








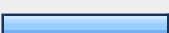



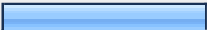
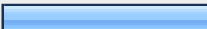




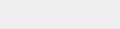
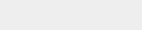





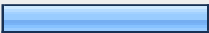



# RMAA Salary Survey 2009




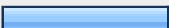



1. Which sector do you work in?		Response Percent	Response Count
Self employed		1.5%	9
Higher Education		5.5%	33
Information/Records Industry Vendor		2.7%	16
Private Enterprise - Commercial		5.2%	31
Private Enterprise - Industrial		2.3%	14
Statutory Authority		3.5%	21
Health		0.7%	4
<b>Local Government</b>		<b>31.2%</b>	<b>187</b>
State Government		28.5%	171
Commonwealth Government		12.9%	77
Employed outside of Records Management Industry		0.7%	4
Other (please specify)		5.3%	32
		<b>answered question</b>	<b>599</b>
		<b>skipped question</b>	<b>0</b>

2. Which geographic region do you work in?				
			Response Percent	Response Count
Australia - New South Wales			18.5%	111
Australia - Victoria			15.9%	95
Australia - Queensland			16.2%	97
Australia - Tasmania			3.7%	22
Australia - South Australia			7.3%	44
Australia - Northern Territory			4.5%	27
Australia - Western Australia			12.7%	76
Australia - Australian Capital Territory			8.8%	53
New Zealand			10.7%	64
United Kingdom			0.0%	0
United States			0.3%	2
Pacific Islands			0.2%	1
Other (please specify)			1.2%	7
			<b>answered question</b>	<b>599</b>
			<b>skipped question</b>	<b>0</b>








3. If not within Australia or New Zealand please name your Country or within the USA your State.		
		Response Count
		6
	<i>answered question</i>	6
	<i>skipped question</i>	593

4. Within your state/territory or country which most accurately describes your location?			
		Response Percent	Response Count
City		61.1%	366
Suburbs		20.4%	122
Country		16.0%	96
Remote Country		2.5%	15
		<i>answered question</i>	599
		<i>skipped question</i>	0








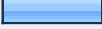
5. What is your current employment type? (please tick all that apply)

		Response Percent	Response Count
Full Time		87.5%	524
Part Time		5.8%	35
Casual		0.5%	3
Permanent		12.9%	77
Contract		3.7%	22
Job Share		0.3%	2
Flexible Hours		2.8%	17
Other (please specify)		0.5%	3
		<b>answered question</b>	<b>599</b>
		<b>skipped question</b>	<b>0</b>




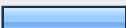

6. On average how many hours per week do you work?

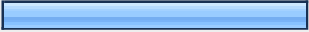
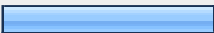
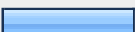







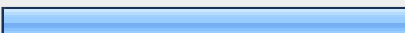
		Response Percent	Response Count
1 to 10		0.2%	1
11 to 20		1.7%	10
21 to 30		3.4%	20
<b>31 to 40</b>		<b>62.9%</b>	<b>374</b>
41 to 50		27.7%	165
51 to 60		2.7%	16
more than 60		1.5%	9
		<b><i>answered question</i></b>	<b>595</b>
		<b><i>skipped question</i></b>	<b>4</b>

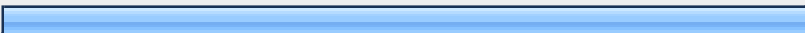
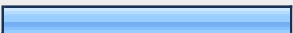


**7. How often do you need to be away from your home location to perform your work?**

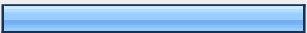
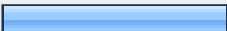
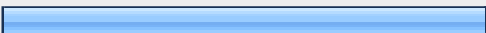
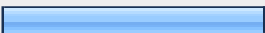
		Response Percent	Response Count
Never		34.8%	208
<b>1-20% of the time</b>		<b>45.7%</b>	<b>273</b>
21-30% of the time		7.2%	43
31-40% of the time		1.8%	11
41-50% of the time		1.8%	11
51-60% of the time		0.3%	2
61-75% of the time		0.5%	3
More than 75% of the time		7.7%	46
		<b><i>answered question</i></b>	<b>597</b>
		<b><i>skipped question</i></b>	<b>2</b>

