

SWOT ANALYSIS OF PEJABAT DAERAH DAN TANAH BERA

INDUSTRIAL TRAINING REPORT

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PEJABAT DAERAH
DAN TANAH
BERA

HRM666

Bachelor of Business Administration (Hons.)
Human Resource Management

12/08/2024 - 24/01/2025



SURAT KEBENARAN

Tarikh : 22/1/2025

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| Tajuk Laporan | SWOT Analysis of Pejabat Daerah dan Tanah Bera | Nama Syarikat | Pejabat Daerah dan Tanah Bera |

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Yang Benar

Nm

.....
Nama Pegawai : WAN NASHITAH BINTI OTHMAN
Jawatan : Penolong Pegawai Daerah Bera
No. Tel. : b.p. Pegawai Daerah Bera
No. Faks :



Cop jabatan/organisasi:

EXECUTIVE SUMMARY

This report provides a comprehensive overview of my six-month industrial training experience at 'Pejabat Daerah dan Tanah Bera', where I worked as a practical student in the field of land management and public administration. During that period, I had the opportunity to be involved in various aspects of district and land management, including the handling of government files, the coordination of land ownership applications, as well as the exploration of the Pahang Land Geospatial System (PLGS) for land mapping purposes. 'Pejabat Daerah dan Tanah Bera', located in Bandar Bera, Pahang, is a leading institution committed to land management and community development, with a primary focus on providing efficient and effective services to the community.

This report also covers in depth the profile, mission, and vision of the office, emphasizing the strength in land management, expertise in dealing with land issues, as well as the authority in enforcing land regulations. Additionally, a SWOT analysis is provided to assess the strengths, weaknesses, opportunities, and threats of office operations, providing valuable insight into room for improvement. Some suggestions were also put forward to streamline administrative processes and introduce digital solutions to increase efficiency and transparency in office management.

Finally, this report also reflects on my industrial training experience, including the skills I have learned in the areas of administration, teamwork, and communication. All this has strengthened my understanding of the importance of effective public administration practices. This experience has also deepened my awareness of the importance of integrating technology in land management and the need for sustainable development practices that prioritize community well-being.

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ACKNOWLEDGEMENT



I would like to express my deepest appreciation and gratitude to all parties who have contributed to the success of my industrial training at 'Pejabat Daerah dan Tanah Bera'

My special thanks go to my supervisor, Puan Rasidah Kartini Binti Ujang, for her guidance, support, and patience throughout this training. Her expertise and encouragement have played a very important role in the development of my knowledge and skills.

I would also like to thank my academic advisor, Puan Noor Haty Binti Nor Azam, for her valuable guidance and advice. Her guidance has helped me understand this field more deeply.

Not forgetting, I am grateful to my family for their unwavering moral and practical support. Their sacrifices in making sure that my daily commute to the training ground runs smoothly, I greatly appreciate it.

My appreciation also goes to my colleagues at the Land Alienation Unit who have helped a lot and shared knowledge throughout this training period. Their kindness and help has had a huge impact on my work experience.

This industrial training was not only meaningful because of the interesting work, but also because of the great friends I met. The opportunity to interact and learn with other trainees has enriched my experience.

Finally, I am grateful for all the interesting experiences gained throughout this training. In addition to learning the professional aspects of my field, I also gained a better understanding of interpersonal relationships and values in human interaction.

STUDENT'S PROFILE



NUR NADHIRAH BINTI NASARUDDIN

PROFESSIONAL SUMMARY

Motivated and detail-oriented recent graduate with a Bachelor's degree in Business Administrative (Hons.) Human Resources Management. Strong foundation in talent acquisition, employee relations and HR operations. Seeking an entry-level HR role to apply academic knowledge and internship experience in document management and enhancing communication skills. Skilled in teamwork, problem solving, leadership, communication and time management.

EDUCATION BACKGROUND

UiTM Kampus Bandaraya Melaka (UiTM KBM)**2022 - Latest**

Bachelor of Business Administration (Hons.) Human Resource Management
CGPA : 3.15

Pahang Matriculation College**2020 - 2021**

Accountancy
CGPA : 2.83

PROFESSIONAL EXPERIENCE

Pejabat Daerah dan Tanah Bera (PDT BERA)**2024 - 2025**

Land Alienation Unit (Internship)

- Managed and organized confidential land application records.
- Analyzed a customers's land application data to ensuring the accuracy.
- Communicated effectively with internal department and customers.

INVOLVEMENT / ACHIEVEMENTS

- Won 1st Place in The Independence Day Marching Competition at the District Level
- Assistant Program Director, UiTM Webinar Program
- Facilitator of UiTM Participation Development Program
- Facilitator of UiTM CSR Program, Semarak Kasih (Orphan Welfare House)
- Awarded with a Silver Award in Category B for the 2023 ITAC Competition

OTHER INFORMATION

Computer Skills : Microsoft Office, PowerPoint, Excel, Words, Canva

Soft Skills : Teamwork, Problem solving, Leadership, Communication, Time management

Language Skills : Malay (Excellent), English (Intermediate), Arabic (Basic)

Reference : Sir Helmy Fadlisham Bin Abu Hasan (Senior Lecturer UiTM KBM)

Mrs. Rasidah Kartini Binti Ujang (Chief Administrative Officer PDT Bera)

Figure 1 : Resume

COMPANY'S PROFILE

COMPANY'S NAME & LOGO:



Figure 2 : Company's Name



Figure 3 : Company's Logo

COMPANY'S NAME: Pejabat Daerah dan Tanah Bera

LOCATION:

PHONE NUMBER:

FAX NUMBER:

WEBSITE:

EMAIL:

OPERATION HOUR: Monday - Friday, 8.00 a.m - 5.00 p.m.

VISION

Pejabat Daerah dan Tanah Bera's vision is to be an excellent organization in Pahang and meet the needs of customers.

MISSION

Pejabat Daerah dan Tanah Bera's mission is to administer the district, land, physical and social development efficiently, fairly, and effectively in line with the national vision.

COMPANY'S TAGLINE

"Perkhidmatan Berintegriti, Pentadbiran Berkualiti"

BACKGROUND OF ESTABLISHMENT

Bera District is the eleventh district in Pahang with an area of 2214 square kilometers and is divided into two sub-districts, namely Bera District and Triang District. Bera District borders Negeri Sembilan, Johor as well as Bentong, Temerloh, Maran and Rompin. The date of 1 February 1992 is an important date for the administrative system of Bera District, as a newly established district, which used to be part of Temerloh District before. Bera District was gazetted through the Pahang Government Gazette No.1169 on 29 November 1991.

Pentadbiran Bera dan Tanah Bera was first established in 1992. Majlis Daerah Bera was established on 1 January 1998 under the Local Government Act 1976 (Act 171). The State Government was gazetting the Bera District on 21 November 1991 and with the gazette, the unit of Pentadbiran Tanah Bera was separated from the management of the Pejabat Tanah Temerloh.

Malaysian Treasury through bill clerk's warrant bill. 05/92 in August 1992 approved the appointment and new organizational structure of Pejabat Daerah dan Tanah Bera which was guided by Majlis Mesyuarat Kerajaan (MMK) on 4 November 1992. On 16 November 1992 the position of District Officer included the appointment of Chief Assistant District Officer (Land) Bera. With the appointment, the entire district administration function has been transferred from Pejabat Daerah Temerloh to Pejabat Daerah Bera.

The administration of Bera dan Tanah Bera has been fully operational since 1993. Pejabat Daerah dan Tanah Bera was established in 1992 simultaneously with the appointment of the first Bera District Officer, Tuan Che Moin bin Umar. Its jurisdiction is subject to the administrative affairs of the area within Bera District with an area of 221, 444 hectares or 2,214.44 km. There are two mukims and 20 Village Security Committees of 'Jawatankuasa Keselamatan Kampung' (JKKK), eight New Village Development and Prosperity Committee of 'Jawatankuasa Kemajuan dan Kemakmuran Kampung Baru' (JKKKB) and 8 Plan Progress and Safety Committee of 'Jawatankuasa Kemajuan dan Keselamatan Rancangan' (JKKR) that have been located under the administration of 'Pejabat Daerah dan Tanah Bera'.

