



UNIVERSITI TEKNOLOGI MARA SARAWAK

SAMARAHAN CAMPUS

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES

BACHELOR IN ADMINISTRATIVE SCIENCE (HONS)

TITLE: PRACTICAL TRAINING REPORT (ADS 666)

(BAU DISTRICT COUNCIL)

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JANUARY 2011 – APRIL 2011

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ACKNOWLEDGEMENT

First and foremost, I would like to express my gratitude to God for His blessing and His almost love for giving me the invaluable precious to effort this practical training report. I was grateful that this practical training report accomplish after lots of perspiration and hard work to all of this.

I also owe a special thanks to Mr. Fairuz Hidayat Merican, our lecturer for this subject, ADS 666 and greatest appreciation to my supervisor Ms. Noni Harianti who has providing me with precious information, knowledge and guide me in making this practical training report. Without her guidance and encouragement to this practical report, it would not have materialized and completed.

Apart from that, I'm not forgetting to all support from Bau District council that accepts me to do my practical training in their organization. Thus, thanks too to my fellow colleagues, especially my classmate, which also guides and gives support to help me complete my report as they afford and it was vital for the success of the report.

This report is a small effort, made and design with the hope that it will give an unforgettable experience and knowledge about the establishment, management of the information that I have gathered and present in this report is pure and true determination.

Lastly, once again I would like to thank every individual that helped, support and motivated me either directly or indirectly. Their contribution is the most valuable asset of this small but useful study.

THE DECLARATION

I hereby declare that the work contained in this practical training report is my own except those which have been duly identified and acknowledged. If I am later found to have committed plagiarism or other forms of academic dishonesty, action can be taken against us under the Academic Regulations of UiTM's.

Signed

Name: Emelda Lah Wan

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CHAPTER 1

INTRODUCTION

1.0 BACKGROUND

Bau District Council implementing power to administer the areas under its control by virtue of the laws enshrined in the "Local Authorities Ordinance 1996" and other relevant laws and By-Laws of Local Council (Council By-Laws) drafted and enacted the Ordinance. Bau District Council is chaired by the Chairman of the Council, Bau District Officer. He was appointed as the Chairman of the automatic Region where he served under "Local Authorities Ordinance, 1996" Section 12 (2) and (3), responsible for chairing the various meetings of the Permanent Council. Services and activities provided by the Bau District Council are planning and implementing development projects in the district of Bau. Bau District Council also provide services such as libraries, waste management, solid waste, issuing licenses, permits, building plans, control of infectious diseases, bill payments through SBBS, and environmental Bau District.

Bau District is a region in the Kuching area with a population of 49.8 thousand people. It is estimated the population by ethnic group and Sarawak Administration District (2008). The majority of the Bau District area was Bidayuh (68%), China (21%), Malay (8%) and others (3%). Located about 30 km from Kuching City, 2.5 km from Batu Kawah new city and 22km from Kota Sentosa (7th Mile). Bau District had received nickname "Gold Town" with an area covering 884.40km square and holding a proportional amount as at the list of Local Authority valuation list as at November 2008 a total of 10,070 units. There are several small towns in Bau District such as Tondong Town, Paku Town, Krokong Town, Siniawan Town, Jambusan Town, Buso Town and more. Bau District is playing an important role and once connected through the rivers before the construction of roads leading to the Administration Central at Bau.

Table 1.0 Population by Ethnic Group

Races	Bidayuh	China	Malay	Others
Population (%)	68	21	8	3

History of the establishment of Local Authorities throughout the state is under the Local Authority Ordinance, 1948, (Local Authorities Ordinance, 1948) under the governance of British Government. With the Ordinance, the drafters of legislators, local (Law Makers) to authorize the Governor to establish a body known as Local Authority (Local Authority) or have the title of "Local Council. All local authorities were implementing the power- were provided by the Ordinance and authorized to draft By-law called the "Local Council By-Laws" which must be adhered to by all the local people by the Local Authorities.

Bau District Council was established in 1955, under Article 5, the Local Authority Ordinance 1955, under the jurisdiction of the British Government at that time. Bau District Council has chosen and appointed Council Members (Councillors Council) for the first time on 01.01.1956 provided in "The Local Government Election Ordinance 1956". Ordinance allows the Council Members appointed by the poll.

However, the Local Authority Ordinance 1955 has been repealed and enforced by the Local Authority Ordinance 1966 and Bye-Laws made under the new Ordinance.

(Source: The book of strategic planning for the council and Bau District Council website)

1.1 VISION AND MISSION

As we know, every organization have their own vision because vision is the reason the organization exists and seems like Bau District Council which have created their own vision which is to upgrade the standard of this council of the District Council to Municipal Council by the year 2020. Ministry of the Environment and Public Health will be the leading organization that drives the agencies under its jurisdiction to make the advanced state of Sarawak in 2015.

In achieving this vision, Ministry of the Environment and Public Health intends to lead the Local Authority to be a responsive agency, the dynamic and has a strong financial position to perform their duties based on smart management practices.

Mission is a brief statement of the purpose of an organization and Bau Distict Council have its own mission that to make the Bau District a centre of tourism (Eco-Tourism) is famous in Malaysia.

(Source: Strategic Planning book for the council and Bau District Council website)

1.2 FUNCTIONS OF BAU DISTRICT COUNCIL

According to Chapter 20, Local Authorities Ordinance, 1966, Bau District Council is a Local Authority (LA) that serves to regulate, control and plan development in the areas of its control. Among the functions of the Bau District Council are as follows;

1. Provide efficient and continuous efficiency
2. Planning, implementation and maintenance of development projects and Local Authority
3. Formulate, review and implementation of legislation the Local Authority
4. Ensure that each stake in the administration of District Council 20 is measured, assessed and taxed door / levy (oil palm plantation estates)
5. Plan, manage and resolve problems of hygiene and public health
6. Formulate review and enforce the existing laws under the jurisdiction of Local Authorities
7. Plan, manage and provide public library facilities

(Source: Strategic Planning book for the council and Bau District Council website)

1.3 ORGANIZATION STRUCTURE

Bau District Council is chaired by the Chairman of the Council, the Bau District Officer. He was automatically been select as the Chairman of the District where he served under "Local Authorities Ordinance, 1996" Section 12 (2) and (3), responsible for chairing the various meetings of the Permanent Council. Refer to the website and the book of strategic planning of the council.

The administration of this council id divided into seven divisions and units that have the functions and objectives of each to provide a fair, efficient and quality. The employees or the organization must play their responsibility and put more efforts to achieve the aims of the organization and for their division itself.

Administration is the heart of the Council's administrative machinery management, headed by the Secretary of the N41. It is the central management office, mail centre meetings, organizing and holding of meetings of the Standing Committee of Council Members, as well as public relations and direct contact with the Ministry of the Environment and Public Health, and private agencies.

The Enforcement Unit led by Assistant Enforcement N17 enforce Council By-Laws, to check and investigate the owner of the business licenses and to take action against those who do not comply with the Law Council.

Public Library is headed by Assistant Library S17, providing library services to the community. The communities of Bau Town have borrowed the books from the library and some of them go to the library to find the information regarding to what they want. So that, the employees of the library must ensure the numbers of books, types of books and the contents of books in the library must in good condition and enough to fulfil the needs of the peoples in Bau Town.

While, Assessment and Taxation Unit is headed by a technician rating W22, which measure and assess all the buildings in the area of Bau District to be charged an annual assessment and this can be the income of the Council.

Public Works Division is headed by a Civil Engineer J22, implement the resolutions of meetings of the Committee in relation to the implementation of development projects, providing public facilities including the issue of job offers for development projects, overseeing the projects, the Council maintains the buildings, roads and bridges, building plan check and permit the provision of Rest (Occupation Permit).

Lastly, Public Health Division is headed compelling U32 Health Inspector, cleanliness of the entire town of Bau and surrounding areas, providing solid waste management, perform business control activities, food quality control program and the program control vectors carrying the disease, a new building to check on the sanitation system Permit issuance for the indwelling of, and city beautification projects (Landscaping).

(Source: Strategic Planning book for the council)

ORGANIZATION CHART

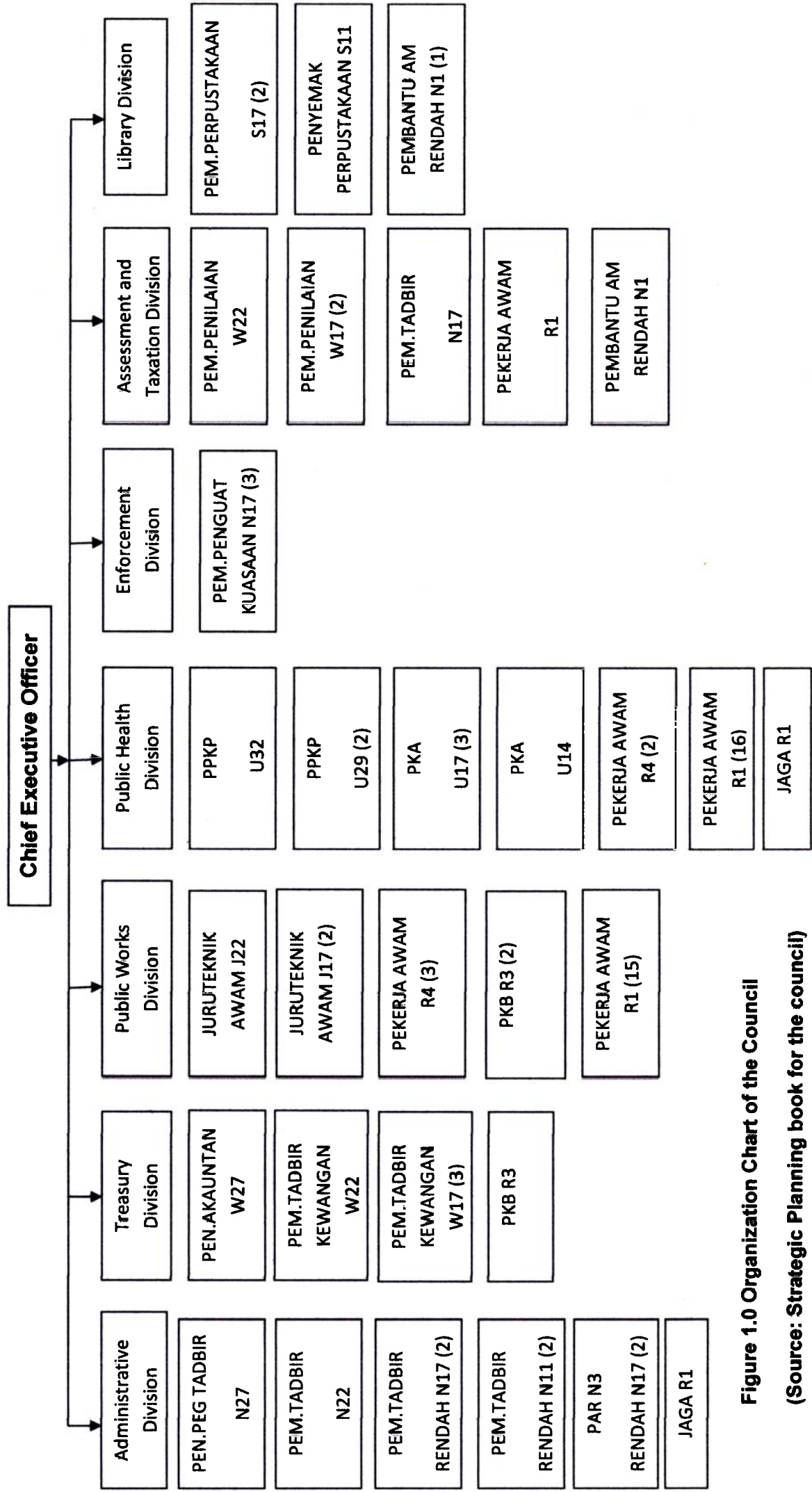


Figure 1.0 Organization Chart of the Council
 (Source: Strategic Planning book for the council)

CHAPTER 2

SCHEDULE OF PRACTICAL TRAINING

2.0 ADMINISTRATIVE DIVISION

For the first week I was attached at Administrative Division where the division covers and play role in managing human resource, the secretariat of the committees and meeting management, records management, documents and correspondence, staff training and management of customer complaints.

My first task for this week I was learned how to record the incoming mail into the record book mails that provided. Its look as a simple task but you must really understand what the mail or documents stated and record the important thing only inside the book. So, by doing this those who will look after or go through for this document will easily understand and know what should they do toward it whether the mail ask to invite for attending a meetings or it just notification for the council . A lot of incoming mail received by the council and includes miscellaneous thing. All of the mails must be recorded, so that, the staff know and memorize they already have received the mail from the customers or the ministry.

Besides that, I was performed the task that involve to update the ISO control record. That's mean replace the old ISO with the new one which is MS ISO 9001:2008. Firstly, I had been update a list of file contents of the file number MDB/KAKT-9/B which is to Approve or Authorize the seminar or training or courses. The files includes the information of the council's staff who was being approve to attending and those who already attend the seminar/training/courses for several seminar /courses that has offer.

For the second sub-task is the same task but the different file and contents. The file include the complaints from the customer about something happen around them whether they satisfied or unsatisfied toward its. The file name was being recorded as MDB/KAWAM-1A/JILID 2

which is about Complaints (hotline/biro). Next is update the ISO control record a list of file contents of the file number MDB/KAKT/1/JILID 5 and it was about Staffing General. The other task that I was made under the ISO control record are update the file that contents of Organizational Training Need Analysis and Holiday Options file (Circular No.14/2008 and Leave Replacement). All of the file contents should be record to know the documents that have been received by the Council and the documents that been sent out by the Council itself. To make it easy to be identify or determine whether the file come from outsider or from the council itself is the file and content should be record by different colour. For the incoming mails from outsider should be record by the red pen and from council to others is use the blue or black pen.

