



Universiti Teknologi MARA
Faculty of Administrative Science and Policy Studies
AM228 - Bachelor in Administrative Science (Hons.)
ADS 666 - Practical Training

Practical Training Report
**SAMARAHAN DISTRICT
COUNCIL**

Name of Student
Norfazila binti Jenal
2010734179

Name of Supervisor
Miss Noni Harianti binti Junaidi

SEP'12-JAN'13

ACKNOWLEDGEMENT

Completing this Practical Training Report was a challenging project for me. However, I had a lot of helps from supervisor, lecturer, and also from my fellow friends that made this report less difficult.

First of all, I would like to express my gratitude to Allah S.W.T. for the blessed that have been gave to me in accomplishing this Practical Training Report paper.

I would like to express my acknowledgment to my supervisor, Miss Noni Harianti Binti Junaidi for her guidance to complete this practical training report. All her instruction and information given is very useful for me within the period to do this report. Without her help and guideline, I am sure that I cannot be able to finish this report.

I also would like to express my acknowledgement to my lecturer of ADS666 (Practical Training Report), Sir Fairuz Hidayat, who in charges my practical training by placing me at Samarahan District Council and also for his guidance in complete this reported.

Finally, I also like to express my gratitude to everyone that has contributed directly or indirectly to complete this reported.

TABLE OF CONTENT

CHAPTER 1: INTRODUCTION OF THE ORGANIZATION

1.1	About the Council.....	1
1.2	History.....	2
1.3	Samarahan District Council	
1.3.1	Logo.....	3
1.3.2	Vision.....	3
1.3.3	Mission.....	3
1.3.4	Motto.....	3
1.3.5	Slogan.....	4
1.4	Organizational Structure	
1.4.1	Policy Maker.....	5
1.4.2	Organizational Structure Chart.....	5
1.5	Client Charter	
1.5.1	Client Charter of Samarahan District Council.....	6 - 7
1.5.2	Client Charter for Each Division	
1.5.2.1	Administration Division.....	8
1.5.2.2	Treasury.....	8 - 9
1.5.2.3	Public Work Division.....	9 - 10
1.5.2.4	Division of Public Health.....	10 - 11
1.5.2.5	Division Assessment and Taxation.....	11 - 12
1.5.2.6	Public Libraries Division.....	12
1.5.2.7	Enforcement Unit.....	12 - 13

1.0 INTRODUCTION

1.1 About the Council

Samarahan District Council is located in the Samarahan area about 30 kilometres from Kuching. SDC was gazetted on 27 December 1984 and perform the powers to administer the areas under his control begins on January 1, 1985.

In addition, the areas under the control of the SDC are includes sub-district of Asajaya and Sadong Jaya. Chairman of the Council, and also known as Wali-city, led SDC based on the provisions of the Ordinance, the powers of the Local (The Local Authority Ordinance).

SDC has an area of 593.9 square kilometres. According to the 2000 Population Census, the total population of the District Samarahan is (46.966) and Asajaya (28.513) is 75, 476. Other than that, the appearance of the terrain is flat and Samarahan District consists primarily of lowland or peat. Because of this situation, these lands are suitable for farming activities which had been conducted by IADA. Among the produced commodity are citrus plants, coconut, oil palm and pineapple. There are also a popular cash crop paddy rice, melons, sweet corn and vegetables. (Sources: http://www.samahandc.sarawak.gov.my/tentang_kami.html)

However, there is also having industrial areas (Samarahan Industrial Zone) which is adjacent village of Tanjung Bundong. Width of Samarahan Industrial Zone is 62, 213 hectares.

2.0 SCHEDULE OF PRACTICAL TRAINING

2.1 Week 1 (16 July 2012 – 20 July 2012)

My first day during my practical training at SDC on 16 July 2012 (Monday), I together with other practical student are instructed to meeting with Mr. Heng Soon Chai (Administrative Assistant Gred J22). He is one of the officers who in charged practical student by assigned student into each department and job specifications. I was assigned to join Public Work Unit which under the one stop centre. It supervised by Mr. Wan Beng Tee (Civil Technician Gred J22) and assistant officer is Mr. Lim Heng Lee. When I entered in Public Work Unit, Mr. Lim Heng Lee briefing regarding this section and I was introduced to all the staff in Public Wok Unit. After that, Mr. Frezzal Faisal which is one of the staff at this section taught regarding building control such acceptance of building plans, start of construction work, issues of Occupation Permit (O.P) and also how to control over the renovation of the building. The objective he gives a brief explanation regarding this section so that I understand in the site inspection later. As information, the first task when I entered here was stamping on inspection approval document. The objective of this task is all the building or renovation should get approval from the SDC first before it built by developers. At 2 p.m, I together with the staff at Public Work Unit which is Mr.Lim Heng Lee, Mr. Frezzal Faisal, Mr. Shamhimi Jotem, and other officer from other section was joined on site inspection at Institut Tadbiran Awam Negara (INTAN) Sarawak such at Block Serapi, Surau and Block Mulu. As information, the objective of this inspection is to ensure the building that had been built is safe, and then the O.P will be issued by SDC. During site inspection, we are deal with the consultant who manages the project.

My task on the second day (17 July 2012, Tuesday) practical here is key-in