




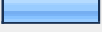

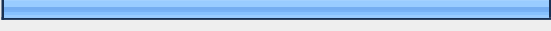
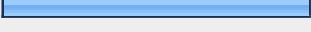



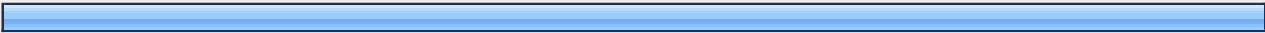


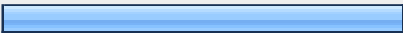



RMAA Salary Survey 2009

1. Which sector do you work in?			Response Percent	Response Count
Self employed			1.1%	1
Higher Education			5.3%	5
Information/Records Industry Vendor			2.1%	2
Private Enterprise - Commercial			4.2%	4
Private Enterprise - Industrial			3.2%	3
Statutory Authority			7.4%	7
Health			1.1%	1
Local Government			43.2%	41
State Government			24.2%	23
Commonwealth Government			4.2%	4
Employed outside of Records Management Industry			1.1%	1
Other (please specify)			3.2%	3
			answered question	95
			skipped question	0

2. Which geographic region do you work in?			Response Percent	Response Count
Australia - New South Wales			0.0%	0
Australia - Victoria			100.0%	95
Australia - Queensland			0.0%	0
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		95
		skipped question		0



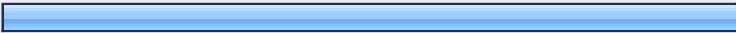



3. If not within Australia or New Zealand please name your Country or within the USA your State.		
		Response Count
		0
		<i>answered question</i>
		0
		<i>skipped question</i>
		95

4. Within your state/territory or country which most accurately describes your location?			
		Response Percent	Response Count
City		43.2%	41
Suburbs		18.9%	18
Country		31.6%	30
Remote Country		6.3%	6
		<i>answered question</i>	95
		<i>skipped question</i>	0



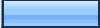




5. What is your current employment type? (please tick all that apply)

		Response Percent	Response Count
Full Time		87.4%	83
Part Time		10.5%	10
Casual		1.1%	1
Permanent		10.5%	10
Contract		3.2%	3
Job Share		0.0%	0
Flexible Hours		3.2%	3
Other (please specify)		1.1%	1
		answered question	95
		skipped question	0




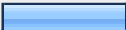
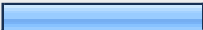
6. On average how many hours per week do you work?


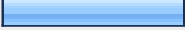






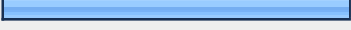
		Response Percent	Response Count
1 to 10		0.0%	0
11 to 20		4.3%	4
21 to 30		3.2%	3
31 to 40		58.1%	54
41 to 50		32.3%	30
51 to 60		1.1%	1
more than 60		1.1%	1
		<i>answered question</i>	93
		<i>skipped question</i>	2

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

		Response Percent	Response Count
Never		28.4%	27
1-20% of the time		42.1%	40
21-30% of the time		7.4%	7
31-40% of the time		4.2%	4
41-50% of the time		5.3%	5
51-60% of the time		0.0%	0
61-75% of the time		2.1%	2
More than 75% of the time		10.5%	10
		<i>answered question</i>	95
		<i>skipped question</i>	0


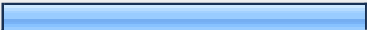
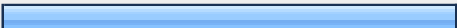
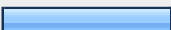
8. How long have you held your current position?




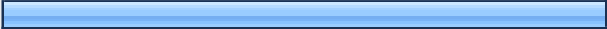

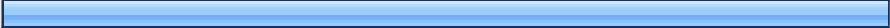



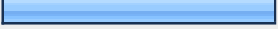
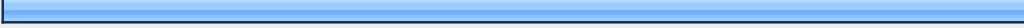
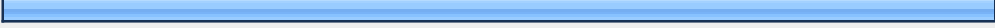
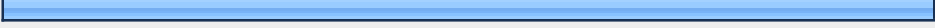
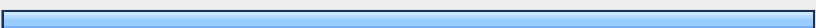

		Response Percent	Response Count
less than a year		16.8%	16
1 to 3 years		28.4%	27
3 to 7 years		29.5%	28
7 to 10 years		9.5%	9
more than 10 years		15.8%	15
		<i>answered question</i>	95
		<i>skipped question</i>	0