ORGANIZATIONAL STRUCTURE

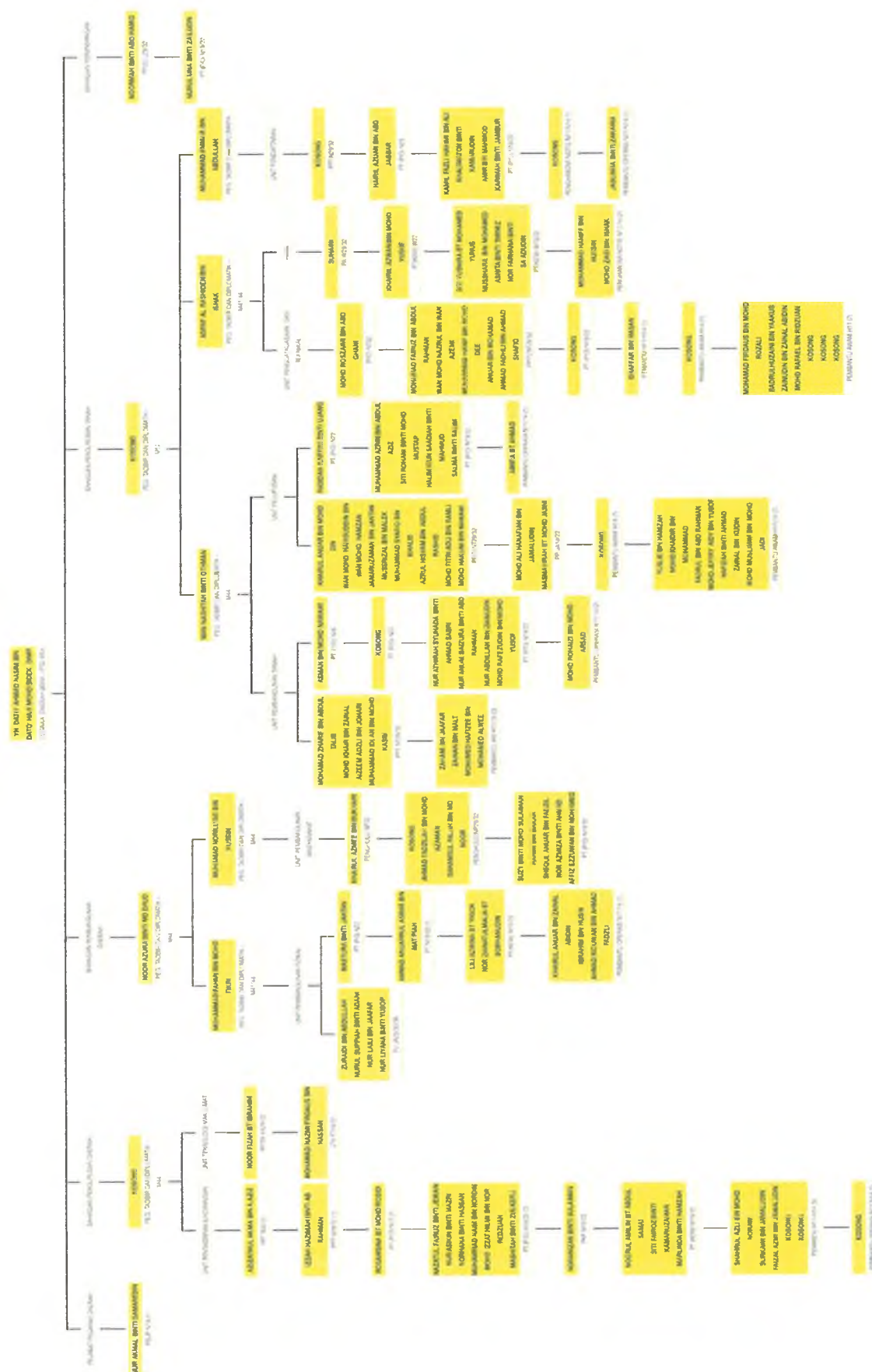


Figure 4 : Organizational Chart

PRODUCTS OR SERVICES

Pejabat Daerah dan Tanah Bera has an important role in management and administration at the district level as well as land management for the benefit of the community:

'Pejabat Daerah Bera' helps in planning and coordinating development in the area to ensure the smooth running of public infrastructure such as roads, water supply, electricity, and other facilities. In addition, 'Pejabat Daerah Bera' plays a role in planning the use of land for the purpose of developing residential, industrial, commercial, and agricultural areas, in order to improve the quality of life of the community. It also issues planning permission for development projects to be implemented by individuals or companies, to ensure that the development complies with the laws and regulations set.

'Pejabat Daerah Bera' implements government policies related to social and economic development for the good of the community, such as aid programs and poverty alleviation. It will receive complaints and help resolve social issues at the community level, such as hygiene, safety, and housing issues. 'Pejabat Daerah Bera' is involved in providing support and assistance for community development projects, such as agricultural, educational, and entrepreneurship projects. To improve community skills, 'Pejabat Daerah Bera' may be involved in training and education programs to improve the income and living standards of local residents.

'Pejabat Daerah dan Tanah Bera' ensures that land regulations and laws are complied with by landowners and local authorities. It is responsible for ensuring that land ownership is properly recorded, the issuance of title deeds or grants, as well as the management of land transactions such as sales, mortgages, or transfer of ownership. If there are conflicts or problems related to land boundaries, ownership status, or land use, 'Pejabat Daerah dan Tanah Bera' plays a role in resolving these issues, including providing advice and solutions to the parties involved. 'Pejabat Daerah dan Tanah Bera' are involved in monitoring and preventing illegal logging activities or encroachment on government or other people's land.

TRAINING REFLECTION

DURATION: SPECIFIC DAY, WORKING DAY AND TIME

My practical training at 'Pejabat Daerah dan Tanah Bera' began on 12 August 2024 and ended on 24 January 2025. During this six-month period, I worked from Monday to Friday, from 8.00 am to 5.00 pm, with a one-hour break every day from 1.00 pm to 2.00 pm, except on Fridays where the break starts from 12.15 pm to 2.45 pm. This office practices working hours that have been set by Pahang State civil servants, which allows me to adapt to a more formal and systematic work environment.

DETAILS: DEPARTMENT, ROLES, RESPONSIBILITIES, ASSIGNMENTS, TASKS

Throughout my practical training at 'Pejabat Daerah dan Tanah Bera', I have gained valuable experience in various aspects of administrative and land management. At the beginning of the training, I was placed in the District Management section, specifically in the Administration and Finance Unit. At this unit, I had the opportunity to learn the process of disposing of confidential government files that are no longer in use. This process involves two main methods, whether burning the file or filling out a special form to send the files to be disposed of to the National Archives after the approval was granted. This experience gave me a deep understanding of the importance of maintaining the confidentiality of government documents and disposal procedures.

However, after two weeks, I received a notice to transfer to the Land Management section of the Land Alienation Unit. I will continue my practical training until the deadline in this unit. This placement gave me the opportunity to learn new things related to land management. One of my daily tasks is to help review land ownership documents, ensure application forms are complete, and prioritize files for further action. In addition, I am responsible for updating the movement of the land application file in excel. I also help other staff in various aspects of administrative work. Among them, I learned to write minutes of instructions and minutes of decisions on minute paper. Based on the Official Portal of the Public Service Department, minute paper is an important document used to record instructions or decisions related to a matter being managed.

At the Land Alienation Unit, I also help employees on assignment to handle phone calls from customers. I am responsible for communicating important information to customers, such as reminding them to make their Temporary Occupancy License (TOL) payment immediately. In law, TOL is just a license, permission to occupy a piece of state land. The TOL cannot last more than a year (expires on Dec 31), but it can be renewed, not once, but repeatedly (New Straits Time, 2020). But, Section 67 (3) of National Land Code stated that a TOL can only be renewed up to three renewals (International Law Book Services, 2024). In addition, I was given the opportunity to learn the land application process including the technical and legal procedures involved. Through this involvement, I got a clearer picture of the main function of the Land Alienation Unit in supporting the development of the local community.

In addition to the assignment at the Land Alienation Unit, I also had the opportunity to work briefly at the Technical Unit to help some officers there. This experience gave me additional exposure to the technical aspects of land management. Among the tasks given is to process permits to extract, remove, and transport rock material for customers. This task involves the preparation of permit documents that allow the customer to transport stone materials such as sand, gravel or soil from a specific location. I learned the steps to ensure the permit application is complete, including checking approval from the land officer and making sure information such as the applicant's name, truck registration number, payment receipt, and permit duration are accurately stated. This assignment helped me understand the importance of ensuring that the information is complete and complies with the regulations set before approving any permit.

