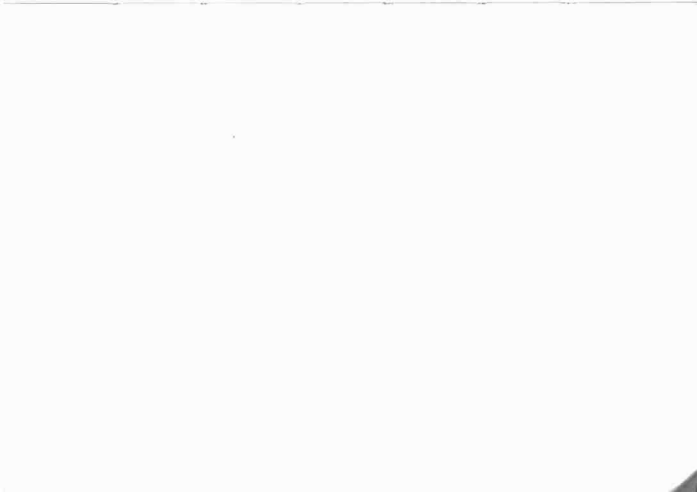




**CIVICS FOR MALAYSIAN
SECONDARY SCHOOLS SERIES**

CIVICS
is
GOOD GOVERNMENT

MR. W. A. T. ...MAN
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SECONDARY SCHOOLS SERIES

CIVICS
is
GOOD GOVERNMENT

Book Three
for
Form Three

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959/S
MIC

By
C. Michael and T. Daniel
(*Malaysian Education Service*)

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PREFACE

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The need for the teaching of civics in schools has long been felt by both teachers and parents. Experience shows that too much emphasis has been given to preparing students for examination. As a result, our young people are being made to think that passing an examination is the only aim of education.

This series of civics course has been written for our young Malaysians so that they may play a useful part at home, at school, and in the community. It contains information and viewpoints that will help them to understand themselves and their families; that will help them toward maturing into responsible citizens; and that will help them to understand and appreciate the rights of their fellow citizens and their duties to our country.

The aims of this third book in the series are : to help students to understand our system of democracy; to develop an understanding of local government through a study of the administration of pupil organisations; to study briefly the system of local and state government through the working of their departments; to develop a realisation that democracy functions as a result of organised planning; to develop a simple understanding of the national budget in terms of government planning for the best use of the resources of the nation.

Our young Malaysians of today are our citizens of tomorrow and, if they are to be of any use to our country, they must be trained to be responsible citizens. Besides training our young Malaysians to take their rightful places in society, this civics course will guide them toward understanding and appreciation of the basic principle of democracy.

Our thanks and appreciation are due to the various Government Departments, voluntary organisations and schools which have provided us with useful information and material for this book. We also wish to express our thanks to the teachers of Civics who have offered us their valuable suggestions and criticism. Finally, we wish to dedicate this book to all our educationists in this country who have given their whole-hearted devotion to the education of our future citizens.

C. Michael and T. Daniel

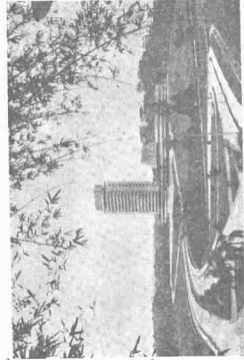
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Chapter One

HOW MALAYSIA IS ORGANISED

It is very important for every Malaysian to know how our country is organised because everyone of us is affected in one way or another by the work of the Government of the Federation of Malaysia. Our country has a population of about eight million, and the work of organising the needs for this large number of people is not an easy task. A careful organisation is necessary in order to bring about a good and stable government for all our people. For the happiness, peace and prosperity of a nation, a good government is essential, and a good government can only be achieved through good organisation. Let us find out how our Malaysia is organised.



The Parliament Building at the Federal Capital —
A Symbol of our Democratic Government.

Malaysia is made up of thirteen States, the former eleven States of the Federation of Malaya and the two Bornean States

of Sarawak and Sabah. These thirteen States make up what is known as the **Federation of Malaysia**, and they are under the control of the Federal Government in Kuala Lumpur.

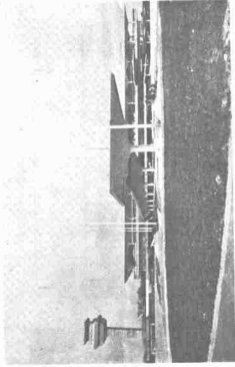
FEDERATION OF MALAYSIA

	State	Capital	Population	Area
1.	Johore	Johore Bahru	1,064,814	7,330 sq. miles
2.	Kedah	Alor Star	783,993	3,660 "
3.	Kelantan	Kota Bharu	570,998	5,750 "
4.	Malacca	Malacca	335,127	640 "
5.	Negri Sembilan	Seremban	422,694	2,580 "
6.	Pahang	Kuantan	354,316	13,820 "
7.	Penang	George Town	642,221	390 "
8.	Perak	Ipoh	1,384,321	7,980 "
9.	Perlis	Kangar	101,357	310 "
10.	Sabah	Jesselton	454,421	29,388 "
11.	Sarawak	Kuching	790,607	48,250 "
12.	Selangor	Kuala Lumpur	1,159,914	3,160 "
13.	Trengganu	Kuala Trengganu	317,049	5,050 "

The Supreme Head of our country is His Majesty the Yang di-Pertuan Agong which means the same thing as King or Supreme Sovereign. As Supreme Sovereign, His Majesty has precedence over all the other citizens in this country. His Consort, the Raja Permaisuri Agong, takes precedence immediately after him.

The Yang di-Pertuan Agong is elected by the Conference of Rulers which has been established by the Constitution of Malaysia. The Conference of Rulers consists of the Rulers and Governors of the thirteen States of Malaysia. The main function of this Conference is the election of the Yang di-Pertuan Agong and the Timbalan Yang di-Pertuan Agong. The Yang di-Pertuan Agong must be elected from one of the nine Rulers. The Governors, however, play no part in this election. The Yang di-Pertuan Agong holds office for a period of five years or until his earlier resignation or death. The first Yang di-Pertuan Agong was Tuanku Abdul Rahman ibni Al-Marhum Tuanku Muhammad who was the Sultan of Negri Sembilan. In

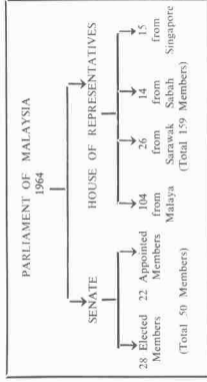
(relief) (Klar) (relief) the event of the resignation or death of the Yang di-Pertuan Agong, the Conference of Rulers has to elect a new Yang di-Pertuan Agong, and the election is conducted by a secret ballot. The Ruler who secures not less than five votes in his favour is declared to be elected. The Timbalan Yang di-Pertuan Agong is the Deputy Supreme Head of State and he is elected in the same way. When a Ruler is elected Yang di-Pertuan Agong, he has to relinquish all his functions as Ruler of his own State. In his place he may appoint a Regent to take over his duties.



This New International Airport at Subang is the
Pride of Malaysia.

The Yang di-Pertuan Agong is a "Constitutional" Ruler, and he acts on the advice of Parliament and the Cabinet. He gives consent to the appointment of the Prime Minister. He has the right to refuse to dissolve Parliament even against the advice of the Prime Minister. He is the Supreme Commander of the Armed Forces. He appoints the Judges of the Federal Court and the High Courts on the advice of the Prime Minister in accordance with the Federal Constitution. He is also Head of Religion in the States of Penang and Malacca.

The Timbalan Yang di-Pertuan Agong assumes the duty of the Yang di-Pertuan Agong in the latter's absence or disability. In the event of the death or resignation of the Yang di-Pertuan Agong, the Timbalan Yang di-Pertuan Agong does not necessarily succeed to the throne. However he takes over the office of sovereignty until a new Yang di-Pertuan Agong has been elected by the Conference of Rulers.



The Federal Parliament

The Federal Parliament consists of two Houses — the Senate or Dewan Negara and the House of Representatives or Dewan Rakyat. In 1964, the Senate consisted of 50 members comprising 28 elected and 22 appointed members. Each State Legislative Assembly elects two Senators who may be members of the State Legislative Assembly or otherwise. The other 22 members of the Senate were appointed by the Yang di-Pertuan Agong. Members of the Senate must be at least 30 years old. Appointed Senators are chosen from the ranks of persons who "have rendered distinguished public service or have achieved distinction in the professions, commerce, industry, agriculture, cultural activities or social service or are representatives of racial minorities or are capable of representing the interests of aborigines"

(Clause (2) of Article 45 of the Federal Constitution). The normal term of office of a Senator is six years. However, in the first elections the term of office of half of the Senators was limited to three years only. This is to ensure that half the membership of the Senate should be renewed every three years. The most important member of the Senate is the President who is elected from among its members. He presides over meetings of the Senate, and sees to it that the meetings are conducted according to parliamentary procedure. The Senate or Upper House may initiate legislation but all money bills must first be introduced in the House of Representatives.