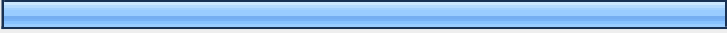
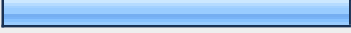
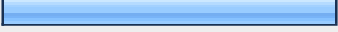
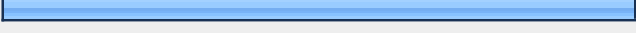
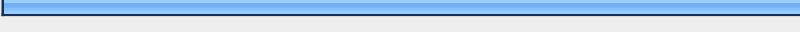
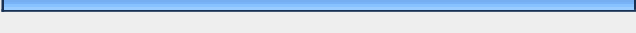
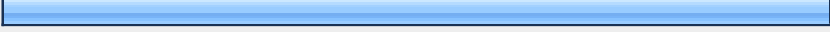
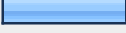
9. What is your current job title?			Response Percent	Response Count
Records Manager/Supervisor/Team Leader		27.4%	23	
Records Officer		14.3%	12	
Corporate Records/Information Manager		14.3%	12	
Consultant		3.6%	3	
Information Officer		2.4%	2	
Research Analyst		0.0%	0	
Knowledge Manager/Coordinator		2.4%	2	
Document Management Team Leader/Supervisor/Manager		7.1%	6	
Librarian		0.0%	0	
Library Assistant		0.0%	0	
Archivist		1.2%	1	
Archival Clerk/Assistant		0.0%	0	
Other (please specify)		27.4%	23	
			answered question	84


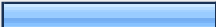
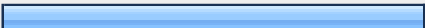
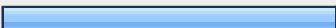

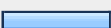
10. Does a formal (written) position description exist for your current position?



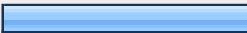
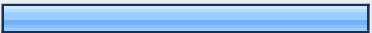
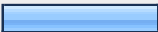
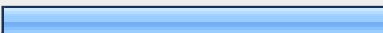
		Response Percent	Response Count
Yes		72.3%	60
Yes, but it is not up-to-date		13.3%	11
Yes and I would be willing to provide a copy		12.0%	10
No		2.4%	2
		answered question	83
		skipped question	12

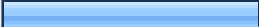




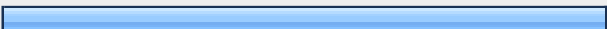

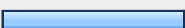
11. Are formal qualifications listed under your job description as being:			Response Percent	Response Count
Essential			22.6%	19
Required to a certain level			28.6%	24
Desirable			35.7%	30
Not required/mentioned			13.1%	11
		answered question		84
		skipped question		11

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		46.4%	39
Administrative Tasks (eg Mail, Couriers, Purchasing)		67.9%	57
Supervising Staff		72.6%	61
Hiring/Terminating Staff		47.6%	40
Training		85.7%	72
Enforcing Policies		70.2%	59
Writing Policies		69.0%	58
Writing Reports		60.7%	51
Applying Disposal Schedules		79.8%	67
Writing Disposal Schedules		21.4%	18
Managing Current Records		81.0%	68
Managing Archived Records		78.6%	66
Maintaining Electronic Systems		73.8%	62
Maintaining Security (on an EDRMS)		64.3%	54
Develop, Maintain and Test Emergency Plan		17.9%	15




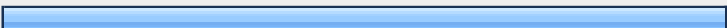

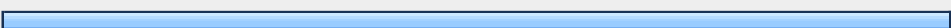



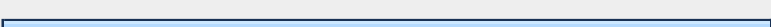
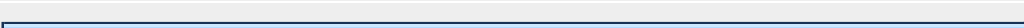
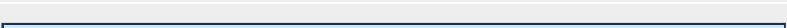
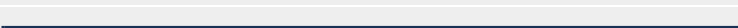
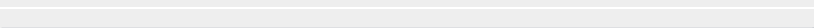


Develop and Implement Classification Systems		57.1%	48
Assess Freedom of Information Requests		27.4%	23
Implement and Maintain Preservation Methods		26.2%	22
Input into Strategic Plan		50.0%	42
Input into Administrative or Departmental Plan		63.1%	53
Collect and Analyse Data		50.0%	42
Identify Methodologies and Make Recommendations for Improvement		65.5%	55
Other (please specify)		9.5%	8
		<i>answered question</i>	84
		<i>skipped question</i>	11



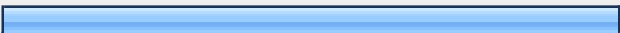
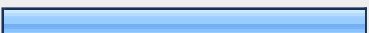
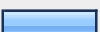