In addition, I was also given the opportunity to learn how to use the Pahang Geospatial System (PLGS). This system is used to plot land sales plans for reference and further processing. I was given basic training to read and understand geospatial data and manipulate digital maps. For example, I learned to identify land boundaries, strategic locations for sales, and mark appropriate plots based on the technical information provided. With this system, I can understand how geospatial technology is used to support the mapping process, land information management, and make more careful decisions in the land management sector.

During my internship at the 'Pejabat Daerah dan Tanah Bera', I also had the opportunity to be involved in various assignments and special activities that gave me valuable experience. Among the unforgettable experiences was when I took part in welcoming the arrival of His Majesty the Sultan of Pahang, Al-Sultan Abdullah Ri'ayatuddin Al-Mustafa Billah Shah Ibni

Almarhum Sultan Haji Ahmad Shah who defiled the royals visiting 'Pejabat Daerah dan Tanah Bera'. I was able to feel the excitement of the atmosphere and also paid my respects at the entrance when His Majesty arrived, an experience that was very meaningful in my career journey. I also had the opportunity to participate in aerobics activities held every month on Fridays by 'Pejabat Daerah dan Tanah Bera' Association Club, D'LORA. Among the achievements that make me proud is when I represented 'Pejabat Daerah dan Tanah Bera' in the district-level marching competition in conjunction with the 67th Independence Day celebration. Our team managed to win first place and took home a cheque of RM500, which was a wonderful memory during my practical training. In addition, I also participated in a futsal competition organized by 'Pejabat Daerah dan Tanah Bera' Association Club, D'LORA. With high spirits and strong team cooperation, we managed to finish third and win a hamper as a prize. I was also involved in being the secretary for the training module/cluster of land management and administration series 1 and 2 year 2024 for 2 weeks at Pahang Rest House @ Bera Hotel.

BENEFIT AND EXPERIENCE GAIN

My internship at 'Pejabat Daerah dan Tanah Bera' provided various invaluable benefits, especially in terms of intrinsic benefits involving learning and self-development. Although no allowance or compensation was received during this six-month internship, the experience, knowledge, and skills I gained became important assets that will have a great impact on my future career.

One of the biggest benefits is the practical work experience I gained during this internship. I had the opportunity to work in a formal and systematic public administration environment. Daily tasks such as reviewing land ownership documents, prioritizing files, assisting clients, and managing phone calls have helped me understand the reality of working in the public sector, particularly in land management. In addition, I learned important administrative processes such as disposal of confidential files, writing of minute papers, and management of individual file applications and Temporary Occupancy License (TOL) applications. This experience has given me a deep understanding of administrative procedures and the importance of accuracy in the handling of government documents.

In addition to practical experience, this internship also gave me the opportunity to learn

many new important aspects in the field of land administration and management. For example, I was given exposure to the use of the Pahang Land Geospatial System (PLGS) to plot land sales plans. This basic training helped me understand geospatial data, read digital maps, and identify land boundaries and strategic locations for sales. The use of technology like this gives a clear picture of how geospatial technology is used to support decisions in the land management sector.

My technical and procedural skills also developed during this training. I learned how to process stone truck permits, ensure documentation is complete, and check approvals from land officials. This assignment requires attention to detail, which helps me improve my concentration and efficiency at work. In addition, assignments such as being the secretary for the land management and administration module training program gave me exposure to the process of planning and implementing professional activities, something that was very beneficial for my work experience.

This internship also strengthened my communication and customer management skills. Daily interactions with clients, whether through phone calls or face-to-face, taught me how to communicate information clearly and professionally. I also learned how to deal with various customer requests patiently and understand their needs.

In addition to intrinsic benefits, I also gain many extrinsic benefits through involvement in social and professional activities. Activities such as monthly aerobics and futsal competitions organized by 'Pejabat Daerah dan Tanah Bera' Association Club, D'LORA, allow me to build good relationships with my colleagues and foster a spirit of cooperation. In addition, the experience of participating in the district-level marching competition in conjunction with the 67th Independence Day celebration, where our team won first place and took home a cheque of RM500, became a very meaningful sweet memory.

I also had the opportunity to participate in special activities such as welcoming His Majesty the Sultan of Pahang to our office. This experience was amazing and gave me great inspiration in my career journey. In addition, the task of being a secretary in the land management module training program provides exposure to aspects of planning, coordination, and implementation of large-scale programs.

In conclusion, the internship at 'Pejabat Daerah dan Tanah Bera' not only gave me the

opportunity to understand the reality of work in the public sector but also strengthened my communication skills, teamwork, and time management. Even without any financial compensation, the experience and knowledge gained throughout this internship is invaluable. I believe everything I have learned will be an important asset for my future career in land administration and management.

SWOT ANALYSIS

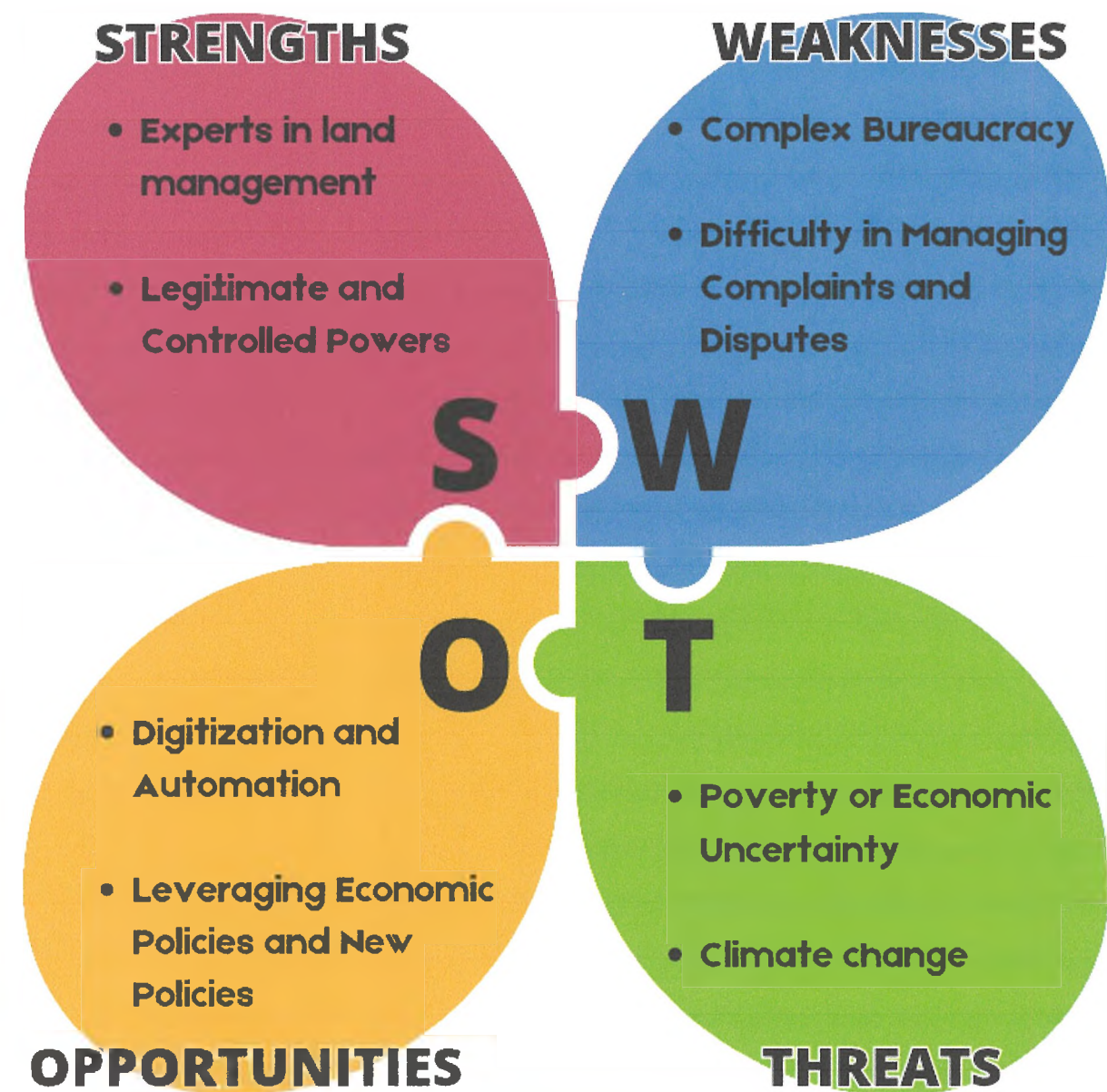


Figure 5 : SWOT Analysis

DISCUSSION AND RECOMMENDATION

Strengths

1. Experts in land management

'Pejabat Daerah dan Tanah Bera' stands out as an efficient institution in terms of land management, which is the result of the ability and commitment of its trained officers. Officers in 'Pejabat Daerah dan Tanah Bera' are equipped with in-depth knowledge and practical experience in the field of land management. This covers various key aspects such as the land registration process, land ownership management, and the resolution of issues related to land ownership.