**8. How long have you held your current position?**







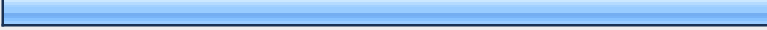
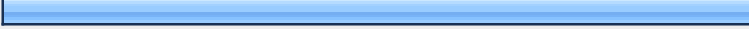
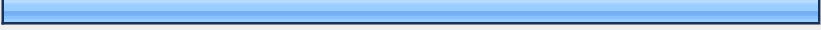
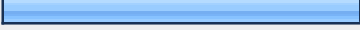

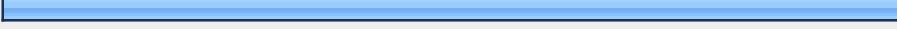

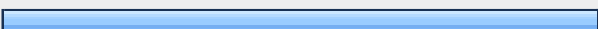
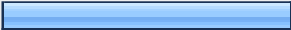
		Response Percent	Response Count
less than a year		17.9%	107
<b>1 to 3 years</b>		<b>33.9%</b>	<b>203</b>
3 to 7 years		26.9%	161
7 to 10 years		9.5%	57
more than 10 years		11.9%	71
		<b><i>answered question</i></b>	<b>599</b>
		<b><i>skipped question</i></b>	<b>0</b>

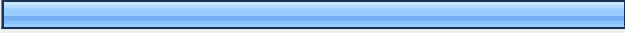
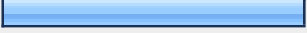
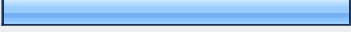
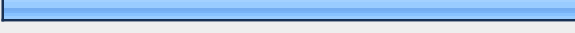
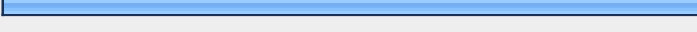
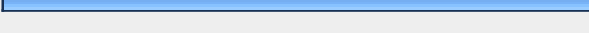
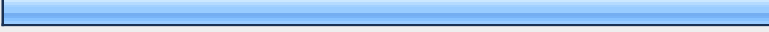
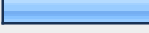
9. What is your current job title?			Response Percent	Response Count
Records Manager/Supervisor/Team Leader			23.9%	131
Records Officer			16.4%	90
Corporate Records/Information Manager			10.2%	56
Consultant			2.7%	15
Information Officer			4.0%	22
Research Analyst			0.0%	0
Knowledge Manager/Coordinator			2.6%	14
Document Management Team Leader/Supervisor/Manager			4.9%	27
Librarian			0.4%	2
Library Assistant			0.0%	0
Archivist			2.7%	15
Archival Clerk/Assistant			0.4%	2
<b>Other (please specify)</b>			<b>31.8%</b>	<b>174</b>
			<b><i>answered question</i></b>	<b>548</b>
			<b><i>skipped question</i></b>	<b>51</b>



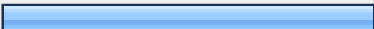


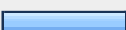
10. Does a formal (written) position description exist for your current position?			Response Percent	Response Count
Yes			63.6%	348
Yes, but it is not up-to-date			22.7%	124
Yes and I would be willing to provide a copy			6.9%	38
No			6.8%	37
<b>answered question</b>				<b>547</b>
<b>skipped question</b>				<b>52</b>

11. Are formal qualifications listed under your job description as being:			Response Percent	Response Count
Essential			23.8%	129
Required to a certain level			17.5%	95
Desirable			38.1%	207
Not required/mentioned			20.6%	112
<b>answered question</b>				<b>543</b>
<b>skipped question</b>				<b>56</b>




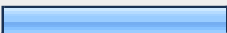
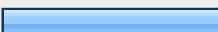
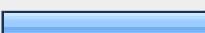

12. Which of the following duties form part of your role on a regular basis? (please tick all that apply)


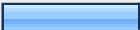






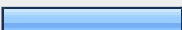
		Response Percent	Response Count
Budgeting		39.2%	215
Administrative Tasks (eg Mail, Couriers, Purchasing)		57.7%	317
Supervising Staff		66.7%	366
Hiring/Terminating Staff		41.3%	227
<b>Training</b>		<b>78.1%</b>	<b>429</b>
Enforcing Policies		61.9%	340
Writing Policies		60.7%	333
Writing Reports		59.2%	325
Applying Disposal Schedules		64.7%	355
Writing Disposal Schedules		28.2%	155
Managing Current Records		76.0%	417
Managing Archived Records		71.0%	390
Maintaining Electronic Systems		66.8%	367
Maintaining Security (on an EDRMS)		47.0%	258
Develop, Maintain and Test Emergency Plan		22.8%	125

