

# S.E.C.

## SUGGESTIONS SCHEME



STATE ELECTRICITY COMMISSION OF VICTORIA

## FOREWORD

You are probably more familiar with your job than anyone else. You are, therefore, in a good position to think of a better way to do it. The Suggestions Scheme can help you to help the Commission.

You are invited to read this booklet which tells you, among other things, how the Suggestions Scheme is administered, who is eligible for awards, and how to submit your ideas.

The Commission's Suggestions Scheme was set up in 1953, to give our personnel an opportunity of suggesting improvements in methods and practices which could be effected throughout the Service.

Since the scheme began, many hundreds of employees have received cash awards for the useful suggestions they have submitted.

The Commission is proud of the degree of efficiency which has been attained, by co-operative effort, throughout its organisation. Nevertheless, there is always room for greater efficiency. The Suggestions Scheme will continue to provide an avenue for you to submit your ideas for further improvement.

Your ideas will be welcomed by the Management of the Commission.

# THE SUGGESTIONS SCHEME

OF THE STATE ELECTRICITY  
COMMISSION OF VICTORIA

## WHAT IS THE SUGGESTIONS SCHEME?

The Suggestions Scheme is the means by which you can submit your ideas — to improve efficiency, eliminate waste, and safeguard the welfare of the Commission and its employees — direct to the Management of the Commission through the Suggestions Board.

## WHAT DOES IT ACCOMPLISH?

The State Electricity Commission's Suggestions Scheme has already saved the Commission many thousands of pounds. It has resulted in benefit to its personnel and to electricity consumers. As well, it has brought valuable cash awards to the persons who have submitted successful ideas.

## HOW DOES IT WORK?

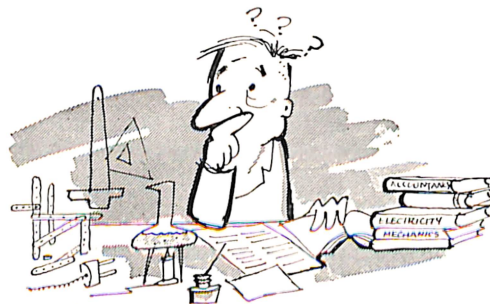
Your suggestion is received by the Secretary of the Suggestions Board. It is numbered and dated and copied (with your name and other personal details omitted). It is then considered by the Suggestions Board in collaboration with the department or departments concerned and you are advised whether an award is to be made.

The Suggestions Board comprises four committees — Mechanical, Electrical, Civil and Commercial.

The first investigation of a suggestion is carried out by the appropriate committee, in conjunction with the department or departments concerned.

All suggestions are then dealt with by the full Suggestions Board which meets once a month.

The Suggestions Board comprises the Chairman of each of the four Committees, the Secretary of the Board, and co-opted members as required.



## WHAT KIND OF SUGGESTION CAN I MAKE?

It can be about anything, which may, or may not, concern your own job, which would result in the introduction of new, or the improvement of existing, practices or methods to improve working conditions. For example, if you are doing a routine job, it may have occurred to you just how you could do the job better or more simply.

Here are some of the things you could be thinking about —

**How Can We Improve —**

Equipment, handling devices and operating procedures.

Safety measures.

The use of equipment.

Records, forms, etc.

Methods.

The use of labour.

**How Can We Eliminate —**

Waste in materials.

Double handling.

Unnecessary operations.

Unsafe conditions.

Unnecessary delays and confusion.

Excess wear on equipment and machines.

Unnecessary paper work.

Any waste of labour.

**These ideas are listed as a guide only.**

There is almost no limit to the field for suggestions. Start off with the idea that "Nothing is Perfect — Everything can be Improved!"

Your suggestion should not merely cite the need for a change, it must also recommend a way of effecting such change or improvement.

The following examples illustrate suggestions which are not acceptable under the scheme and for which no recognition will be given.

1. Proposals for repair of machines in the normal way.
2. Suggestions identical with, or similar to, those already submitted and dealt with by the Suggestions Board.
3. Those suggesting changes which would not be justified by the savings to be derived.
4. Suggestions concerning grievances, salaries, wages and conditions of employment.
5. Subjects which are under official consideration by the Commission prior to the receipt of the suggestion.
6. Suggestions concerning obvious maintenance repairs such as carpentry, painting, plumbing, etc. These will not be accepted unless accompanied by an improved method of doing the work.

**WHAT DO I HAVE TO DO?**

When submitting your suggestion, use a printed Suggestion Form so that it can be properly recorded.

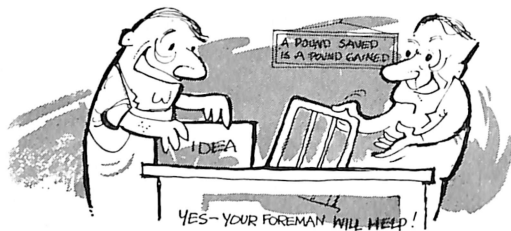
These forms, and envelopes, are available from Suggestion Bulletin Boards located throughout the various departments.

**Here are a few points to keep in mind —**

1. Read the form thoroughly — it tells you what is required.
2. Give a complete explanation of your idea and how it can be applied. Make this as clear and simple as you can.
3. When completed, read over your suggestion thoroughly. Make sure you have written in such

a way as to clearly impart the full details of the idea.

4. Always state the operation or particular plant to which your idea relates and where it could be applied.
5. If you think it would help to explain your idea, prepare a simple sketch. Your foreman or supervisor will be willing to help you. Do not worry about the appearance of your "drawing". You are not expected to be an expert. Do not sign your name on sketches.
6. If forms are not available, suggestions will be accepted on ordinary paper.