One of the main indicators of the success of 'Pejabat Daerah dan Tanah Bera' is the absence of unfinished land application files. This situation reflects an efficient work system, good time management, as well as a high commitment in providing services to the community. This also shows that 'Pejabat Tanah Bera' prioritizes operational effectiveness and always ensures that every process is completed within the specified time period.

Furthermore, compared to other 'Pejabat Daerah dan Tanah' in Pahang, this performance puts 'Pejabat Daerah dan Tanah Bera' in a better position. This factor proves the advantage of 'Pejabat Tanah Bera' in dealing with land management challenges, including new applications and related issues such as overlapping boundaries, failure to pay land tax, as well as the resolution of disputes between land owners.

Overall, this success not only reflects the competence of 'Pejabat Daerah dan Tanah Bera' staff but also shows that the work practices implemented are systematic and in line with the land management policy outlined by the state government.

RECOMMENDATION

'Pejabat Daerah dan Tanah Bera', which has been recognized as an efficient institution in land management, can maintain and strengthen its strength through the approach of rewarding high performing employees. One potential method is to implement a system of salary increases based on performance. This approach is not only able to increase staff motivation, but also ensures that a proactive and result-oriented work culture can continue to be practiced.

Rewards commensurate with performance give appreciation to hardworking staff, as emphasized by Prime Minister Datuk Seri Anwar Ibrahim. According to him, civil servants' salary increases should depend on work performance and not be given automatically. He emphasized the importance of fairness in the distribution of rewards, where only civil servants who show excellent performance are eligible for promotions, while those who are problematic or less productive are excluded (New Straits Times, 2024).

The implementation of this system at Pejabat Tanah Bera can provide several strategic benefits such as increasing staff motivation and productivity performance-based rewards to incentivize employees to improve the quality of their work. When employees realize that their efforts are directly rewarded through salary increases, they are more motivated to show high commitment. This in turn helps maintain a high level of efficiency which is the strength of 'Pejabat Daerah dan Tanah Bera'.

Besides that, it can create a high-performance work culture. This approach can encourage healthy competition among staff, where each individual will strive to achieve or exceed the set work standards. In the long run, this kind of work culture can lead to innovation in land management and more creative problem solving. Further, can ensure continuous operational efficiency.

A performance-based reward system ensures that only truly committed staff maintain the highest standards of work. This helps to ensure that there are no pending land applications, as has been achieved by 'Pejabat Daerah dan Tanah Bera', while maintaining its reputation as an efficient 'Pejabat Tanah' in Pahang.

Finally, it will strengthen community trust. By implementing this system, the community can see the efforts of 'Pejabat Daerah dan Tanah Bera' in improving the quality of services. They will be more confident that the officials who manage land affairs are truly qualified and dedicated individuals, at the same time increasing public confidence in the institution.

As an implementation step, 'Pejabat Daerah dan Tanah Bera' can integrate a more objective performance evaluation system, including the use of clear Key Performance Indicators (KPI) for each staff member. Periodic evaluations can be done to ensure that all staff have equal opportunities to improve their performance. As stated by the Prime Minister in New Straits Time (2024), reforms in the public service are essential to promote efficiency while ensuring fairer pay rises. Through a performance-based reward system, Pejabat Daerah dan Tanah Bera can

continue to be an efficient and result-oriented public institution model, while ensuring that its strength in land management can be maintained and strengthened.

2. Legitimate and Controlled Powers

'Pejabat Daerah dan Tanah Bera' has an important and strategic position in land management in Bera district, with the legal authority entrusted to them. This legal authority covers various important aspects including land ownership, land repossession, as well as the issuance of land-related licenses and approvals. This authority gives 'Pejabat Daerah dan Tanah Bera' a strong authority to carry out their responsibilities with high credibility in the eyes of the community.

One of the main aspects of the legal authority that Pejabat Tanah Bera has is the ability to manage land ownership. Through this authority, 'Pejabat Daerah dan Tanah Bera' ensures that every land transaction, whether it involves the sale, transfer of ownership, or inheritance of land, is carried out in accordance with the rules set by law. This process not only protects the interests of landowners but also prevents conflicts that may arise due to overlapping ownership claims.

In addition, the power to manage land acquisition, as enshrined in the National Land Code, is another important element owned by 'Pejabat Daerah dan Tanah Bera'. This power enables this office to take action to reclaim land for public development purposes, such as infrastructure construction, by providing fair compensation to landowners. This process is carried out transparently, ethically, and guided by the law, ensuring that the community's trust in the integrity of 'Pejabat Daerah dan Tanah Bera' is maintained.

Based on the section 124 of National Land Code, the issuance of land-related licenses or approvals, such as approvals for alteration of categories of land form and to agricultural, residential, or commercial purposes, is another critical role played by 'Pejabat Daerah dan Tanah Bera' (International Law Book Services, 2024). With this power, the office can ensure that every land use is in line with the district development plan and does not conflict with relevant laws. This power also gives space to the office to monitor and control the activities that take place in the land area, ensuring sustainable and orderly development.

The credibility gained through this legal authority allows 'Pejabat Daerah dan Tanah

Bera' to become an institution trusted by the community. Power that is controlled and exercised with full responsibility makes this office the main reference in land affairs. This simultaneously builds public confidence that every decision taken by this office is for the public interest and based on justice.

Overall, the legal and controlled authority possessed by 'Pejabat Daerah dan Tanah Bera' is the basis of their effectiveness in managing land affairs. By ensuring that the exercise of this authority is carried out in a transparent and professional manner, 'Pejabat Daerah dan Tanah Bera' can continue to be a superior and respected land institution model at the district, state, and national levels.

RECOMMENDATION

'Pejabat Daerah dan Tanah Bera' needs to ensure compliance with existing legal regulations in every aspect of land management as a key step to maintain and expand the legal authority it has. By implementing firm actions and integrity, this office can continue to build community trust and highlight their commitment in safeguarding the public interest.

One of the important approaches is to ensure that every land-related offence, such as encroachment or illegal exploration of land, is dealt with strictly according to the provisions of the law without compromise. This action is in line with the steps taken by the Pahang state government in combating illegal land occupation activities, as stated by Menteri Besar Pahang, Datuk Seri Wan Rosdy Wan Ismail. He emphasized that land offenses no longer need to be compounded, but should be taken directly to court for more effective judgement. This is an important step to show the authorities' seriousness in dealing with land issues firmly and transparently (The Star, 2023).

In addition, strictness in law enforcement also allows 'Pejabat Daerah dan Tanah Bera' to strengthen their credibility and authority as a respected land management institution. For example, by refusing to compromise on rule violations, this office can send a clear message to all parties that any form of activity that violates the law will be subject to appropriate action.

Another step that can be taken is to increase community awareness of the importance of complying with land-related laws, including the obligation to pay quit rent on time. As reminded by the Menteri Besar Pahang, overdue land tax payments not only affect the state's income but

the long settlement period. In addition, other agencies such as 'Lembaga Kemajuan Tanah Persekutuan' (FELDA) or 'Jabatan Perhutanan Semenanjung Malaysia' may need to be consulted if the land applied for is under a special category such as Malay reserve land, agricultural areas, or forest reserves.

The delay caused by this bureaucracy not only causes dissatisfaction among the community but can also trigger a negative perception of the efficiency of 'Pejabat Daerah dan Tanah Bera'. In the long run, it could affect the office's reputation as a trusted institution to manage land affairs. In addition, the time and energy allocated to managing this bureaucracy can be used for other more productive tasks.

The complex bureaucracy at 'Pejabat Daerah dan Tanah Bera' is a challenge that needs to be addressed to ensure more efficient and responsive operations. Although these bureaucratic measures are important to maintain the integrity of the system, they need to be balanced with efforts to speed up the work process without sacrificing transparency and fairness.

RECOMMENDATION

'Pejabat Daerah dan Tanah Bera' plays an important role in land administration, including title registration, land transfer, and development approval. However, the complex bureaucracy involving various layers of administrative hierarchy becomes one of the main weaknesses in the system. The multi-stage approval process not only delays the completion of applications but also affects the overall operational efficiency of the office. Therefore, the reduction of layers of administrative hierarchy is a strategic approach to deal with this problem without sacrificing integrity and quality results. The website of Organisation for Economic Co-operation and Development (OECD) highlights that administrative simplification aims to reduce bureaucratic complexity, making government processes more efficient and accessible. This involves streamlining procedures and eliminating redundant steps, which can lead to significant improvements in service delivery and public trust in government institutions.

