
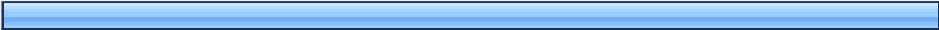
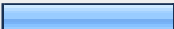
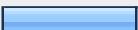



RMAA Salary Survey 2009



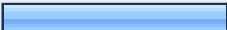




1. Which sector do you work in?			Response Percent	Response Count
Self employed	<input type="checkbox"/>		2.1%	2
Higher Education	<input type="checkbox"/>		3.1%	3
Information/Records Industry Vendor			0.0%	0
Private Enterprise - Commercial	<input type="checkbox"/>		2.1%	2
Private Enterprise - Industrial	<input type="checkbox"/>		2.1%	2
Statutory Authority	<input type="checkbox"/>		3.1%	3
Health	<input type="checkbox"/>		1.0%	1
Local Government	<input type="checkbox"/>		32.0%	31
State Government	<input type="checkbox"/>		41.2%	40
Commonwealth Government	<input type="checkbox"/>		4.1%	4
Employed outside of Records Management Industry	<input type="checkbox"/>		2.1%	2
Other (please specify)	<input type="checkbox"/>		7.2%	7
			answered question	97
			skipped question	0

2. Which geographic region do you work in?			Response Percent	Response Count
Australia - New South Wales			0.0%	0
Australia - Victoria			0.0%	0
Australia - Queensland			100.0%	97
Australia - Tasmania			0.0%	0
Australia - South Australia			0.0%	0
Australia - Northern Territory			0.0%	0
Australia - Western Australia			0.0%	0
Australia - Australian Capital Territory			0.0%	0
New Zealand			0.0%	0
United Kingdom			0.0%	0
United States			0.0%	0
Pacific Islands			0.0%	0
Other (please specify)			0.0%	0
	answered question			97
	skipped question			0



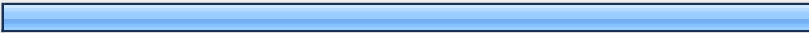


3. If not within Australia or New Zealand please name your Country or within the USA your State.		
		Response Count
		1
		<i>answered question</i> 1
		<i>skipped question</i> 96

4. Within your state/territory or country which most accurately describes your location?			
		Response Percent	Response Count
City		74.2%	72
Suburbs		13.4%	13
Country		10.3%	10
Remote Country		2.1%	2
		<i>answered question</i>	97
		<i>skipped question</i>	0







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

		Response Percent	Response Count
Full Time		84.5%	82
Part Time		5.2%	5
Casual		0.0%	0
Permanent		17.5%	17
Contract		4.1%	4
Job Share		2.1%	2
Flexible Hours		4.1%	4
Other (please specify)		1.0%	1
		answered question	97
		skipped question	0






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

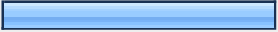







		Response Percent	Response Count
1 to 10		0.0%	0
11 to 20		3.1%	3
21 to 30		5.2%	5
31 to 40		63.9%	62
41 to 50		24.7%	24
51 to 60		3.1%	3
more than 60		0.0%	0
		<i>answered question</i>	97
		<i>skipped question</i>	0

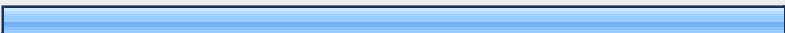
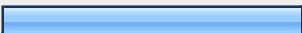


7. How often do you need to be away from your home location to perform your work?

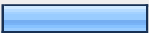
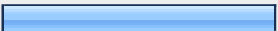
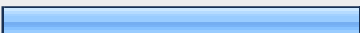
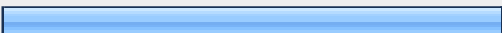
		Response Percent	Response Count
Never		42.7%	41
1-20% of the time		47.9%	46
21-30% of the time		6.3%	6
31-40% of the time		1.0%	1
41-50% of the time		1.0%	1
51-60% of the time		0.0%	0
61-75% of the time		0.0%	0
More than 75% of the time		1.0%	1
		<i>answered question</i>	96
		<i>skipped question</i>	1

8. How long have you held your current position?







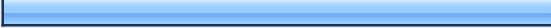

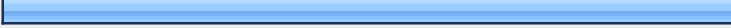
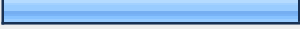
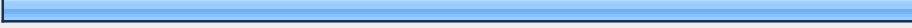
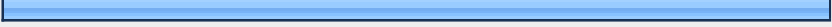

