



**UNIVERSITI TEKNOLOGI MARA**  
**FACULTY OF ADMINISTRATIVE SCIENCE & POLICY STUDIES**

**Bachelor of Administrative Science (Hons)**

**Practical Training Report:  
Limbang District Council**

**Group:  
AM2286B**

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## **CHAPTER 1**

### **INTRODUCTION OF THE ORGANIZATION**

#### **1.1 History and background of Limbang District Council**

On 29 November 1948, the Governor made the announcement during State of Council where the government would establish a multi-ethnic local authority which consists of Malays and Chinese in the Fifth Division. By following that announcement, the Local Authority Limbang District was enacted by Order (Constitution) Local Authorities 1949 through Sarawak Government Gazette Notice which start from 3 February 1949. The name of local authority was changed to Local Authority Multi Racial Limbang on 1 January 1951, and then it was converted into Limbang District Council starting from 1 January 1952 until now.

Limbang District Council (LDC) had been established on 1 March 1948. It consists of 26 Council members where the president is Walikota. Secretary is the main manager in LDC where he/she is responsible in handling the sections in LDC. There have seven sections which are Administration Section, Public Health Section, Public Work Section, Enforcement Section, Valuation Section, Enforcement Section and the Library.

## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### **First Week (16-21 July 2012)**

16 July 2012 (Monday)

On 16 July 2012, I met with the practical's supervisor, Mr. Mura Bin Haji Durahim. He explained a little bit information about the organization. There are seven sections in Limbang District Council (LDC) which are Administration Section, Public Health Section, Public Work Section, Enforcement Section, Valuation Section, Enforcement Section and the Library. I was attached in Public Work Section since they had a vacancy.

Then, Mr. Mura introduced me to all staffs in each section. Firstly, the introduction session starts from my section and continued to the other sections. Here, I could meet staffs face to face and this was actually teaching me how to improve my communication skill and at the same time I can adapt this new environment.

During the introduction session, Mr. Mura also informed me that LDC also had the Capacity Building for Graduates program's (CBG) staffs. I noticed that one of the CBG's staff was the former of UITM Samarahan, Mr. Khairul Amree. Since he took the same course as I did before, he shared his experience when he went for practical training. Besides that, he gave little a bit of explanation to me in how to do practical report and guiding me in how to summarize and wrote activities daily training works in the Log Book.

On the other hand, my supervisor mentioned that LDC will be audited on this Wednesday, 18 July 2012. Thus, each section must prepare well because for those that got the low mark will be penalized. Every section in LDC had their group name and 5S areas. Public Work section named was 'Udang Galah' and