The first step towards reducing bureaucracy is to re-evaluate the existing organizational structure. This assessment aims to identify layers of hierarchy that are unnecessary or that can be combined without compromising quality control and monitoring. For example, a process that currently requires verification from three or four levels of approval can be shortened to two main

levels, depending on the need. By minimizing the number of stages that each application has to go through, the resolution time can be significantly reduced.

The reduction of hierarchical layers will directly speed up the approval process. By eliminating unnecessary steps or stages, land applications can be processed more quickly and efficiently. For example, the authority to approve certain documents can be handed over to middle-ranking officials without having to be referred to superior officials, especially for applications involving standard procedures and low risk. This approach not only speeds up approval but also optimizes the time of superiors to deal with more critical issues.

Hierarchies that are too layered often cause communication between departments to be slow or broken. With a simpler administrative structure, the effectiveness of communication can be increased, facilitating collaboration between departments and ensuring that information is communicated more quickly and clearly. For example, the reduction of hierarchical layers allows technical officers to communicate directly with relevant administrative officers without having to go through long channels. This helps reduce response time to issues that arise.

The reduction of hierarchical layers also allows for a better distribution of responsibilities among officers. By giving certain powers to certain officials, the decision process can be carried out faster. For example, an officer with expertise in a particular field can be empowered to approve relevant applications without having to wait for instructions from superiors. This step not only speeds up the process but also increases the sense of responsibility among officers for the results of their work.

Although hierarchical layers are reduced, quality control and transparency remain a priority. 'Pejabat Daerah dan Tanah Bera' can set clear guidelines and standard procedures for each type of application, ensuring that all decisions are consistent and fair. Periodic audit processes can also be implemented to monitor compliance with procedures, ensuring system integrity is not compromised even when hierarchical layers are reduced.

The reduction of layers of administrative hierarchy will provide several important benefits to Pejabat Tanah Bera operations and services, including saving time and resources. By reducing unnecessary steps, the time and resources used to process applications can be reduced, allowing the office to focus on more productive tasks. Also can increase an applicant's satisfaction. A faster and clearer process will increase community satisfaction with land office services. By improving efficiency and transparency, the reputation of 'Pejabat Daerah dan Tanah

Bera' as an efficient and reliable institution will improve too.

In conclusion, reducing the layer of administrative hierarchy is a step that needs to be taken by 'Pejabat Daerah dan Tanah Bera' to overcome the weaknesses of the complex bureaucracy. By introducing a simpler administrative structure, speeding up the approval process, improving communication effectiveness, and intelligently distributing responsibilities, land offices can improve operational efficiency without compromising quality control. This step will not only improve internal performance but also improve relations with the community and their confidence in the land administration system in Bera.

2. Difficulty in Managing Complaints and Disputes

'Pejabat Daerah dan Tanah Bera' faces difficulties in managing land-related complaints and disputes. This process takes a lot of time, energy, and resources, making the task complex and burdensome for officials. Land-related disputes often involve technical and legal issues that require in-depth research and thorough understanding.

Among the difficulties in managing complaints and disputes is the complainant's lack of understanding of the process to be followed and the documents required. Many complainants do not understand the need for complete documentation, such as land title, measurement plans, or official letters. This situation causes officers to have to provide additional explanations repeatedly, which not only wastes time but also delays the resolution of cases. The situation becomes more complicated when the complainant does not provide the requested documents at the appointed time, prompting the officer to request the same.

Additionally, many cases rely on old documents that may be damaged, lost, or incomplete. For example, documents such as land grants, measurement plans, or old letters of inheritance are often not kept well, especially in cases of inheritance that has been inherited by the next generation. The absence of these official documents makes it difficult to verify ownership or land boundaries, thus delaying the dispute resolution process. In some cases, efforts to retrieve old documents from other agencies or archives take a long time, adding to the workload of officials.

This weakness not only burdens the officers but also affects the reputation of 'Pejabat Daerah dan Tanah Bera'. Delays in resolving complaints or disputes can cause dissatisfaction

among the community, who may think that the office is inefficient or does not take their issues seriously. In the long term, this negative perception can affect the community's trust in the office's ability to manage land affairs fairly and professionally.

RECOMMENDATION

The main proposal to address this challenge is to introduce a Digital Based Complaint Management System. This system can offer a variety of benefits, including speeding up the complaint resolution process, increasing transparency, and reducing officer workload. By developing an online complaint portal, the public can submit their complaints or disputes directly from any location without having to physically attend the office. This will reduce the time required to manage complaints and further reduce congestion in the office. Users of this portal can also digitally upload supporting documents, such as land title, measurement plans, or official letters, which simplifies the verification process and reduces the need to collect documents manually.

This digital complaint portal will facilitate the community to follow the latest developments in their cases. By providing a system to check the status of complaints in real time, applicants do not have to wait in uncertainty about the progress of their case. They can access information about the latest status directly through the system, thus increasing satisfaction and confidence in the ongoing process. Furthermore, the use of this digital system will minimize the risk of document loss or damage because everything will be stored in a digital form that is easier to access and maintain.

The implementation of such a system is in line with the Pahang state government's plan to introduce an electronic land administration system (e-Tanah) in 2027, as stated by Pahang Chief Minister, Datuk Seri Wan Rosdy Wan Ismail. The e-Tanah system will allow the public to check the status of land, view tax rates, and make land tax payments online. This system will also contribute to increasing the efficiency of land administration and attract more investors to the state of Pahang by providing comprehensive data to avoid contradictions and increase land revenue collection (New Straits Time, 2024).

The e-Tanah system in Pahang is estimated to take two years to complete after the concession agreement is signed. With an allocation of RM128 million, this system is expected to greatly benefit the community, especially in reducing the time and cost required for land matters

(New Straits Time, 2024). 'Pejabat Daerah dan Tanah Bera' can take advantage of this experience and technology by adapting relevant components for complaint and dispute management at the district level.

From the officer's point of view, a digital based complaint management system will speed up their work. With the presence of digitally uploaded documents, officers no longer need to spend time checking physical documents or repeatedly requesting the same documents from the complainant. The system can be integrated with automation features that detect and remind officials of incomplete documents, or cases that require further action. This automation not only saves time, but also helps in improving the accuracy and smoothness of the case resolution process. Officers can also view all relevant records in one platform which makes it easier for them to refer back to documents and case history more quickly.

In addition, this digital system can increase the level of transparency in complaint management. The community will be able to see the progress of their case more clearly, and the land office can monitor in real-time the complaints received and the process that has been gone through. This reduces the possibility of unexplained delays and ensures that all actions are taken according to established procedures. With digital surveillance, any form of error or negligence in the process can be detected more easily, while ensuring that complaints are dealt with fairly and professionally.

Not only benefiting complainants and officers, this system can also contribute to increased efficiency in resource management. Processes that used to require officers to perform repetitive tasks can now be accelerated and handled more efficiently through the use of technology. This allows officers to devote more time and energy to dealing with more complex issues or prioritizing other more critical tasks. In the long term, this can also reduce the workload of officers and improve the quality of services provided to the community.

Overall, the introduction of a digital-based complaint management system at 'Pejabat Daerah dan Tanah Bera' will not only improve efficiency in managing complaints and disputes, but will also improve transparency, increase community satisfaction, and support the office's efforts in maintaining a good reputation as a professional and efficient agency. The effectiveness of this system depends on systematic implementation and adequate training for officials and the community so that they can take full advantage of this technology. With these measures, 'Pejabat Daerah dan Tanah Bera' will be better able to overcome the challenges faced in managing complaints and disputes, as well as achieve better and more efficient land

management objectives.

Opportunities

1. Digitization and Automation

In the modern era that is increasingly driven by technological development, 'Pejabat Daerah dan Tanah Bera' has the opportunity to take advantage of digitization and automation in land management. The introduction of automation and digitization systems can help improve efficiency and speed up the work process, thus having a positive impact on the quality of services provided to the community.

Digitization involves the transformation from manual methods to digital systems, including document management, data storage, and application processes. With the use of digital systems, land records such as grants, measurement plans, and related documents can be stored electronically, which not only saves space but also ensures that documents are easily searchable and accessible. This can reduce the risk of losing or damaging important documents that often occur in manual systems.