The House of Representatives or Lower House had a membership of 159 in the last General Election of 1964. Of this number, 104 were from the eleven States of Malaya, 26 from Sarawak, 14 from Sabah and 15 from Singapore. With the secession of Singapore from the Federation of Malaysia, the membership of this House has been reduced. The term of office of members of this House is limited to five years, after which time all the members have to resign and a fresh general election is held to elect a new Parliament. The person, who presides in the House of Representatives, is known as the Speaker who is elected at the beginning of Parliament from among the members of the House. A Deputy Speaker is also elected from among the members of the House to take the chair in the absence of the Speaker.

The main function of Parliament is to organise all matters concerning the whole nation. Parliament is the body which constitutes the Federal Government of Malaysia. The meeting place of Parliament is at the new Parliament Building. If you live in Kuala Lumpur, you can pay a visit to this magnificent structure which is a symbol of our democratic Government. What is meant by a democratic government? The word "democracy" comes from the Greek words demos (the people) and kratein (to rule), and so it means "rule by the people". Aristotle, the ancient Greek philosopher, defined democracy as "a form of

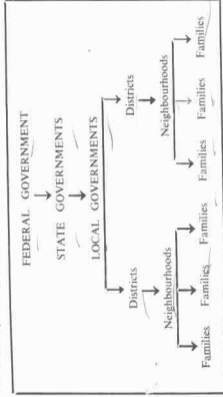
government in which the majority of the people rule the country." Today, when we speak of democracy, we mean a form of government in which all the citizens of a country have the right to decide how the country should be governed and what its laws will be. In other words, democracy is government of the people, by the people and for the people.



The Merdeka Stadium is a Perpetual Reminder of our Independence.

A country has a large number of people, and thus it is impossible for the millions of people to come together and decide how the nation should be governed. A better and easier way to have this done is to vote for certain persons to represent them in the government. This principle of governing a country is called a representative government. The representatives in the government are truly the people's representatives, and they act on behalf of the people in the nation. Any representative that acts contrary to the wishes of the people will not be re-elected in the next general election.

The people can elect a new representative to take his place, and in this way the people can continue to control the government.

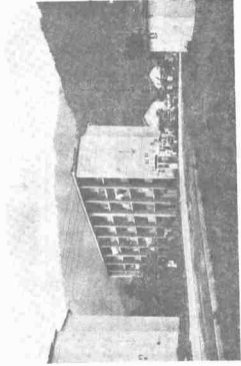


The Pyramid of Organisation in Malaysia.

We are one of the fortunate countries which have a democratic government which is the best form of government. But not all the countries in the world adopt this form of government. In some countries the government is controlled by one person called a dictator and this form of government, in which the people have no representation, is called dictatorship or autocracy. A country ruled by a king, a queen, a sultan or some similar ruler is called a monarchy, and a monarchy can be a democracy too. Our country is ruled by a king, His Highness the Yang di-Pertuan Agong, but our Government is a democratic one. Our Federal Government of Malaysia is a fully elected one, and every five years we hold a Parliamentary General Election to decide a new representative government. Our country is, in reality, ruled by us through our representatives in Parliament.

Parliament meets from time to time to discuss and reach agreement on matters affecting the whole nation. Since there are so many things to be discussed, each meeting of Parliament may drag on for several days at a time. The Dewan Negara

normally meets for one or two days at any one time, but the Dewan Ra'ayat for a period ranging from three to twenty days at a time, depending on the number of items to be discussed. Full accounts of Parliamentary meetings are published in all the local newspapers.



Proper Housing is an essential Service of Good Government.

The Federal Government offers advice and assistance to all the State Governments. It sees to it that all the thirteen States of Malaysia are kept in step with one another. It would result in great confusion if each State were to adopt its own laws and policy. For example, suppose the education policy of every State were different, the standard of education in the whole country would have no uniformity. There would be a different syllabus for each State, and the school leaving examination of one State would be set in an entirely different style from that of another State. To avoid this inevitable confusion resulting from shortsighted policy, a uniform education policy must be drawn up for all the States. In this way all the States can maintain a uniform standard of education. All the schools in the State of Perak follow the same syllabus as those in

the State of Kelantan, and all the pupils in the country sit for the same school leaving examination. The examination certificates awarded to all successful candidates will be the same. A student from a school in Johore can continue his studies in another school in Penang when his parents go on transfer. This has been made possible through the common education policy for the whole nation. This is one of the main functions of Parliament.



This Public Garden is maintained by Government.

The Federal Parliament is, therefore, the legislative authority for the Federation of Malaysia. The word "legislation" comes from the Latin words legis (law) and latum (to propose or pass), and thus it means "passing a law". The Federal Parliament, being a legislative authority, makes laws for the Federation of Malaysia, and in this way it has great influence on the nation as a whole. All "Bills" must be passed by the two Houses of Parliament before they are presented to the Yang di-Pertuan Agong for the Royal Assent. Once a bill receives the Royal

Assent, it becomes a law. A bill originating in the Senate cannot receive Royal Assent until it has been approved by the House of Representatives.

The Cabinet

The Cabinet is a Council of Ministers and the most important member of the Cabinet is the Prime Minister. The members of the Cabinet are chosen from the majority party or coalition in Parliament. A coalition is an alliance of political parties.

As soon as the result of a Parliamentary election is known, the leader of the winning party is invited by the Yang di-Pertuan Agong to form a Government. This person, who commands the confidence of the majority in the House of Representatives, is appointed the Prime Minister of the Federation of Malaysia. Our first Prime Minister is Tunku Abdul Rahman Putra Al-Haj. The Prime Minister then selects a number of his political colleagues who are then presented to the Yang di-Pertuan Agong for appointment as Cabinet Ministers. Ministers must be members of Parliament, and they can be drawn from the Senate or the House of Representatives. A Minister may resign at any time, and he can be removed from office by the Yang di-Pertuan Agong on the advice of the Prime Minister. A number of Assistant Ministers, who are not members of the Cabinet, are also appointed from among members of Parliament to assist the Ministers.

The main function of the Cabinet is to formulate the policy of the Federal Government. Each Minister is made responsible for the supervision of a Ministry and he has the discretion to implement a policy. The Cabinet meets usually once a week. Each Ministry has a large staff to carry out the policy of the Federal Government.

The Prime Minister is, therefore, the head of the Federal Government. His main duty is to keep the Yang di-Pertuan Agong in touch with the general administration of the Federa-

tion of Malaysia. He presides over the Cabinet and sees to it that Cabinet meetings are conducted accordingly. He advises the Yang di-Pertuan Agong in the exercise of His Majesty's functions. If the Prime Minister loses the confidence of the House of Representatives, he and the other members of the Cabinet must resign, and a new Cabinet is formed.

THE CABINET

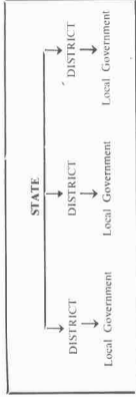
1. Prime Minister — Minister of External Affairs and Minister of Culture, Youth and Sports.
2. Deputy Prime Minister — Minister of Defence, Minister of National and Rural Development and Minister of Land and Mines.
3. Minister of Home Affairs and Justice.
4. Minister of Finance.
5. Minister of Works, Posts and Telecommunications.
6. Minister of Transport.
7. Minister of Agriculture and Co-operatives.
8. Minister of Health.
9. Minister of Education.
10. Minister of Commerce and Industry.
11. Minister of Welfare Services.
12. Minister of Local Government and Housing.
13. Minister for Sarawak Affairs.
14. Minister of Labour.
15. Minister of Information and Broadcasting.
16. Minister of Sabah Affairs and Civil Defence.

Each Ministry is responsible for the organisation of one or more Government departments, and thus the whole machinery of Government is under the control of the various Ministries. Let us find out the names of the departments which are controlled by some of the Ministries. The Ministry of Agriculture and Co-operatives exercises control over the Department of Agriculture, the Forestry Department, the Department of Fisheries, the

Drainage and Irrigation Department, the Veterinary Department and the Department of Co-operative Development. The Ministry of Finance controls the Treasury, the Customs and Excise Department and the Department of Inland Revenue. We shall study the work of some of these departments in the later part of this book.

The States can be said to be the thirteen pillars on which the Federation of Malaysia is built. Each of the thirteen States is administered by a State Government. With the exception of Penang, Malacca, Sarawak and Sabah, each of the States has a Ruler. The Rulers of Johore, Perak, Kedah, Trengganu, Pahang, Kelantan and Selangor are called Sultans. The Ruler of Perlis receives the title of Raja and the Ruler of Negri Sembilan, Yang di-Pertuan Besar. The Heads of the States of Penang, Malacca and Sarawak are called Governors, while the Head of Sabah is known as Yang di-Pertua Negara. The Ruler or Governor acts on the advice of the State Government. This advice is tendered by the State Executive Council which is really a sort of Cabinet to assist the Ruler or Governor in the exercise of his functions. All matters affecting the people in a State are organised by the State Government. The main function of the State Government is to organise all the districts so that they are kept in step with one another. What one district does may affect the other neighbouring districts, and so it is necessary to exercise control over the various districts in the State.