Develop and Implement Classification Systems		49.2%	270
Assess Freedom of Information Requests		23.7%	130
Implement and Maintain Preservation Methods		27.3%	150
Input into Strategic Plan		45.4%	249
Input into Administrative or Departmental Plan		55.0%	302
Collect and Analyse Data		46.4%	255
Identify Methodologies and Make Recommendations for Improvement		60.8%	334
Other (please specify)		11.5%	63
		<b><i>answered question</i></b>	<b>549</b>
		<b><i>skipped question</i></b>	<b>50</b>




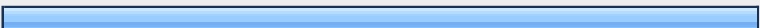

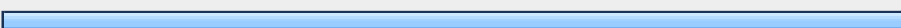



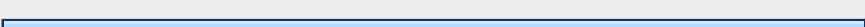
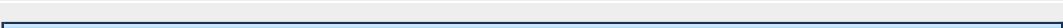
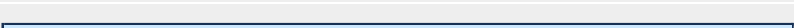
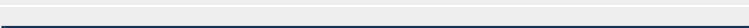
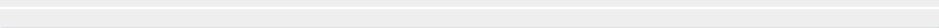


13. How many reporting levels are there between you and the CEO/GM?				
			Response Percent	Response Count
0			3.8%	21
1			16.9%	93
2			29.3%	161
3			25.7%	141
4			14.8%	81
5 or more			9.5%	52
			<i>answered question</i>	<b>549</b>
			<i>skipped question</i>	<b>50</b>



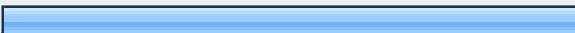
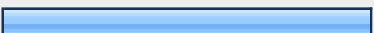


14. How many people are employed by your organisation?



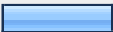
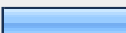
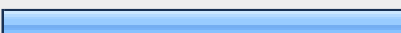
		Response Percent	Response Count
1 to 10		1.5%	8
11 to 50		4.0%	22
51 to 100		4.8%	26
101 to 250		17.6%	96
251 to 500		17.0%	93
501 to 1,000		15.9%	87
<b>More than 1,000</b>		<b>39.2%</b>	<b>214</b>
		<i>answered question</i>	<b>546</b>
		<i>skipped question</i>	<b>53</b>


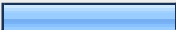
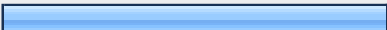
15. Which reporting area does your position fall within? (ie main division or department)			Response Percent	Response Count
IT			22.4%	122
Administration			10.7%	58
Finance			2.9%	16
Human Resources			2.4%	13
Legal			0.7%	4
Executive			3.7%	20
<b>Corporate Services</b>			<b>41.0%</b>	<b>223</b>
Customer Services			2.2%	12
Other (please specify)			14.0%	76
		<b>answered question</b>		<b>544</b>
		<b>skipped question</b>		<b>55</b>

16. Which additional skills do you use on a regular basis? (please tick all that apply)

		Response Percent	Response Count
IT		64.8%	356
Administrative		83.2%	457
Personnel		50.5%	277
Project Management		59.7%	328
Marketing		22.6%	124
Training		71.2%	391
Budgeting		35.3%	194
Web		21.3%	117
Negotiation		52.3%	287
Writing		68.1%	374
<b>Communication</b>		<b>84.0%</b>	<b>461</b>
Presentation		62.5%	343
Networking		59.0%	324
Customer Service		74.1%	407
Library		17.5%	96
Strategic Planning		44.1%	242


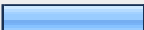
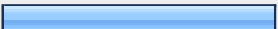
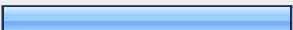
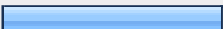
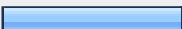


Contract Management		26.4%	145
Coaching or Mentoring		54.8%	301
Health & Safety		45.4%	249
Facilitation		29.0%	159
Sales		5.3%	29
Other (please specify)		2.2%	12
		<b>answered question</b>	<b>549</b>
		<b>skipped question</b>	<b>50</b>