Automation allows administrative processes to be carried out faster and more efficiently. For example, land applications can be managed through an online portal, where applicants can submit documents, pay fees, and monitor the status of their applications in real-time without having to physically attend the office. Automation systems can also help to automatically process data, such as document verification and appointment scheduling, which can reduce the workload of officers and speed up the processing of applications.

In addition, digitization also allows 'Pejabat Daerah dan Tanah Bera' to introduce a more efficient complaint management system. With a digital platform, complainants can submit their complaints online and receive prompt responses. The system also allows the office to track and record each complaint in an orderly manner, ensuring that each case is dealt with thoroughly and that no complaint is overlooked.

Digitization and automation also provide opportunities for 'Pejabat Daerah dan Tanah Bera' to increase transparency and community trust. With the use of technology such as blockchain systems, land records can be stored more securely and transparently, reducing the risk of document forgery or fraud. This system can also provide better access to the community

to check land information, ensuring they get valid and up-to-date information.

Despite the many benefits, implementing digitization and automation requires careful planning and investment in infrastructure and staff training. Officials need to be given adequate training to operate the digital system efficiently, while the public needs to be educated on how to use the online platform to ensure that the system can be fully utilized.

Overall, digitization and automation is a very potential opportunity to improve the effectiveness and efficiency of land management in 'Pejabat Daerah dan Tanah Bera'. By taking steps towards this digital transformation, offices can provide faster, responsive, and user-friendly services, in line with the needs of modern society.

RECOMMENDATION

In an era of increasingly advanced technology, digitization and automation opportunities are important aspects that can be utilized by 'Pejabat Daerah dan Tanah Bera' to improve management efficiency and service delivery. By applying modern technology, this office can face existing challenges, speed up work processes, and increase transparency and integrity in land administration.

One of the strategic steps is to introduce a comprehensive Digital Land Management System. A system like this has been proven to be effective at the national level, as recognized through the Land Management System by Theta Edge Berhad. The system is equipped with nine main modules that cover various aspects of land administration, including registration, enforcement, land disposal, and land acquisition. With this system, processes that used to take a lot of time and paperwork can now be carried out automatically and online (The Asian Business Review, 2024).

This digitization not only makes it easier for users to access land information, but also speeds up processes such as title application, subdivision, and dispute resolution. In this context, 'Pejabat Daerah dan Tanah Bera' can introduce a real-time dashboard that enables immediate monitoring by senior management, as reported in The Asian Business Review, 2024. This system can also help reduce the risk of fraud, as evidenced when no cases of fraud were reported after the implementation of a digital-based land management system.

The implementation of digitization and automation has the potential to bring great profits to Pejabat Tanah Bera. A 150% increase in land revenue collection was recorded after the implementation of the digital system in other states (The Asian Business, 2024). This effectiveness can be replicated in Bera, maximizing revenue collection and optimizing the use of government resources.

Furthermore, automation can reduce reliance on manual processes that often involve high operating costs. Processes such as document verification and issuance of land titles can be completed more quickly, reducing waiting time for applicants. This provides a better customer experience and further enhances the reputation of 'Pejabat Daerah dan Tanah Bera' as an efficient and people-friendly institution.

Transparency and integrity are important aspects that can be improved through digitization. For example, the use of blockchain technology in land management systems can ensure that land records are transparent and not easily manipulated. With easy access to authentic and up-to-date land information, users can make more informed decisions, while the risk of document discrepancies or falsification can be minimized.

The digital system also enables the implementation of a more efficient complaint management module. Complainants can file complaints online, upload supporting documents, and monitor the status of their complaints in real time. This initiative is in line with the Digital Ministry's recommendations, where digitization efforts also require community involvement to adapt modern technology (BERNAMA, 2024).

However, the implementation of digitization requires careful preparation. Officials at 'Pejabat Daerah dan Tanah Bera' need to be given special training to operate the new system efficiently. As Digital Minister Gobind Singh Deo stated, developing talent in digital technology is a key element to ensure the success of this transformation. Programs such as Technical and Vocational Education and Training (TVET) can be applied to improve the skills of officials and provide opportunities for local youth to be involved in this sector (BERNAMA, 2024).

Digitization and automation are strategic steps that can revolutionize land management at 'Pejabat Daerah dan Tanah Bera'. With the application of digital systems as exemplified by Theta Edge Berhad and government support, this office can increase efficiency, reduce bureaucracy, and provide more responsive services to the community. This transformation not only benefits the people, but also contributes to the economic development of the district as a

whole. 'Pejabat Daerah dan Tanah Bera' is now in a unique position to be a leader in technological innovation in Pahang, in line with national development goals.

2. Leveraging Economic Policies and New Policies

Political and economic changes often lead to the implementation of new policies that potentially provide opportunities for 'Pejabat Daerah dan Tanah Bera' to formulate more strategic land development initiatives. By adapting to these changes, the office can play an important role in ensuring that planned land development is in line with national goals as well as local needs.

One of the main examples is the introduction of government incentives related to land development in certain sectors. New economic policies may target the housing sector, for example, by providing incentives to develop affordable housing projects. In this situation, 'Pejabat Daerah dan Tanah Bera' can act as the main mover to facilitate the land allocation process for these projects. Processes such as development approval, land grant management, and land use monitoring can be coordinated to support the government's goal of providing affordable housing for the people.

In addition, the agricultural sector can also benefit from the new policy. If the government introduces incentives to increase agricultural productivity or the development of modern agricultural technology, 'Pejabat Daerah dan Tanah Bera' can take advantage of this opportunity to encourage more productive land use. For example, abandoned lands can be identified and distributed to farmers or cooperatives who want to take advantage of this incentive. This step can not only increase agricultural yield but also help generate income for the local community.

Changes in economic policies that focus on green infrastructure development also open up opportunities for 'Pejabat Daerah dan Tanah Bera' to play an important role. Projects such as public parks, recreational areas, or renewable energy development require strategic land planning and management. By providing support in the form of land data, document management, and fast approval, the office can help realize these projects that bring benefits to the environment and society.

In addition, economic policies that support foreign direct investment (FDI) to rural areas can also have a positive impact on 'Pejabat Daerah dan Tanah Bera'. In this situation, the office

can play an important role in matching investors with suitable land for development projects, such as small industrial areas or commercial farms. By providing complete land data and simplifying the approval process, officials can attract more investment to the area, thus boosting the local economy.

Overall, political and economic changes offer a great opportunity for 'Pejabat Darah dan Tanah Bera' to take a more strategic approach in land management. By taking advantage of the new incentives and policies introduced, the office can not only support the development of new economic sectors but also ensure that the prosperity of local communities can be sustainably increased.

RECOMMENDATION

To take advantage of the various opportunities available, 'Pejabat Daerah dan Tanah Bera' is recommended to establish a Strategic Planning and Innovation Unit. This unit will act as a center for monitoring, planning, and implementing land development initiatives that are in line with the government's new policies. The unit's main functions include monitoring government policies and incentives, integrated land data management, collaboration with stakeholders, as well as capacity building and training. For instance, the Malaysian Investment Development Authority (MIDA) has a Strategic Planning & Policy Advocacy Division that formulates and reviews policies to develop various sectors (Malaysian Investment Development Authority (MIDA), 2024). Similarly, the Department of Fisheries Malaysia has a Policy & Strategic Planning Division to ensure projects align with their mission and objectives (Department of Fisheries Malaysia, 2023).

From the aspect of monitoring government policies and incentives, this unit is responsible for evaluating new policies in the housing, agriculture, green infrastructure, and foreign investment sectors. This assessment is important to identify relevant opportunities for land development in Bera district. Next, integrated land data management needs to be established through the formation of a complete and up-to-date land database system. The system should integrate geospatial data to facilitate analysis and strategic development plans.

In addition, collaboration with stakeholders is essential to ensure the success of this initiative. This unit needs to communicate actively with the state government, related agencies, local communities, and investors. Activities such as dialogue sessions and workshops can help

ensure that all stakeholders understand their role in the implementation of land development. Furthermore, regular training for land office staff is required so that they are prepared to face policy changes and the latest technology.

The establishment of this Strategic Planning and Innovation Unit has the potential to provide several important benefits to the Tanah Bera Office and the local community, which is increased operational efficiency through an integrated data management system. The land approval process can be accelerated, reduce bureaucracy and facilitate project implementation. In addition, abandoned land can be identified and utilized for the housing sector, modern agriculture, or green infrastructure development. This step not only increases the productivity of the land but also has a positive impact on the local economy.