For the purpose of administration, every State is divided into several administrative districts. Each district is under the control of a District Officer who is, in most of the States, an ex officio chairman or a presiding officer of the local authority. Malacca has three administrative districts: Central, Jasin and Alor Gajah, and each of them has a District Officer. Each district is administered by a Local Government called Rural District Council with the District Officer as Chairman of the Council. Kedah is divided into ten administrative districts: Kota Star, Kubang Pasu, Padang Terap, Langkawi, Yen, Kuala



How a State is Organised

Muda, Baling, Sik, Kulim and Bandar Bharu. The State of Penang Kedah has twenty-eight Local Councils. The State of Penang has five administrative districts; North-East District on Penang, South-West District on Penang, Northern District on Province Wellesley, Central District on Province Wellesley and Southern District on Province Wellesley. The City of George Town is administered by the George Town City Council. The rural areas are administered by District Councils.

It is clear to us that the work of organising our country is a very complicated one. We see that there is a sort of pyramid of organisation. Your local district is organised by your Local Government; then comes your State Government which organises all the districts in the State; finally there is the Federal Government which organises all the States in the country. Most of us do not realize the amount of organisation required to make our country a happy place for living because the whole machinery of our Government has been running smoothly all the time.

Review Questions :

1. Explain what you understand by a "democratic government". Give reasons why this is the best form of government.
2. What is the main function of the Federal Government ? In what way does the policy of the Federal Government affect all the people in the nation ?

3. Write short notes on any three of the following :
 (a) Yang di-Pertuan Agong; (b) Conference of Rulers;
 (c) Prime Minister; (d) Senate; (e) House of Representatives.
4. Give a brief account of how the Federation of Malaysia is organised.
5. Explain why all matters affecting the entire nation should be organised by the Federal Government.
6. Give the meaning of each of the following :
 democracy; autocracy; Parliament; Cabinet; legislation; Royal Assent; bill; coalition; ex officio.
7. Briefly explain how a State is organised.
8. Write a few sentences to describe the function of each of the following persons :
 (a) District Officer; (b) Governor; (c) Minister; (d) Senator.
9. Write an account of the function of the Cabinet.

Things To Do :

1. Find out the number of administrative districts into which your State is divided.
2. Find out the names of the following Ministers :
 (a) Minister of Education
 (b) Minister of Health
 (c) Minister of Finance
 (d) Minister of Labour
 (e) Minister of Local Government and Housing
 (f) Minister of Welfare Services
3. Find out the type of local government you have in your district.
4. Find out the names of the Governors of Penang, Malacca and Sarawak.

Chapter Two

LOCAL GOVERNMENT AT SCHOOL LEVEL

Are you a member of one of your school clubs or societies? If so, you have some idea how to form and run a society. Your school has a number of clubs and societies, and it will be wise for you to become a member of one of the clubs or societies if you have not joined one. By becoming a member of a society, you have the opportunity to observe for yourself how the society is managed. As a matter of fact, the running of a club or a society is an example of local government.



Members of a School Society at work.

Every club or society is governed by a body of persons who have been elected by the members. This body of men represents the members of the society, and they form a sort of local government for the society. The success or failure of the society depends on this body of elected representatives. They are responsible for the management of the society, and they have to look after the welfare of the members. They meet frequently

and discuss matters concerning the society and its members. They decide what is best for the society.

What is the purpose of school clubs and societies? The purpose of school clubs and societies is to provide training for school children so that they may play a useful part in society. The skill and experience that they have acquired will enable them to understand the principle of democracy, and will prepare them for good citizenship. In everyday life one is often called upon to take part in a public meeting, and skill and experience will determine one's success or failure.

In later life you may be called upon to act as a president of a football association or a chairman of a local swimming club. Perhaps you may hold office in a local council or a town council. No matter what important office your future has in store for you, you need skill and experience.

There is a wide variety of meetings. Members of town councils, city councils, municipalities and Houses of Parliament have to attend meetings to discuss the affairs of towns, districts and the nation. Delegates from many countries are invited to attend Conferences to discuss international problems and world affairs. At business meetings, many people find themselves elected chairman, secretaries, treasurers, organisers, committees and advisers. In view of such possibilities, it is desirable that you should be given the opportunity to familiarise yourselves with the rules and proceedings of conducting a meeting, and to understand and appreciate the principle of local government.

How To Form A Society

Before you start to form a society, it is wise to talk the matter over with a few close friends who happen to enjoy the same kind of activities that you do. When you and your friends have agreed that the idea is a good one, you should seek the advice of one of your school teachers. If your teacher finds that your idea is a good one, then you will be given every support and encouragement to form your society.

The next thing for you and your friends to do is to find persons who are interested in joining your society. It is advisable to make certain that only persons who share the same interest are invited to become members. For a start, it is good to keep the society small. When the society has had a good start, you may invite new members to join the society.

Most school clubs and societies secure the help of teachers. They act as advisers and when you and your members have acquired enough experience, the committee of your society can take over the entire running of the society. The next important step is for you and your members to decide when you will hold your first meeting. The time and place should be made known to all new members. Since the first meeting is always the most important, every effort should be made to have all the members present.



Committee Members carry out the work of organisation.

All school societies hold their meetings in classrooms during recess or after school hours. You must get the permission of your headmaster for the use of one of the classrooms as the meeting room. Once the meeting room has been fixed, it should be the official place for all meetings.

The Constitution

A society or a club is usually governed by what is called a constitution which is a set of rules and regulations controlling the name, the purpose, qualifications for membership, subscription, committee members, and other matters concerning the society.

The following outline example will give you some idea what the constitution of a club or a society is like. The statements in the given example may be changed or added as necessary.

The Constitution Of The Society

Article 1: Name

The name of this society shall be known as the Science Society.

Article 2: Purpose

The purpose of this society is to promote the study of science for its members through lectures, discussions, debates, film shows, projects, and visits to places of scientific interest.

Article 3: Membership

The membership of the society shall be limited to 100. Only students at present attending Forms IV and V are eligible for membership.

Article 4: Subscription

The subscription of each member shall be 50 cents a term. Any member who has not paid his subscription for more than two terms will cease to be a member of the society.

Article 5: Meetings

Meetings will be held on every Wednesday at 10.15 a.m. Special meetings may be held, but only special matters for which the meeting is called may be voted upon at such a meeting.

Article 6 : Office Bearers

The office-bearers shall consist of the Chairman, the Vice-Chairman, the Secretary, and the Treasurer.

(a) The Chairman

The Chairman shall preside at all meetings. He shall have the power to appoint committees and to call special meetings. It shall also be the duty of the Chairman to keep order at the meetings.

(b) The Vice-Chairman

The Vice-Chairman shall preside in the absence of the Chairman.

(c) The Secretary

The Secretary shall keep a written record of the proceedings at each meeting. He shall read the minutes when called upon to do so.

(d) The Treasurer

The Treasurer shall be empowered to collect all subscriptions, fines and other moneys due to the society. He shall keep a clear and correct account of the money, and shall be prepared to give a report to the members at any meeting when requested to do so.

Article 7 : Quorum

The meeting can only be held if a quorum consisting of two-thirds of the members are present.

Article 8 : Voting

All matters concerning the society will be determined by a majority of vote of members present. Each member is entitled only to one vote.

The Rights And Duties Of Members

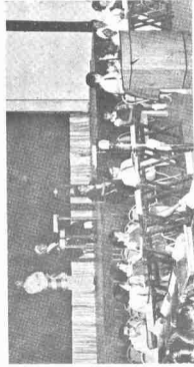
As a member of the society you are entitled to enjoy the benefits provided by the society. You have the privilege of taking part in all the activities organised by the society.

At a meeting you are entitled to your vote, and you have the freedom to vote for or against a motion. Your vote is your most powerful weapon. Sometimes by a majority of a single vote you can prevent a motion from being passed. So you should exercise great care when you cast your vote. You should not allow other members to tell you for whom you should or should not vote. Voting is the basis of all democratic elections. If you want to grow into a responsible citizen, you must learn how to make good use of your vote. It is wrong to think that your vote does not matter much because your single vote may help to put a person into or remove him from office.

You have the right to serve on committee provided you can get someone to propose you and you can obtain enough votes from the other members. If elected you are entitled to serve on committee until your term of office expires. You may stand for the next election and, if re-elected, you are again entitled to serve on committee. A member may continue to hold office as long as the majority of the members are in favour of him. No member can continue to hold office when he loses the support of the majority of the members. So, if you want to continue to serve on committee, you must make sure that you receive the full support of the members. One good way of winning the support of members is to look after the interests of the society and its members.

Your most important duty as a member is to uphold the Constitution of the society. When you become a member of the society, it is understood that you promise to abide by its Constitution. Our country, like your school society, is also governed by a Constitution, and all Malaysian citizens are required to abide by the Constitution of our country. If you

want to be a good member of your school society, you must observe the rules and regulations of the society. If you train yourself to become law-abiding, you are preparing yourself for good citizenship.



A Mock Parliament in Session.

Your next important duty is to make every effort to be present at all meetings. Most Constitutions provide that a certain number of members must be present to constitute a quorum. If no quorum has been secured, the meeting has to be postponed to a later date. The reason for this postponement is to ensure that the business is not conducted by a handful of persons who can hardly be regarded as representatives of the society. So it is your duty to attend when a meeting has been called for.

No society can function smoothly without the full support and co-operation of all its members. Lack of support from members will hinder the progress of the society. Unco-operativeness will result in the members failing to reach any definite decision. Misunderstanding will create ill-feelings among members. So it is your duty to give your whole-hearted support and co-operation to your society. It is wrong to think that the society can get along without your help and support.