<b>17. How many staff do you supervise/manage?</b>			
		<b>Response Percent</b>	<b>Response Count</b>
<b>1 to 3</b>		<b>32.6%</b>	<b>179</b>
4 to 7		17.7%	97
8 to 11		8.4%	46
12 or more		9.8%	54
I do not supervise/manage staff		31.5%	173
		<b>answered question</b>	<b>549</b>
		<b>skipped question</b>	<b>50</b>








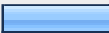
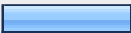
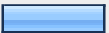


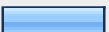


18. Including yourself, how many records and information staff are there in your organisation at any level?			Response Percent	Response Count
1 to 3			27.7%	152
4 to 7			24.6%	135
8 to 11			13.7%	75
<b>12 or more</b>			<b>30.2%</b>	<b>166</b>
I do not supervise/manage staff			3.8%	21
		<b>answered question</b>		<b>549</b>
		<b>skipped question</b>		<b>50</b>

19. How many of these staff hold formal qualifications in an Archives, Library, Records or Information discipline?			Response Count
			549
		<b>answered question</b>	<b>549</b>
		<b>skipped question</b>	<b>50</b>

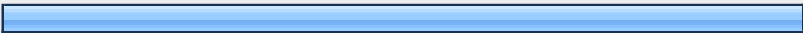



20. How many of your staff hold Professional membership with the RMAA?		
		Response Count
		549
<i>answered question</i>		<b>549</b>
<i>skipped question</i>		<b>50</b>

21. What is your organisations annual budget for the records and information program (including salaries, storage costs, supplies, etc)?			
		Response Percent	Response Count
Under \$50,000		7.2%	35
\$50,000 to \$100,000		11.0%	53
\$100,001 to \$250,000		21.3%	103
<b>\$250,001 to \$500,000</b>		<b>22.8%</b>	<b>110</b>
\$500,001 to \$1,000,000		17.2%	83
\$1,000,001 to \$5,000,000		14.1%	68
\$5,000,001 to \$10,000,000		2.3%	11
More than \$10,000,000		4.1%	20
<i>answered question</i>			<b>483</b>
<i>skipped question</i>			<b>116</b>



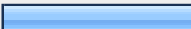

**22. What is your Annual Gross Base Salary in Australian Dollars (ie not including Employer Superannuation, GST, etc)? (where part time please calculate to full time equivalent)**



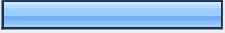


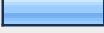
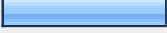
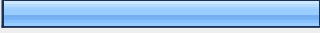
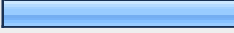
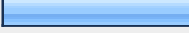
		Response Percent	Response Count
under \$25,000		0.0%	0
\$25,001 - \$30,000		1.3%	7
\$30,001 - \$35,000		1.5%	8
\$35,001 - \$40,000		2.8%	15
\$40,001 - \$45,000		7.2%	38
\$45,001 - \$50,000		8.3%	44
<b>\$50,001 - \$55,000</b>		<b>11.9%</b>	<b>63</b>
\$55,001 - \$60,000		10.0%	53
\$60,001 - \$65,000		8.3%	44
\$65,001 - \$70,000		10.0%	53
\$70,001 - \$75,000		7.8%	41
\$75,001 - \$80,000		7.0%	37
\$80,001 - \$85,000		4.9%	26
\$85,001 - \$95,000		7.8%	41
\$95,001 - \$120,000		7.4%	39
over \$120,000		3.6%	19


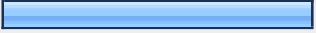
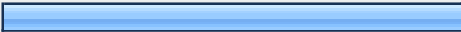
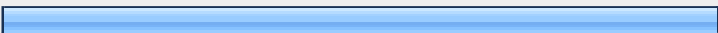
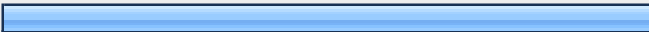
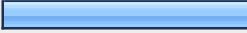


	<i>answered question</i>	528
	<i>skipped question</i>	71



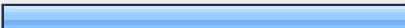


23. How large was your last salary increase?			Response Percent	Response Count
1% to 3%			63.4%	319
4% to 6%			31.0%	156
6% to 10%			2.2%	11
More than 10%			3.4%	17
	<i>answered question</i>			503
	<i>skipped question</i>			96


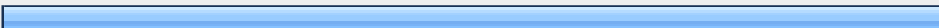
24. When was your last salary increase (ie pay not including benefits)?