13. How many reporting levels are there between you and the CEO/GM?			Response Percent	Response Count
0			7.1%	6
1			16.7%	14
2			33.3%	28
3			26.2%	22
4			8.3%	7
5 or more			8.3%	7
			<i>answered question</i>	84
			<i>skipped question</i>	11



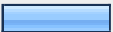
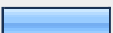
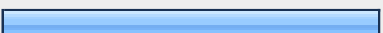
14. How many people are employed by your organisation?			
		Response Percent	Response Count
1 to 10		0.0%	0
11 to 50		4.8%	4
51 to 100		4.8%	4
101 to 250		19.3%	16
251 to 500		28.9%	24
501 to 1,000		12.0%	10
More than 1,000		30.1%	25
		<i>answered question</i>	83
		<i>skipped question</i>	12

15. Which reporting area does your position fall within? (ie main division or department)			Response Percent	Response Count
IT			20.2%	17
Administration			6.0%	5
Finance			6.0%	5
Human Resources			1.2%	1
Legal			0.0%	0
Executive			2.4%	2
Corporate Services			47.6%	40
Customer Services			2.4%	2
Other (please specify)			14.3%	12
		answered question		84
		skipped question		11

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

		Response Percent	Response Count
IT		63.1%	53
Administrative		83.3%	70
Personnel		50.0%	42
Project Management		57.1%	48
Marketing		28.6%	24
Training		75.0%	63
Budgeting		38.1%	32
Web		20.2%	17
Negotiation		53.6%	45
Writing		60.7%	51
Communication		81.0%	68
Presentation		61.9%	52
Networking		58.3%	49
Customer Service		64.3%	54
Library		19.0%	16
Strategic Planning		40.5%	34

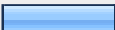
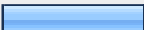
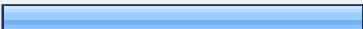
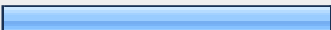
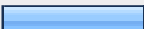
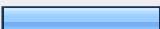


Contract Management		29.8%	25
Coaching or Mentoring		52.4%	44
Health & Safety		48.8%	41
Facilitation		28.6%	24
Sales		7.1%	6
Other (please specify)		1.2%	1
		answered question	84
		skipped question	11

17. How many staff do you supervise/manage?			
		Response Percent	Response Count
1 to 3		35.7%	30
4 to 7		17.9%	15
8 to 11		8.3%	7
12 or more		8.3%	7
I do not supervise/manage staff		29.8%	25
		answered question	84
		skipped question	11


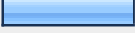

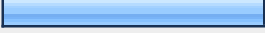
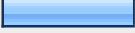
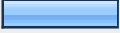
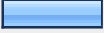
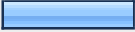





18. Including yourself, how many records and information staff are there in your organisation at any level?			Response Percent	Response Count
1 to 3			39.3%	33
4 to 7			28.6%	24
8 to 11			13.1%	11
12 or more			13.1%	11
I do not supervise/manage staff			6.0%	5
			<i>answered question</i>	84
			<i>skipped question</i>	11

19. How many of these staff hold formal qualifications in an Archives, Library, Records or Information discipline?			Response Count
			84
			<i>answered question</i>
			84
			<i>skipped question</i>
			11

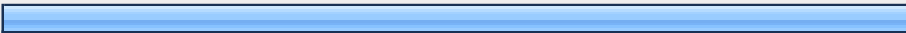



20. How many of your staff hold Professional membership with the RMAA?		
		Response Count
		84
<i>answered question</i>		84
<i>skipped question</i>		11


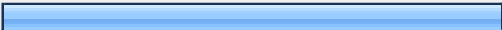


21. What is your organisations annual budget for the records and information program (including salaries, storage costs, supplies, etc)?			
		Response Percent	Response Count
Under \$50,000		8.6%	7
\$50,000 to \$100,000		11.1%	9
\$100,001 to \$250,000		28.4%	23
\$250,001 to \$500,000		25.9%	21
\$500,001 to \$1,000,000		11.1%	9
\$1,000,001 to \$5,000,000		12.3%	10
\$5,000,001 to \$10,000,000		1.2%	1
More than \$10,000,000		1.2%	1
<i>answered question</i>			81
<i>skipped question</i>			14


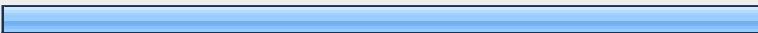
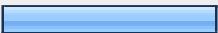

