

2011 national
employers
wage & salary
SURVEY
www.nzsalarysurvey.co.nz

revitalisation

imbue with new life and vitality

Are you on track?

registration form



why participate?

remuneration is important

A successful remuneration strategy is vital for employee recruitment and retention.

It requires having access to comprehensive and reliable information about the latest market trends on wages and salaries, employee benefits, and remuneration practices.

Our National Employers Wage & Salary Survey (now in its 18th year) - a joint initiative of New Zealand's four regional employer organisations - is designed to meet this need.

To participate in this annual survey, you simply need to register.

You will select to complete the survey questionnaire either online or in the traditional paper format. Either way, the survey will have a benchmark date of the last Friday in July.

Your confidentiality is assured.

Participant's report

As a survey participant, you will receive:

- ◆ general information on the participating employers' remuneration policies and practices.
- ◆ an authoritative commentary of the current state of the New Zealand economy and labour market.
- ◆ descriptions for all the survey positions within the fields to which you provide data.
- ◆ remuneration summaries for all the positions within the fields to which you provide data.
- ◆ for those positions that you provide data, customised remuneration reports reflecting the salary rates and benefits based on geographic regions, industry types and revenue bandings.
- ◆ individual comparisons reflecting your data against national remuneration data.

Register now to participate, so you can enjoy the benefit of the National Employers Wage & Salary Survey Report

How much will it cost?

Survey participants pay less than one third of the price to be paid by non-participants who later choose to buy a report. Contributors also enjoy the privilege of a maximum fee based on 25 positions. Any additional positions are participated in free of charge.

Non-members (of an employer's organisation) will not be entitled to purchase additional reports at a later time.

Members (of a regional employers association)	\$20 per position \$500 maximum
Non-Members	\$30 per position \$750 maximum

Registration

To register your participation, simply complete the registration form on the back page and fax or post it to your local employers organisation;

OR

Register online at:
www.nzsalarysurvey.co.nz

KEY DATES

Registrations open	Friday 1st July
Survey benchmark date	Friday 29th July
Return questionnaire by	Thursday 1st September
Report available	Monday 3rd October



Please tick the box next to each position for which you will supply data

Management (MA)

- 01 CEO/Managing Director - 200+ Employees
- 02 CEO/Managing Director - 50-199 Employees
- 03 CEO/Managing Director - Under 50 Employees
- 04 General Manager - 200+ Employees
- 05 General Manager - 50-199 Employees
- 06 General Manager - Under 50 Employees
- 07 Area/Regional Manager (within NZ)
- 08 Branch Manager
- 09 Human Resources Manager
- 10 Human Resources/Personnel Officer
- 11 Trainer
- 12 Company Secretary
- 13 Engineering Manager
- 14 Research and Development/Technical Manager
- 15 Quality Assurance Manager
- 16 Shipping Manager
- 17 Property/Building Manager

Finance/Accounting (FA)

- 01 Finance Manager/Financial Controller
- 02 Accountant (Qualified over 5 yrs)
- 03 Accountant (Qualified 1 - 5 yrs)
- 04 Accountant (Recently Qualified)
- 05 Accountant (Unqualified)
- 06 Assistant Accountant
- 07 Accounting Technician
- 08 Credit Manager
- 09 Credit Control Clerk
- 10 Senior Accounts Clerk
- 11 Accounts Clerk
- 12 Accounts Receivable
- 13 Accounts Payable
- 14 Payroll Clerk
- 15 Payroll Manager

Clerical/Administration (CA)

- 01 Office Manager (Supervisory)
- 02 Office Supervisor
- 03 Secretary/Personal Assistant to CEO
- 04 Secretary
- 05 General/Administration Clerk
- 06 Typist/Word Processing Operator
- 07 Receptionist/Telephonist
- 08 Receptionist/Typist/Data Entry
- 09 Sole Charge Clerical Worker
- 10 Junior Clerical Worker (U18)
- 11 Junior Clerical Worker (18/U20)
- 12 Desktop Publisher/Word Processing Operator
- 13 Graphic Artist/Graphic Designer
- 14 Export Documentation/Shipping Clerk
- 15 Office Assistant