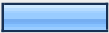

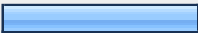
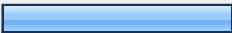
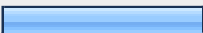
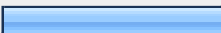
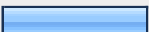

		Response Percent	Response Count
0 to 6 months ago		36.9%	189
<b>6 to 12 months ago</b>		<b>46.1%</b>	<b>236</b>
1 to 3 years ago		14.8%	76
More than 3 years ago		2.1%	11
		<b><i>answered question</i></b>	<b>512</b>
		<b><i>skipped question</i></b>	<b>87</b>

25. Do you receive any additional benefits? (please tick all that apply)			Response Percent	Response Count
Additional Annual Leave entitlements			15.5%	62
<b>Flexible working hours</b>			<b>71.8%</b>	<b>287</b>
Annual Bonus Payments			17.3%	69
Shares			2.3%	9
Personal health Insurance			5.0%	20
Car			7.8%	31
Gym Membership (or Gym Facilities inhouse)			12.8%	51
Mobile Phone			25.0%	100
Computer / Laptop / PDA			18.3%	73
Other (please specify)			14.8%	59
		<b>answered question</b>		<b>400</b>
		<b>skipped question</b>		<b>199</b>



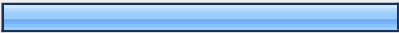
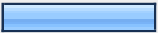
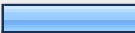

26. How does your employer support your professional development? (please tick all that apply)			Response Percent	Response Count
Pays for Study / Training Costs in Full			51.8%	265
Pays for Study / Training Costs in Part			24.4%	125
Provides Paid Leave for Study			36.3%	186
<b>Pays for Association membership</b>			<b>56.6%</b>	<b>290</b>
Supports my involvement in Association activities			51.4%	263
Time in Lieu			19.3%	99
My employer does not support my professional development			5.1%	26
Other (please specify)			4.7%	24
		<b>answered question</b>		<b>512</b>
		<b>skipped question</b>		<b>87</b>


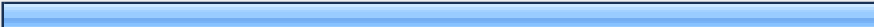

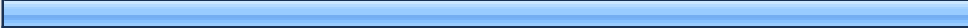

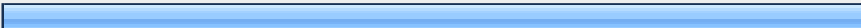
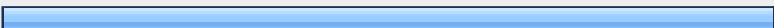

27. How valued do you feel in your organisation?			Response Percent	Response Count
Very Valued			15.6%	82
<b>Valued</b>			<b>41.1%</b>	<b>216</b>
Accepted			31.7%	167
Unrecognised			5.1%	27
Under Valued			6.5%	34
			<i>answered question</i>	<b>526</b>
			<i>skipped question</i>	<b>73</b>

28. What is your Gender?			Response Percent	Response Count
Male			25.7%	132
<b>Female</b>			<b>74.3%</b>	<b>382</b>
			<i>answered question</i>	<b>514</b>
			<i>skipped question</i>	<b>85</b>





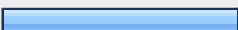



29. What is your current age?			Response Percent	Response Count
under 20			0.0%	0
20 - 25			3.5%	18
26 - 30			8.0%	41
31 - 35			8.9%	46
36 - 40			15.2%	78
<b>41 - 45</b>			<b>18.1%</b>	<b>93</b>
46 - 50			15.8%	81
51 - 55			17.1%	88
56 - 60			11.3%	58
over 60			2.1%	11
			<b>answered question</b>	<b>514</b>
			<b>skipped question</b>	<b>85</b>


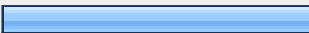
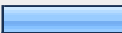


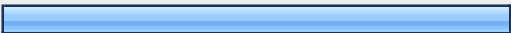
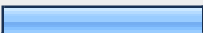
30. What is the highest level of education you have completed?			Response Percent	Response Count
Secondary School (without Higher School Certificate)			7.2%	37
Secondary School (with Higher School Certificate)			12.3%	63
<b>TAFE or RTO</b>			<b>30.0%</b>	<b>154</b>
University - Diploma			7.6%	39
University - Degree			16.9%	87
University - Post Graduate or Masters			19.8%	102
Other (please specify)			6.2%	32
			<b><i>answered question</i></b>	<b>514</b>
			<b><i>skipped question</i></b>	<b>85</b>