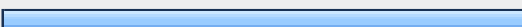

		Response Percent	Response Count
less than a year		13.4%	13
1 to 3 years		32.0%	31
3 to 7 years		25.8%	25
7 to 10 years		5.2%	5
more than 10 years		23.7%	23
		<i>answered question</i>	97
		<i>skipped question</i>	0

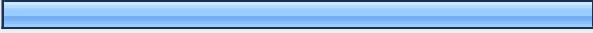
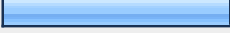
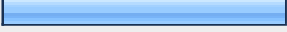
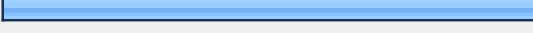
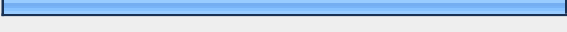
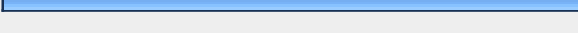
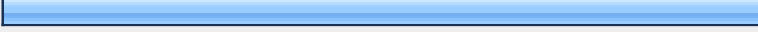
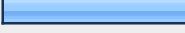
9. What is your current job title?			Response Percent	Response Count
Records Manager/Supervisor/Team Leader			21.3%	19
Records Officer			21.3%	19
Corporate Records/Information Manager			7.9%	7
Consultant			2.2%	2
Information Officer			5.6%	5
Research Analyst			0.0%	0
Knowledge Manager/Coordinator			4.5%	4
Document Management Team Leader/Supervisor/Manager			3.4%	3
Librarian			0.0%	0
Library Assistant			0.0%	0
Archivist			0.0%	0
Archival Clerk/Assistant			0.0%	0
Other (please specify)			33.7%	30
			<i>answered question</i>	89
			<i>skipped question</i>	8



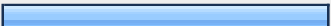

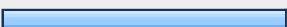

10. Does a formal (written) position description exist for your current position?			Response Percent	Response Count
Yes			61.8%	55
Yes, but it is not up-to-date			23.6%	21
Yes and I would be willing to provide a copy			6.7%	6
No			7.9%	7
			answered question	89
			skipped question	8

11. Are formal qualifications listed under your job description as being:			Response Percent	Response Count
Essential			11.2%	10
Required to a certain level			21.3%	19
Desirable			28.1%	25
Not required/mentioned			39.3%	35
			answered question	89
			skipped question	8






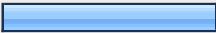
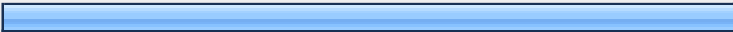
12. Which of the following duties form part of your role on a regular basis? (please tick all that apply)


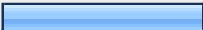






		Response Percent	Response Count
Budgeting		28.9%	26
Administrative Tasks (eg Mail, Couriers, Purchasing)		53.3%	48
Supervising Staff		60.0%	54
Hiring/Terminating Staff		38.9%	35
Training		75.6%	68
Enforcing Policies		55.6%	50
Writing Policies		43.3%	39
Writing Reports		50.0%	45
Applying Disposal Schedules		57.8%	52
Writing Disposal Schedules		23.3%	21
Managing Current Records		72.2%	65
Managing Archived Records		65.6%	59
Maintaining Electronic Systems		66.7%	60
Maintaining Security (on an EDRMS)		41.1%	37
Develop, Maintain and Test Emergency Plan		18.9%	17

Develop and Implement Classification Systems		46.7%	42
Assess Freedom of Information Requests		17.8%	16
Implement and Maintain Preservation Methods		22.2%	20
Input into Strategic Plan		42.2%	38
Input into Administrative or Departmental Plan		44.4%	40
Collect and Analyse Data		45.6%	41
Identify Methodologies and Make Recommendations for Improvement		60.0%	54
Other (please specify)		14.4%	13
		<i>answered question</i>	90
		<i>skipped question</i>	7





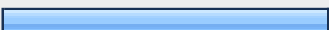
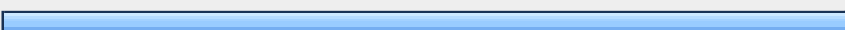
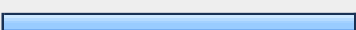


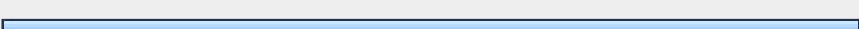
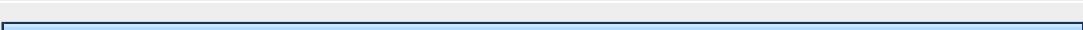
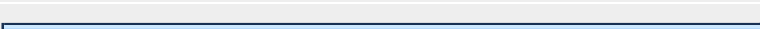
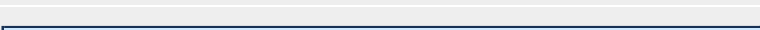
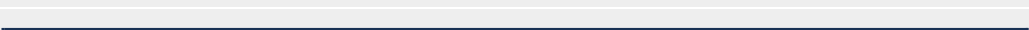