### **CAN I GET HELP TO PUT MY IDEA ON PAPER?**

Yes. Ask your Foreman or Supervisor, or write to:  
**The Secretary, Suggestions Board, State Electricity  
Commission of Victoria, 22-32 William Street,  
MELBOURNE, C.1.**

### **DO I HAVE TO DIVULGE MY NAME?**

No. If you make your suggestion directly to the Secretary of the Board, your name will be treated as confidential and will be known only to him. If your suggestion is adopted, however, your name may be published.

To facilitate this procedure, do not sign sketches.

You can, however, receive considerable help from your supervisor and you are encouraged to consult him if you so desire. (See "On the Job Suggestions".) In such cases, of course, your name cannot remain confidential.

### **ON THE JOB SUGGESTIONS**

Your idea may be submitted direct to your supervisor. This can be to your advantage as he will be glad to assist you. It could be that some Commission time, or Commission equipment, is necessary to develop an idea so that it can be presented in a reasonable form. Your supervisor's agreement would be necessary in such cases. This could clearly be to your advantage if an idea turns out to be a practicable one, and you would not lose your rights to the proposal. Suggestions made in this manner can be carried out quite openly without loss of your rights to the proposal.

Should you make a suggestion direct to your supervisor or foreman and it is adopted, you must then submit your idea on the Suggestion Form to ensure that you have your proposal considered for an award.

You are still perfectly free to put your suggestion direct to the Suggestions Board if you prefer.

If the Suggestions Board is not advised within twelve months of any suggestion made on the job, no award will be made.



If you have a safety suggestion, you are advised to make it known immediately to your local safety committee through your supervisor or foreman, then send the suggestion direct to the Suggestions Board.

### **WILL I GET AN AWARD?**

Yes, if your idea is accepted and you are not precluded from receiving such an award because of your particular status in the Commission. In other words, if your particular job is one in which you are expected, as part of your normal duties, to make suggestions such as the one you have submitted, you would not be eligible for an award under the Scheme. However, if your position does

not normally require that you make such suggestions, you will be eligible for an award.

Awards are not paid until suggestions are implemented. However, if there is likely to be a long delay, an interim award may be paid.

If you are in doubt as to whether you are eligible to receive an award, submit your suggestion and let the Board make the decision. If an award cannot be made, you will be told the reason.

If a suggestion is approved, irrespective of whether or not a cash award is paid, an appropriate record is made on the employee's personal history card.

A record is also made on an index card of those employees who make suggestions which are not adopted. If a suggestion previously rejected is later adopted, as a result of investigation into a later suggestion, the person who made the earlier suggestion will share in the award.

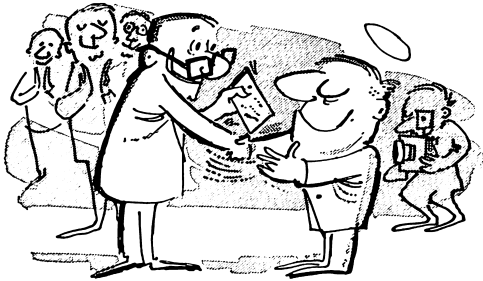
### **HOW MUCH WILL I GET?**

The minimum award is £2. Awards, generally, will be related to the value of the benefits to be derived from your suggestion.

### **HOW WILL I GET MY AWARD?**

All awards made by the Suggestions Board are paid direct to the suggester by cheque which is included with the letter of advice to the proposer that his or her suggestion has been accepted.

All awards made by the Suggestions Board are subject to income tax.



However, income tax is not deducted from awards up to £20 but the total amount of such awards is included on the employee's annual certificate of earnings.

Awards made by the Suggestions Board of £20 and over will have tax deducted prior to payment to the suggester.

### **HOW DO I STAND IN REGARD TO A PATENT?**

If you should invent something which you desire to patent, consult the Secretary, Suggestions Board, who can advise you regarding patent rights for any suggestion which has been submitted to the Suggestions Board.

### **FURTHER INFORMATION**

Suggestions will be recorded in numerical order on receipt. If the same suggestion is submitted by more than one person at substantially the same time, an award may be divided.

The Commission reserves the right to use, for its own purposes, all accepted suggestions.

If you have made a suggestion which has not been accepted, and which you consider worthy of reconsideration, advise the Suggestions Board.

Decisions based on the recommendation of the Suggestions Board are final.

There is no limit to the number of suggestions you may submit.

You probably have wondered how the Suggestions Scheme has worked out so far, and what it has meant to other employees.

Employees who submitted successful suggestions have received some thousands of pounds in awards.

The awards made have ranged from £2 to £500.

It certainly pays to think — and SUGGEST.

On average one out of every five suggestions submitted receives a cash award.

This booklet has explained to you how the Suggestions Scheme operates.

This is YOUR opportunity . . .

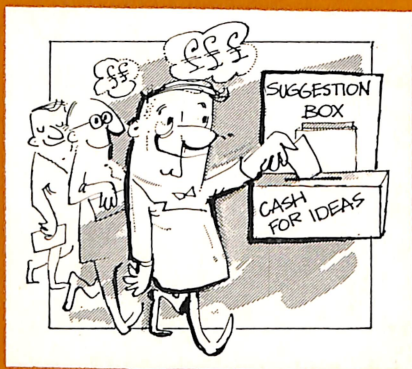
**TAKE IT!**

# NOTES

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# THE COMMISSION WANTS



## YOUR IDEAS!

***LET THE SUGGESTIONS BOARD  
SECRETARY HAVE THEM***

**The Secretary, Suggestions Board,  
STATE ELECTRICITY COMMISSION OF VICTORIA.  
22 William Street, Melbourne, C.1.**

October, 1962.

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