

The  
**SUGGESTIONS  
SCHEME**



of the  
**Melbourne and Metropolitan  
Tramways Board**

## FOREWORD

The provision and operation of street passenger transport services in the metropolitan area of the City of Melbourne is the function and charter of the Melbourne and Metropolitan Tramways Board.

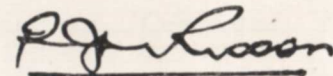
The responsibility placed on all associated with the Board's activities is considerable and represents an essential service to the community.

By experience over the years our methods and practices have been developed and improved upon, but no matter how good we think our system is, there is always room for greater efficiency and it is believed that, given the opportunity, many of the Board's employees, from their practical knowledge and experience in their particular branches of the service, can and will offer worthwhile suggestions and ideas by which further improvements can be effected.

This is the purpose of the Suggestions Scheme which has now been inaugurated.

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

The Board feels confident that this Scheme will receive the full co-operation of employees and prove of benefit to them and to the travelling public whom we serve.



CHAIRMAN.

## **THE SUGGESTIONS SCHEME**

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### **What is the Suggestions Scheme?**

The Suggestions Scheme is a means by which you can submit your ideas to the Board through the Suggestions Committee.

### **Why has it been introduced?**

The Board desires your co-operation in suggesting ways and means of making improvements in methods of working, preventing wastage of material and time, and in any way increasing general efficiency in connection with the Board's operations. From your suggestions we, i.e. the Board and yourself, should be able to serve the community better and bring about a more efficient organisation, thus enabling us to give the best service possible to the travelling public. The Board is prepared to reward you for your help.

### **How does it work?**

Your suggestion is received by the Secretary of the Suggestions Committee, it is numbered and dated and then copied (with your name omitted) and considered by the Suggestions Committee in collaboration with the department or departments concerned, after which you are advised of the result. If accepted, you may receive a cash award (see later paragraph).

The Suggestions Committee comprises representatives appointed by the Board from the Engineering, Traffic, Accounts and Stores Departments. Your suggestion will be dealt with by the appropriate representative Officers.

While investigations are in progress your name is known only to the Secretary of the Suggestions Committee. However, should an award be made, your name may be published.

### **What do I have to do?**

Think out your idea, write it down in ink ( using the Suggestion Form which is available at all Depots and Branches), fully explain the idea, attach sketches, if any, and forward to the Secretary of the Suggestions Committee at the Board's Head Office, 616 Little Collins Street, Melbourne.

Forms are also available from Foremen and Timekeepers at Depots and Branch Offices. Suggestions written on ordinary paper will be accepted if forms are not readily available.

Do not sign your name on sketches.

Immediately on receipt of your suggestion acknowledgment will be made.

Don't forget to —

1. State clearly what your idea is for, or what it will improve.
2. State where it could be applied.

### **Will I get an Award?**

Yes, if your idea is accepted. All suggestions submitted will be fully investigated and considered but if your particular job is one in which you are expected, as part of your normal duties, to make such suggestions for improvement or greater efficiency, the amount of the Award, if justified, would not be as high as would otherwise be the case.

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

All suggestions accepted will be recorded on the employee's service record.

### **How much will I get?**

Awards generally will be related to the benefits received from the suggestions, in other words, the Award in each case will be based, as far as practicable, on a percentage of the estimated annual savings to be effected by the adoption of the suggestion.

### **How do I get my Award?**

You will receive advice from the Suggestions Committee and the award will be included in your next pay envelope.

### **What kind of suggestion does it have to be?**

It can be about anything which would result in the introduction of new or the improvement of existing practices or methods, or for safe working. For example, if you are doing a routine job it may have occurred to you just how you could do the job in a simpler or better way. If so, that is one of the suggestions desired. Other suggestions could relate to elimination of unnecessary work, reduction of accident or fire hazard, reduction of waste, better service to passengers, and improvement to tools or machinery. These are only a few of the many subjects about which suggestions could be made. Almost anything can be improved, so let us have your ideas. You should not merely cite the need for a change but should recommend a way of effecting it.

The following examples illustrate some suggestions which would not receive recognition:—

Proposals for repair of machines in the normal way.

Suggestions similar to ones already submitted.

When the saving does not justify the suggested change.

Grievances.

Subjects which are under consideration by the Committee at the time.

If you are in doubt as to whether you are eligible to receive an Award, submit your suggestion and let the Suggestions Committee make the decision.

#### **Can I get help to put my idea on paper?**

Yes. Ask your Depot Master or Officer-in-Charge, or write to the Secretary, Suggestions Committee.

#### **How do I stand in regard to a patent?**

If you should invent something which you desire to patent, consult the Secretary, Suggestions Committee, who will be willing to assist you and can advise you regarding patent rights. In the initial stages a cash award cannot be paid as such payment will automatically disqualify you from obtaining a provisional patent.

#### **Do I have to divulge my name?**

No. Your suggestion will be treated as confidential and known only to the Secretary, Suggestions Committee. If your suggestion is adopted, however, your name may be published.

To facilitate this procedure, do not sign sketches.

You can receive considerable help from your Officer-in-Charge and you are encouraged to consult him if you so desire.

#### **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.

If you make a suggestion on the job and it is adopted and put into operation, advise the Secretary, Suggestions Committee immediately, as others might claim your suggestion. If no advice concerning such a suggestion is received within twelve months of adoption no award will be made. Suggestions made in this manner and adopted prior to 1st February, 1955, are not eligible for awards.

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

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

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

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**THE**

**BOARD**

**WANTS**

**YOUR**

**IDEAS!**

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★ LET THE SUGGESTIONS COMMITTEE  
SECRETARY HAVE THEM.