13. How many reporting levels are there between you and the CEO/GM?			Response Percent	Response Count
0			2.2%	2
1			8.9%	8
2			25.6%	23
3			24.4%	22
4			22.2%	20
5 or more			16.7%	15
			<i>answered question</i>	90
			<i>skipped question</i>	7



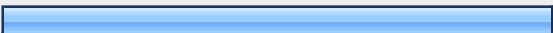
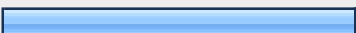


14. How many people are employed by your organisation?


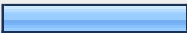

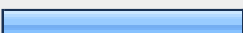
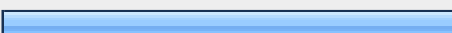
		Response Percent	Response Count
1 to 10		2.2%	2
11 to 50		3.3%	3
51 to 100		1.1%	1
101 to 250		6.7%	6
251 to 500		12.2%	11
501 to 1,000		16.7%	15
More than 1,000		57.8%	52
		<i>answered question</i>	90
		<i>skipped question</i>	7

15. Which reporting area does your position fall within? (ie main division or department)				
			Response Percent	Response Count
IT			18.0%	16
Administration			15.7%	14
Finance			1.1%	1
Human Resources			4.5%	4
Legal			0.0%	0
Executive			2.2%	2
Corporate Services			48.3%	43
Customer Services			2.2%	2
Other (please specify)			7.9%	7
			<i>answered question</i>	89
			<i>skipped question</i>	8

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

		Response Percent	Response Count
IT		61.1%	55
Administrative		88.9%	80
Personnel		51.1%	46
Project Management		53.3%	48
Marketing		25.6%	23
Training		66.7%	60
Budgeting		27.8%	25
Web		20.0%	18
Negotiation		55.6%	50
Writing		67.8%	61
Communication		85.6%	77
Presentation		60.0%	54
Networking		60.0%	54
Customer Service		81.1%	73
Library		12.2%	11
Strategic Planning		42.2%	38

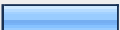

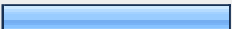
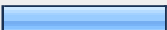
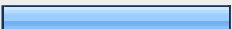
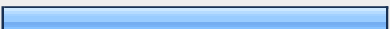


Contract Management		23.3%	21
Coaching or Mentoring		52.2%	47
Health & Safety		43.3%	39
Facilitation		27.8%	25
Sales		2.2%	2
Other (please specify)		1.1%	1
		answered question	90
		skipped question	7

17. How many staff do you supervise/manage?			
		Response Percent	Response Count
1 to 3		24.4%	22
4 to 7		14.4%	13
8 to 11		6.7%	6
12 or more		18.9%	17
I do not supervise/manage staff		35.6%	32
		answered question	90
		skipped question	7






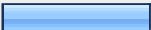
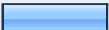
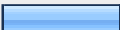
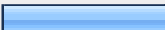
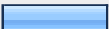
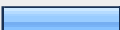

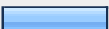


18. Including yourself, how many records and information staff are there in your organisation at any level?			Response Percent	Response Count
1 to 3			14.4%	13
4 to 7			14.4%	13
8 to 11			10.0%	9
12 or more			53.3%	48
I do not supervise/manage staff			7.8%	7
		answered question		90
		skipped question		7

19. How many of these staff hold formal qualifications in an Archives, Library, Records or Information discipline?			Response Count
			90
		answered question	90
		skipped question	7

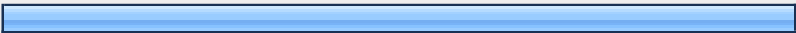


20. How many of your staff hold Professional membership with the RMAA?		
		Response Count
		90
<i>answered question</i>		90
<i>skipped question</i>		7

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		8.9%	7
\$50,000 to \$100,000		5.1%	4
\$100,001 to \$250,000		17.7%	14
\$250,001 to \$500,000		12.7%	10
\$500,001 to \$1,000,000		17.7%	14
\$1,000,001 to \$5,000,000		30.4%	24
\$5,000,001 to \$10,000,000		5.1%	4
More than \$10,000,000		2.5%	2
<i>answered question</i>			79
<i>skipped question</i>			18



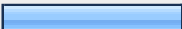

22. What is your Annual Gross Base Salary in Australian Dollars (ie not including Employer Superannuation, GST, etc)? (where part time please calculate to full time equivalent)