Next task is labelling the index number for each file cabinet holding in 2010. By labelling the cabinet, it can make easy for the Council's staff to find the file that they want to refer for. A lot of file with miscellaneous thing inside the cabinet and to find the file being difficult because they do not know which cabinet the file placed and it takes for long time to search for each file.

In the first week and my second day been trained at Bau District Council, I also performed a task that requires me to update the filing indices and insert the information into the computer system. This task takes for long time to complete it because too many thing to change and replace regarding the new ISO. All of this should be complete before New Year begin because the auditor will check that things. It's includes the filing indices such as rating and valuation file, trades and industries file, personal file, land and properties, beautification, public peace, staff, finance, food quality control, public works, health and sanitation, vector control, licence, minutes of meeting, notice and notification, office, constitution, administration, transport and communication, public utilities undertaking, enforcement, miscellaneous, planning and development, general store and equipment, circular and legal. These must be update and several indices have added new things. At the same day, I was update the personal files of all staff at the Bau District Council because

there have new staff have been employed at the council and update the number of holidays that each staff leave. (Appendix 1 & Appendix 2)

On the third day, I was being asked by the Administrative Assistant to provide recommendations for further training in 2011. To perform and complete this task is difficult for me because I really did not know what training should each staff to attend and did not know what the name of the training (seminar/courses) offer for their qualification. Having challenges to do this task where I need to use my ability and knowledge to expect something happen yet and also most of the staff at the administrative unit do not know about it and can't help me. But, with the help of her itself and the guidance given, I was able to complete the task even taking a long time. The recommendation must contents the element of skill/competency matrix, training programs or courses, target group, the number of officers who will attend period or date, venue, organizer and training costs. (Appendix 3)

I also learn about how to provide an annual report for the council and being asked to prepare an annual report for 2010 and for administrative unit. By learn about this task I gained new information and know what must include in the report. The annual report including the names of executive officers and heads of sections, number of staffs, list of positions filled in 2010, list of vacant position in 2010, capacity building graduates, activities that were held in Bau District Council in 2010, number of staffs in the administration, attended courses in 2010 and staff training plan 2011. (Appendix 4)

Others are I had been given an opportunity to be a witness for sealing close and open tender. It helps me to know and understand the process of the tender even it look easy to do but the sealing procedures must be follow and done correctly. There must have witnesses during the sealing run where it is seen by the heads of each division and others.

2.1 EVALUATION AND TAXATION DIVISION

For the second week I had been attached at Evaluation and Taxation Division. The function of this unit are to generate revenue for the Bau District Council, ensure each stake in the Council administrative area is measured, assessed and taxed the door, including the levy (Oil Palm Plantation Estates), and make an assessment of a just and fair. Before begin any task in this unit I being asked to read and understand a book titled "Assessment Billing System". Many thing need to understand and memorize because it will guide to perform the task in this unit.

Calculate and double-check the amount of the tender whether the amount stated are correct and the amount collected are same with the amount stated. This is to make sure there have no breach of responsibility during performed the task. Mean, the amount of money are accurate and not more than amount should be. I also check the category/class of the tender are correct and accurate with the head and subhead tender. Each of the tender has different category/class because it is to differentiate with another.

In every section there will have tools and equipments to make easy the task and performance done well. Any items that have buy for the council must be listed in details. This is to ensure what the council have been order or buy to fulfil the needs of the staff to perform their jobs. To make it clear I was update the inventory list and key in the information/data into the computer system because all of this will be check by the auditor.

Referencing form is the forms that need to be filled to know the owner of the house. I had updated the form and replace several of the old form because the owner of the house was exchange. All information about the house owner must be fulfilled in the form to make easy the council know the house are belong to whom. Meanwhile, the address of the buyer of the house should be state in the form also. The address here refers to the address of the buyer where he or she lives know before they transfer to the new house. By having information about the buyer, the contractor or

seller know to contact them if there have any inquiry or difficulty that the contractor or seller want to ask the buyer.

2.2 TREASURY DIVISION

The Treasury Division is functional to cover revenue management, expenditure management, accounting and study and loans. I have been attached at this division for the third weeks and stayed for three weeks in this division until the end of practical training.

For the first task given to me is help the Administrative Assistant (Finance) count the money collection for that they. I must ensure the amounts of money are correct as the receipt states to avoid the shortage of money and amount of money that will be bank in are correct. After counting the money I go with the Administrative Assistant (Finance) to Maybank for bank-in the money. There, I was learn how the process of bank-in the money of that council.

In this unit I also have key-in the return used and unused revenues forms. It refers to the receipt of revenue forms that have been used and unused yet. This task must be update to know the numbers of the revenue form that used and revenue form that leave or unused yet. At the same time I learned how to provide a bill for any rental that the council in-charge. I was provided a bill for flower rental and transport charges during the process transfer the items. Besides that, the Administrative Assistant also have give a briefly talk about how the work flow of the treasury unit and how the things being approved by the top management and other authority.

Next is photocopy the letter of close account as at December 31,2010 for each bank such as CIMB Bank, Bank Rakyat, Bank Simpanan Nasional, AmBank and other banks. The letter will be sending to them to let they know about the closing date for the council's account. Then, I had filling the bank reconciliation statement to its file.

Other task that I made during attach in this unit is check the form of mileage claims. This is to ensure there have no fraudulent when requires for the claim. Double check total of the mileage and times it with the amount money stated and it's also for the money claim because it depend with the types of staff's vehicles and the engine size. Then, I record the list of scheduled payments. Means that, the customer or contractor that have get tender from the council must pay for their project or tender regarding the schedule provided.

For the fourth day I trained in treasury unit I being asked to record the name of the companies or agencies, the check number and amount of the fee be imposed for the tender, project or contract. After record all of the information I was send the record books to administrative unit to ensure and approve the cheque of money have been received.

Lot of tasks that I should perform in this unit even it looks the same task but the contents of each task that I have made are differences. One of the tasks that were given to me is photostat the voucher and the bills that have been paid. The voucher includes the information of the owner of contract, project, premises and so forth. Also include the name of the project, company's serial number and the amount paid by the owner. I was photostat the voucher from January till December 2010 and at last compile the copies with the deposit register forms.

Next task is key-in the deposit cheque information into the computer system. It includes the amount paid by the customers regarding to their tender or project taken. The customer must pay for their instalment to ensure their project or tender can launch properly without face with any problems. Beside that is filling the deposit form with the information of the company's owner. The information of the customer is very important in certain situation.

For the following week, I still attached at Treasury Unit and I was done the task which is found the address and the company's number for every company that registered under Bau Council. Updated this task are to make easy for the council to always interact with the customers. Easy

to inform the customer if there have new changes occur in the council or regarding the policies and it procedures, pay for the fees and ask the customer to collect cheque receipt from the council.

Other job that I was performed is filling the record contract payment or project and quote. Then, I was entering the information on staffs' council and the account number into the computer system for the payment of salaries through the bank. I'm doing this task because the data that save before are in the other computer and the computer were send for repairing even the task are very confidential. This task must complete in time because it will be used to prepare the statement of salary for every staff.

Moreover, I was entering the assessment collection for that day (20/12/2010) and key in the copy of the license bid into computer system. This is to update the old file and information of the customers. Every year the customer will be change and the information of them that need to save to ensure the customer are registered under Bau District Council.

To fulfill my free time I was asked any job that I can do to help them to complete their tasks. So, I had given the task to photocopy the minutes of meetings and the security's information such as letter of undertaking, agreement and books account. During that time, there have two new staff that was employed by the Council where the vacancies are Security Guard. Before this, there has no security guard that being employed by the Council and the vacancy also for one year contract.

For the third day last I'm in Bau District council, my job is to entering the license bills collection as the date stated. The amount of money paid to the council for any license bills must be updated in the computer system to know and easy to trace those who already make their payment. For those who unpaid when the date is due the council have the right to inform the customers and if it have no response from the customers the council can bring the case into the court.

There have lot of receipt book that received by the council and the receipt books must be check before confirm to the authorized party that printed the books. The contents and the pages of the receipt book must correct and couldn't have missing page. The number of book received also must same with the list stated. If there have missing page in the books the authorized staff must inform those who print the books and claim for the new one. After ensure all are correct and has no missing page I has stamping the receipt book before it will be keep in store and will be check by the auditor.

On the last day I being asked to entering the information of the contractor who paid for their project which includes the amount paid and cheque number. After that, I will send it to the administrative unit to ensure and approve the information is correct. Other than that, I also enter the bill utilities into the computer system for updating the information.

Finally, on December 24, I was complete or finished my practical training at Bau District Council where I have learned n gained more knowledge for guidance me from the beginning till the end. All of what I have learned here will be use to guide during find any job and during perform the job.

CHAPTER 3

ANALYSIS OF JOB DESCRIPTION AND SPECIFICATION ON TREASURY INSTRUCTIONS AND GENERAL ORDER USED BY TREASURY DIVISION

3.0 STRATEGIC OBJECTIVE OF THE COUNCIL

As we know, every council or department need the Treasury Division to control all financial activities in their work place. The employees in the Treasury Division also are given belief and trust to manage the financial matters and council revenues. For the Bau District Council, the Treasury Division are headed by the Council's Treasurer W27 and this division are the central of financial control, central accounts, payments, tax revenue such as doors and various licenses.

For the treasury division, the council also provides a strategic objective to strengthen and enhance the function of revenue. The first strategy is to strengthen the capacity of revenue collection. For the success of this strategy the council is also providing the necessary actions such as diversifying the methods of collection and payment of revenue channels. An indicator for this action is the total revenue and total revenue collection targets were exceeded 15% of the budget. The second action is taken to ensure the success of this strategy is to increase the efficiency of revenue collection monitoring system and its indicators is the amount of revenue outstanding. The council target function is the total collection exceeded 35% of the total outstanding results every year. The next action is to enhance the effectiveness of collection of revenue arrears and improve monitoring systems, such as providing moves counter.

The second strategy is to diversify sources of revenue. The first action should be taken is to identify new sectors that have the potential to generate revenue and its indicator is the number of new sectors. The second action is to increase the number of business sites and rental fees.

The indicator is the number of business sites and targets of the Council is 5% of the existing site. Further action is to impose fee paying car parks.

Other strategy for the council to strengthen and enhance the function of revenue is management and control costs more efficiently and effectively. To ensure this strategy is successful, the Council also provides program and action that should be taken such as identifying the aspects of cost reduction in the council control. Therefore, the indicators should be done is to decrease operating costs by 15% every year. Reduce operating costs through the practice prudent spending and use as well as also action taken by the Council. For indicators of this action are decreased utility expenses by 10% every year.

During my practical training I was learned how the workflow of treasury division in order to ensure their financial is under control and the council have budget to perform their activities or programme, provide any facilities and services to the customers and more matter. Then, also learned how they gained the revenue from resources that they have. Its means the council almost use the procedures that includes in the "Treasury Instructions" and "General Orders". Both of this is the guideline for the Bau Council manage the flow of the financial.

3.1 TREASURY INSTRUCTION AND GENERAL ORDER

Treasury Instructions are issued to replace the instructions issued on December 29, 1997. Section 4 of the Financial Procedure Act 1957 (Act 61) provides that every accounting officer is subject to this act and shall perform such duties as maintaining the books and prepare accounts established by or under this Act or by instructions issued by the Treasury on the financial and accounting procedures are not opposed to it. Provided that an accounting officer of the State is in addition subject to any direction of the Monetary Authority of the State are not inconsistent with the foregoing.

Based on section 4 of the Financial Procedure Act 1957 (Act 61), Treasury Instruction describes the financial and accounting procedures to be followed by all the Controlling Officer or Authorised Officer (where applicable) is responsible for the following items: the first is, collect, receive or account for public money. Second is to spend or pay any public money and the latter is to receive, store, manufacture, disposal, and account for the write-off of Public Assets (excluding land in the Federal and State).

To ensure the money use efficiently and effectively or wasting, the treasury division are control and refer to the "*General Orders*" to avoid all this happen. General Order are divided into seven chapter whereas Chapter 1 includes Public Officers Regulations (Appointment, Promotion and Termination of Service), Chapter 2 Allowances and Facilities, Chapter 3 is about Leave, Chapter 4 cover the Public Officers Regulations (Conduct and Discipline), House and Government Office Building is 5, next chapter is Medical and Health, and last chapter is about Working Hours and Overtime.

3.2 APPLICATION/SETTING UP OF TREASURY INSTRUCTION AND GENERAL ORDERS

Treasury Instructions are divided into three chapters, namely, the Financial Procedure is the Chapter A, Chapter B Accounting Procedure and Chapter C is the loss of Audit.

Financial Procedure describes the procedures regarding the authorization by the Legislature for expenditure and development and how that expenditure (net of provisions passed by the Legislature) is done, the next subject to Treasury control. It also describes the procedure for moving allowance and supplementary estimates. The purpose of this chapter is to explain and not replace any provisions of the Constitution and laws, and if found any conflict between these instructions with the provisions of the Constitution and the law, the provisions of the Constitution and the law will be adopted.

Chapter B is the accounting procedure and divided into three sections like the section I was controlling Receipts and Payments and Saving Public Money. Section II is the Accounting and Procurement Procedures section III is the supply, service and work.

Under section I of Receipts and Payments and Saving Public Money explained that the control of receipts and payments, and saving public money is placed under the responsibility of officers of Controller.

Section II (Accounting and Procurement Procedures) described the responsibility of the Secretary General, Accountant General, State Financial Officer and State Accountant / Treasurer of the State in matters of accounting procedures.

Section III is the Supply, Service and Work describes the procedure for procurement of supplies, services and employment.

Chapter C covers Audit Procedures Offs Lost and stressed the responsibility of the Controlling Officer in respect of expenses, collection, storage and proper accounting of public money. The second responsibility is the storage, disposal and proper accounting of public assets under their

care. Lastly is the Auditor General's Report on Public Accounts and the evidence to the Public Accounts Committee. This chapter also describes the procedures to be followed in the event of any loss or if the accounting procedures were not followed prescribed. Where necessary, action should be taken to surcharge officers who are responsible for a loss.