There are many ways in which you can help to make your society a great success. You can share the responsibility of running the society. If you are a member of the managing committee, you should see to it that you carry out your proper duty. Any neglect on your part may cause great inconvenience to the society and its members. You should be always ready to offer your service when required.



It is the responsibility of every member to look after the property of the Society.

It is good for you to keep an open mind. Always be ready to listen to the views of other members. Do not form the habit of jumping to conclusions without first finding out all the facts. Do not be prejudiced against any member. Give credit where credit is due. Have consideration for other members, and show respect for their views and suggestions. Do not lose your temper when a member offers his sincere criticism. Listen to the criticism of every member, and make allowance for his doubts and mistakes. Do not be like a hungry tiger waiting to pounce upon its prey.

All good members keep themselves active, and so make yourself a good member of your society by keeping yourself active. Make it a point to take a great interest in the affairs of your society. Discuss about the activities with the other members of the society. Keep yourself well informed about what is going on in the society. Avoid forming the attitude that what the society does is none of your business. You must remember that what you do and what you think will influence the other members of the society. It is a big mistake to think that what you do is your own business. You owe your loyalty to your society, and it is your utmost duty to see that the name of your society is beyond reproach. Make it your duty to promote good and healthy activities. Be among the first to volunteer to serve your community in time of disaster.

No society can function without funds, and the main source of a society's funds is obtained from subscriptions. You should make it your duty to pay your subscription regularly. Do not allow your subscription to be in arrears. Try to find ways and means to help your society to raise funds. Some clubs and societies organise jumble sales, fun fairs, and concerts to collect money. When your society has decided to organise a fun fair to raise funds, it is your duty to give your full support.

Lastly, a few words must be said with regard to the care of the property of your society. It is the responsibility of every member of your society to look after its property. Handle the library books with care and see to it that they are kept in good condition. Avoid rough handling of tools and furniture belonging to your society. Make sure that all the lights and taps are turned off before you leave the premises. Make moderate use of things belonging to your society.

By now you have a good idea of how to form a club or a society, and you also know what benefits you get from your society and what duties you owe to the society.

Review Questions :

1. Name some of the benefits which a student can get by taking part in organising a school club. In what way will this help a student in his later life ?
2. Briefly describe what you and your friends would do in order to start a new society in your school. What are some of the difficulties you are likely to meet with at the beginning ?
3. Explain what is meant by a "Constitution". Why is it necessary for a club to have a Constitution ?
4. What are the main functions of each of the following office-bearers : Chairman; Secretary; Treasurer; Committee Members.
5. Name some of the rights and duties of a club member. Mention some of the qualities of a good member.
6. Every club or society needs funds to maintain its activities. Mention some of the sources from which a club or a society obtains its funds.
7. Give the meaning of each of the following :
Quorum; voting; conferences; volunteer; criticism.

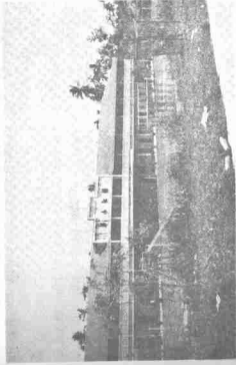
Things To Do :

1. If you are a member of one of the societies in your school, give a brief account of how the society is run. Find out the names of the office-bearers of the society.
2. Make a list of all the clubs and societies in your school. Find out the purpose of each club and society. Give a brief description of some of the activities of one club or society you have mentioned.

Chapter Three

LOCAL GOVERNMENT

You are a member of a small group called a family which consists of your parents, brothers and sisters. The head of the family is your father, and he decides how the family is to be run. It is his responsibility to look after all the other members of the family. He has to see to it that the members of the family are reasonably fed, clothed and sheltered. He listens to the wishes of the family, and tries his best to provide members of the family with all the things they need. The services which he is able to provide for the family depend on his income. The more money he is able to earn, the better will be the living conditions of the family. He makes certain rules which members of



There is good Organisation in every School.

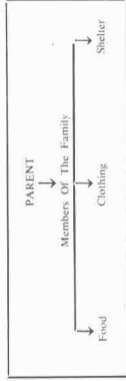
the family are expected to obey. For example, he may fix a suitable time for lunch and dinner; he may assign certain duties for you and your brothers and sisters to perform; and he may decide what you must do to ensure the happiness of the family.

There is some sort of organising work in your family, and the success of the family depends on good organisation. In other words, there is a sort of local government in your family.

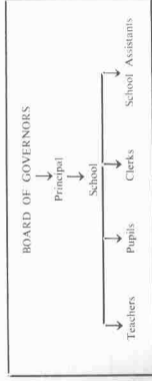
You are a member of your school community which is a much bigger group than your family. Your school is made up of the principal, the teachers, the pupils, the clerks, the librarians, the laboratory assistants, the peons and the gardeners. The head of the school is the principal, and he is responsible for the running of the school. He listens to the wishes of the teachers and pupils. He finds out what the school needs, and does his best to provide the school with good services. He makes rules and regulations which the members of the school are expected to obey. These rules and regulations are necessary for the smooth running of the school, and he has the difficult task of supervising the work of the teachers, the pupils and the other members of the school.

All the pupils in your school are organised into classes, and each class is under the supervision of a teacher, and the teachers in turn are under the supervision of the principal. The pupils take instructions from the teachers, and the teachers from the principal. Every school has a governing body called the Board of Governors (Secondary Schools) or the Board of Managers (Primary Schools). The Board is made up of representatives drawn from teachers, old pupils, parents and government officials. The duty of the Board is to look after the interest of the school. For example, if the pupils and teachers need a new chemistry laboratory, they speak to the principal about it. The principal then speaks to the Board of Governors, and the Board will discuss it during the next meeting. If the Board agrees that the school is really in need of a new chemistry laboratory, it will give its consent to the project. The Board will have to find ways and means to raise funds for the construction of the new chemistry laboratory. So it is clear to us that there is a pyramid of organisation in every school. First comes the pupils

and teachers, then the principal and finally the Board of Governors or Board of Managers. This work of organising the school is a form of local government.



The Organisation in a Family



The Pyramid of Organisation in a School

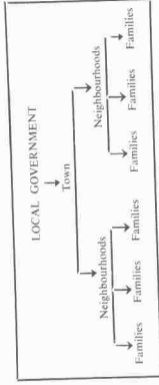
Each family looks after its own needs like food, clothing and shelter. There are many families like yours, and they make up what is called a neighbourhood. A neighbourhood may consist of more than a hundred families, and so a neighbourhood is a much bigger group than a family. Several neighbourhoods form a district, a town or a city.

A large town contains thousands of families, and these thousands of families must be organised in such a way that all the families are kept in step with one another. The organisation of a town is known as **Local Government**. There are hun-

dreds of thousands of people living in a large town, and good organisation is required to look after the needs of this large number of people. It is not an easy task to look after the needs of so many people, and very good and careful planning is necessary in order to ensure success.

The main aim of local government is to allow the people of a town to govern themselves. Self-government would give the people a sense of responsibility, success and pride. By allowing the people of a town to govern themselves, they will realise that it is their duty to work for the well-being of their town.

It would be a good thing if all the people in a town could be made to come together to decide what they wanted for their families. But this is an impossibility because it will require a very large hall to accommodate the many thousands of people. A better idea is to let the people choose their own representatives who will act on their behalf. In this way we can reduce this large number of people to about a dozen representatives. These representatives represent large groups of people in the town, and they form the local government of the town.



The Pyramid of Organisation in a Town.

Local government is, therefore, a body of representatives whose duty is to look after the administration of a town or district. The governing body is called the Town Council, but in some large towns it is known as a Municipality or City Council.

The members of this council are called councillors. In all the large towns in Malaysia, all the councillors are elected by the people, but in the small towns they are partially elected and partially nominated.

Types Of Local Government In Malaysia

The development of local government in Malaysia is mainly urban, and the rural areas for the most part are administered by the State Governments through District Officers and Penghulus. Local government in this country is of comparatively recent origin. Municipal Councils were first established in George Town, Penang, and the Town of Malacca about the middle of the last century. The rural areas of Penang and Malacca were administered by Rural Boards, and they derived their power from Municipal Ordinance of the former Straits Settlements. The urban areas of the Malay States were administered by local authorities called Sanitary Boards later named Town Boards which derived their power from the various Town Boards Enactments.

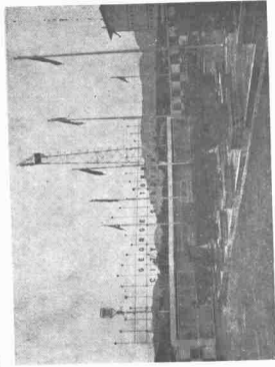
Apart from the two Municipalities of Penang and Malacca which enjoyed a fair measure of financial autonomy under the Municipal Ordinance, Town Boards were in effect departments of the State Governments. The members of these Town Boards were all appointed, and so they were not truly the representatives of the people. This position remained until 1948 when the Kuala Lumpur Town Board, which had started as a Sanitary Board in 1890, was raised to the status of a Municipality. At that time the Municipal Commissioners were all appointed by the Ruler.

In 1950 the position began to change when the Local Authorities Ordinance was passed. This Ordinance brought about the election of members to Municipalities, Town and Rural Boards. After 1954 The Town Boards Ordinance was amended, and this granted financial autonomy to some of the larger Town Councils and Rural District Councils. In 1952 the Local

Council Ordinance was passed, and Local Councils were established in "New Villages" where a large proportion of the rural population had been resettled as a result of the Emergency. We shall now find out in what way the different types of local authorities differ.

