

**BROADBANDING REQUEST FORM**

This form is to be used by a supervisor when preparing a recommendation to broadband a currently filled professional staff position. This form must be accompanied by the relevant supporting documentation as indicated.

**Complete and forward the form and attachments to the [hrservicecentre@adelaide.edu.au](mailto:hrservicecentre@adelaide.edu.au) for processing.**

**STAFF MEMBER DETAILS**

Staff ID: ..... School/Branch: ..... Work phone: .....  
 Title: ..... Family name: ..... Given names (in full): .....

**POSITION DETAILS**

Position Title: ..... Position Number: .....

**CLASSIFICATION**

Recommend Broadbanding across the classification Levels: HEO .....and HEO.....

Current Classification Level/Increment ..... HEO Level ..... Step .....

Funding for broadbanding is available in the existing budget: ☐ Yes ☐ No

Documents attached:

- ☐ Two position descriptions (one for each classification level) in line with the Professional Classification Standards (EA Schedule 7).  
☐ Supporting documentation for justification for broadbanding

**POSITION DESCRIPTION REVIEW**

New position has been classified by HR Advisor: ☐ Yes ☐ No

**RECOMMENDATION**

**Supervisor** (To recommend approval of the application)

Name: ..... Signature: ..... Date: .....

**Head of School/Branch Head** (For support of application & recommend approval)

Name: ..... Signature: ..... Date: .....

**Recommended** ☐ **Not Recommended** ☐

If not recommended state reason .....  
 .....  
 .....

**AUTHORISATION**

**Executive Dean/Corporate Manager/Divisional Head/Pro-Vice Chancellor**

☐ **Approved** ☐ **Not approved**

If not approved state reason

.....  
 .....

Name: ..... Signature: ..... Date: .....