The Bau District Council was using most of the Treasury Instruction to run the activities and allocate expenditure and revenues. It makes the council easy to make decision regarding to the budget that the council have. The allocation of the budget is done correctly without wasting the money. The Treasury Division must know all the content of Treasury Instruction to ensure they know the action should taken by them to face and solve the problem.

This part shows how the council applied the general orders in their organization and use the general orders to make decision regarding to the employee's salary.

This is how the appointment of the officer and done by First Appointment or Other appointments for Officers in Service. To appoint the officer it must follow the General Conditions of Appointment such as the applicants must whether citizen or non-citizen, the age not less than 18 years, officers resign or employment discarded, application of officers in service, Doctorate Certificate / Statutory Declaration. Every officer have probationary period such as Probationary period of 1 to 3 years, Further Trial Period, Confirmation of Service.

This chapter also about the "promotion" of the officers refer to their performance and distribution during their period of time. Promotion means a promotion of an officer that there is hope to get the service scheme, which is promoted from one level to a higher level in a similar scheme (Chapter A General Order 1973). It also have the Promotion by Appointment which means appointment of an officer who is serving on a schemes of other services is higher in the classification of the same service and have continuity in terms of roles, duties and functions. KPSL is an appointment rather than promotion. Therefore, setting a starting

salary should be made in accordance with the provisions of General Order 33 Chapter A 1973 is based on the principle of "eye of the highest paid close".

Those who want to resign and will be resign must provide writing applications (the notice) to stop the public relations officer with the cause of service failure. They also have an option where they being Relief with Permission. Approval is granted in writing by the Department allows an officer appointed to service under a different Appointing Authority. Approval "Relief with Permission" shall be recorded in the statement of service to enable the last service for the benefit of employees taking retirement. If the officer does not obtain relief by consent, the services of former employees would not be taken into account for retirement benefits.

Besides that, there was type of "allowances facility" provided to the officers such as meal allowance more than 24 hours, daily allowance, Hotel Rental Fees, Equipment Replacement Allowance, Salary Assistance Allowances driver, Living Allowance driver, Vehicle Travel Allowance, Alternate Mine, Public Transport Fares and Miscellaneous Expenses. For Meal Allowance, the officers can claims when performing official duties outside the headquarters for the next 24 hours or more. Duties for more than 3 months continuously are not eligible and also not eligible if provided dining facilities. Hotel Rental Fees, they can claim by performing official duties and stay out of Headquarters, using the facilities of hotels / guesthouses, and support the claim with receipts. Daily Allowance cans claims when working out the above official 8 hours but less than 24 hours.

General Orders for the Chapter C is "holidays or leaves". It means, any period of one officer is authorized leave duties and omissions task is not works as service failures occurs or stop working. There have several common types of leave or leave granted for qualification services such as leave, half-pay leave and leave without pay. Leave means, holiday of full salaried granted for qualification in a year from January to December and may be taken at any time. This leave is for the purpose of efficiency and interests of the officers itself. For half pay leave, it approved by authorize

authority power and following to the several reason such as officer health that certified by the Board of Medical and every 30 days for even one year of service, 180 days maximum. But this leave is can't if the reason are to maternity. Leave without pay refer to the own business of the officers and it must in Malaysia. Even the services are not less than six months and take all vacation leave which are qualified. It done also when the officers have their own business outside Malaysia and must even the service is not less than four years and after four years. Regarding to this, there have no salary for a period of absent without leave.

Next, this chapter is about the "house and government office building" such as residential homes, the responsibility of government officials who live in houses, rental rates, payments and other payments, office building and miscellaneous. There have several types of house that can provide for the officers. First is Special Government House that is the main level officials including the Chief Secretary and other officials provided a special home for their positions. Secondly is Special home department which is provide to the officer is required to live near their workplace. Next is, Ordinary home government that officials in remote areas and there is no suitable home for rent. Last type is Dwelling House provide for the officers that Foreign Office officials in the government of Malaysia abroad. Government can provide a reasonable rent in lieu of providing housing.

While, Chapter G that includes in the General Order is about "time work and overtime". Types of time work are divided into 3 categories which are office working hours Monday to Friday (8.00 a.m – 5.00 p.m), time work is not office time work and it prescribed by the Head of Department that follow the turn of work and lastly is pattern of work that includes continuous work and work dashed.

Works overtime mean any work that turn outside normal duty, during weekend and public holiday. Usually the officers will get double pay if they work during this period.

Besides that, this chapter also includes the emergency work which mean any task or job in need of workers more than ordinary for care and rehabilitation services that declared by Head of Department, those who on call, be redirected by the Head of Department and officer on duty that on call is finally worked summoned and will receive overtime allowance rates. Regarding all of this the Treasury Division can observe their salary properly and added their overtime salary.

Council gained their revenues by the activities that done by the council itself and the treasury division will control the revenues that already gathered. They can get revenues by home assessment, shop, factory, etc. the collector from the council will go to the owner of the house to collect the taxes. For the outstanding bill, they will be given a notice to remind them to pay the outstanding instalment, like beer license not all the shopkeeper have this license and it must have approval by the council and multi-rental service. Besides that, the council also get the revenues from the tender. Tender will be open for the people and who will be serve first and have enough qualification will get the tender. To ensure the tender can be run and perform the task the payment for the tender should be made first and the deposit for the tender must be paid every month till the period of the tender are finished. Banner almost same with the tender but the amount that need to pay are less than tender. Those who want hanging the banner to expose the activities or notify others, they should ask the permission from the council before hanging the banner. After get the approvement, they can do so and the payment for the banner also must be settling.

The treasury division must manage the money correctly because they already given trust to perform the task and they know what they should do in order to help the council to get any benefits or profit returns. Treasury Division also have given the Trust Account where it includes Jong Regatta and Library books. Jong Regatta is one activities that the Bau council done every year since 2009. Moreover, it is the competition of jong racing yacht and all people who want to involve in this competition can register their name and pay for the fee that the council charge. From

doing this activity Bau council can gain more profits return and can help their financial condition. While as, the council can have money from Library books are when the book borrowed by the people was torn or lost. The Library officer can ask for the payment of the books to ensure they can buy the new book or for the library funding.

Bau District Council has use lot of money especially for the council expenditures such as salary, allowances, maintenance, computer and furniture. But all of this must spend within the approved allocation by the Ministry. There have 76 of workers in the Bau council and possessed difference job and levels. Regarding to that, the amount of the salary received by them every month also are difference with others. Salary also given to the workers refer to the period of each workers had work at the organization such as seniority and their distribution. Moreover, ministry need to provide more money or salary to the organization because lot of workers and it's usually divide by two which are permanent workers or workers that under contract. There also the conditions of salary increment where they being evaluate by whether the workers are certified, pass the PTK's exam, served not less than 3 years, achieve a good performance and recommended by the Head of Department.

The Council also have spend the money for allowances that claims by the workers for several such as meal allowance more than 24 hours, daily allowance, Hotel Rental Fees, Equipment Replacement Allowance, Salary Assistance Allowances driver, Living Allowance driver, Vehicle Travel Allowance, Alternate Mine, Public Transport Fares and Miscellaneous Expenses. For Meal Allowance, the officers can claims when performing official duties outside the headquarters for the next 24 hours or more. Duties for more than 3 months continuously are not eligible and also not eligible if provided dining facilities. Hotel Rental Fees, they can claim by performing official duties and stay out of Headquarters, using the facilities of hotels / guesthouses, and support the claim with receipts. Daily Allowance cans claims when working out the above official 8 hours but less than 24 hours. For the vehicle Travel Allowance, they can claim when using their own vehicles or loan. But the claims must refer to the

mileage of the officers going and the engine types of their vehicles. Then, also can claim when the officers performing the duties in the state. Other type of allowance is miscellaneous expenses where it includes the public transportation fares, telephone fees, fees "Excess Baggage", parking fees, tolls and ferry to the receipt.

Maintenance is the one of the expenditure of the council that enforces them to spend more money on it. This always occurs when there have problems or any add-up with the equipment or tools in the council such as spend money for repairing the computer, the electricity, water supply and so on.

The staffs in the organization are usually spending lot of money in order to buy the equipments or furniture to fulfil the needs of the workers when they perform their tasks. Buying a new computer are very expensive and if the council buy for several unit the amount that need to paid also increase or expensively. It's same with buying the furniture to the organization such as cabinet where it's important to do filling task and others.

However, Bau council also can apply for virement or supplementary provision from the Ministry of the Environment and Public Health if they need it. For both of that, it must have approvement after the council having meeting to discuss about that matter. If there have approvement, the virement and supplementary provision can be given. Virement here mean when the council need more money to spend on furniture and the money to spend on computer must be reduced, for example. Whereas, supplementary provision means the council ask for increased the allocation of money for the salary.

Treasury division are play important role in the council where its control the flow of financial whether the money use to buy something or money returns. Without the division and it workers the financial or the council couldn't be control and the money out and in will not update correctly. We can see that, the treasury division are more refer to the Treasury Instruction and General Orders in order to give good service and

good condition to the financial of the council. Both of it are also use in the ministry to manage the financial and money spending for any necessary to the organization.

3.3 ADVANTAGES AND DISADVANTAGES OF TREASURY INSTRUCTIONS AND GENERAL ORDERS

3.3.1 ADVANTAGES

Usually both of the procedures are use by the employees and employers in the organization where they perform their task in order to achieve the targets of the organization itself. Even, it a printed documents and can be refer manually its also become more effective and efficient when the users understand and know the contents of the procedures.

The advantages of using the Treasury Instruction is the financial of the council can flow well by having good management on it. This can see where the council can get return of profits or funds by manages and collect the assessment of the peoples. The bill assessment of the customers must be paid by the customers monthly or yearly and they are given the period to pay for the assessment. If the time period of the payment is due the employees of assessment units and the enforcement can claim or ask the payment from the customers or the owners of the buildings or the council can imposed the interest rate of the amount that should be paid.

Besides that, Treasury Instruction responsible to control the money outflow especially the money use for purchase equipment in the council. The inventory of items that want to purchase must be record in the inventory form to ensure and make the treasury staff know the amount that be used to have the items and items also must be the office use only.

While, General Order is more relates to the salary of the employees in every organization same with the Bau district Council where the treasury refers to the general orders to provides the statement of salary of each workers such as the salary of the workers can increased by look forward to the length of period the employees have been works in the organization, seniority and distribution, the allowances claims, overtime paid and etc.

3.3.2 DISADVANTAGES

However, the Treasury Instruction and General Orders also contribute to the disadvantages to the users and the council. The disadvantage of Treasury Instruction is where the council force to collect assessment and the customers need to pay for the amount due and its interest that be imposed cause of pay late. Besides that, it is a manual document and must be refer everything in it so the council cannot make changes to the content of procedures that stated in the document. They must follow all the regulations in the documents without have amendment on it.

General Orders must be used and follow by the treasury division in order to calculate the salary of the employees. The disadvantages of using this order is the salary of the employees can be reduces because refer to the regulations such as the employees have absence and the treasury can reduce the amount paid for the employees or the salary given only the amount of net salary because the employees have do not work overtime. In the Bau District Council, there have no jobs or tasks that required the employees to work overtime in the organization except if the council have made an activity that involves the people in the Bau Town. For example, during jong regatta where the employees must involved in the activities and need to interact with the peoples because the activity will do during the weekend near the "Tasik Biru".

3.4 THE APPLICATION ON THE CONCEPT OF ORGANIZATIONAL CITIZENSHIP BEHAVIOUR IN BDC

In this chapter I also have applied the concept of *Organizational Citizenship Behaviour (OCB)* to strength my knowledge in order to gain new information, experience and skills to perform any task given and the way to work or cooperate with others.

In the *Organizational Culture (2007)*, the Organizational Citizenship Behavior or known as OCB is a special type of organizational behavior that necessary for the growth and success in every organization. Besides that, this kind of behavior is not a mandatory factor to be maintained in any organization but it plays an important aspect in the growth of any organization. The OCB is important factor in determining the effectiveness, efficiency and productivity of the organization. Although Organization cannot impose this vital factor in the employee's mindset, but a good organization is that where OCB should be followed.

Dennis Organ is generally considered the father of OCB. He defines OCB as "individual behavior that is discretionary, not directly or explicitly recognized by the formal reward system, and that in the aggregate promotes the effective functioning of the organization".

Organ's definition of OCB includes three critical aspects that are central to this construct. First, OCB are thought of as discretionary behaviors, which are not part of the job description, and are performed by the employee as a result of personal choice. Second, OCB go above and beyond that which is an enforceable requirement of the job description. Finally, OCB contribute positively to overall organizational effectiveness.

Another area of substantial debate is the idea that OCBs are not formally rewarded. Organ (1997) explains that OCBs may at some point encourage some sort of reward, but that these rewards would be indirect, uncertain, and not within the contractually guaranteed formal rewards system. However, Organ admits that there has been some research that

proves OCBs are just as likely to lead to monetary reward as in-role performance.

According to Organ (1988), there have several types or dimensions of OCB have been identified but only five dimensions have been most frequently examined by researchers. First is Altruism which refers to helping behaviours directed at individual(s) within the organization, which ultimately benefit the organization. Secondly is Conscientiousness, it refers to behaviour which benefits the organization, not specific individuals or groups. It is basically performing one's role in the organization, but doing so in a manner which is beyond the norm. Examples of this type of OCB include not wasting time, punctuality and attendance beyond the norm. Civic Virtue also one of the dimension of OCB and refers to the responsible participation in the political process of the organization. Examples of this dimension are including attending meetings, keeping abreast of organizational decisions and issues, and expressing opinions. Next, Sportsmanship refers to tolerating the inconveniences and annoyances of organizational life without complaining and filing grievances. Lastly is Courtesy which involves preventing problems by keeping others informed of your decisions and actions which may affect them and passing along information to those who may find it useful.