(a) City and Municipal Councils

The City and Municipal Councils represent the most highly developed system of local government in Malaysia. At the present moment there is only one City Council in this country, and



This Stadium in Penang has been built by the George Town City Council.

it is the City Council of George Town in Penang. George Town was granted city status on 1st January, 1957 and the former Municipal Council was raised to the position of a City Council. A City Council functions in the same way as a Municipal Council, for city status is only a mark of honour which does not affect its legal status. The George Town City Council is

administered by a committee of fifteen members. The Council is presided over by a Mayor who is elected from among the members of the Council.

At present there are three Municipal Councils, and they are the Municipal Councils of Kuala Lumpur, Malacca and Ipoh. The Kuala Lumpur Town Board was granted Municipal status in 1948, and the Ipoh Town Council in 1962.

City and Municipal Councils are financially autonomous, that is they have the power to raise revenue by levying rates on the property within its boundaries and by charging fees for services provided for the community and for licences of various kinds. They also have powers to enforce building by-laws, health and other regulations. They are also responsible for the construction and maintenance of roads, town planning, street lighting, town cleansing, conservancy, fire services and the licensing of theatres, lodging houses, restaurants and various trades of a dangerous or offensive nature. The City Council of George Town is responsible, in addition, for the supply of electricity, water and the city transport system.

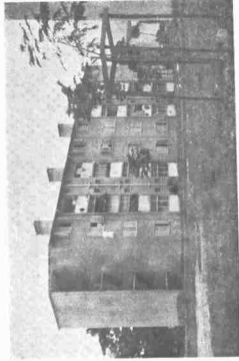
These Councils do not depend very much on the Federal and State Governments for services as the other local authorities do. They are self-governing bodies employing directly the whole of their staff, and operating within their own resources. Their activities are, generally speaking, restricted only by the limits of their finances. However, they depend on the Federal Government for loan funds, and to some extent for advice on the implementation of policy, but they do not require any assistance in the day-to-day running of their affairs.

(b) Town Boards and Town Councils

Town Boards are governing bodies set up in the Malay States for the purpose of administering towns and villages. They had been formed by the State Governments to deal with local affairs, and so a Town Board was in reality a department of

the State Government. It is true that a certain number of persons were nominated to the boards to represent the local people, but it was the Government that had the final say.

Before 1950 all the medium-sized towns were administered by Town Boards but, after the Local Authorities Elections Ordinance of 1950 had been passed, many of them were styled Town Councils. When a Town Board is granted a constitution under the Local Authorities Ordinance of 1950 and the majority of its members are elected by the local people, it is given the status of a Town Council. At this stage, however, it remains



The Provision of Low Cost Houses is one of the main aims of Local Government.

in effect a State Government department. It becomes a financially independent body only when it is granted financially autonomous status, that is, it is given the power to retain its revenues and control its spending. A Town Board can be granted financial autonomy; it does not necessarily have to become a Town Council with an elected majority before it receives financially autonomous status. Either change of status may precede the other.

It is the policy of the Government to convert all the local authorities into financially autonomous Town Councils with their members wholly elected.

Town Board and Town Councils depend on Government for the provision of services to a far greater extent than Municipal Councils. This is because they do not have the financial resources of the latter. So it is clear that the activities of Town Boards and Town Councils are not as many as those of the Municipal Councils, but it is the aim of both the Federal and State Governments to provide Town Boards and Town Councils with wider financial resources so that they may in time to come assume greater responsibilities.

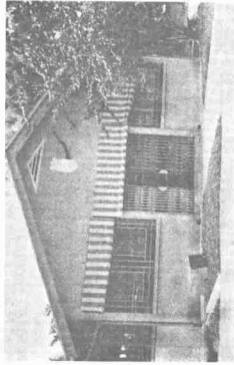
A government officer, usually a District Officer, who is trained in administrative work, is generally appointed President or Chairman of the Board or Council. He is in charge of the day-to-day running of the Board's or Council's affairs. In the same way, the District Health Officer and District Engineer, who are both qualified officers and servants of the Government, are appointed members of the Board or Council. They are generally in charge of the technical side of the Board's or Council's work. In other words, the nominated members do the administrative work. The unofficial members of the Board or Council are mainly concerned with the making of policy and decisions in which they have a major voice.

(c) Rural District Councils

Rural District Councils have been set up only in the States of Penang and Malacca, and they form part of the local government administration of these two former Straits Settlements. They were formerly called Rural Boards, and were similar in constitution to Town Boards. The difference was that Rural Boards had their areas of jurisdiction extended over the entire administrative district.

Rural Boards became known as Rural District Councils when they were granted constitution providing for elected members. Some of these Councils are now fully elected, and have an elected Chairman. Some of them have been granted financial autonomy, whilst others have not yet been given this status.

The assistance given to Rural District Councils by Federal and State Governments is similar to that given to Town Boards and Town Councils. The work of a Rural District Council is generally speaking, similar to that of a Municipal Council, but its activities are not as many as those of a Municipal Council. Its activities include public health, public works, mosquito destruction, town planning and building, public housing, licensing and garbage and sewage disposal.



A Market built by a Local Authority.

(d) Local Councils

Local Councils are the most newly established form of local government. The Emergency had made it necessary to resettle the squatters and scattered groups of rural people in New Villages where the people could protect themselves from the Com-

minist terrorists. When Sir Harold Briggs arrived in Malaya, he agreed with Sir Henry Gurney that the communist terrorists were forcing the squatters to help them. In order to protect the squatters from the communist terrorists, the Government introduced a resettlement campaign which became popularly known as the "Briggs Plan." In one year about 90,000 squatters in Johore were resettled into 65 new villages. These villages were enclosed by barbed-wire fences to keep out all contacts with the terrorists. In the same way the squatters in the Kinta Valley were resettled. In every new village a strong police force was set up with watch-towers and search-lights. This resettlement campaign had its effect, for the terrorists were hard hit when they could no longer receive aid from the squatters.

The Government decided it was necessary to provide the people in their newly resettled villages with some form of local government, and the Local Councils were created for this purpose. Local Councils were also established in the rural areas which had not yet been provided for under the Town Boards Ordinance. These Local Councils were first introduced in 1952 when the Local Councils Ordinance was passed.

The aim of these Local Councils is to enable the villagers to take part in the care and responsibility of their own villages. All members of the Local Councils are elected, and they are presided over by an elected Chairman. These Councils have the power to raise revenues by certain prescribed methods, and they are permitted to make use of their funds to provide certain services such as health, sanitation, and the maintenance of roads and paths. They are also allowed to make local by-laws for a number of purposes in connection with the welfare of the local people.

Local Councils operate simple form of rating, but they receive a considerable measure of grant-in-aid. The work of these Councils is mainly confined to the safeguarding of public health and the development of communication and water supply.

They depend almost entirely on government departments for technical services and assistance. Some Local Councils have developed a wide range of local services of great value.

The turning point in the progress of local government in this country was the Local Authorities Elections Ordinance of 1950. This Ordinance brought about a representative and responsible local government. In the case of the Municipal Councils, the number of elected Councillors should exceed those nominated. In the case of Town Boards and Rural District Boards, the whole or a majority of the members of a Board should be elected instead of appointed or nominated.

The first of these elections took place in the Municipality of Penang towards the end of 1951. There were three wards, each returning three Councillors, and a further six Councillors were nominated. It was stipulated that one-third of both elected and nominated Councillors should retire annually and that fresh elections should be held and nominations made in December. By this system had been adopted throughout the Federation. By 1957, the Penang Municipal Council was wholly elected. In 1960 the Local Government Elections Act introduced a new system which limited the life of a local authority other than a Local Council to three years, and at the end of this period all members whether elected or nominated must retire at the same time.

We have different types of local government in our country but, generally speaking, all of them function in more or less the same way. The main aim of local government is self-government through the medium of the popularly-elected councils with a large measure of freedom of action and financial independence.

Review Questions :

1. Explain what you understand by "Local Government".
What is the main purpose of local government ?
2. Name the different types of local government in Malaysia. Write a brief account on any one type you have mentioned.

3. In what way does the organisation of your school resemble that of the district in which you live? Briefly describe how a school is organised.
4. Some districts are controlled by Town Boards and Town Councils. How does a Town Board differ from a Town Council.
5. What are Local Councils. Relate the events that led to the establishment of Local Councils.
6. Write a sentence to explain the meaning of each of the following:
financial autonomy; revenue; ordinance; jurisdiction; by-law; grant-in-aid.
7. City and Municipal Councils do not have to depend very much on the Federal and State Government as the other local authorities do. Give reasons to support this statement.
8. The activities of a Town Council are not as many as those of a Municipal or City Council. What are the main reasons for this?
9. Write short notes on any three of the following:
(a) "Briggs Plan"; (b) District Officer; (c) Squatters; (d) Penghulus.
10. What is the difference between a financially autonomous Town Council and a non-financially autonomous Town Council?
11. What is the most developed form of local government in Malaysia? In what way is it considered to be the most developed form of local government?