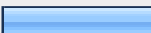
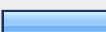
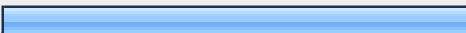
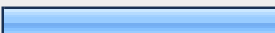
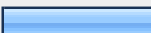
22. What is your Annual Gross Base Salary in Australian Dollars (ie not including Employer Superannuation, GST, etc)? (where part time please calculate to full time equivalent)


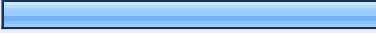
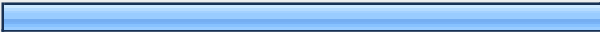
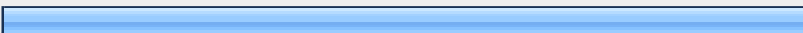

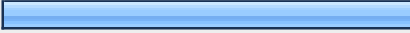


		Response Percent	Response Count
under \$25,000		0.0%	0
\$25,001 - \$30,000		0.0%	0
\$30,001 - \$35,000		3.8%	3
\$35,001 - \$40,000		0.0%	0
\$40,001 - \$45,000		10.3%	8
\$45,001 - \$50,000		2.6%	2
\$50,001 - \$55,000		20.5%	16
\$55,001 - \$60,000		10.3%	8
\$60,001 - \$65,000		9.0%	7
\$65,001 - \$70,000		7.7%	6
\$70,001 - \$75,000		10.3%	8
\$75,001 - \$80,000		6.4%	5
\$80,001 - \$85,000		5.1%	4
\$85,001 - \$95,000		3.8%	3
\$95,001 - \$120,000		6.4%	5
over \$120,000		3.8%	3

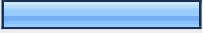
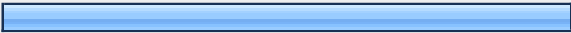
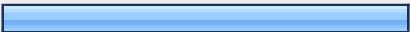


	<i>answered question</i>	78
	<i>skipped question</i>	17

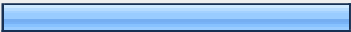
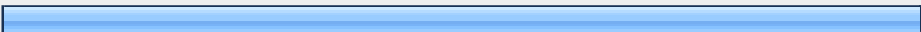
23. How large was your last salary increase?		
		Response Percent
		Response Count
1% to 3%		71.6%
4% to 6%		25.7%
6% to 10%		1.4%
More than 10%		1.4%
	<i>answered question</i>	74
	<i>skipped question</i>	21

24. When was your last salary increase (ie pay not including benefits)?			Response Percent	Response Count
0 to 6 months ago			36.8%	28
6 to 12 months ago			39.5%	30
1 to 3 years ago			21.1%	16
More than 3 years ago			2.6%	2
		answered question		76
		skipped question		19

25. Do you receive any additional benefits? (please tick all that apply)			Response Percent	Response Count
Additional Annual Leave entitlements			15.0%	9
Flexible working hours			60.0%	36
Annual Bonus Payments			16.7%	10
Shares			0.0%	0
Personal health Insurance			1.7%	1
Car			11.7%	7
Gym Membership (or Gym Facilities inhouse)			8.3%	5
Mobile Phone			36.7%	22
Computer / Laptop / PDA			21.7%	13
Other (please specify)			11.7%	7
		answered question		60
		skipped question		35


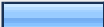
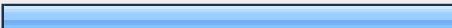
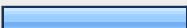


26. How does your employer support your professional development? (please tick all that apply)			Response Percent	Response Count
Pays for Study / Training Costs in Full		52.7%	39	
Pays for Study / Training Costs in Part		29.7%	22	
Provides Paid Leave for Study		47.3%	35	
Pays for Association membership		63.5%	47	
Supports my involvement in Association activities		63.5%	47	
Time in Lieu		32.4%	24	
My employer does not support my professional development		5.4%	4	
Other (please specify)		1.4%	1	
			answered question	74
			skipped question	21


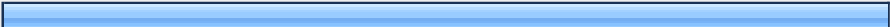

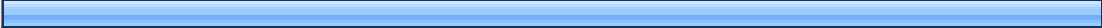

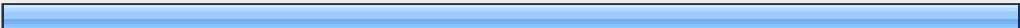
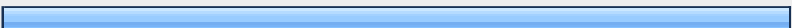

27. How valued do you feel in your organisation?			Response Percent	Response Count
Very Valued			15.4%	12
Valued			44.9%	35
Accepted			32.1%	25
Unrecognised			5.1%	4
Under Valued			2.6%	2
			<i>answered question</i>	78
			<i>skipped question</i>	17