According to Sachin Uppal (2007), OCB is one human behavioral technique under research for improvisation in many institutions worldwide as well as tried and tested approach in many Fortune 500 companies. OCB is one way in which there is a direct involvement of the business leaders with the people in his company. There is an open communication channel and there is a clear understanding in every individual of their role in the organization. He noted that, having a lot of employees in the company is not a great thing and not enough, what matters is how many citizens have been grown in the organization.

Sachin Uppal categorized Citizenship behavior in an organization in two parts which is Self inculcated citizenship behaviour and External Driven Citizenship behaviour. Self inculcated citizenship behaviour is such behavioral occurrences are due to an Individuals' high understanding of the organization and personal belief in ideologies of the organization. The urge to get benefited on a long term basis for any individual drives them to co-operate as well as contribute. Thus drives a citizenship amongst themselves and peers to achieve long term goals and bring in long term discipline.

This behavior is not comfortably supported by an organization until the individual makes an extra effort to educate and influence others. The individual needs to communicate the same within a smaller group and hence find ambassadors to promote the same. Moreover, as an organization, starts seeing the benefits of this behavior, starts encouraging the cause and hence motivates the individual and the organization on a whole. This is the time when the individuals taking these initiatives creates a higher value for themselves in the organization and become indispensable.

Whereas, External Driven Citizenship behaviour means the individuals are motivated by the management to inculcate an additional responsibility where they create enough awareness and need, to become a citizen of the organization rather than just being an employee. Creating this culture in an organization requires additional efforts to educate all employees, to motivate them further and align them further with the company goals and objectives. To find ambassadors to promote this behavior, a strong sense of understanding is required along with a crafted communication message.

In additions, organizations which are able to achieve such feats really have individuals working with them who are very passionate and committed. Such initiatives are then passed on from management to the employees and the employees finally become the ambassadors of the cause. This creates a lot of value for the managers. The ambassadors

who practically implement such initiatives again draw enough attention from management and get recognition for the same.

The theory of OCB includes introducing the proper decision making styles among the servant serving during the job in the firm. Every day market trend and style keeps on changing to set new and high set of standard, the organization has to follow the certain principles of OCB to achieve the fleet of glory.

Based on the Organ theory on the OCB, shows that the important of the five dimension being practiced in the Bau District Council. Altruism refers to helping behaviours directed at individual within the organization and this scenario have been practiced when I have problems in order to try understand the contents of the Treasury Instructions and General orders which requires that we must know about the regulation because it will make easy to do any tasks especially in treasury division. The Administrative Assistant (Financial), more guide me to understand its contents and functions. He also talks briefly about the treasury and how it manages in order to gain the return profits. Secondly, the employees of the organization also exercised the conscientious dimension where they try to benefits the organization by being the venues for any functions such as place for interview. By doing this, the organization will gain in come and this also can be the source of the council's income where those who use or rent the meeting room will be charged for several amounts. Besides that, be punctual and come to work also benefits the organization where the employees can do some of their task and helping others. In addition, in order to understand and do some work that relates with the General orders which includes the Leave Application, I had been guide by the Administrative Assistant how to filled the form to avoid me from doing the mistake. This shows the courtesy among the employees in the council where they try to prevent any problem occurs and they willing to accept the student that practical in their organization. The relationship among the employees that willing to serve me as student that gained knowledge about work environment in their organization and also show the civic virtue (attending meeting) and sportsmanship try to live in harmony and

peace of environmental of workplace without any disturbance issues and complaining.

Even though, there have many employees in an organization and the same division it doesn't mean that each employees know all how doing the other employees tasks. Different level of position possessed different types of jobs and expertise also limit to its field only. For example, the employees of treasury which have possess different ability, skills and knowledge how to perform the tasks. The Treasury Instructions and General Order must be understood by the treasury workers they always faced with the situation and tasks that required them to refer to the instruction and order. Having knowledge on both the regulation also will make the workers expert or know how to do their work and will not run out from the guidance of the instruction and orders. Besides that, the upper management such as CEO must motivating his employee and encourage them to play their responsible to the organization which need put more efforts in order to obtain the goals of the organization. The employees itself must know their role and responsible towards their organization and the management are run well.

The Treasury Instruction might be known and understood by the treasury division only because they are more expose to the situation where involves the financial of the council especially in provides the budget for the activities and buying any office use items. While, General order is the general information that all employees should know about it but some of the employees difficult to adapt with the orders because they do not understand about the contents and it's also make confuse when it read. Lots of information and procedures should be known by the employees. Based on Sachin, this will be the barriers for employees and they must motivate or encourage themselves to ensure they know about the contents of procedures.

Besides that, the relationship between the leader and employees must be good and they should always communicate especially involves the works and mentioned the organizational goals that must be achieves.

Upper level in the organizations is a bridge and the gap of proper communication channel between the employees. If the communication between leaders and employees is not channelled properly then it can lead to dangerous scenario like employees might be leaving the organization.

Learned more about OCB can helps the leaders providing motivation theories to motivate there workers or employees in order to promote a healthy work force which to satisfy employee's physiological needs by providing incentives for mental and physical health. Secondly, the leaders can provide motivation theories to motivate employees in term of financial security such as safety need. Go beyond traditional forms of compensation and address issue of job security including out placement services also being provide by the leaders. Moreover, they can promote opportunities to socialize too by organize events that help to satisfy social needs. The important thing that the leader should do in any organization is recognize employee's accomplishment by having award programs to satisfy esteem needs. Leaders that can utilize all of this can be successful motivators in order to motivate others especially their staff it self.

There have no organization can function effectively without proper collaboration among the employees and management team of the firm. The OCB introduces the factor of conscientiousness and professionalism cultures among the employees of the organization. Thus the Organisation should implement OCB to achieve its target and profitable revenues without sacrificing the goals, welfare and motives of the employees of the organization.

CHAPTER 4

RECOMMENDATIONS

4.0 INTRODUCTION

During my practical training I was learned how the workflow of treasury division in order to ensure their financial is under control and the council have budget to perform their activities or programme, provide any facilities and services to the customers and more matter. Then, also learned how they gained the revenue from resources that they have. Its means the council almost use the procedures that includes in the Treasury Instructions and General Orders. Both of this is the guideline for the Bau Council manage the flow of the financial.

Treasury Instruction are issued under the authority of section 127 of the Public Finance Management Act 2001 and are to be read in conjunction with the Public Finance Management Act 2001 (all terms have the same meaning as in the Public Finance Management Act 2001). These Treasury Instructions take effect from the 1 January 2005, unless otherwise indicated in the text.

Treasury Instructions 1977 and any Treasury Instruction issued before 1 January 2005 are hereby revoked. Treasury Instructions are issued by the Chief Executive Officer under Section 127 of the Public Finance Management Act 2001. The Chief Executive Officer may issue instructions to Ministries of the Government for the purpose of requiring information to be supplied to the Ministry of Finance, prescribing accounting policies, regulating any aspect of the management of public money, public property and trust money and regulating the accounting and financial management and control procedures relating to contracts of the Crown and regulating the custody and control by the Crown of public securities and securities representing the investment of public money and Treasury Instructions generally specify what Ministries must do.

4.1 THE STRENGTH(BENEFITS) AND WEAKNESSES OF JOB / TASKS ASSIGNED

4.1.1. The Strength

As what I learned in the treasury division and the use of Treasury Instruction, it is important to ensure the performance of the Bau council especially towards there financial, it make the financial condition are stable and there have no problems regarding use of the Treasury Instruction in the council.

Besides that, the officers in the treasury division also can perform their work well when refer to the Treasury Instruction. It was important to those who in-charge in the treasury division to know and understand all content of Treasury Instruction because it can be the guideline to ensure any task or job assign by them will get good result and gains the profit. They must fully follow what inside the Treasury Instruction and General Orders

Learned more about Treasury Instruction also can help the treasury division can solved the problem that face by the council especially about the financial. Moreover, it can avoid the officers from make mistakes when perform job at the counter that involved lots of amount money. Any payment received by the officers must be counting correctly to ensure the record or money is not wrong and short. This is to ensure the amount money collected is correct before pass the money to the officer that will bank in the money. During my practical training this case happened when the amount of money stated at the receipt for all the transaction that day is different amount when passed to other officer. This being realized when the officers that bank in the money double counting it before go to the bank. The amount of money is short amounted RM200.

While, expose to the real working environment also the strength gained during practical at the organization where I know the environment of real working time in the public sector. At the organization also, I have saw the employees to do their work and cooperate with others in order to complete the task. This can be practised in the class room where the student can build team work to complete the assignment or project that given by the lecturers.

Lastly, by attained the practical training even though it short period of time but there have more experienced that I gained such as expose to the real working environment and the employees cooperate among them. Apart of that, the communication skill that owned by the each worker also can be seen when they communicate with their colleagues, leaders and the public which refer to the customers that come to the organization for get the services. So, by having this experienced may be I can improve my self to especially the way I communicate with others, greet them and improve my confidence level to communicate with the publics.

mileages claim by the workers, bank reconciliation, count the collection money for each day and go with the Administrative assistant (Financial) to bank in the money at the bank. I have learned how to provide cheque and bank in the money for the organization to ensure the money not lost. At the administrative unit I have learned how to filling, record the incoming mails and prepare annual report for administrative units only.

4.2 RECOMMENDATIONS

To ensure the financial in the local authority always in good condition without having problems such as not enough budget, have no approved allocation and other bad condition, I recommended that the top level management can take action towards this by sending the workers to attend any seminar, course, and programme to improve their performance, the way they think in order to solve the problems and gain new experience. By attend any programme, it might change the workers to generate any idea to produces solution to improve and increased the profits return.

The workers in the Treasury Division itself must actively participate in any activities or programme that launch by other council or organization. By attend it, they can share the ideas and get the information whether the information can help them to create something new such as they have idea to launch the activities or programmes and open the activities to all people who want involved. The fees should be imposed to the activities because it is other alternative to gain money or profits return to what we have produced. So that, the division must always generate or come with new ideas in order to find alternative that confirmed some amount of money always gathered.

However, I also recommend that the council should change their attendance system to use punch card or thumb print. This can make the management of the council being systematic also. As what I saw during the practical their have no discipline among the employees at the council when majority of the employees always late than 8a.m and early going back before 5 o'clock in the evening. They use the manual system that write in the blank form and those who come early suppose to give space to those that always come late. Even they came after 8a.m the record still before 8a.m. The space for them to write their attendance before 8a.m is will make the employees make that thing as their habit always comes late to work. So, action toward this weakness should take by the up level

management of the council itself to avoid this always happened. This also to make easy the Treasury Division provides the salaries for the staff because the attendance of the staff is one of the aspects that have to consider and included.

CHAPTER 5:

CONCLUSION

5.0 Conclusion

The Government aims to make localism real by delegating power to the lowest appropriate level. Local authorities have a crucial part to play in this, both in carrying out responsibilities delegated from central Government, and in devolving power further where possible. Local authorities are independently elected and autonomous bodies. They are largely independent of central government and are directly accountable to their electorates. Their powers conferred on them by Acts of Parliament. Some powers are given to all local authorities, and some only to specific types such as district councils. Some powers are mandatory, which means that the authority must do what is required by law, others are purely permissive, allowing an authority to provide services if it wishes. Central government and the legal system provide some oversight, but each authority is ultimately responsible to the local people who elect the councillors.

Bau District Council implementing powers to administer the areas under its control by virtue of the laws enshrined in the "Local Authorities Ordinance 1996" and other relevant laws and By-Laws of Local Council (Council By-Laws) drafted and enacted the Ordinance. Bau District Councils (BDC) is one of the local authorities that responsible to provide services and activities such as libraries, waste management, solid waste, issuing licenses, permits, building plans, control of infectious diseases, bill payments through SBBS, and environmental Bau District. BDC also provide services and activities through planning and implementing development projects in Bau in order to achieve primary national development goals. Besides that, BDC also try to manage and resolve problems of hygiene and public health at the Bau Town.

Local Government is mainly concerned with basic urban services, and the expansion of such services to rural areas, unspectacular but essential to the good quality of life of the users. Its operations and effectiveness are an important element in the management of the public sector. Local areas such as Bau District need strong, effective and accountable leadership. Governance arrangements enable local leaders to use their wider influence as well as their powers to get things done for their communities. All councillors have a role to play in representing their communities and for the successful delivery of services. Local authorities are the main mechanism for citizens to drive local priorities and shape the type and standards of services they receive. They enable citizens to hold to account service providers. They can also empower individuals to take part and be responsible for the issues that matter most to local people. Local authorities need to involve communities and local people in decision making - people need to have a reason to vote for their councils.

The term of strategic management can be used to evaluate the local authority function in the organization. Strategic management is the art and science of formulating, implementing and evaluating cross-functional decisions that will enable an organization to achieve its objectives. It involves the systematic identification of specifying the firm's objectives, nurturing policies and strategies to achieve these objectives, and acquiring and making available these resources to implement the policies and strategies to achieve the firm's objectives. Its objective is achieving better alignment of corporate policies and strategic priorities. Its objective is to achieve better alignment of corporate policies and strategic priorities. BDC must manage the organization be effective and efficient to ensure local authority can pursue their efforts in order to achieve the goals, vision and mission of the organization.

Applied and practised the Treasury Instruction and General Order in order to developed the management and economy issued in the local authorities is the best way because by adapt both of this procedures can leads to the organization success and carry out positive impact to the financial system in the BDC. The management of financial also can be

controllable by looking other factors that caused of the financial problems such as wasting money. This can be seen by the budgets provided to the local authority to develop a project and sometimes the budget given is not enough for certain project and apart of that it have more extra budget. This occurred because upper management not look into to the projects that need to be developed by the council to fulfil the needs of the citizens. They only provide the budget for their own estimated and also regarding to the organization requires but it not specific amount should be request and provides. BDC had always done the Jong's Regatta and the expenditure for launch the activities must being approve by the upper management first before implement it. Upper management here refer to the Ministry of Environmental and Public Health and this ministry responsible to the local authorities especially the citizens.

