



UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
BACHELOR OF ADMINISTRATIVE SCIENCE (Hons)

PRATICAL TRAINING REPORT
SIBU RURAL DISTRICT COUNCIL (SRDC)

PREPARED BY
SENDY BINTI YONG

2012497902

PREPARED FOR
SIR KOLONEL SAIFUL ANWAR

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TABLE OF CONTENT

No.	Topic	Page
	The Declaration.....	i.
	Acknowledgement.....	ii.
Chapter 1 INTRODUCTION TO THE ORGANIZATION		
1.0	Introduction of the Organization.....	1
1.1	Sibu's History.....	1
1.1.1	The Establishment.....	1-2
1.1.2	The Political.....	2-3
1.1.3	The Symbol of Sibu.....	3-4
1.2	Sibu Rural District Council's Background.....	4
1.2.1	Experimental Election.....	5
1.3	Sibu Rural District Council's Logo.....	6
1.4	Sibu Rural District Council's Vision.....	7
1.5	Sibu Rural District Council's Mission.....	7
1.6	Sibu Rural District Council's Shared value.....	7
1.7	Sibu Rural District Council's Objective.....	8
1.8	Quality Policy.....	8
1.9	Customer Charter.....	9
1.10	Sibu Rural District Council's Section.....	10
1.10.1	The General Administration and Public Affairs Section.....	10-11
1.10.2	Public Work and Planning Section.....	11
1.10.2.1	Function of Public Work and Planning section.....	11
1.10.3	Public Health and Environment section.....	12
1.10.3.1	Duties and Responsibilities.....	12-13
1.10.4	Rating and Valuation Section.....	13
1.10.4.1	Duties and Function.....	14
1.10.5	Treasury Section.....	14
1.10.5.1	Treasury Service.....	14

CHAPTER 1

INTRODUCTION OF THE ORGANIZATION

1.1 Sibü's History

Sibu is an inland town, and the capital of Sibu's District (229.8 square kilometres) in Sibu Division, Sarawak, East Malaysia. It is located at the confluence of the Rajang and Igan Rivers, some 60 kilometres from the ocean and approximately 183.3 kilometres east-north-east of the state capital Kuching. The population is dominated by Chinese especially the Fuzhou as well as indigenous Melanau, Malay, and Iban. The town population (year 2010) is 257,800. Sibu is the main tourist gateway to the Upper Rajang River, with its small riverine towns and its many Iban and Orang Ulu longhouses.

1.1.1 The Establishment

Before 1 June 1873, Sibu was known as "Maling", named after the winding portion, "Tanjung Maling", on the other side of Rajang River. Maling was a small village with a few small and simple shop houses with atap roofs and wooden walls and floors. The main population was Malay; and Chinese were in a minority.

In 1841 Sarawak was ruled by 'White Rajah', James Brooke. On 1 June 1873, the third division was created and the division was named after the native rambutan fruit because the division had a lot of native rambutan known as "Buah Sibau" in the Iban language. In 1901 Wong Nai Siong (Huang Naishang) led the

CHAPTER 2

THE WEEKLY REPORT

2.1 Week 1 (22 January – 24 January 2014)

On the first day as an internship student, I reported myself at Sibu Rural District Council (SRDC) Level 18, Wisma Sanyan Sibu. On that day which is Jan 22, 2014 (Wednesday), I met Encik Justani Haji Joni which is the Secretary of the SRDC. Encik Justani briefly gave a consultation to me and he decided to put me Administration section. This is because Encik Justani believes that Administration Section is the right place for me according to the course that I choose in UiTM which is Bachelor administrative science.

One of the staff named Mdm. Rose Wong introduced me and my classmates to all of the staffs in the administration section. Mdm. Rose Wong then placed me in an empty table and gives a SRDC's profile book to me. She asked me to read the book which contains the SRDC details and all of the SRDC's functions and areas of jurisdiction as well as the list of staffs in the organization.

In the evening, I gave assistance to Mdm. Rose Wong to rearrange the travelling program reports. Traveling program report is a list of the program that had been conducted by all of the section in SRDC such as Public Health and Environment Section, Public Work and Planning Section, and Rating and Evaluation Section. The travelling programs needed to be arranged according to the date. This is to make easy to find the list when needed. The latest lists of travelling program report are being put in the first page followed by the day before the date. Travelling program reports also

3.1 Task Analysis

I had entered Sibu Rural District Council department for six weeks and I had learned many types of task. For example are attended meeting, prepared a minute of meeting, filing, handling public complaints as well as deals with customers throughout the phone. In this chapter, I choose to focus on the area of filing. This is due to my involvement in the activity of filing in the organization. I had learnt that filing is very important in every organization as it is one of the ways to kept and stored important documents. Every of programs and activities conducted in the organization must be filed properly and put in the filing cabinet.

While I doing my practical training in the organization, I had learnt that it is important to record all the management activities conducted in the organization. The filing system in every organization should be better organized and controlled. This is to avoid any misplaced or lose of file folders as well as documents. As I had learnt in the field of Public Administration which is the Principle of Management; planning, organizing, leading and controlling, I believed that, the quality of filing system should be practiced in every organization as this will ensure every of the important documents are safely stored.