28. What is your Gender?			Response Percent	Response Count
Male			27.3%	21
Female			72.7%	56
			<i>answered question</i>	77
			<i>skipped question</i>	18



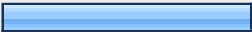
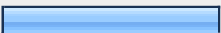
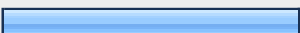


29. What is your current age?			Response Percent	Response Count
under 20			0.0%	0
20 - 25			0.0%	0
26 - 30			7.8%	6
31 - 35			13.0%	10
36 - 40			18.2%	14
41 - 45			14.3%	11
46 - 50			20.8%	16
51 - 55			16.9%	13
56 - 60			6.5%	5
over 60			2.6%	2
			<i>answered question</i>	77
			<i>skipped question</i>	18



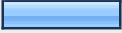



30. What is the highest level of education you have completed?			Response Percent	Response Count
Secondary School (without Higher School Certificate)			7.8%	6
Secondary School (with Higher School Certificate)			15.6%	12
TAFE or RTO			20.8%	16
University - Diploma			6.5%	5
University - Degree			14.3%	11
University - Post Graduate or Masters			28.6%	22
Other (please specify)			6.5%	5
		answered question		77
		skipped question		18

31. How relevant has your educational background been to the field of records and information management?			Response Percent	Response Count
Extremely relevant			28.9%	22
Very relevant			7.9%	6
Somewhat relevant			35.5%	27
Neutral			14.5%	11
Not relevant			10.5%	8
Completely irrelevant			2.6%	2
		<i>answered question</i>		76
		<i>skipped question</i>		19

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%	44
Seminars / Workshops			70.1%	54
Study (eg TAFE, University, RTO Course)			23.4%	18
Read industry publication			87.0%	67
Listserv			61.0%	47
Websites			80.5%	62
Meetings			62.3%	48
Other (please specify)			6.5%	5
			<i>answered question</i>	77
			<i>skipped question</i>	18

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








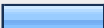
		Response Percent	Response Count
less than 2		1.3%	1
3 to 5		28.6%	22
6 to 10		19.5%	15
11 to 15		16.9%	13
16 to 25		23.4%	18
26 to 35		6.5%	5
more than 36		3.9%	3
I do not work in the RM industry		0.0%	0
		answered question	77
		skipped question	18

34. Which type of RMAA member are you?			Response Percent	Response Count
Individual Member - Affiliate (ie not professional)			9.1%	7
Individual Member - Associate			24.7%	19
Individual Member - Member			9.1%	7
Individual Member - Fellow			2.6%	2
Individual Member - Student or Emeritus			0.0%	0
Corporate Member			49.4%	38
Not a RMAA Member			5.2%	4
			<i>answered question</i>	77
			<i>skipped question</i>	18

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

		Response Percent	Response Count
Currently taking part		15.6%	12
Aware of it but not taking part		54.5%	42
Not aware of it		29.9%	23
		<i>answered question</i>	77
		<i>skipped question</i>	18


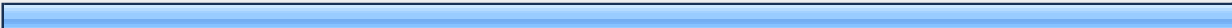
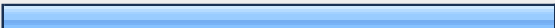
36. Which professional organisations are you a member of?

		Response Percent	Response Count
RMAA		89.6%	69
ASA		9.1%	7
ALIA		3.9%	3
ACS		0.0%	0
IIM		10.4%	8
Company Directors		1.3%	1
ARMA		3.9%	3
ARANZ		0.0%	0
LIANZA		0.0%	0
HIMAA		0.0%	0
None		9.1%	7
Other (please specify)		7.8%	6
		answered question	77
		skipped question	18

37. Do you have a question that you feel should be included in future Salary Surveys?		Response Count
		8
	<i>answered question</i>	8
	<i>skipped question</i>	87



38. Your name		Response Count
		41
	<i>answered question</i>	41
	<i>skipped question</i>	54

39. RMAA Membership #		Response Count
		28
	<i>answered question</i>	28
	<i>skipped question</i>	67

40. Your contact numbers			Response Percent	Response Count
Home			59.0%	23
Work			97.4%	38
Fax			43.6%	17
			<i>answered question</i>	39
			<i>skipped question</i>	56

41. Email address		Response Count
		39
		<i>answered question</i>
		39
		<i>skipped question</i>
		56

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		34.6%	18
No		65.4%	34
		<i>answered question</i>	52
		<i>skipped question</i>	43