The employees in the BDC are the important machinery that will make the activities and services become develop and success. They must put more efforts to ensure it realize and can fulfil the needs of citizen and in order to get feedback from them towards the services that provided for the citizens. Employees are person who will make the thing done properly as what the organization want such in the BDC the service given to the publics must be appropriately to ensure they satisfy toward what service the council has produced for them. Less number of employees will make the tasks given to be complete will take times and the quality of the services may be not achieved fulfil the demand from the public. So that, the council must employed a few number of employees to perform a tasks and the task can be guarantee have high quality and completed as the time set.

Organ (1988) termed these extra efforts "organizational citizenship behaviors" (OCB), and defined them to include activities that target other individuals in the workplace (e.g., helping co-workers or communicating changes that affect others) and the organization itself (e.g., actively participating in group meetings or representing the organization positively to outsiders). BDC can applied OCB when performing their tasks and have cooperation among themselves such as top management also do

task that he or she given to the workers so that the tasks can complete faster. Apart from that the organization also can give chance for the employees to try their communication skills to promote the goods and services to the publics and outsiders. The leaders can know the abilities and knowledge that owned by her or his employees. BDC can be develop and success council by having full cooperation among themselves and give opportunities to the employees to show their skills, knowledge and abilities in order to achieve the organization's goals, vision and mission.

The origins of the SWOT analysis technique is credited by Albert Humphrey, who led a research project at Stanford University in the 1960s and 1970s using data from many top companies. It is a process generates information that is helpful in matching an organization or group's goals, programs, and capacities to the social environment in which it operates. A SWOT analysis is an instrumental framework in Valued Based Management and Strategy Formulation to identify the Strengths, Weaknesses, Opportunities and Threats for a particular company.

Strengths and Weaknesses are internal value creating factors such as assets, skills or resources a company has as its disposal relatively to its competitors. They can be measured using internal assessment or external benchmarking. The internal analysis is a comprehensive evaluation of the internal environment's potential strengths and weaknesses. For instance, strengths can serve as a foundation for building a competitive advantage and the weaknesses may hinder it. These include human resources, physical resources, finances and programs.(Source: Article on the SWOT Analysis) For example, in its strategic plan, BDC open up more hawkers stall at Bukit Emas,Bau where that place is for the hawker to run their business and they also need to pay for that place as monthly rental. The BDC's staff must concerned about the location, size and the place for customers park their vehicles while they went out for buying things. For the weaknesses, we can see by the few hawkers that not keep their stall area clean.

While opportunities and threats are external value creating factors a company cannot control, but it can emerge from either the competitive dynamics of the industry or market or from demographic, economic, political, technical, social, legal or cultural factors. Moreover, opportunity is the chance to introduce a new product or service that can generate supervisor returns. Opportunities can arise when changes occur in the external environment. Many of these changes can be perceived as threats to the market position of existing products and may necessitate a change in product specifications or the development of new product in order for the firm to remain competitive. Changes in the external environment may be related to the customers, economic environment, social changes and so forth. The businesses sector is expanding and these open more future opportunities for success. So that, fresh graduates students can find and seek for job opportunities as what now the local government wants to encourage local business and try to compete with others. The threats here are there may have a small change in the focus of a large competitor and the developments in technology also may change the market beyond people ability to adapt.

The SWOT analysis gives more benefits to the students in term of their studies. Exercised the SWOT analysis, students are able to take control of their educational goals and adjust their actions to make more progress. The visual aspect of the model (in matrix or grid form) raises students' self-awareness, creates a dialogue between students and lecturers and provides a method by which lecturers can gain feedback on their methods. By outlining and defining students' educational assets, lecturers can adapt their styles and lesson plans, and capitalize on new learning opportunities, which will likely result in academic success and fulfilment for both student and lecturer. This is more important for the student to have good result in their study when have good communication with the lecturers. It can realize when students that always give full attention during the lecturer give lecture in front of the class and students give feedback by question the lecturer. Thus, it makes the student easy to understand to what the lecturer teach them and study for the lesson back.

As a conclusion, the practical training give more meaningful to me where during my practical I had learned more things such as gained more knowledge about local government, learned how the government's staff works, and also got new experienced that can encourage the students in their study to be hard and try to achieve the goals why they want further their study. Each student has their own reason and goals that want to be achieved and it might be to nurture them to be good in every aspect especially in their studies and careers soon. The practical training must be compulsory to all courses because it's important for the students to know the environment of people perform their job. By know about this, it can make easy for the students when they get a job soon and they not feel comfortable and difficult to adapt with the work environment. Moreover, it benefits us too when can learned how to dress up, discipline us, improve the way interact with others and had team work. All of these can be practices also in the classroom because by doing this it make us to be more confident and in order to achieved the goals and vision of the students itself and the university's vision which want to be the world class university and produce the quality of graduate students. The practical training also might give opportunities to the students in the future where the department that students attached will employ us if there have vacancies on our major.

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indispensable brings forward the citizenship".

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APPENDIX A:

Personal File

FAIL PERIBADAI (PERSONAL FILE)

No.	Nama	No. Fail
1	ASEM AK NYAEN	MDB/PF/A/8/A
2	AJIAM AK TIOW	MDB/PF/A/14/A
3	AHMAD TERMASIEE BIN BUJANG	MDB/PF/A/25/A
4	AMENG AK BUJANG	MDB/PF/A/16/A
5	ATENG AK AWONG	MDB/PF/A20/A
6	ABONG AK AJUN	MDB/PF/A/21/A
7	ARIC STEVEN AK MONDAY	MDB/PF/A/23/A
8	AZMAN BIN LEH	MDB/PF/A/24/A
9	BAKIR AK NYANANG	MDB/PF/B/11/A
10	BEDING AK SAKENG	MDB/PF/B/12/A
11	BENEDICK AK UTIL	MDB/PF/B/13/A
12	BRYAN AK PATRICK	MDB/PF/B/14/A
13	CHIN FOONG JEE	MDB/PF/C/5/A
14	CHAI WU HON	MDB/PF/C/7/A
15	CHAI BU TCHONG	MDB/PF/C/9/A
16	CHIN HWA FAH	MDB/PF/C/10/A
17	CHAI NG JONG	MDB/PF/C/14/A
18	CHARLES NYUCONG AK ATAM	MDB/PF/C/17/A
19	CECELIA LILY AK KIMMAI	MDB/PF/C/16/A
20	DARA BTE SHAMINAN	MDB/PF/D/1/A
21	DORIS AK NOJENG	MDB/PF/D/6/A
22	DENSI AK RUNYA	MDB/PF/D/7/A
23	DOREN AK NOBIL	MDB/PF/D/11/A
24	MICHAEL DIREP AK NYUIN	MDB/PF/D/2/A
25	EDRIS BIN PERSI	MDB/PF/E/1/A

26	ENTI @ ANTY AK PAET	MDB/PF/E/3/A
27	FRANKY AK AJEM	MDB/PF/F/1/A
28	FAUZIAH BINTI ADAM	MDB/PF/F/3/A
29	GARISON AK MIDOM	MDB/PF/G/7/A
30	GEREAL AK IPON	MDB/PF/G/6/A
31	GILO AK NOSES	MDB/PF/G/8/A
32	HISAM BIN JOS	MDB/PF/H/7/A
33	HERMAN BIN HAILIAN	MDB/PF/H/9/A
34	HENDRIK ANAK SIKIT	MDB/PF/H/10/A
35	HENRY STEPHEN AK NOJEL	MDB/PF/H/8/A
36	HAILMI BIN APONG	MDB/PF/H/11/A
37	JONG NAM TED	MDB/PF/J/19/A
38	JININ AK MIJES	MDB/PF/J/7/A
39	JINGGUT AK RAOD	MDB/PF/J/8/A
40	JIKENG AK KONRAD BUJANG	MDB/PF/J/20/A
41	JITIEN AK RITOP	MDB/PF/J/12/A
42	JOK AK SINOL	MDB/PF/J/9/A
43	JOHEG AK JIWAN	MDB/PF/J/10/A
44	JONEY AK JIHAN	MDB/PF/J/21/A
45	JOLLY MULLER AK FRANCIS NYIKU	MDB/PF/J/22/A
46	JEFFERY THIEN	MDB/PF/J/24/A
47	JOES AK NYUDEK	MDB/PF/J/11/A
48	JOIM AK SITEY	MDB/PF/J/13/A
49	JITOS AK NYAH	MDB/PF/J/15/A
50	JINGOM AK RINUP	MDB/PF/J/17/A
51	LIEW TSIN TED	MDB/PF/L/14/A
52	LIEW KEE TAH	MDB/PF/L/12/A
53	LIEW MAN NYAN	MDB/PF/L/13/A

54	LIEW THIAN SOONG	MDB/PF/L/16/A
55	MONALIZA BTE HAJI MALIHI	MDB/PF/M/3/A
56	MORES AK SAMANG	MDB/PF/M/9/A
57	MICHAEL FREDDY AK RONYEH	MDB/PF/M/10/A
58	MICHAEL SANJAN AK SANTAP	MDB/PF/M/11/A
59	MIGEN AK MINDOR	MDB/PF/M/4/A
60	MOHARMAT KARIM BIN SADOR	MDB/PF/M/5/A
61	MANDOR BIN BLEH	MDB/PF/M/7/A
62	MOHAMAT KASIM BIN ABDUL WAHAB	MDB/PF/M/8/A
63	PHILLIP AK DIKOS	MDB/PF/P/1/A
64	RANI BINTI ABANG KADIR	MDB/PF/R/1/A
65	ROSE NEBER AK BIRA	MDB/PF/R/3/A
66	RUKA AK JUNAN	MDB/PF/R/4/A
67	RAZMI BIN JAMILAN	MDB/PF/R/7/A
68	SULAIMAN BIN ANONG	MDB/PF/S/4/A
69	SAHARI BIN SUOD	MDB/PF/S/8/A
70	SABIN AK SIOT	MDB/PF/S/10/A
71	SAHMAT BIN SUPI	MDB/PF/S/11/A
72	SIPIRA AK SUMO	MDB/PF/S/9/A
73	SUMI AK LINGGI	MDB/PF/S/12/A
74	WILFRED RAJEN	MDB/PF/W/4/A
75	WILLING AK GUBEK	MDB/PF/W/2/A
76	ZAT BIN ROSLI	MDB/PF/Z/2/A
77	ANGNES RUNITA	MDB/PF/A/26/A
78	AZURAH BTE BUJAN	MDB/PF/A/27/A
79	ALFRENA ANN AK JERIS	MDB/PF/A/28/A
80	PILI AK NEROSE	MDB/PF/P/3/A
81	REGINA ANAK BENG SUN	MDB/PF/R/8/A

82	NIZZLE ANAK JUNEP	MDB/PF/N/11/A
83	MOSTAPHA BIN SABET	MDB/PF/M/13/A
84	MOHAMAD ROY FAIZAL BIN KHAIDER	MDB/PF/M/14/A

APPENDIX B:

Filing Indices

INDEX FAIL (FILING INDICES)

		Page
CUK	- Percukaian Dan Penilaian (Rating And Valuation)	1
DAG	- Perdagangan Dan Perindustrian (Trades And Industries)	2
FP	- Fail Peribadi (Personal File)	
HART	- Hartanah (Lands And Properties)	3
INDAH	- Pengindahan (Beautification)	4
KAWAM	- Ketenteraman Awam (Public Peace)	5
KAKT	- Kakitangan	6 - 7
KEW	- Kewangan (Finance)	8 -10
KMM	- Kawalan Mutu Makanan	11
KK	- Kerja-Kerja Awam (Public Works)	12 - 13
KS	- Kesihatan Dan Sanitasi (Health And Sanitation)	14 - 15
KVEK	- Kawalan Vektor (Vektor Control)	16
LESEN	- Lesen (Licence)	17
MM	- Minit Mesyuarat (Minutes of Meeting)	18 - 19
NOTIS	- Notis Dan Pemberitahuan (Notice And Notification)	20
PEJ	- Pejabat (Office)	21
PEL	- Perlembagaan (Constitution)	22
PEN	- Pentadbiran (Administration)	23 - 24
PGK	- Pengangkutan Dan Komunikasi (Transport And Communication)	25
PKA	- Pengurusan Kemudahan Awam (Public Utilities Undertaking)	26 - 27
PENG	- Penguatkuasaan (Enforcement)	28
PP	- Pelbagai Perkara (Miscellaneous)	29 - 30
RANG	- Perancangan Dan Pembangunan (Planning And Development)	31
STOR	- Stor Am Dan Kelengkapan (General Store And Equipment)	32
SP	- Surat Pekeliling (Circular)	33
UN	- Perundangan (Legal)	34