Other benefits include generating foreign investment. By providing complete land information and efficient allocation facilities, more foreign investors will be attracted to invest in Bera district. This can stimulate local economic growth. At the same time, affordable housing projects and agricultural development can provide employment opportunities and improve the standard of living of the local community. In the context of sustainability, supporting renewable energy projects and green infrastructure helps protect the environment while driving development.

Overall, political and economic changes offer a great opportunity for 'Pejabat Daerah dan Tanah Bera' to implement a more strategic approach in land management. The establishment of the Strategic Planning and Innovation Unit is a proactive step that can ensure that this office not only meets current needs but is also prepared for future challenges. By making wise use of incentives and new policies, 'Pejabat Daerah dan Tanah Bera' can create sustainable development and provide long-term benefits to the local community and the country as a whole.

Threats

1. Poverty or Economic Uncertainty

Poverty and economic uncertainty are a significant threat to the efficiency and effectiveness of land management at 'Pejabat Daerah dan Tanah Bera'. These factors not only affect the social and economic stability of the community but also increase the workload of the

office in dealing with land-related issues.

Increased poverty often leads to more land disputes. For the poor, land is a very valuable asset, not only as a place to live but also as a source of income, especially for those who depend on the land for agricultural activities. When there are economic pressures, such as job losses or rising living costs, they may have difficulty maintaining their land titles. This situation can lead to a situation where land is sold hastily at a low price or at risk of being seized by other parties due to failure to meet financial obligations such as land tax.

In addition, economic uncertainty often results in increased land ownership disputes. When a family faces financial difficulties, the issue of land inheritance that is not well resolved can become a major conflict. For example, inheritance land that does not have valid documents is often a source of conflict among family members, especially when the land is considered to have high economic value. Conflicts like this require the attention and intervention of 'Pejabat Daerah dan Tanah Bera' to resolve disputes through legal processes or negotiations, which consumes time and resources.

Poverty also makes it difficult for the poor to get help or resolve their land issues. These people may not understand the formal process that needs to be followed or cannot afford the costs of obtaining important documents such as land grants. For example, they may face financial difficulties to pay the cost of land surveying, legal fees, or fines imposed as a result of late payment of land tax. This causes them to continue to be trapped in a cycle of poverty related to land problems.

Economic uncertainty also opens up space for irresponsible parties to take advantage of the poor, such as through land fraud or illegal land acquisition. This situation adds more burden to 'Pejabat Daerah dan Tanah Bera' because they have to deal with these cases carefully to protect the rights of the affected groups.

RECOMMENDATION

To deal with the threat of poverty and economic uncertainty that threatens land management in 'Pejabat Daerah dan Tanah Bera', one of the most important steps is by strengthening the support system for the affected groups. In the face of economic pressure, many poor people rely on land as their main source of income. Land is not only a place to live,

but also an important asset for agricultural activities that contribute to their survival. Therefore, 'Pejabat Daerah dan Tanah Bera' needs to provide more systematic assistance to ensure that those affected are not trapped in the cycle of poverty related to land problems.

Strengthening this support system can be done in several ways that focus on increasing access to assistance and education about land rights. 'Pejabat Daerah dan Tanah Bera' can work with various government and non-government agencies to introduce assistance programs that are more accessible to the poor. For example, one of the important initiatives is to provide education and training to the poor about the land management process, including how to manage land grants, avoid land fraud, as well as how to deal with land inheritance issues. This education is important so that they are not only dependent on others who may take advantage of their ignorance.

Financial support also needs to be strengthened. Financial assistance or loans at a lower rate can be given to those in need to solve land-related problems, such as paying land tax or land surveying costs. With this, they can avoid the risk of losing their land due to financial problems. Cooperation with agencies such as the Department of Social Welfare or NGOs can play a very important role in providing the social and financial support needed by these poor people.

Furthermore, the government has introduced several initiatives that can support this group. For example, in the presentation of the 2023 Budget by the Minister of Finance, Tengku Datuk Seri Zafrul Tengku Abdul Aziz, the government has allocated large funds to increase the country's level of self-sufficiency in the agricultural sector, including for agro-food entrepreneurs and smallholders (Official Portal of Ministry of Finance, 2022). One of the efforts that can be coordinated with 'Pejabat Daerah dan Tanah Bera' is the utilization of abandoned land owned by FELDA, FELCRA, and RISDA for agricultural projects involving the poor. These lands can be collectively managed for more competitive modern agriculture, where the poor are given the opportunity to participate.

A similar initiative is also supported by the state government in the Farmer Entrepreneur Initiative (INTAN) program, where waste land is used to increase the income of the poor through agriculture. The Minister of Economy, Rafizi Ramli, has emphasized the importance of cooperation between the state government and the ministry to ensure that unused land or government facility land is utilized to increase the income of the B40 and extreme poor. This project is expected to help increase the income of the poor by providing sustainable

employment opportunities and reducing the risk of poverty in the long term (The Sun, 2023).

In addition, measures to increase access to technology should also be considered. Modern technology in agriculture can increase productivity and ensure higher yields. The government has introduced an agricultural digitization program involving smart agricultural technology, such as the use of data-based agricultural management systems and Internet of Things (IoT) technology (Official Portal of Ministry of Finance, 2022). With financial support, as well as training on the use of this technology, the poor can adapt to the latest developments in the agricultural sector. Programs like this, if implemented well, can be of great benefit to them in keeping their land productive and profitable.

Overall, strengthening the support system for the poor is a very important step in dealing with the threat of poverty and economic uncertainty towards land management at 'Pejabat Daerah dan Tanah Bera'. With better education on land management, more accessible financial assistance, as well as the opportunity to access modern agricultural technology, the poor can gain the opportunity to improve their standard of living. Cooperation between government agencies, NGOs, and the private sector will further strengthen this effort, ensuring that the poor can continue to benefit from their land without being trapped in ongoing economic problems.

2. Climate change

Climate change has major implications for land management, especially in areas such as 'Pejabat Daerah dan Tanah Bera', which may face challenges due to extreme weather and environmental change. These changes not only affect land ownership but also affect land use, especially in areas exposed to the risk of natural disasters such as floods, landslides, and drought.

Extreme weather, such as prolonged heavy rains, can cause massive floods that damage land, change land boundaries, and affect important documents such as land grants. When land boundaries change due to erosion or natural disasters, it can trigger disputes between land owners. 'Pejabat Daerah dan Tanah Bera' has to deal with these disputes by conducting re-surveys, verifying boundaries, and updating land records, which requires considerable energy and financial resources.

In addition, areas frequently affected by floods or landslides can lose their attractiveness

for economic activities such as agriculture or development. This affects the value of the land as well as development opportunities in the area. 'Pejabat Daerah dan Tanah Bera' may face the challenge of finding solutions to optimize land use in affected areas, such as finding alternative uses or providing incentives for area restoration.

Climate change can also cause the displacement of people from areas that are no longer suitable for living, such as low-lying areas that are easily affected by rising water levels. This relocation poses new challenges to 'Pejabat Daerah dan Tanah Bera' in land management, including the need to provide alternative land to the affected population and ensure the relocation process is done fairly.

Furthermore, changes in the environment can impact land planning and development. For example, areas that were once suitable for agriculture may become unproductive due to prolonged drought. The increasing risk of natural disasters also puts pressure on the existing land management system. Land documents that are only physically stored are at risk of being lost or damaged during natural disasters.

This threat also presents a challenge in terms of enforcing land regulations. Climate change may cause an increase in illegal activities such as land encroachment in areas considered safer from natural disasters. 'Pejabat Daerah dan Tanah Bera' needs to tighten monitoring and enforcement to prevent this activity and protect the rights of legitimate land owners

RECOMMENDATION

In order to deal with the threat of climate change that is getting worse, 'Pejabat Daerah dan Tanah Bera' should implement more strategic land planning as well as the application of green technology as an effective mitigation measure. Climate has a major impact on land use, especially in areas that are often exposed to natural disasters such as floods and droughts. Therefore, systematic and effective land planning can help reduce the negative effects of climate change and ensure resilient land management for the future.

More strategic land planning involves a more thorough approach in the use and management of land areas at 'Pejabat Daerah dan Tanah Bera'. This includes identifying areas that are at high risk of natural disasters and planning the use of land in those areas wisely. For

example, land located in low-lying areas and vulnerable to flooding should be considered for use for purposes that are less exposed to risk, such as green areas or planting crops that are more resistant to extreme weather. In addition, land development in the area also needs to be more strictly controlled to reduce the risk of natural disasters. This approach is in line with the government's initiative which also emphasizes disaster-resistant urban infrastructure planning, as announced by the Malaysian Ministry of Public Works in an effort to deal with flooding in urban areas (The Star, 2024).