31. How relevant has your educational background been to the field of records and information management?			Response Percent	Response Count
Extremely relevant			21.8%	112
Very relevant			19.3%	99
<b>Somewhat relevant</b>			<b>31.2%</b>	<b>160</b>
Neutral			11.9%	61
Not relevant			10.3%	53
Completely irrelevant			5.5%	28
			<i>answered question</i>	<b>513</b>
			<i>skipped question</i>	<b>86</b>

32. How have you kept yourself informed about records and information management issues over the past 12 months? (please tick all that apply)			Response Percent	Response Count
Conventions / Conferences			57.1%	290
Seminars / Workshops			69.1%	351
Study (eg TAFE, University, RTO Course)			26.0%	132
<b>Read industry publication</b>			<b>76.8%</b>	<b>390</b>
Listserv			46.9%	238
Websites			67.9%	345
Meetings			61.0%	310
Other (please specify)			6.5%	33
			<b><i>answered question</i></b>	<b>508</b>
			<b><i>skipped question</i></b>	<b>91</b>

**33. How many years have you worked in the Records Management industry?**










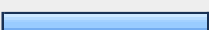

		Response Percent	Response Count
less than 2		9.9%	51
3 to 5		21.8%	112
<b>6 to 10</b>		<b>22.6%</b>	<b>116</b>
11 to 15		15.6%	80
16 to 25		18.5%	95
26 to 35		8.6%	44
more than 36		2.5%	13
I do not work in the RM industry		0.6%	3
		<b>answered question</b>	<b>514</b>
		<b>skipped question</b>	<b>85</b>

34. Which type of RMAA member are you?			Response Percent	Response Count
Individual Member - Affiliate (ie not professional)			7.8%	40
Individual Member - Associate			24.1%	124
Individual Member - Member			9.3%	48
Individual Member - Fellow			2.1%	11
Individual Member - Student or Emeritus			0.8%	4
<b>Corporate Member</b>			<b>40.1%</b>	<b>206</b>
Not a RMAA Member			15.8%	81
			<b><i>answered question</i></b>	<b>514</b>
			<b><i>skipped question</i></b>	<b>85</b>

35. Where do you stand in relation to the RMAA's Continuing Professional Development Scheme (CPD)?

		Response Percent	Response Count
Currently taking part		15.0%	77
<b>Aware of it but not taking part</b>		<b>50.2%</b>	<b>258</b>
Not aware of it		34.8%	179
		<i>answered question</i>	<b>514</b>
		<i>skipped question</i>	<b>85</b>


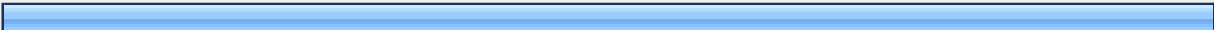
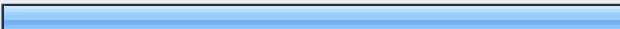
36. Which professional organisations are you a member of?

		Response Percent	Response Count
RMAA		81.1%	417
ASA		7.2%	37
ALIA		5.1%	26
ACS		1.4%	7
IIM		7.2%	37
Company Directors		0.4%	2
ARMA		2.1%	11
ARANZ		3.1%	16
LIANZA		1.9%	10
HIMAA		0.0%	0
None		16.1%	83
Other (please specify)		5.1%	26
		<b>answered question</b>	<b>514</b>
		<b>skipped question</b>	<b>85</b>

37. Do you have a question that you feel should be included in future Salary Surveys?		Response Count
		59
	<i>answered question</i>	59
	<i>skipped question</i>	540



38. Your name		Response Count
		260
	<i>answered question</i>	260
	<i>skipped question</i>	339

39. RMAA Membership #		Response Count
		182
	<i>answered question</i>	182
	<i>skipped question</i>	417

40. Your contact numbers			Response Percent	Response Count
Home			61.1%	151
Work			96.0%	237
Fax			49.0%	121
			<i>answered question</i>	<b>247</b>
			<i>skipped question</i>	<b>352</b>

41. Email address		Response Count
		253
		<i>answered question</i>
		<b>253</b>
		<i>skipped question</i>
		<b>346</b>

42. Do you wish to be contacted in regard to any issues you may have raised within your responses to this survey?

		Response Percent	Response Count
Yes		26.2%	91
No		73.8%	256
		<i>answered question</i>	347
		<i>skipped question</i>	252