APPENDIX C:
Recommendation for
Further Training in 2011

MAJLIS: MAJLIS DAERAH BAU
SECTION / UNIT: BAHAGIAN PENTADBIRAN

BIL	UNSUR KEMAHIRAN/MATRIK KOMPETENSI	PROGRAM LATIHAN/KURSUS	KUMPULAN SASARAN	JUM PEG	NAMA/GRED PEGAWAI	TEMPOH/TARIKH	TEMPAT	PENGANJUR	KOS LATIHAN	CATATAN
1	Pengurusan Kewangan	Akauntabiliti dalam Pengurusan Kewangan	<i>Seterusanya, Ketua Jabatan, N41 - PPT 5, Bahagian Kewangan</i> Ketua Jabatan, N41		ABC Setiausaha, N41 / w 27, w 17	3 Hari	Kuching	INTAN, Srwk		
2	Pengurusan Prestasi	Pengurusan Prestasi	<i>SU, PPT, Bahagian SWP 3</i> Ketua Jabatan, N41		ABC Setiausaha, N41	4 Hari	Kuching	INTAN, Srwk		
3	Pengurusan Sumber Manusia	Pengurusan Perubahan	Ketua Jabatan, N41	3	ABC Setiausaha, N41	3 Hari	Kuching	INTAN, Srwk		
4	Kualiti Dalam Perkhidmatan Awam	Understanding KRA & KPI	<i>BP, SU, PPT, Bahagian SWP 3</i> Ketua Jabatan, N41	8	ABC Setiausaha, N41	2 Hari	Miri	MPC		
5	Pengendalian Mesyuarat dan Penulisan Minit Berkualiti	Pengendalian Mesyuarat dan Penulisan Minit Berkualiti	Pencatat Minit-Minit Mesyuarat Majlis	2	ABC PT(P/O), N22, ABC PT(P/O), N17 (4)	4 Hari	Kuching	INTAN, Srwk		
6	Pengukuran Pasukan	Pengukuran Pasukan	Pegawai yang menyelia dan memantau anggota-anggota yang di bawah kawalannya	2	ABC PT(P/O), N22, ABC PT(P/O), N17	4 Hari	Kuching	INTAN, Srwk		
7	Penyediaan Buku Kenyataan Perkhidmatan	Bengel Pengurusan Buku Perkhidmatan Kerajaan	Pegawai yang mengendalikan Buku Perkhidmatan Kerajaan	2	ABC PT(P/O), N17, ABC PTR, N11 (2)	3 Hari	Kuching	INTAN, Srwk		

BIL	UNSUR KEMAHIRAN/ Matrik KOMPETENSI	PROGRAM LATIHAN/ KURSUS	KUMPULAN SASARAN	JUM PEG	NAMA/ GRED PEGAWAI	TEMPOH/ TARIKH	TEMPAT	PENGANJUR	KOS LATIHAN	CATATAN
8	Pengurusan Fail dan Rekod	Kursus Fail dan Rekod	Pegawai yang mengendalikan kawalan rekod kualiti	3	ABC ABC PT(P/O), N17 ABC PTR,N11	2 Hari	Sibu	MPC		
9	Pengurusan Khidmat Pelanggan	Kursus Perkhidmatan Pelanggan Yang Berbudu Bahasa	Pegawai yang mengendalikan Perkhidmatan Pelanggan	3	ABC ABC PT(P/O), N17 ABC PTR,N11	3 Hari	Sibu	INTAN, Srwk		
10	Kecemerlangan Pembantu Am Rendah	Kursus Kecemerlangan Pembantu Am Rendah	<i>Pegawai Grad N11 ke bawah</i> Pegawai Dalam Kumpulan Sokongan II	4	ABC ABC Penghantar Notis,N3 ABC PAR,N1 ABC Jaga,R1	2 Hari	Kuching	CMM, Srwk		
11	Pembangunan Diri dan Peningkatan Motivasi	Kecemerlangan Diri Khas utk Pembantu Am Pejabat (PAP) dan Pekerja Awam	Pegawai Dalam Kumpulan Sokongan II	5	ABC ABC Penghantar Notis,N3 ABC PKB,R3 ABC PAR,N1 ABC Jaga,R1	4 Hari	Kuching	INTAN,Srwk		
12	Pemandu Berhemah	Kursus Pemandu Cemerlang	Pemandu Kenderaan Bermotor	4	ABC PKB,R3	3 Hari	Kuching	INTAN,Srwk		

MAJLIS: MAJLIS DAERAH BAU
SECTION / UNIT: BAHAGIAN PENGUATKUASA

BIL	UNSUR KEMAHIRAN/ Matrik Kompetensi	PROGRAM LATHAN/ KURSUS	KUMPULAN SASARAN	JUM PEG	NAMA/ GRED PEGAWAI	TEMPOH/ TARIKH	TEMPAT	PENGANJUR	KOS LATHAN	CATATAN
1	Penguatkuasaan Undang-undang Penyiasatan & Pendakwaan	Kursus Asas Penyiasatan & Pendakwaan	Pembantu Penguatkuasa utk menguatkuasakan Undang-undang Kecil PBT dan lain-lain	2	ABC Pembantu Penguatkuasa a, N22 ABC Pembantu Penguatkuasa a, N17	5 Hari	Sibu	KASKA		
2	Pengurusan Khidmat Pelanggan	Kursus Perkhidmatan Pelanggan Yang Berbudai Bahasa	Pegawai yang mengendalikan perkhidmatan pelanggan	2	ABC Pembantu Penguatkuasa a, N22 ABC Pembantu Penguatkuasa a, N17	5 Hari	Sibu	INTAN, Srwk		

3. MS ISO. Ketug. Proses. 2 SPK.
 4. 9001:2008
 5. Kaseg, Sibu, Mini

**MAJLIS: MAJLIS DAERAH BAU
SECTION / UNIT: BAHAGIAN KERJA RAYA**

BIL	UNSUR KEMAHIRAN/ MATRIK KOMPETENSI	PROGRAM LATIHAN/ KURSUS	KUMPULAN SASARAN	JUM PEG	NAMA/ GRED PEGAWAI	TEMPOH/ TARIKH	TEMPAT	PENGANJUR	KOS LATIHAN	CATATAN
1	Project Management/ Pengurusan dan implementasi	Microsoft Projek (Elementary & Intermediate)	Juruteknik (Awam)	1	ABC Juruteknik Awam,J17	3 Hari	Kuching	SAINS		
2	Pengurusan & P'yelegaraan Landskap	Program Memantauan dan P'yelegaraan Landskap	Pegawai yang menjalankan kerja-kerja pengindahan Bandar & persekitaran	7	ABC ABC ABC ABC Pekerja Awam,R1 ABC ABC ABC Pekerja Awam,R4	4Hari	Kuching	MBKS		
3	Kawalan Bangunan (Pemantauan & P'yelegaraan Bangunan)	Microsoft Projek (advanced)	Juruteknik (Awam)	1	ABC Juruteknik Awam,J17	2	Kuching	SAINS		
4	Pengukuran Pasukan	Pengukuran Pasukan	Pegawai yang menyelia dan memantau anggota- anggota yang di bawah kawalannya	1	ABC Juruteknik Awam,J17	4 Hari	Kuching	INTAN,Srwk		
5	Pembangunan Diri dan Peningkatan Motivasi	Kecemerlangan Diri Khas utk Pembantu Am Pejabat (PAP) dan Pekerja Awam	Pegawai dalam Kumpulan Sokongan II	7	ABC ABC ABC ABC Pekerja Awam,R1 ABC ABC ABC Pekerja Awam R4	3 Hari	Kuching	INTAN,Srwk		

MAJLIS: MAJLIS DAERAH BAU

SECTION / UNIT: BAHAGIAN PENILAIAN DAN PENCUKAIAN

BIL	UNSUR KEMAHIRAN/ Matrik Kompetensi	PROGRAM LATIHAN/ KURSUS	KUMPULAN SASARAN	JUM PEG	NAMA/ GRED PEGAWAI
1	AutoCAD	Pengyukuran dan Lukisan Pelan Tapak	Pegawai yg bertanggungjwb dlm m' wujudkn pelan kwsn bangunan, pegangan/ premis	2	ABC Pembantu Penilaian, W22 ABC Pembantu Penilaian, W17
2	Pengurusan Pembatyan Secara On Line	Smart Paybills System	Pegawai yg mengendalikan pembayaran secara on line	1	ABC Pembantu Penilaian W17
3	Pengurusan Khidmat Pelanggan <i>KFA</i>	Kursus Perkhidmatan Pelanggan yg Berbudi Bahasa	Pegawai yg mengendalikan perkhidmatan pelanggan	2 <i>3 W17</i>	ABC Pembantu Penilaian, W22 ABC Pembantu Penilaian, W17
4	Kecemerlangan Pembantu Am Rendah	Kursus Kecemerlangan Pembantu Am Rendah	Pegawai dlm Kumpulan Sokongan II	1	ABC Pkrja Awam,R1
5	Pembangunan Diri dan Peningkatan Motivasi	Kecemerlangan Diri Khas utk Pembantu Am Pejabat (PAP) dan Pekerja Awam	<i>Kumpulan 9 bgrg jwb ke 2,25 set</i> Pegawai dalam Kumpulan Sokongan II <i>1</i>	1	ABC Pkrja Awam,R4

TEMPOH/ TARIKH	TEMPAT	PENGANJUR	KOS LATIHAN	CATATAN
3 Hari	Kuching	SAINS		
2 Hari	Kuching	Emastech		
4 Hari	Sibu	INTAN		
2 Hari	Kuching	CMM	- kursus Pembelajaran & kelebihan	
3 Hari	Kuching	INTAN	- ISE	

MAJLIS: MAJLIS DAERAH BAU
SECTION / UNIT: BAHAGIAN KESIHATAN AWAM

BIL	UNSUR KEMAHIRAN/ MATRIK KOMPETENSI	PROGRAM LATIHAN/ KURSUS	KUMPULAN SASARAN	JUM PEG	NAMA/ GRED PEGAWAI	TEMPOH/ TARIKH	TEMPAT	PENGANJUR	KOS LATIHAN	CATATAN
1	Prosedur Kebersihan dan Kesihatan Awam(Kawalan Mutu Makanan)	Kursus Kebersihan dan Kesihatan Awam	Ketua Bahagian dan Pegawai yg memantau& menyelenggara kebersihan dan kesihatan awamdan makanan	2	ABC PPKP,U32 ABC PPKP,U29	3 Hari	Kuching	Jabatan Kesihatan Negeri		
2	HCCP	Workshop on Solid Waste Management	PPKP	2	ABC PPKP,U32 ABC PPKP,U29	4 Hari	Kuching	Lembaga Sumber Asli&Alam Sekitar		
3	Membantu Mengurus Prosedur Kebersihan dan Kesihatan Awam (Vektor Control)	Kursus Kebersihan dan Kesihatan Awam	Pembantu Kesihatan Awam yg b'tggjawab dlm kawalan kebersihan awam (Kawalan Vektor)	2	ABC ABC Pembantu Kesihatan Awam, U17	3 Hari	Kuching	Jabatan Kesihatan Negeri		
4	Bangunan- Penyambungan	Kursus Latihan dan Kesihatan Awam	PKA	2	ABC ABC Pembantu Kesihatan Awam, U17	2 Hari	KL	NATEF/ KPKT		
5	Pengurusan Kawalan Anjing Liar	Kursus Kawalan Anjing Liar	PKA	2	ABC ABC Pembantu Kesihatan Awam, U17	2 Hari	Kuching	KASKA		

BIL	UNSUR KEMAHIRAN/ Matrik Kompetensi	PROGRAM LATIHAN/ KURSUS	KUMPULAN SASARAN	JUM PEG	NAMA/ GRED PEGAWAI	TEMPOH/ TARIKH	TEMPAT	PENGANJUR	KOS LATIHAN	CATATAN
6	Pembangunan Diri dan Peningkatan Motivasi	Kecemerlangan Diri Khas utk Pembantu Am Pejabat(PAP) dan Pekerja Awam	Pegawai Dalam Kumpulan Sokongan II	9	ABC ABC ABC ABC Pekerja Awam, R1 ABC ABC ABC Pekerja Awam,R4 ABC ABC PKB,R3	4 Hari	Kuching	INTAN		
7	Pemandu Berhemah	Kursus Pemandu Cemerlang	Pemandu Kenderaan Bermotor	2	ABC ABC PKB,R3	3 Hari	Kuching	INTAN, Srwk		
8	Kebersihan Parit, Longkang dan Pungutan Sampah Sarap	Kursus Kebersihan Parit, Longkang dan Pungutan Sampah Sarap	Pekerja Awam,R1 & R4	7	ABC ABC ABC ABC Pekerja Awam, R1 ABC ABC ABC Pekerja Awam,R4	4 Hari	Kuching	MBKS		

CADANGAN LATIHAN YANG BERTERUSAN UNTUK TAHUN 2011

MAJLIS: MAJLIS DAERAH BAU

SECTION / UNIT:

Semua Bahg.

BIL	UNSUR KEMAHIRAN/ MATRIK KOMPETENSI	PROGRAM LATIHAN/ KURSUS	KUMPULAN SASARAN	JUM PEG	NAMA/ GRED PEGAWAI	TEMPOH/ TARIKH	TEMPAT	PENGANJUR	KOS LATIHAN	CATATAN
1	Program Amalan 5S	Kursus Amalan 5S	Semua Anggota Majlis	76 84	Semua Gred	1 Hari	Dewan Mesyuarat ,MDB	CMM		

APPENDIX D:
Annual Report for
Administrative Division

BAHAGIAN PENTADBIRAN

VISI

MEWUJUDKAN PERSEKITARAN BERKUALITI DAN INDAH MENJELANG 2015.