In addition, the application of green technology in land management can increase the resistance of the area to the effects of climate change. Green technologies, such as smart farming systems and the use of renewable energy, can be used to minimize the damage caused by extreme weather. For example, the use of more sustainable agricultural technologies, such as hydroponic-based agriculture and vertical agriculture, can increase agricultural yields in areas prone to drought or less fertile soil. By using this technology, 'Pejabat Daerah dan Tanah Bera' can ensure that land affected by climate change remains productive and able to support economic activities such as agriculture.

In addition, green technology also involves the use of environmental management systems that can reduce the adverse effects of floods and landslides. Initiatives such as the Environmentally Friendly Drainage Master Plan emphasized by the Malaysian Ministry of Public Works can be adapted for high-risk areas (The Star, 2024). This includes designing more effective drainage to reduce the risk of flooding in areas that are often hit by heavy rain. With better planning for water management, soil will not be eroded and land boundaries will be better preserved.

The combination of more strategic land planning and the application of green technology can also help in the recovery of areas affected by natural disasters. When land is affected by floods or landslides, green technologies such as soil restoration systems using cover crops or the reintroduction of native trees can help restore the area. This is also in line with the 2030 Nation Building Plan which emphasizes the development of sustainable and resilient infrastructure, which is the basis for creating more disaster-resistant areas (The Star, 2024).

Overall, more strategic land planning and the application of green technology is a very relevant step in facing the threat of climate change. By adapting modern technology and planning land use more wisely, 'Pejabat Daerah dan Tanah Bera' can reduce the impact of climate change on land management in the area. This initiative not only benefits landowners,

but also the entire community, who will enjoy a more sustainable and resilient area. With the support of the government and relevant agencies, these measures can be implemented more effectively, ensuring sustainable development and protecting the land and community life from the threat of climate change.

CONCLUSION

My industrial training for six months at 'Pejabat Daerah dan Tanah Bera' has given me a very meaningful experience, not only in the aspect of technical knowledge but also in the development of soft skills. My involvement in various tasks such as document management, processing of Temporary Occupation License (TOL), and exploration of geospatial systems such as the Pahang Land Geospatial System (PLGS) have equipped me with practical skills in land management and public administration.

In addition to work experience, involvement in social activities such as marching and futsal competitions has strengthened my relationship with my colleagues, as well as fostering the value of cooperation and team spirit. These activities gave me the opportunity to understand an inclusive and supportive work culture.

During this period, I have learned about the importance of punctuality, effective communication, and efficient resource management. This training has also built a solid foundation for me to go further in my career.

In the next five years, I aim to become a professional who plays a role in modernizing the land management system with the integration of technology, while ensuring that the needs of the community continue to be prioritized. My goal is to contribute to sustainable development that is not only centered on technical excellence but also the effectiveness of services to society.

In conclusion, this industrial training experience has been a stepping stone in my career journey and provided me with the skills and insight needed to become a dedicated leader in the public administration sector.

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APPENDICES



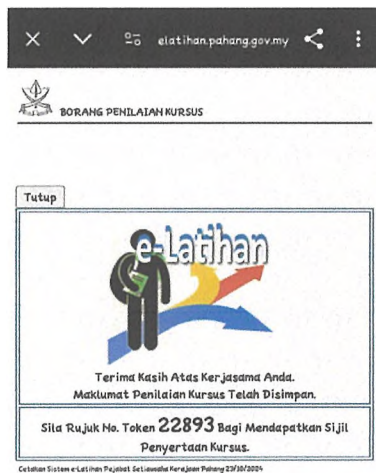
1. 14 August 2024 - Activity of disposal of government confidential files at the Administration and Finance Unit.



2. 31 August 2024 - Represent 'Pejabat Daerah dan Tanah Bera' in the district-level marching competition in conjunction with the 67th Independence Day celebration.



3. 20 September 2024 - Welcomed the arrival of His Majesty the Sultan of Pahang, Al-Sultan Abdullah Ri'ayatuddin Al-Mustafa Billah Shah Ibni Almarhum Sultan Haji Ahmad Shah to 'Pejabat Daerah dan Tanah Bera'.



4. 23 October 2024 - Participated in a comprehensive one-day training session focused on land management and legal frameworks at Pejabat Daerah dan Tanah Bera'.



5. 9 January 2025 - Participated in a futsal competition organized by 'Pejabat Daerah dan Tanah Bera' Association Club, D'LORA.



6. Aerobic activities every month on Friday by 'Pejabat Daerah dan Tanah Bera' Association Club, D'LORA.



7. The Program for Singing the National Anthem 'Negaraku', 'Allah Selamatkan Sultan Kami', and the Pledge of the 'Rukun Negara' for Public Servants at 'Pejabat Daerah dan Tanah Bera' every Wednesday morning.



PTBERA / 3 / T / 353 / 166 / 3033

PEJABAT TANAH BER

PERMOHONAN PEMBERILIKAN TANAH KERAJAAN

NO. DAFTAR PERMOHONAN: _____

PEMOHON: _____

NO. K.P. _____

ALAMAT: _____

NO. TELEFON: _____

NEGERI PASIR: _____

DAERAH BERA: _____

MUKIM MUKIM TRIANG: _____

TEMPAT LOKASI: _____

JUARA: _____

KETERANGAN: _____

PETAK: _____

BANJARAN: _____

PERMOHONAN PEMBERILIKAN TANAH KERAJAAN

NO. DAFTAR PERMOHONAN: _____

PEMOHON: _____

NO. K.P. _____

ALAMAT: _____

NO. TELEFON: _____

NEGERI PASIR: _____

DAERAH BERA: _____

MUKIM MUKIM TRIANG: _____

TEMPAT LOKASI: _____

JUARA: _____

KETERANGAN: _____

PETAK: _____

BANJARAN: _____



POTB.PL.200-02/3/13 (12)

DRAFT

KERTAS RINGKAS UNTUK KEPUTUSAN MAJLIS MESYUARAT KERAJAAN NEGERI PASIR

PERMOHONAN PEMBERILIKAN TANAH INDIVIDU BAWAH 4 HEKTAR UNTUK KEGUNAAN PERTANIAN DAN BANGUNAN DI BAWAH SEKSYEN 76 KANUN TANAH NEGARA

1. TUJUAN

1.1 Kertas ini disediakan untuk mendapat keputusan Pihak Berkuasa Negeri terhadap dua (2) permohonan pemberilkan tanah individu untuk kegunaan pertanian di Mukim Triang, Daerah Bera.

2. LATAR BELAKANG

2.1 Dua (2) permohonan tanah daripada individu yang telah dibenarkan pada tahun 2019 dan 2022.

2.2 Kawasan yang dipohon dalam Mukim Triang, Daerah Bera merupakan tanah Kerajaan.

3. BUTIR-BUTIR PERMOHONAN DAN TANAH

3.1 Butir-butir permohonan adalah seperti di Lampiran 'A'.

8. The government land ownership application file and some examples of documents in it.

Pejabat Daerah Dan Tanah Bera Rasmi
3.4K pengikut • 55 mengikuti

Siaran Perihal Reels Foto Video

Pengenalan
Sebuah Pejabat Kerajaan di bawah pentadbiran Pejabat Setiausaha Negeri Pahang

Halaman Organisasi kerajaan
pdtbera@pahang.gov.my
pdtbera.pahang.gov.my
Belum dinilai lagi: 0 Ulasan

Foto Lihat Semua Foto

Phara Term Pengiklanan Periklanan > Kuku juga
Masa: 9:00:00

KAUNTER KUTIPAN LUAR CUKAI TANAH PEJABAT DAERAH DAN TANAH BERA

23 JAN 2025 - KHAMIS
10:00 AM - 12:30 PM

BALAIRAYA KAMPUNG CHARUK PUTING

PENBAYARAN ADALAH SECARA TUNAI ATAU KAD KREDIT / KAD DEBIT

Sila jelaskan cukai tanah anda sebelum 31 Mei anda terima faktur

Suka Komen

Pejabat Daerah Dan Tanah Bera Rasmi
15 Januari 2025 • 5:28 PTG

HEBAHAN PROGRAM BERKHATAN ANAK PAHANG 2025

INISIATIF MAKMUR PAHANG (I.M.PAHANG) 2025

PROGRAM Berkhatan

10. Company's Facebook