Sales/Marketing (SA)

- 01 Marketing Manager
- 02 Sales Manager (National)
- 03 Regional Sales Manager (within NZ)
- 04 Product/Brand Manager
- 05 Service Manager
- 06 Senior Sales Representative/Sales Executive
- 07 Sales Representative/Commercial Traveller
- 08 Tech Sales Representative/Sales Engineer
- 09 Call Centre/Customer Services Mgr/Supervisor
- 10 Call Centre/Customer Services Clerk
- 11 Call Centre/Telephone Salesperson
- 12 Merchandiser
- 13 Marketing Assistant
- 14 Service Engineer
- 15 Communications/PR Manager
- 16 Communications/PR Advisor
- 17 National Fundraising Manager
- 18 Fundraiser

Local Authority (LA)

- 01 Building Inspector
- 02 Engineering Assistant (Qualified)
- 03 Foreperson
- 04 Planner
- 05 Environmental Health Officer
- 06 Animal Control Officer

Information Systems/EDP (IS)

- 01 Information Systems Manager
- 02 Systems Controller/Administrator
- 03 Analyst/Programmer
- 04 Computer Systems Engineer
- 05 Computer Systems Technician
- 06 IS Helpdesk Support
- 07 IS Information Officer
- 08 Computer Operator
- 09 Data Entry Operator
- 10 Library Manager
- 11 Senior Librarian
- 12 Qualified Librarian
- 13 Library Assistant
- 14 Business Analyst

Manufacturing/Production (MP)

- 01 Production Manager
- 02 Factory Manager (Small Organisation)
- 03 Maintenance Engineer (Elec. or Mech.)
- 04 Production Planner
- 05 Production Supervisor
- 06 Production Foreperson
- 07 Quality Control Officer
- 08 Laboratory Technician
- 09 Production Worker - Highly skilled
- 10 Production Worker - Skilled
- 11 Production Worker - Semi-skilled
- 12 Production Worker - Unskilled
- 13 Factory Cleaner
- 14 Maintenance Fitter

Engineering (EN)

- 01 Workshop Manager
- 02 Workshop Foreperson
- 03 Leading Hand
- 04 Heavy Fabrication Engineer (Fitter Welder)
- 05 General Engineer (Fitter Turner)
- 06 Engineers Mate/Trades Assistant (Fitter's Mate)
- 07 Light Fabrication Engineer (Sheet Metal Worker)
- 08 Machinist & Toolmaker (Toolmaker)
- 09 Engineering Draughtsperson
- 10 Automotive Engineer - Heavy (Motor Mech Diesel)
- 11 Automotive Engineer (Motor Mechanic Petrol)
- 12 Mechanical/Design Engineer

Electrical/Electronics (EL)

- 01 Project Engineer
- 02 Software Engineer
- 03 Electrical Technician
- 04 Domestic Appliance Serviceperson
- 05 Registered Electrician
- 06 Electronics Technician
- 07 Electronics Assembler
- 08 Computer Technician

Contracting/Construction (CO)

- 01 Construction Manager
- 02 Project Manager
- 03 Quantity Surveyor/Estimator
- 04 Draughtsperson
- 05 Civil Engineer (Qualified 5+ yrs)
- 06 Civil Engineer (Qualified 2-5 yrs)
- 07 Civil Engineer (Recently Qualified)
- 08 Site Foreperson
- 09 Carpenter/Joiner
- 10 Labourer
- 11 Contract Manager
- 12 Machinery Driver
- 13 Roading Engineer
- 14 Registered Plumber
- 15 Civil Construction Worker
- 16 Driver Heavy Duty or Trailer

Supply/Distribution (SD)

- 01 Supply/Distribution/Logistics Manager
- 02 Warehouse/Distribution Supervisor
- 03 Warehouse/Storeperson - Skilled
- 04 Warehouse/Storeperson - Semi-skilled
- 05 Warehouse/Storeperson - Unskilled
- 06 Junior Warehouse/Storeperson (U/20)
- 07 Fork-Lift Operator
- 08 Purchasing Manager
- 09 Purchasing Officer

Transport (TP)