		Response Percent	Response Count
under \$25,000		0.0%	0
\$25,001 - \$30,000		2.3%	2
\$30,001 - \$35,000		1.1%	1
\$35,001 - \$40,000		3.4%	3
\$40,001 - \$45,000		3.4%	3
\$45,001 - \$50,000		13.8%	12
\$50,001 - \$55,000		11.5%	10
\$55,001 - \$60,000		8.0%	7
\$60,001 - \$65,000		9.2%	8
\$65,001 - \$70,000		12.6%	11
\$70,001 - \$75,000		8.0%	7
\$75,001 - \$80,000		9.2%	8
\$80,001 - \$85,000		3.4%	3
\$85,001 - \$95,000		8.0%	7
\$95,001 - \$120,000		4.6%	4
over \$120,000		1.1%	1

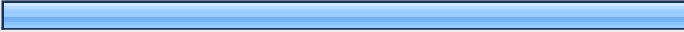
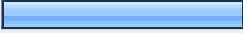

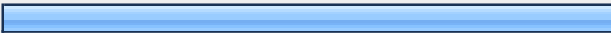
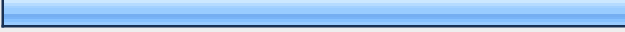
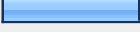


	<i>answered question</i>	87
	<i>skipped question</i>	10


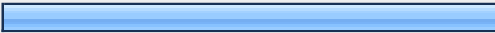
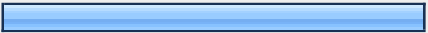

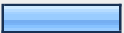
23. How large was your last salary increase?		
		Response Percent
		Response Count
1% to 3%		62.8%
4% to 6%		34.9%
6% to 10%		0.0%
More than 10%		2.3%
	<i>answered question</i>	86
	<i>skipped question</i>	11


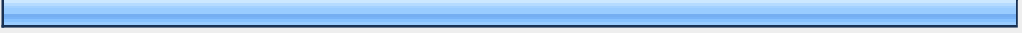
24. When was your last salary increase (ie pay not including benefits)?

		Response Percent	Response Count
0 to 6 months ago		37.2%	32
6 to 12 months ago		46.5%	40
1 to 3 years ago		14.0%	12
More than 3 years ago		2.3%	2
		<i>answered question</i>	86
		<i>skipped question</i>	11




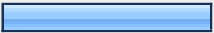
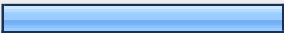
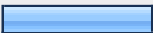
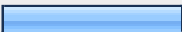
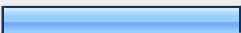

25. Do you receive any additional benefits? (please tick all that apply)			Response Percent	Response Count
Additional Annual Leave entitlements	<input type="checkbox"/>		17.2%	11
Flexible working hours	<input checked="" type="checkbox"/>		81.3%	52
Annual Bonus Payments	<input type="checkbox"/>		10.9%	7
Shares	<input type="checkbox"/>		0.0%	0
Personal health Insurance	<input type="checkbox"/>		1.6%	1
Car	<input type="checkbox"/>		0.0%	0
Gym Membership (or Gym Facilities inhouse)	<input type="checkbox"/>		1.6%	1
Mobile Phone	<input type="checkbox"/>		18.8%	12
Computer / Laptop / PDA	<input type="checkbox"/>		18.8%	12
Other (please specify)	<input type="checkbox"/>		14.1%	9
			answered question	64
			skipped question	33

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		54.1%	46	
Pays for Study / Training Costs in Part		18.8%	16	
Provides Paid Leave for Study		29.4%	25	
Pays for Association membership		48.2%	41	
Supports my involvement in Association activities		49.4%	42	
Time in Lieu		10.6%	9	
My employer does not support my professional development		5.9%	5	
Other (please specify)		2.4%	2	
			answered question	85
			skipped question	12



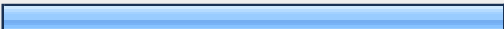


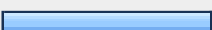
27. How valued do you feel in your organisation?			Response Percent	Response Count
Very Valued			13.8%	12
Valued			39.1%	34
Accepted			33.3%	29
Unrecognised			4.6%	4
Under Valued			9.2%	8
			<i>answered question</i>	87
			<i>skipped question</i>	10


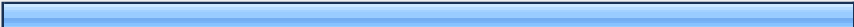
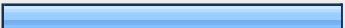
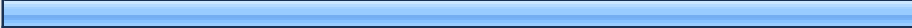