MISI

MEWUJUDKAN PERSEKITARAN YANG INDAH DAN MENINGKATKAN KUALITI HIDUP MASYARAKAT MELALUI PENYEDIAAN SERTA PENYAMPAIAN PERKHIDMATAN MAJLIS YANG CEKAP, BERKESAN DAN BERINTEGRITI KE ARAH KESEJAHTERAAN SOSIO-EKONOMI MASYARAKAT DAERAH BAU

MOTTO

PERKHIDMATAN BERKUALITI

BAHAGIAN PENTADBIRAN DAN SUMBER MANUSIA

- ❖ Pengurusan Sumber Manusia
- ❖ Urusetia Jawatankuasa dan Pengurusan Mesyuarat
- ❖ Pengurusan Rekod, Dokumen dan Surat Menyurat
- ❖ Latihan Kakitangan
- ❖ Pengurusan Aduan Pelanggan

1. NAMA-NAMA KETUA PEGAWAI EKSEKUTIF DAN KETUA-KETUA BAHAGIAN

- | | | |
|-----|------------------------------|-------------------------------------------------------------------------|
| 2.1 | En. Jitien ak Ritop | - Pegawai Tadbir, Setiausaha, N41
(Ketua Pegawai Eksekutif) |
| 2.2 | Pn. Monaliza bt Malihi | - Pen. Peg. Tadbir, N27
(Bhg. Pentadbiran) |
| 2.3 | En. Jeffery Thien Peat Leong | - Pen. Peg. Kesihatan Persekitaran, U32
(Bhg. Kesihatan Awam) |
| 2.4 | Pn. Cecelia Lily Ak Kimmai | - Penolong Akauntan, W27
(Bhg. Perbendaharaan) |
| 2.5 | En. Henry Stephen Ak Nojel | - Juruteknik, J22
(Bhg. Kerja Raya) |
| 2.6 | En. Asem Ak Nyaen | - Pembantu Penilaian, W22
(Bhg. Penilaian Dan Pencukaian) |

- 2.7 En. Joheg Ak Jiwan - Pembantu Penguatkuasa, N17
(Bhg. Penguatkuasaan)
- 2.8 En. Franky Ak Ajem - Pembantu Perpustakaan, S17
(Bhg. Perpustakaan)

2. JUMLAH KAKITANGAN

Jumlah jawatan tetap Majlis Daerah Bau pada 30.11. 2010 adalah seperti berikut :

(a)	Jumlah Keseluruhan Jawatan	-	78
(b)	Jumlah Jawatan yang diisi	-	74
(c)	Jumlah Jawatan kosong	-	4

3. SENARAI JAWATAN YANG DIISI TAHUN 2010

1. Pekerja Awam, R1 - 2 jawatan

3. SENARAI JAWATAN KOSONG TAHUN 2010

<u>Jawatan</u>	<u>Sebab Kekosongan</u>	<u>Jumlah</u>
1. Pembantu Tadbir (P/O), N17	Berpindah pada 01.08.2008	1
2. Pembantu Tadbir Rendah, N11 (Proses Penjumudan)	Kenaikan Pangkat KPSL	1
3. Jaga, R1	Tidak diiklan	2

5. Program Pemeraksanaan Siswazah

1. Angnes Runita Dekal
2. Azurah Binti Bujang
3. Pili Nerose
4. Alfrena Ann Jeris
5. Nizle Junep
6. Regina Bengsun

6. Aktiviti-aktiviti yang telah diadakan di Majlis Daerah Bau Tahun 2010

1. Majlis Angkat Sumpah Ahli-ahli Majlis pada 24 Februari 2010
2. Program Hari Bersama Pelanggan
3. Jong Regatta
4. Program Kempen Kebersihan

7. Bilangan pegawai di Bahagian Pentadbiran

1. Setiausaha , N41	-	1	
2. Penolong Pegawai Tadbir, N27	-	1	
3. Pembantu Tadbir, (P/O) N22	-	1	
4. Pembantu Tadbir, (P/O) N17	-	2	(1 kosong)
5. Pembantu Tadbir Rendah, N11	-	2	(1 kosong: proses penjumudan)
6. Pembantu Am Rendah, N3	-	1	
7. Pemandu Kenderaan Bermotor	-	1	
8. Pengawal Keselamatan	-	1	(kosong)
9. Pemerksaan Siswazah	-	2	
10. Latihan Induksi	-	1	
11. Pekerja Awam	-	2	

8. Kursus Yang Telah Dihadiri Tahun 2010

1. Bengkel KPI
2. Persidangan Perkhidmatan Awam Negeri Sarawak(SCS Conference)
3. Lab Pelan Strategik untuk Lantikan dan Pembangunan Manusia PBT
4. Seminar Kesedaran Awam & Pendiddikan Tentang Tanah Runtuh & Keselamatan Cerun
5. Bengkel Kumpulan Inovatif & Kreatif (KIK) 2010
6. "Road Show" Sesi Penerangan Prosedur Baru/Pindaan Pengurusan Kualiti MS ISO 9001:2008 Untuk Tahun 2010
7. Sesi Latihan & Bengkel Bagi Teknik Menhjawab NCR & Mengambil Tindakan Pembetulan/ Pencegahan MS ISO 9001:2008
8. Latihan Modul Penamatan Perkhidmatan Dlm Aplikasi HRMIS

9. Bengkel Proses Kerja & Taklimat Pemprosesan Kenaikan Pangkat Dan Pengambilan
10. Perlantikan sebagai Urus Setia Kursus Intensif Anggota Skim Khidmat Singkat(SKS)PKA
11. Brown Bag Seminar
12. Perbincangan Mengenai Indikator system Star Rating PBT di Negeri Srwk
13. Bengkel Perlaksanaan Kenaikan Pangkat Peagawai Kumpulan Sokongan Yang Telah Berkhidmat 15 tahun dan Lebih Dlm Skim Perkhidmatan Secara Khas Untuk Penyandang (KUP15)
14. Program MPC: Pengurusa Fail & Rekod
15. Seminar Tatacara Amalan Industri Keselamatan & Kesihatan Pekerjaan & Pemanduan Berhemah Di sector Pengangkutan Jalan Peringkat Ngri Srwk
16. Bengkel Pengurusan Kewangan
17. Sistem Administration Training
18. Bengkel Pengurusan Kewangan PBT
19. Receipting System Training
20. Taklimat Mengenai Local Authority(Reflexology & Health Establishments by Law 2009)
21. Licensing System Training
22. Bengkel Business Process Reengineering(BPR) untuk PBT
23. Bengkel "ICT in Library Management Workshop Srwk Local Council Libraries"
24. Taklimat Mengenai "The Protection Of Public Health(Laundries) Regulations,2008
25. Bengkel Penilaian
26. Bengkel Aktiviti Fokus Utama (KFA) Pans 2010
27. Smart Paybill System
28. Assessment Billing System
29. Understanding & Using Internet
30. Kursus Pengurusan Stor Dan Stok
31. Taklimat Pelaksanaan Peraturan-peraturan Kebersihan Makanan 2009 dan Perkara Berkaitan Dengannya

32. Kursus Teknik Persampelan Makanan Di Pihak Berkuasa Tempatan Zon Sabah dan Sarawak
33. Kursus Asas Pengendalian dan Penguatkuasaan Undang-undang di Pihak Berkuasa Tempatan Zon Sarawak
34. Mesyuarat Penilaian Pencapaian Aktiviti Kesihatan Persekitaran PBT di Sarawak
35. Kurssu Pengucapan Awam yang Kreatif
36. Key Focus Activity(KFA) Lab 2 : To Develop A Local Community Participation Model In Greening The Environment
37. Kursus Pemandu Berhemah
38. Kursus Modul Induksi (KIU)-Siri 2/2010
39. Bengkel Penggunaan Manual Pengurusan Landskap Untuk PBT Negeri Sarawak
40. AutoCAD (Intermediate)
41. Mesyuarat Pemeriksaan Bajet RMK-10 Tahun 2011 dan Pemantauan Projek Pembangunan BP.1 Tahun 2010
42. Kursus Induksi Khusus
43. Kursus Penyiasatan Dan Pendakwaan
44. Integrity Seminar
45. Persidangan: Transforming Sarawak Tourism
46. Kursus Akta 711

9. Perancangan Latihan Kakitangan 2011

1. Akauntabiliti dlm Pengurusan Kewangan
2. Pengurusan Prestasi
3. Pengurusan Perubahan
4. Understanding KRA & KPI
5. Pengendalian Mesyuarat dan Penulisan Minit Berkualiti
6. Pengukuran Pasukan
7. Bengkel Pengurusan Buku Perkhidmatan Kerajaan
8. Kursus Fail dan Rekod

9. Kursus Perkhidmatan Pelanggan Yang Berbudi Bahasa
10. Kursus Kecemerlangan Pembantu Am Rendah
11. Kecemerlangan Diri Khas utk Pembantu Am Pejabat (PAP) dan Pekerja Awam
12. Kursus Pemandu Cemerlang
13. Kursus MS ISO 9001:2008
14. Tatacara Pengurusan Aset Alih
15. Pengurusan Perolehan Kerajaan
16. Tatacara kewangan & perkhidmatan
17. Kursus Perkhidmatan Pelanggan Berkualiti
18. Kursus Asas Penyiasatan & Pendakwaan
19. Microsoft Projek (Elementary & Intermediate)
20. Program Memantauan dan P'yelenggaraan Landskap
21. Microsoft Projek (advanced)
22. Pengukuran Pasukan
23. Pengukuran dan Lukisan Pelan Tapak
24. Smart Paybills System
25. Kursus Key Focus Area(KFA)
26. Tatacara Pengurusan aset
27. Kursus Penilaian dan Kadaran
28. Kursus Kebersihan dan Kesihatan Awam
29. Workshop on Solid Waste Management
30. Kursus Latihan dan Kesihatan Awam
31. Kursus Kawalan Anjing Liar
32. Kursus Kebersihan Parit, Longkang dan Pungutan Sampah Sarap
33. Kursus Amalan 5S

APPENDIX E:

Certificates of Appreciation



Sijil Penghargaan

Pihak Majlis Daerah Bau

Merakamkan setinggi-tinggi penghargaan kepada

Cik Emelda Lak Wan
(2009833884)

Atas Penglibatan Menjalani

Latihan Industri
Dari 22 November hingga 24 Disember 2010

Amfun

(Monaliza binti Maliki)

Pemangku Setiausaha,
Majlis Daerah Bau

APPENDIX F:

Miscellaneous



MAJLIS DAERAH BAU
Jalan Ong Guan Cheng
94000 Bau,
Kuching, Sarawak.
Tel. Pej. : 082-763128 / 082-763129
Fax Pej. : 082-763545
Email: mdbau@sarawaknet.gov.my
Laman web: www.baudc.sarawak.gov.my



Ruj Kami : 73 dlm. MDB/KAKT-9D/1
Tarikh : 17 JANUARI 2011

Pengarah
Universiti Teknologi MARA Sarawak,
Kampus Kota Samarahan ,
Jalan Meranek
94300 Kota Samarahan

Tuan,

PENGESAHAN TAMAT LATIHAN INDUSTRI DI MAJLIS DAERAH BAU

Perkara diatas adalah dengan segala hormatnya dirujuk.

2. Dimaklumkan bahawa pelajar tuan dari Program Sains Pentadbiran, UITM seperti tersenarai telah menjalani Latihan Industri di Majlis ini bermula pada 22 November dan telah tamat pada 24 Disember 2010 dengan jayanya.

Nama Pelajar

1. EMELDA LAH WAN (2009833884)
3. Dengan itu, pihak Majlis mengucapkan syabas dan tahniah.

Sekian, terima kasih.

**“BERSATU BERUSAHA BERBAKTI”
“AN HONOUR TO SERVE”**

(Monaliza binti Malihi)
Pemangku Setiausaha
Majlis Daerah Bau

NO.RQM 2253/2010 24

Ketua Program AM228
Fakulti Sains Pentadbiran dan Pengajian Polisi
Universiti Teknologi MARA Sarawak
Kampus Kota Samarahan
Jalan Meranek
94300 Kota Samarahan
SARAWAK
(u.p: Encik Fairuz Hidayat Merican / Wan Merican
Penyelarasan Latihan Praktikal Program AM228)

Tel: 082-677275
Faks: 082-677100

Tuan

KEPUTUSAN PERMOHONAN PENEMPATAN MENJALANI LATIHAN PRAKTIKAL BAGI PELAJAR UTM DARI FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI (FSPPP)

NAMA PELAJAR : EMELDA LAH WAN
NO KAD MATRIK : 2009833884
KOD PROGRAM : AM228

Dengan hormatnya permohonan tuan menerusi surat bil. 100-UITMKS (FSPPP/14/1) bertarikh 01/11/2010 mengenai perkara tersebut di atas adalah dimujuk.

2. Sukacita dimaklumkan bahawa setelah pertimbangan teliti diberikan terhadap permohonan tersebut maka adalah dimaklumkan bahawa pihak BERSETUJU/KEDAIK BERSEKUTUANG* untuk menerima pelajar berkenaan dari Fakulti tuan bagi menjalani latihan praktikal di organisasi kami mulai 22 November hingga 24 Disember 2010 berdasarkan syarat-syarat yang akan ditentukan oleh kami.

Sekian, terima kasih

Yang benar

Amfau



Tandatangan Pegawai dan Cop Organisasi

PEJABAT PENGARAH KAMPUS
faks diterima/dihantar

4/11/2010 2-2

* Petong mana yang tidak berkenaan



FAKULTI SAINS PENTADBIRAN DAN PENGAJIAN POLISI
UNIVERSITI TEKNOLOGI MARA
SURAT AKU JANJI PELAJAR LATIHAN PRAKTIKAL

NAMA:	EMELDA LATH WAN
NOMBOR MATRIK PELAJAR:	2009833884
PROGRAM:	IJAZAH SARJANAMUDA SAINS PENTADBIRAN (AM228)
SEMESTER:	5

Adalah saya sebagaimana keterangan seperti di atas dengan ini berikrar dan berakujanji kepada Universiti Teknologi MARA (selepas ini disebut sebagai "Universiti") dan juga *Fakulti Sains Pentadbiran dan Pengajian Polisi* (selepas ini disebut sebagai "Fakulti") akan mematuhi segala perkara-perkara yang dinyatakan kemudian dari ini semasa atau sepanjang saya menjalani latihan praktikal yang berkenaan iaitu seperti berikut:-

- a) Memastikan pematuhan dari aspek disiplin terutama dari segi pakaian, masa, tingkah laku dan kelakuan dengan mengikut peraturan serta sahsiah ditetapkan oleh Universiti dan juga tempat di mana saya menjalani latihan praktikal;
- b) Menghormati ketepatan masa dengan hadir ke setiap kelas/perjumpaan dengan pensyarah atau kakitangan Universiti atau pun dengan penyelia atau staf tempat saya menjalani latihan praktikal;
- c) Menghormati segala latihan yang diberikan oleh pensyarah atau staf Universiti serta staf tempat di mana saya menjalani latihan praktikal dengan melakukan segala latihan akademik dan praktikal yang diberikan oleh pensyarah atau staf universiti dan staf tempat latihan praktikal;
- d) Menghormati ilmu;
- e) Menghormati pemindahan ilmu dari pensyarah atau staf Universiti dan juga staf di tempat saya menjalani latihan praktikal;
- f) Menyedari bahawa saya masih tertakluk kepada segala peraturan dan undang-undang yang dikuatkuasakan ke atas saya seperti termaktub di dalam Akta UiTM 1976 dan lain-lain peraturan yang dikuatkuasakan ke atas saya sebagai pelajar dari masa ke semasa;

For reference only

No Borang: LP/FSPPP-06

FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
UNIVERSITI TEKNOLOGI MARA

ASSESSMENT CRITERIA FOR PRACTICAL TRAINING REPORT (50%)
ADS 666 _____ (Session), _____ (Year)

Report Title:

.....
.....
.....