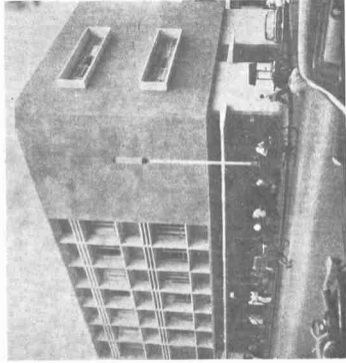
Things To Do :

1. Find out the names of some of the councillors in the district in which you live.
2. Make a list of some of the services provided by the local government in your district.
3. Find out the number of districts into which your State is divided. Mention the type of local government in each of the districts you have mentioned.

Chapter Four

LOCAL GOVERNMENT AT WORK

It is the primary duty of every local government to provide and administer public services. The services provided depend on the type of council. We have already learned that there are various types of local government in our country and the public services provided by each type of local government vary from council to council.



This is a modern Market built by the City Council of
George Town, Penang.

The activities of local government range over a wide field. Local government deals with such diverse topics as buses and

butchers; finance and fish; parking meters and playgrounds; health and houses; licences and libraries; garbage and grocers; water and wine; markets and malaria.

The Councillors

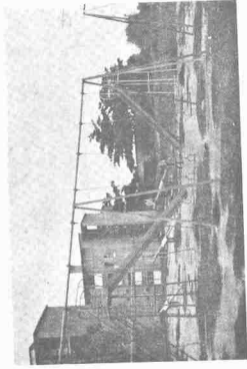
We have seen that there are various types of councils in our country, and the members of a council are called Councillors. Any citizen, who has reached the age of 21, can become a Councillor if he can get himself elected by the people. However there are restrictions forbidding certain citizens from being elected as members of a council. Citizens who are bankrupts and who have been convicted of a crime are disqualified. These restrictions are necessary in order to ensure that only reliable persons can become Councillors.

There are two categories of Councillors, the elected and the nominated Councillors. Elected Councillors are truly the representatives of the people, and they act on behalf of the people. Nominated Councillors are persons appointed to a council. Since they are not elected by the people, they are not really the people's representatives. The number of members of each council is not the same for all the councils. It has already been pointed out that in 1960 under the Local Government Elections Act the life of a local authority other than a Local Council is fixed at three years, and at the end of this period all members whether elected or nominated must retire at the same time.

As a rule, Councillors are leading citizens who in private life are lawyers, doctors, businessmen and teachers. Councillors are not paid for the work they perform, but they do receive a small allowance to enable them to cover the expenditure incurred in the exercise of their duty. People have become Councillors not because of personal gain but because they have the interest of the people's welfare at heart.

The most important member of a council is the Chairman, the President or the Mayor. Mayor is the title reserved for the chairman of a City Council. The Chairman presides over meetings which are held from time to time to discuss matters concerning the administration of a town or district. Our local newspapers often contain full accounts of the meetings of local government.

The work of local government is organised as follows: questions of policies and principle are generally decided by the whole council; committees and sub-committees are then appointed to supervise the administration of various public services. A Councillor may be required to serve on several committees. Some of the committees serving a council are the Town Planning and

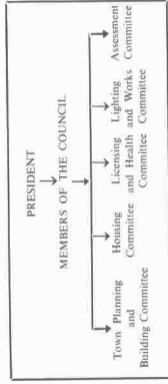


A Children's Playground provided by a Local Government.

Building Committee, the Housing Committee, the Licensing and Health Committee, the Lighting and Works Committee, the Assessment Committee, the Finance and General Purpose Committee, etc. Councillors are responsible for the running of their respective departments. However, they do not do the work which

they organise. When agreement has been reached on a certain project, as for example, the construction of a new market, the work is handed to trained officials who carry out the wishes of the councils. A council maintains a large staff of professional men like doctors, nurses, engineers and technicians; others are clerks and labourers.

An elected Councillor has to act according to the wishes of the people whom he represents. If he acts contrary to the wishes of the people, they will not re-elect him in the next Local Election. No elected Councillor can remain in office if he loses the support of the people in his constituency.



The Organisation of a Local Government

Councillors meet often to find ways and means of improving the living conditions of the people. They meet the local people to listen to their suggestions and complaints which can help them to understand the wishes of the people.

They visit various parts of the town to see for themselves how things are going on. They may find a certain section of the town needs re-building, for the houses are too old and overcrowded, and have to be replaced by healthier ones; certain streets may need better lighting to reduce the number of traffic accidents; the people in the lower income group may need low-cost houses; and the town may need a new market, a public

library, a children's playground, a few health centres and other services.

These are some of the things which Councillors have to look into. The needs of the people are then discussed by the council to find out whether the people really need new services and, most important of all, whether the council has enough funds to provide the people with extra services.

You can find out more about the work of your Councillors by reading reports of their work in your local newspapers. Accounts of the services provided by your local government are published in your local newspapers from time to time. If you wish to grow into a responsible citizen, you must take a keen interest in the work of your local government.

Local Government Departments

Generally speaking, there are three kinds of public services; environmental services, protective services and personal services. Environmental services are aimed at improving the surroundings of the people, and they include garbage collection and disposal, street cleansing, removal and disposal of sewage, water and electricity supplies, drainage, inspection of food to ensure food hygiene, street lighting and the provision of parks, markets and recreation grounds. Protective services are designed to protect life and property such as the fire services and civil defence. Personal services cover a wide field from maternity and child welfare to the provision of housing. They include certain health services, the care of the handicapped persons, and the maintenance of libraries, museums and art galleries.

The work of organising public services is undertaken by local government departments. Each department is in charge of one or more public services, and the work of every department is under the supervision of a committee of Councillors who must take a close interest in its department and activities. Every department is governed by what is known as "By-laws" which are regulations governing a department. If one of these regula-

tions is broken, the offender will be fined. The committee members of a department make recommendations to the full Council, but they do not do the actual work of administration.

The actual work of administration is carried out by permanent Government officials or civil servants. Members of Municipal Councils, Town Councils and Town Boards are changed from time to time, but the civil servants or Government servants remain. Let us now make a study of the work of some of the local government departments.



The Provision of Clinic is one of the essential Services of Local Government.

(a) The Health Department

Statistics from the Health Department show that there is a continuing improvement in public health as a whole, and this is proved by the continuous decline in the death-rate. The modern public health services have resulted in the high standard of living. Many diseases such as malaria, typhoid, dysentery, cholera, tuberculosis and yaws are steadily being brought under control by improved preventive measures and by the use of improved drugs.

The health of the community is the main concern of the Health Department, and the main work of this department is to prevent epidemics. An epidemic is a disease which is prevalent for a time among a community. The Health Officer of the department makes sure that the community gets a clean supply of drinking water. Diseases like typhoid, dysentery and cholera can be spread from person to person by contaminated water and food. He sees to it that the water supply of the people, especially those who draw their supplies from wells, is free from diseased germs.

One of the most common diseases in the rural areas is malaria. It is a dangerous disease which has caused the death of many people living in rural areas. Many rural districts have a Mosquito Destruction Board which is responsible for the eradication of mosquitoes. Malarial parasites are carried from person to person by the Anopheles mosquitoes. A mosquito only becomes a carrier after imbibing the blood of a person suffering from malaria, and only the female of the species carries the disease. The popular system of malarial control consists of the draining of watersheds or by spraying the breeding areas with anti-malarial oil. This method is expensive in both money and labour, and permanent drainage works are constructed whenever possible. In the past malaria was a very common disease, and it was the cause of high death-rate. Today there is very little danger of contracting this disease, and the preventive measures have been so successful that few people even bother to



**Mosquito Destruction Work
is the Responsibility of
Local Government.**

use mosquito nets.

Many people do not realise the amount of care the Department takes to protect our food. All of us have to buy our vegetables, mutton, beef and other foodstuffs from markets, and the Market Inspector inspects markets to see that they are kept clean and that the food offered for sale is in good condition. Most of us take our meals in a restaurant, a coffee shop or a wayside stall. The Health Inspector visits these places to make sure that they are properly cleaned, and that the food they sell is pure and free from contamination. A dirty eating stall is an unhealthy place for people to take their meals. All persons selling food for public consumption have to undergo a medical examination to certify that they are not suffering from any infectious diseases. Any person who is found to be suffering from an infectious disease will not be issued with a licence. If a person suffering from an infectious disease like tuberculosis were allowed to sell food to customers, there was a possibility that he might pass on the disease to healthy persons through contaminated food. All abattoirs or slaughter-houses where the animals are killed to provide meat for the local markets are under careful supervision to make sure that only healthy animals are allowed to be slaughtered for their meat. All diseased animals are condemned and destroyed. A person will be heavily fined if he slaughters any animal in any place other than an abattoir.

Cleanliness is the basis of healthy living. The streets have to be swept to keep them clean. Rubbish-collecting vans go from street to street to remove garbage for disposal. A garbage heap is a good breeding ground for rats and houseflies. The Health Inspector visits neighbourhoods to see that people do not dump their rubbish all over the place. A family which does anything that might injure the health of the community will be issued with a summons.

