



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

**BACHELOR OF ADMINISTRATIVE SCIENCE (HONS)**

**PRACTICAL TRAINING REPORT  
ADS 666**

**SAMARAHAN DISTRICT COUNCIL**

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## CHAPTER 1

### INTRODUCTION OF THE ORGANIZATION

#### 1.1 Introduction

Samarahan District Council is located in the Samarahan Division that is about 30 kilometers from Kuching. Samarahan District Council was gazette on 27 December 1984 and has performed the power to administer the areas under its supervision from 1 January 1985.

The areas under the control of the Samarahan District Council are including Asajaya, Samarahan area and Sadong Jaya. The chairman of the council is known as Walikota, were heading SDC based on the provision of the Ordinance, the power of The Local council Ordinance.

Samarahan District is about 593.9 Km sq. appearance of the terrain is flat and the Samarahan District mostly lowland or peat. Situation such as this is an appropriate land for farming activities and it's was here that IADA project undertake. Among the produced commodity are cultivated citrus, coconut, oil palm and pineapple.

But there also industries areas (Samarahan industrial Zone), located adjacent to village of Tanjung Bundong Industrial Zone is an area covering 62,213 hectares in Samarahan.

## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### 2.1 Introduction

The chapter 2 is the detail about the activities done during the practical training that I has located into three department that are in Public Health Department, Library Department and Administration. There is different task and roles that have I done in different department that give the practical learning during the practical training. There is five (5) week in my practical training and most tasks that I have done are the filling and the others.

#### 2.2 Schedule of practical training

##### **2.2.1 Week 1 (30 January -3 February 2012)**

First day of practical training is report duty to Human Resources Department and assign into Public health department and under supervision Mr Wong King Sang (PPKP U32). On the first day I learn about the filing system, that how to keep the entire document into separated files that has different type document was put into different files. All the transaction of filling that letters from outside Samarahan District Council must used red and blue pen color and red pen for outside letter records. Another that that, I also learn how to collect the complaint from the residential about the rubbish collection at their residential through phone call, then the action must inform into the PKA in charge for the area or zone, then the another day must call the contractor to ensure they collect the rubbish from the residential and follow up to the residents whether or not the rubbish already collect or not.

## CHAPTER 3

### ANALYSIS

#### Analysis on the practices of 3R in Samarahan District council

##### 3.1 Introduction

In this chapter that I will analyzed on the specific task that has covered in my practical training. Here I will reflect my experience and the understandable of 3R practices in SDC and it one of the Local Agenda 21 objectives

##### 3.2 Definition of Concept

###### 3R (Reduce, Reuse and Recycle)

**Reduce:** Reduce our use of resources. Reduce is the way that people less of using the resources such as plastic bag, paper, and other material to ensure the environment clean and keep cleanness of the environment.

**Re-use:** This includes everything from re-working old clothes into new fashions and then eventually into cleaning rags, to re-using a peanut butter jar to store dry goods, to giving or donating old toys, books, and household goods. Effectively, this step to reduces of use of resources and borders on the edge of recycling.

*"To reuse is to use an item more than once. This includes conventional reuse where the item is used again for the same function and new-life reuse where it is used for a different function. In contrast, recycling is the breaking down of the used item into raw materials which are used to make new items. By taking useful products and exchanging those, without reprocessing, reuse help save time, money, energy, and resources. In broader economic terms, reuse offers quality products to people and organizations with limited means, while generating jobs and business activity that*