Name :
Student No :
Program :

No	Criteria	Weightage (%)	Score	Pages
1	Chapter 1 Introduction <ul style="list-style-type: none">• Summary of organizational background.	10%		5 pages
2	Chapter 2 Schedule of Practical Training <ul style="list-style-type: none">• Summary of daily training extracted from the Log Book.• Description of jobs and tasks executed throughout training.	15%		7-8 pages
3	Chapter 3 Analysis <ul style="list-style-type: none">• Analysis of training specifically focuses on one area of task as covered in the Practical Training Handbook.• Definition of concept.• Demonstration of practical and theoretical aspects as how student relates all concepts learned in classroom at work place; and how student transforms knowledge gained at workplace to reinforce understanding on the	40%		20 pages

	<p>concepts learned in classroom.</p> <ul style="list-style-type: none"> • Reflection of student's personal experience during the training. 			
4	<p>Chapter 4 Recommendations</p> <ul style="list-style-type: none"> • Highlight with examples the strength and weaknesses of job or tasks assigned during training (as discussed in chapter 3). • Provide solution for improvement. 	15%		7-8 pages
5	<p>Conclusion</p> <ul style="list-style-type: none"> • Summary of discussion of each chapter in the report by highlighting the main points. 	20%		10 pages
	TOTAL	100%		Max 50 pages

APPENDIX G:

Log Book

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
22/11/2010	<p>BAY DISTRICT COUNCIL (BDC)</p> <p>Intro:</p> <p>BDC implementing powers to administer the areas under his control by virtue of the laws enshrined in the "Local Authorities Ordinance 1996" and other relevant laws and By-Laws of Local Council/Council By-Laws drafted and enacted the Ordinance. BDC is chaired by the Chairman of the Council. The District Officer cum small he was appointed as the chairman of the Automatic Region where he served under "Local Authorities Ordinance, 1996" Section 12(2) and (3), responsible for chairing the various meetings of the Permanent Council. Services and activities provided by the BDC are planning and implementing development projects in the district of Bau. MDB also provides services such as libraries, waste management, solid waste, issuing licences, permits, building plans, control of infectious disease, bill payments through SBBS, and environmental</p>	<p>Very good effort</p> <p>Agun 26/11/10</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	<p>VISION AND MISSION: Ministry of the Environment and Public Health will be state the leading organ. that drives agencies under its jurisdiction to make the advanced state of Sarawak in 2015</p>	<p>Very good effort. Rujmi 26/11/10.</p>
	<p>Ban District Council main vision is to upgrade the standard of this council of the District Council to Municipal Council by the year 2020</p>	
	<p>In achieving this vision, KASRA intends to lead the Local Authority to the agency that is responsive, dynamic and has a strong financial position to perform their duties based on smart management practices. BDC mission is to make the area small a center of tourism (Eco-Tourism) is famous in Malaysia.</p>	
	<p>MOTTO: "Trying to Unite Kindness"</p>	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
1st Week	ADMINISTRATIVE UNIT:	
22/11/2010 MONDAY	i/ Ice Breaking ii/ Learn how to record the incoming mail into the record book mails iii/ Update the ISO control record: - A list of file contents of the file number MDB/KAKT-9/B (approve/authorize the seminar/training/courses)	
23/11/2010 TUESDAY	i/ update the ISO control record: - a list of file contents of the file number MDB/KAWAM-1/A/JILID 2 (Complaint T. Hotline / Bureau) ii/ update the ISO control record: - a list of file contents of the file number MDB/KAKT/1/Jilid 5 (staffing general) iii/ Labeling index number for each file cabinet holding 2010	Show the full cooperation and Commitment Ague 26/11/10

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
23/11/2010 (TUESDAY)	iv/ Update the index file and insert into the computer system vi/ Update the personal files of all employees of the Council	
24/11/2010 (WEDNESDAY)	i/ Update the ISO control record: - a list of file contents of the file number MDB/UKAT-91A11 (Organizational Training Need Analysis) ii/ Update the ISO control record: - a list of file contents of the file number MDB/UKAT-41A (Holiday options (Circular No. 14/2008) and Leave Replacement) iii/ Provide recommendations for further training in 2011	
	iv/	Good job Refn 26/11/10.

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARK
25/11/2010 (THURSDAY)	i/ Update the recommendations for further training in 2011 ii/ Make a list of all training courses/ seminars workshops attended in 2010 iii/ Continue with update the index fail (indeks fail induk) and insert it into the computer system iv/ Learn how to provide an annual report for BDC in 2010	
26/11/2010 FRIDAY	i/ Prepare an annual report for 2010 ii/ Be a witness for ^{sealing} setting the tender iii/ Record the Sarawak Government Gazette iv/ Prepare a working paper for Halluzi Bin Apang (Perwakilan Perkhidmatan)	Good job anfm 26/11/10

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
30/11/10 (TUESDAY)	i) Update the inventory list and key in the information/data into the computer system	
	ii) Update the file index (indexes fail indexes) and key in it into the computer system	
1/12/10 (WEDNESDAY)	i) Record number of house (MOE ID) on the file and name of the person who owned that house	
	ii) Update the housing file and the owner of the house	
	iii) Continue with update the index file (f indexes fail indexes) and key in the data into the computer system	Sufni 6/12/10

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
02/12/10 (THURSDAY)	i) Update the inventory list and and key in the data into computer system ii) update file index (index fail induk) iii) photocopy the report of the Public Health Unit iv) Help the administrative assistant to clear the filing cabinet - replace it with the ones v) update and fill in the referencing form for the owner of the house	
3/12/10 (FRIDAY)	i) Update the file index in the computer system. ii) Print the file index (index fail induk) and compile it together	angini 6/12/10

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	iii) Update and fill in the referencing form for the owner of the house	
	iv) Provide / fill fill the ^{leave} application form for for one of the MDB staff.	aufw 6/21/16

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMA
THIRD WEEK	TREASURY UNIT	
6/12/2010 (MONDAY)	i) Update the ISO control record: ↳ a list of file contents of the file number MIDB/PEN-11 (Majlis bersama Jabatan) ii) create table of content and update the filing indices iii) Help the Administrative Assistant (Finance) count the money collection for today iv) Go with Administrative Assistant (Finance) to Maybank for bank-in the money.	
07/12/2010 (TUESDAY)	OFF FOR AWAL MUHARAM	Hafiz 12/12/10

kegiatan Akuan

- Arahan Perbandharaan
- Perintah An
- Pertukuh

1) Hasil

2) Perbelanjaan

3) Berdasarkan daripada Anggaran -

- Mesyuarat Majlis

- Kementerian / Kelulusan

- Waran daripada Kasika (Perb

Hasil Majlis - Cukai Pintu - Rumah / Kedai / Kilang dll.

- Lesen. - Beer /

- Pelbagai - Sewa, service,

Deposit

- Tender / banner

Akuan Amanah - Jomvazatta

- Buku Perpustakaan

Perbelanjaan - Gaji

- Elann

- Maintenance /

- Komputer / perabot allocation

Depend within the approved Peruntukan

Virement / Supplementary provision boleh dipohon daripada Kasika

Kalau diperlukan

Virement = + Rm perabot - Rm Komputer

Sup provision = + misalnya gaji

meeting Council

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
08/12/2010 (WEDNESDAY)	i) Key-in the return of used and unused revenue forms.	
	ii) Provides a bill for flower rental and transport charges	
	iii) Learn about how the work flow of the treasury section (From: Mr. Jong Nam Ted)	
	iv) Photostat the letter of close account as at 31.12.2010 for each bank such as CIMB Bank, Bank Rakyat, BSN and etc.	
	v) Filling the Bank Reconciliation statement	
	vi) check/count the money collection for today	
	vii) check and ensure the bill statement are correct or not	confm
	viii) Go with administrative assistant (finance) to Maybank for bank-in the money.	14/12/10

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REM
08/12/20 (THURSDAY)	i) Key-In the return of used and unused revenue forms	
	ii) Check the form of mile/km claim	
	iii) Record the list of scheduled payments	
	iv) Record the name of the companies/agencies, the check number and amount of the fee be imposed for the tender or contract	
	v) Photostate the voucher and the tolls that have been paid	<p>anji</p> <p>12/12/10</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REM
FOURTH WEEK	TREASURY SECTION	
13/12/2010 (MONDAY)	i) Photostate the vouchers and the bills that have been paid to the council	
	ii) Key-in the deposit check information into the computer system.	
	iii) Fill the deposit register form with the information of the company's owner.	
14/12/2010 (TUESDAY)	i) Photostate the vouchers and the bills that have been paid to the council	
(ii) Key-in the deposit check information into the computer system.	augur 23/12/10

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
	iii) Fill the deposit register form with the information of the company's owner.	
	iv) Find the address and the companies number for every company that registered under # Bau Council.	
15/12/2010		
(WEDNESDAY)	i) Photostate the vouchers and the bills for the contract payment / project / quote.	
	ii) Fill the deposit register form with the information of the company's owner.	
	iii) Find the address and the companies number for every ^{all} company that registered under Bau Council.	auzim 23/12/10

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
<p>16/12/2010 (THURSDAY)</p>	<p>i) Find the address and the companies numbers for all company that registered under Ban Council.</p> <p>ii) Fill the deposit register form with the information of the company's owner.</p> <p>iii) Filing the record contract payment/project quote.</p> <p>iv) Key-in the information on staffs' council and the account number into the computer system for the payment of salaries through the bank.</p>	
<p>17/12/2010 (FRIDAY)</p>	<p>i) Find the address and the companies numbers for all company that registered under Ban Council</p>	<p>Amir 23/12/10</p>

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REM
FIFTH WEEK		
20/12/2010 (MONDAY)	<p>i) Key-in the information on staff's council and the account numbers into the computer system for the payment of salaries through the bank.</p>	
	<p>ii) Key-in the assessment collections for the day</p>	
	<p>iii) Key-in the copy of the the license bid into computer system</p>	
21/12/2010 (TUESDAY)	<p>Key-in the copy of the license bid into computer system.</p>	<p>was trained in Account section anfu</p>
	<p>ii) Photocopies of meeting minutes and information security, such as letter of undertaking agreement and books of account.</p>	

MARKS	DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REMARKS
		iii) Record the incoming mail.	
		iv) Key-in the MDB (Transaction Edit List as at the date...)	
	22/12/2010 (Wednesday)	i) Key-in the MDB (Transaction Edit List as at the date...)	
		ii) Key-in the license bills collection as the date stated.	
		iii) checking the receipt books received by the council.	
	23/12/2010 (Thursday)	i) Key-in the license bills collection as the date stated.	angie 24/12/10
		ii) Key-in the copy of the license bid into the computer system.	

DATE	EXACT NATURE OF WORK DONE	SUPERVISORS REM
	iii) Enter the information of the contractors who paid for their projects. (Amount paid, cheque number)	
	iv) stamping the new receipt books.	
	v) Key-in the bill utilities into the computer system.	
24/12/2010 (Friday)	i) stamping the new receipt books	Last task for her. Good job and trainee
	ii) Key-in the bill utilities into the computer system.	has done a discipline while doing her job
		assign 24/12/10 wish you good



PERPUSTAKAAN TUN ABDUL RAZAK
JABATAN PERANCANGAN DAN PEMBANGUNAN PERPUSTAKAAN (JPPP)

BORANG PENYERAHAN BAHAN HARTA INTELEK UITM
UITM's Intellectual Property Submission Form

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 Faculty / Division / Department Tarikh (Date): 28/5/24

JENIS BAHAN (Sila tandakan ✓)

Types of Material (Please mark ✓)

- | | | | |
|----------------------------------------------------|-------------------------------------|-----------------------------------------------------------|--------------------------|
| 1. Tesis (Theses) | <input checked="" type="checkbox"/> | 7. Laporan Tahunan (Annual Reports) | <input type="checkbox"/> |
| 2. Laporan Penyelidikan (Research Reports) | <input type="checkbox"/> | 8. Kertas Seminar/Persidangan (Seminar/Conference Papers) | <input type="checkbox"/> |
| 3. Projek Pelajar (Student Project Reports) | <input type="checkbox"/> | 9. Prosiding (Proceedings) | <input type="checkbox"/> |
| 4. Jurnal (Journals) | <input type="checkbox"/> | 10. Buletin (Bulletins) | <input type="checkbox"/> |
| 5. Buku (Books) | <input type="checkbox"/> | 11. Skor Muzik (Music Scores / Musical Composition) | <input type="checkbox"/> |
| 6. Projek Keusahawanan (Entrepreneurship Projects) | <input type="checkbox"/> | 12. Lain-lain (Others) : | <input type="checkbox"/> |

MAKLUMAT BAHAN (Information of Materials):

Bil. No.	JUDUL BAHAN Title	HARDCOPY		SOFTCOPY	
		Judul	Naskah	Judul	Naskah
1.	<u>Master report</u>				
2.					
3.					

* Sila sediakan lampiran sekiranya ruangan yang disediakan tidak mencukupi (Please provide attachment if necessary)

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 Applicant Signature [Signature]
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 Head of Division / Department Signature
 Tarikh (Date):

UNTUK KEGUNAAN PEJABAT (For office use)

DITERIMA OLEH / Received By:
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