- 01 Transport Manager
- 02 Transport Supervisor
- 03 Driver - Ancillary
- 04 Driver - Urban Goods & Services
- 05 Driver - General Road Transport
- 06 Driver - Passenger Bus (Urban)
- 07 Fleet Services Manager
- 08 Transport Despatcher

Residential/Community Care (RC)

- 01 Rest Home Manager
- 02 Assistant Rest Home Manager
- 03 Registered Nurse
- 04 Enrolled Nurse
- 05 Home Assistant
- 06 Rest Home Domestic
- 07 Cook
- 08 Kitchenhand
- 09 Social Worker
- 10 Occupational Therapist (Registered)
- 11 Diversional Therapist
- 12 Caregiver (Community)

Health (HE)

- 01 Principal Nurse/Nurse Manager
- 02 Nurse Adviser
- 03 Charge Nurse/Clinical Nurse Leader
- 04 Clinical Nurse Specialist
- 05 Staff Nurse/Registered Nurse
- 06 Enrolled Nurse
- 07 Practice Manager
- 08 Practice Nurse
- 09 Registered Nurse Accident & Medical
- 10 Nurse Aid/Hospital Aid
- 11 Domestic Worker/Cleaner
- 12 Cook
- 13 Kitchenhand
- 14 Physiotherapist (New Graduate)
- 15 Physiotherapist
- 16 Physiotherapist (Experienced)
- 17 OH&S Manager
- 18 OH&S Nurse

Retail (RE)

- 01 Shop Manager (Single Outlet)
- 02 Retail Branch Manager
- 03 Department Manager
- 04 Retail Worker - in-charge
- 05 Salesperson - Skilled
- 06 Salesperson - Semi-skilled
- 07 Salesperson - Unskilled
- 08 Junior Salesperson/Shop Assistant (U/20)

Food Retail (FR)

- 01 Supermarket Manager
- 02 Store/supermarket Manager
- 03 Grocery Manager
- 04 Meat Manager
- 05 Produce Manager
- 06 Fresh Food Manager
- 07 Grocery Buyer
- 08 Butcher (Qualified)
- 09 Baker (Qualified)
- 10 Baker (Unqualified)
- 11 Grocery Assistant
- 12 Checkout Supervisor
- 13 Checkout Operator
- 14 Sales Assistant

Hospitality (HO)

- 01 Food & Beverage Manager
- 02 Restaurant Manager
- 03 Chef
- 04 Cook
- 05 Kitchen Hand
- 06 Food Waiter
- 07 Bar Person/Bartender

General (GE)

- 01 Head Groundsperson/Greenkeeper
- 02 Groundsperson/Greenkeeper
- 03 Caretaker/Custodian/Handyperson
- 04 Commercial Cleaner



Contact

Name _____
Job title _____
Company _____
Postal address _____

Telephone _____
Email _____

Recipient of confidential report
[If different from contact]

Name _____
Job title _____
Company _____
Postal address _____

Telephone _____
Email _____

What payroll system do you use: Comacc MYOB IMS Ace Datacom
 Other - please specify: _____

- ◆ I wish to participate and agree to pay the fees. I have selected the positions on which I will provide data.
- ◆ I understand that I [or the above-named recipient] will receive the survey report for the positions selected and acknowledge the report is subject to copyright and is solely for the use of the purchaser.
- ◆ I understand that refunds will not be given for positions registered, but not participated in although I am welcome to offset the registration fee against the purchase of reports at a later date.

I would like to complete the survey online OR in paper form

Survey participation fees

To calculate your participation fees, simply add the fee for each position selected and add GST

___ Positions @ \$20 [Members] \$ _____
(Maximum \$500)
___ Positions @ \$30 [Non-Members] \$ _____
(Maximum \$750)
Plus GST \$ _____
Total remittance enclosed \$ _____
Authorising signature _____
Order number _____

Payment options

Cheque enclosed Invoice me
 Credit Card *Credit card payments not available for OSEA region unless registering online*
 Visa Mastercard Diners Amex
Card number _____
Card holders name _____
Signature _____
Expiry date _____

Please complete and return this form to your local employers organisation
OR register online at: www.nzsalarysurvey.co.nz

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Please keep a photocopy for your records