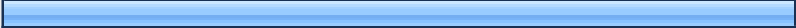

28. What is your Gender?			Response Percent	Response Count
Male			19.8%	17
Female			80.2%	69
			<i>answered question</i>	86
			<i>skipped question</i>	11

29. What is your current age?



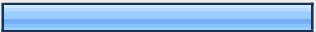
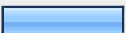
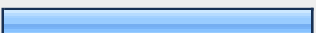
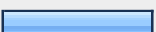


		Response Percent	Response Count
under 20		0.0%	0
20 - 25		3.5%	3
26 - 30		5.8%	5
31 - 35		7.0%	6
36 - 40		16.3%	14
41 - 45		22.1%	19
46 - 50		11.6%	10
51 - 55		14.0%	12
56 - 60		18.6%	16
over 60		1.2%	1
		<i>answered question</i>	86
		<i>skipped question</i>	11

30. What is the highest level of education you have completed?			Response Percent	Response Count
Secondary School (without Higher School Certificate)			8.1%	7
Secondary School (with Higher School Certificate)			15.1%	13
TAFE or RTO			43.0%	37
University - Diploma			5.8%	5
University - Degree			12.8%	11
University - Post Graduate or Masters			10.5%	9
Other (please specify)			4.7%	4
		answered question		86
		skipped question		11

31. How relevant has your educational background been to the field of records and information management?			Response Percent	Response Count
Extremely relevant			12.8%	11
Very relevant			12.8%	11
Somewhat relevant			39.5%	34
Neutral			9.3%	8
Not relevant			9.3%	8
Completely irrelevant			16.3%	14
			<i>answered question</i>	86
			<i>skipped question</i>	11

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			59.3%	51
Seminars / Workshops			67.4%	58
Study (eg TAFE, University, RTO Course)			26.7%	23
Read industry publication			72.1%	62
Listserv			34.9%	30
Websites			62.8%	54
Meetings			62.8%	54
Other (please specify)			5.8%	5
		<i>answered question</i>		86
			<i>skipped question</i>	11

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









		Response Percent	Response Count
less than 2		7.0%	6
3 to 5		17.4%	15
6 to 10		24.4%	21
11 to 15		9.3%	8
16 to 25		24.4%	21
26 to 35		11.6%	10
more than 36		4.7%	4
I do not work in the RM industry		1.2%	1
		answered question	86
		skipped question	11

34. Which type of RMAA member are you?			Response Percent	Response Count
Individual Member - Affiliate (ie not professional)			2.3%	2
Individual Member - Associate			29.1%	25
Individual Member - Member			11.6%	10
Individual Member - Fellow			0.0%	0
Individual Member - Student or Emeritus			0.0%	0
Corporate Member			32.6%	28
Not a RMAA Member			24.4%	21
		answered question		86
		skipped question		11

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

		Response Percent	Response Count
Currently taking part		23.3%	20
Aware of it but not taking part		36.0%	31
Not aware of it		40.7%	35
		<i>answered question</i>	86
		<i>skipped question</i>	11


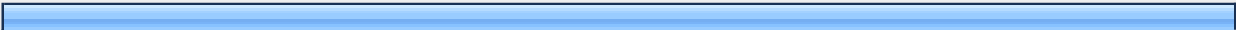
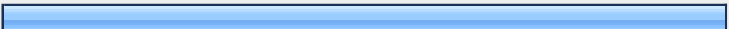
36. Which professional organisations are you a member of?

		Response Percent	Response Count
RMAA		72.1%	62
ASA		2.3%	2
ALIA		1.2%	1
ACS		1.2%	1
IIM		5.8%	5
Company Directors		0.0%	0
ARMA		1.2%	1
ARANZ		0.0%	0
LIANZA		0.0%	0
HIMAA		0.0%	0
None		27.9%	24
Other (please specify)		1.2%	1
		answered question	86
		skipped question	11

37. Do you have a question that you feel should be included in future Salary Surveys?		Response Count
		13
	<i>answered question</i>	13
	<i>skipped question</i>	84



38. Your name		Response Count
		43
	<i>answered question</i>	43
	<i>skipped question</i>	54

39. RMAA Membership #		Response Count
		29
	<i>answered question</i>	29
	<i>skipped question</i>	68

40. Your contact numbers			Response Percent	Response Count
Home			69.0%	29
Work			97.6%	41
Fax			57.1%	24
			<i>answered question</i>	42
			<i>skipped question</i>	55

41. Email address		Response Count
		43
		<i>answered question</i>
		43
		<i>skipped question</i>
		54

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		33.3%	19
No		66.7%	38
		<i>answered question</i>	57
		<i>skipped question</i>	40