There are many Health Centres which are visited by thousands of out-patients every year. These Centres maintain a trained staff of doctors, hospital assistants and nurses. Health sisters and midwives visit many homes to offer advice and treat-

ment to mothers and infants. The medical services provided by Health Centres are free. There are Infant Welfare Centres which give advice and instruction in ante-natal and infant welfare by means of lectures and demonstrations. In the event of an outbreak of an epidemic disease, free inoculations are given to the public. Port Health Officers inspect ships when they come into ports to examine passengers to make sure that they are not suffering from infectious diseases. If some of the passengers are found to be infected with a dangerous disease like smallpox or cholera, they will not be allowed to disembark. The passengers will be retained in a Quarantine Station for medical treatment.

The Health Department also obtains information from private doctors and hospital doctors concerning the causes of death. This information enables the Health Department to keep a constant check on the health of the community. If many people were found to have died from a particular disease, an investigation would have to be conducted to find the cause and the source of the disease.

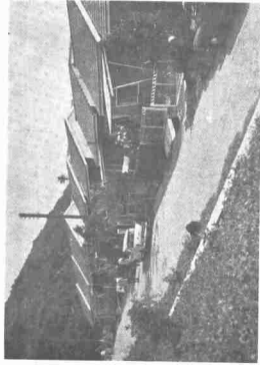
It is clear to us that the work of the Health Department is a very important and difficult one, and it requires good organisation. The Department has a large staff whose work is to inspect markets, drains, sewers, latrines, cesspools, eating stalls and other public places. These are some of the measures which the Health Department enforces to safeguard the health of the community.

(b) The Town Planning and Building Department

In the past there was little or no town planning at all with the result that dark and small houses were built near factories in the path of smoke and dirt; the streets were narrow, often covered in soot and dirt.

Today all the large towns are trying their best to improve the housing conditions of the people. The narrow streets are widened and the slums are cleared to make room for brighter

and healthier houses. The work of organising the town so that its growth follows according to plan is known as town-planning. Every large town has a Town-Planning and Building Department in its local government. This Department is responsible for the planning of the town.



This Healthy Residential Area is the Result of Good Planning.

The town plan decides where the roads and streets should run, where schools should be built, where land must be reserved for parks and recreation grounds. It also divides the town into zones, and its zoning laws state how each area in the town may be used. Some zones are set aside for residential houses, some are for the building of shops and stores, others are for factories. In this way the residential houses are separated from the factories. Schools and markets are usually given key positions for the convenience of the people. A well-planned community has a school, a market, a bus station, a police station, a post office, a church, a mosque, a Chinese temple, an Indian temple, a hospital and a community centre.

There are zoning regulations which determine the number of houses, shops and factories that may be built in a certain area, for this prevents the possibility of one area becoming overcrowded. Building codes and rules decide how houses and factories must be built in order to make them safe for people to live in and work in. The Department also examines plans of all new buildings to ensure that they conform to its rules and regulations. Any alteration on a building must be approved by the Department before work can commence.

With the growth of population, the town begins to extend farther and farther into the countryside, and something has to be done to control this new development, or else the beautiful countryside will be swallowed up in a vast unsightly sprawl of houses. While the town is growing outward, it tends to decay at the centre. Old buildings in the middle become slums unless new plans are made to replace the old houses with new ones.

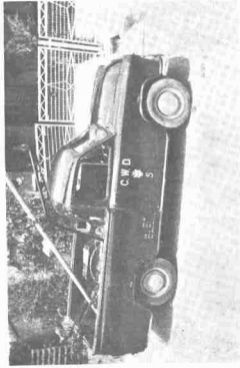
Another serious problem facing a modern town is finding space in a crowded area. Rooms must be provided for parking cars and other motor-vehicles, and the streets must be wide enough so that they allow traffic to move freely. This problem can be solved by providing parking lots and by prohibiting cars to be parked along busy streets.

The Department has a very large staff consisting of engineers, surveyors, architects and manual workers. It also maintains parks and recreation grounds which give people the opportunity for obtaining healthy exercise.

(c) The Water and Electricity Department

Everyone of us expects water to flow when we turn on the tap; we expect our lamps to flash on when we switch them on. We take for granted all these modern conveniences. Few of us

realise the great amount of work that has to be organised before we can obtain water and electricity. Many large towns have a Water and Electricity Department to look after their water and electricity supplies.

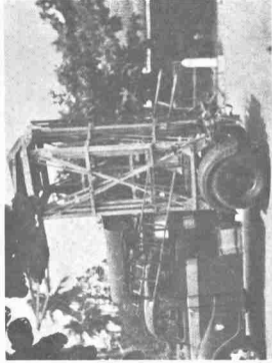


A Van from the Water Department.

Water is essential to both cleanliness and good health. Many diseases are spread by water so the water supply of a town is of great importance. Water, besides keeping us alive and healthy, is required for cooking and cleansing purposes. It is used for bathing our bodies, washing clothes, keeping our homes clean, watering plants, washing stables, cow-sheds and streets, and for trade purposes.

It is the responsibility of a Municipality or a Town Council to see that every family is supplied with clean water. The supply of water is an essential service, and no town can be considered as a well-developed community if it falls short of this service. Let us find out what the Department has to do in order to be able to supply the people with clean water.

Special places called "Catchment Areas" have been reserved for collecting surface water. The water drained from these catchment areas is collected in large artificial lakes called reservoirs. Another way of collecting water is constructing an earth dam across the valley of a mountain stream. The water from these reservoirs have to be purified to remove dangerous impurities. Impurities in water can be removed by filtering. This is done by allowing the water to pass through sand filters which consist of layers of sand and gravel. The filtered water is next treated with chlorine which is a kind of poisonous gas. A very small percentage of this gas is dissolved in water to kill



A Van from the Electricity Department attending to Street Lighting.

any bacteria that might have passed through the sand filter. The filtered water which is now free from dangerous impurities is stored in a service reservoir for use in the town. From the service reservoir, a net-work of large pipes called "mains" carry

the water to various parts of the town. These large pipes are buried between two and four feet underground. Perhaps you might have seen labourers of the Water Department laying these pipes. From these mains service pipes lead the water to all the houses in the town.

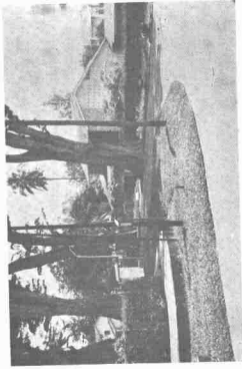
In some large towns, for example the City Council of George Town in Penang, the local government is responsible for producing and distributing electricity. The supply of electricity is another essential public service. The Department sells electricity for cooking, heating and private lighting; it also hires out electrical appliances such as electric-cookers, heaters, refrigerators, air-conditioners and fans. It is also responsible for the maintenance of street lighting.

Consumers of water and electricity are charged for the services, for no local government can afford to offer these two services free of charge. The cost of maintaining these services is enormous, and it has to be shared by all the people who enjoy the services. Unlike a private business, the Water and Electricity Departments are not run for personal profit but to serve the community. The revenue collected from the sale of water and electricity helps to pay the cost of maintaining the services. New reservoirs and filtration plants have to be constructed and existing ones maintained; the machines have to be kept in good working order; the engineers, technicians and other workers must be paid.

(d) The Fire Service Department

In some States it is the responsibility of a local government to maintain a fire brigade to put out fires and to preserve life and property. The fire brigade has a staff of trained firemen ready to go into action at any moment. In most States the cost of maintaining the fire services falls principally on the rate-payers, but in some States the State Governments give financial assistance.

Every precaution against fire is taken by the local government to safeguard the life and property of every citizen. Theatres, entertainment halls and other buildings are inspected from time to time to make sure that they are safe from fires. Regulations require that all buildings where large crowds collect must be provided with fire extinguishers and fire escape, and that the buildings must be constructed of fire-proof material. Rows of



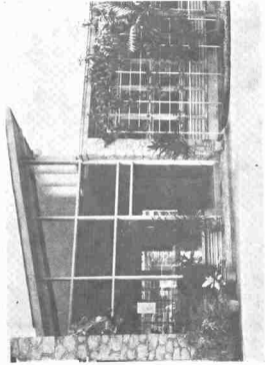
One of the Fire Alarms maintained by the Fire Service Department.

buildings must have firebreaks to prevent all the houses from being destroyed by fire. There are strict regulations prohibiting private houses storing explosives and petroleum. Persons wishing to store these dangerous substances have to obtain licences or permits. Firemen are stationed at cinema halls and other places of entertainment to give assistance to the public in the event of an outbreak of fire. The wiring system of every building has to be inspected before it can be passed, and this precaution is taken in order to reduce the risk of fire resulting from a short-circuit.

Instruction on the prevention of fire is given to the general public by means of lectures, posters, cinema slides and demonstrations. Lectures and demonstrations are also conducted in many schools to instruct the children in the prevention of fire.

(e) The Veterinary Department

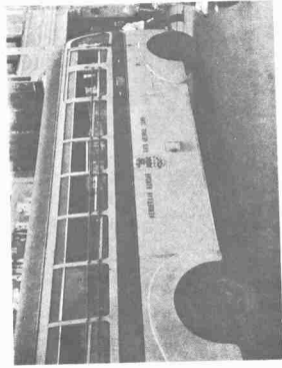
Every year thousands of animals such as cattle, goats and especially pigs are slaughtered and sold for their meat. It has already been pointed out that animals have to be examined for



An Animal Infirmary provides proper treatment for Animals.

dangerous diseases before they are allowed to be slaughtered to provide fresh food. The slaughtering of animals is under the supervision of the Veterinary Department which exercises strict control over abattoirs or slaughter-houses. The meat from a diseased animal may affect the health of the consumers, and great care has to be taken to see that only healthy animals are slaughtered for the market.

