martin;Priscilla Vosa;Rachel Alchin;Heather Cooper;Internalcomms;Julie Igglesden;Peita Mamo;Maree Fasoli;Megan Mackie;MPS Mailbox;Peter Mahon;Nicole Taylor;Stephanie Attard;PSB Support;Rhiannon Craig;Cameron Stokes;Michael Lynch;Stephanie Hilton;Stuart Oreo  
**Subject:** FOR ACTION: ELT Weekly Reporting - DUE COB TODAY [SEC=OFFICIAL]  
**Attachments:** Weekly Reports 07.05.2021.pdf  
**Importance:** High

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 **COB TODAY**.

**Please update absences for 17 - 21 May 2021 in the report as necessary then change to black. Please also complete the week 24 – 28 May 2021.**

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 7 May 2021 is attached for your reference.

Kind regards,  
ELT Support