



اَوَّلُ شَيْءٍ يَنْبَغِي تَدْبِيرًا  
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STUDIES

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PRACTICAL TRAINING REPORT (ADS 667)

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## CHAPTER 1

### INTRODUCTION

#### 1.0 Introduction of the organization

Majlis Bandaraya Miri in the year 1933, was established following the enactment of the Municipal Order No. M-7, 1933. The Board consisted of the Resident, 4th Division as Chairman, together with the Municipal Officer and a few community leaders as members. It continued to function up to December, 1941 when it was interrupted by Japanese Occupation until 1945.

On 1st January, 1956 the Miri Municipal Board was re-constituted and became the Miri Urban District Council, financially self-supporting and managing its own local affairs. The Council consisted of 17 members, all of whom were nominated.

In December, 1960 a Council's general election was held for the first time in Miri. The fully elected Council constituted under the Local Authority (Miri District Council) Order 1960, began functioning on 9th January, 1961. Under the new constitution, the Council was changed from the Urban District Council to the status of a District Council in order to meet the requirements of new development in the field of local government, and with the object of extending its boundaries to include the whole of the Miri administrative sub-district. The Council consisted of 18 elected members. The Divisional

## CHAPTER 2

### SCHEDULE OF PRACTICAL TRAINING

#### 2.0 Introduction

My practical training at Majlis Bandaraya Miri started on 24 December 2018 and ended on 15 March 2019. After brief introduction, I was assigned to the tender and contract unit, with Encik Freddy Ngerong Balan as my Supervisor.

#### 2.1 WEEK ONE

##### 2.1.1 24<sup>th</sup> December 2018 (Monday)

I arrived at the office of Majlis Bandaraya Miri for the first day of Practical training. I have been asked to go to the 3<sup>rd</sup> level of the office to wait for further instruction by the administrator that handle practical student, so that they can assigned us to the unit that they have decided to put me in. After that, I have been assigned to the contract and tender unit in the public relation department. There I being introduced to my supervisor Encik Freddy Ngerong Balan, who is assistance Governance Officer N41 in Majlis Bandaraya Miri. Then I was introduce to the staff of the public relation department and my unit contract and tender unit. Encik Freddy Ngerong then proceed to briefly explained me the organization background and the work scope of the unit I been assigned to.