The Department also runs an animal infirmary where sick animals can receive treatment. It is also responsible for the control of stray dogs. A Veterinary Officer is in charge of an animal infirmary where sick animals can be properly treated. A dangerous disease resulting from the bite of a mad dog is rabies, and all stray dogs are destroyed in order to reduce the danger of being bitten by a rabid dog. For the purpose of controlling rabies, the Department requires the registration of all dogs. On registration every dog is given an anti-rabies inoculation, and a licence is issued to the owner who is charged a small fee.



The Provision of Transport Service is one of the Responsibilities of Local Government.

(f) The Transport Service Department

Some local authorities have their own transport services. The City Council of George Town in Penang operates a service of buses along certain main routes. The provision of quick and cheap transport is another essential service in a well-organised

town. The City Council of George Town maintains a large fleet of buses. The routes have been determined after careful consideration. A new bus route is introduced from time to time to meet the demands from the general public.

Passengers are charged a small fare, and so this is another source of revenue for the local authority. This is a "non-profit" service and the revenue collected from fares should in theory do no more than balance the cost of maintaining the service. In practice some local authorities show a small profit, some a small loss.

This brings us to the end of our survey of some of the local government departments and it is clear to us that their activities have much to do with our daily lives. It will be a wonderful idea if your teacher can arrange with the local authority to allow you and your friends to pay a visit to some of its departments, for this is the best way of finding out things for yourself.

Review Questions :

1. Give an account of the functions of the Health Department, mentioning some of the ways in which the Department safeguards the health of the community.
2. Name the qualifications which a person must possess in order to get himself elected as a councillor. What are the restrictions forbidding a person from becoming a councillor? Why are these restrictions necessary?
3. Write short notes on the duty of each of the following persons :
(a) Health Inspector; (b) Mayor; (c) Veterinary Surgeon; (d) Health Sister; (e) Town Councillor.
4. Write a description of the work undertaken by the Town Planning and Building Department, mentioning the importance of good planning.

5. Describe the work of a Town Councillor, mentioning some of the ways in which he can help to improve the living conditions of the community.
6. Write a sentence to explain the meaning of each of the following :
bankrupt; garbage; epidemic; rabies; catchment areas; rate-payers; slums.
7. Give an account of the work undertaken by the Veterinary Department in order to safeguard the health and safety of the general public.
8. Write short notes on any two of the following :
(a) Quarantine Station; (b) Mosquito Destruction Board;
(c) Health Centres.
9. Describe some of the ways in which the Fire Services Department takes precautions to prevent an outbreak of fire.
10. Make a list of the departments under the control of a Municipality. Write a sentence to summarise the function of each of these departments.
11. Give reasons why the public services provided by local government are non-profiting.
12. The councillors of a Town Council serve on committees. What is the main purpose of these committees ?

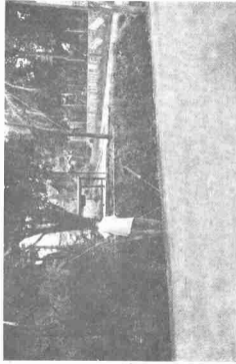
Things To Do :

1. Make a list of all the public services provided by the local government in the district in which you live.
2. Find out the names of all the local government departments in your district.
3. Find out the ways which the local government in your district has adopted in order to improve the public services in your community.

Chapter Five

HOW LOCAL GOVERNMENT OBTAINS ITS REVENUE

We have learned that much of the work of a local authority is concerned with our everyday lives. The duty of a local authority is to look after the needs of the community, and it does this by providing the community with a number of public services which vary from council to council.



Cleaning the Drain is the Responsibility of Local Government.

The public services exist for the benefit of the community, and it is fair that the community must be made to pay for their maintenance. The total sum of money which a local authority requires to pay for its services amounts to several millions of dollars each year. Every person in the community has to contribute his share towards the cost of maintaining the public services. Some have to contribute more than others. It would be unfair to make every person in the community contribute the same amount. Great care has been taken to see that the rich make a greater contribution than the poor.

Persons who are required to pay for the services which they enjoy are called rate-payers. What does a person get in return for the rates he pays? Let us consider the case of Ismail.

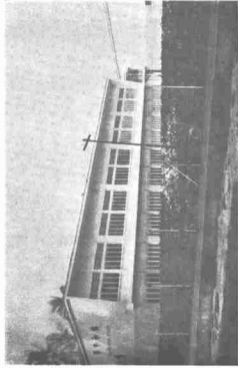
Ismail is a clerk and he is living in a Council house built by a local authority, and he has to pay only a small rent because the aim of the local authority is to help persons in the lower income group. Every morning a rubbish-collecting van comes along and collects the rubbish from the bin in Ismail's house. Ismail has two children who travel to school in a Council bus, and for this service he has to pay only a small fare. Whenever one of his children is sick, he takes him to a Council clinic where his child can obtain free medical treatment. Mrs. Ismail buys her vegetables and other foodstuffs from a modern market built by the local authority. Every Sunday Ismail and his family spend a few hours walking and enjoying themselves in a public garden. Sometimes he takes the family on a visit to a museum or an art gallery. These are some of the services which Ismail and his family enjoy in return for the rates he pays to the local authority.

No one can expect to get something in return for nothing. No local authority can provide free services without finding some ways of raising its revenue. Many of us are willing to pay our shares because we realise that the rates we pay to the local authority are spent on improving the living condition of all the people in the community.

Generally speaking, the revenue of a local authority is obtained in three ways; by rates, by licences and by service charges. However not all the expenditure of a local authority comes out of revenue from these sources. A local authority may be allowed to borrow up to a certain sum of money but first it has to get the permission of the Federal Government. With the borrowed money the local authority is able to carry on its improvement projects such as the construction of reservoirs, filtration plants, roads, bridges and public buildings.

(a) Rates

Rajagopal was tired of living in a rented flat. His family has become too large for the two-roomed flat, and so he decided to have his own home. He had saved just sufficient money to purchase a four-roomed bungalow. A few months later he received a notice from the Municipal Council requesting him to pay rates due to the local authority. The amount of money which he had to pay to the Municipal Council was \$320. He did not have to pay rates when he and his family were living in the rented flat. Now he had to pay rates because he was the owner of a house.



Local Authorities collect an Education Rate on behalf of the Government to pay for the cost of Education.

There are thousands of house owners like Rajagopal, and all of them are required by law to pay rates. In fact, this is the chief source of revenue of a local authority. Rates are not taxes; they are levies made by a local authority by state law to cover the cost of services locally rendered. The State Government is the final authority for legislating for local rates, but

Parliament may make laws for the sole purpose of uniformity of law and policy.

Naturally nobody likes to pay rates but, on the other hand, very few people would want to give up the benefits which rates can provide. A local authority collects rates for the services which are demanded by the community, such as rubbish disposal, street lighting, drain cleaning, fire brigade and public recreation grounds.

All owners of houses and business buildings have to pay an assessment rate. How are houses and business buildings assessed? This is how all buildings are assessed. An official valuer examines each building, and then estimates a fair rent for the house. The rental figure gives what is known as the rateable value. From this rateable value of the house, the owner's capacity to pay rates is calculated. The rateable value also known as the annual value is not the same for all buildings. The rateable value of a large house is more than that of a small house. It also varies from locality to locality. Houses in a business community have to pay a higher assessment rate than houses in a rural community.

Why do some people have to pay a higher assessment rate than others? It would not be fair if all house owners had to pay the same amount of assessment rate. This is because the earning capacity of all persons is not the same. A rich merchant earns more money than an ordinary clerk, and so it is unfair for these two persons to pay the same amount of assessment rate. The rich merchant lives in a luxurious residence but the clerk lives in a small low cost house. The assessment is so graded that the more money a person earns the higher rate he has to pay. Certain buildings are exempted from paying the assessment rate; they are orphanages, homes for the poor, churches, mosques, temples and other charitable institutions.

What if a local authority finds that the amount collected from assessment rate is not enough to pay the cost of maintaining its services? In this case, the local authority can raise the

assessment rate. Rates can be raised or lowered as the situation demands. The rates of each house represent a proportional fraction of the expenditure of the community. So the local authority can raise or lower the rates of each house owner by the same proportion to collect the required amount. If a house owner believes that his assessment rate is too high, he can make an appeal to the local authority for a revaluation.



A Hydrant ensures a ready supply of water in the event of an outbreak of fire.

(b) Service Charges

One morning a postman handed a bill to Hock Seng. It was a water and electricity bill showing the amount of money which he was required to pay to the Municipal Council. He paid the bill the next day he went to town. He paid his bill willingly because he knew that if he failed to do so, his water and electricity supplies would be cut off. This is what a Municipal Council does when the water and electricity bill is not paid. He did not want this to happen to his family. Besides, Hock Seng realised that it was only fair for him to pay his bill because in return he and his family were able to live a more comfortable life. His family could obtain a clean supply of water at the

turn of the tap. At the flick of a switch, the family would be supplied with electricity which could provide power for lighting, cooking and heating. No, Hock Seng would never give up all these modern conveniences just because he could save a few dollars a month on water and electricity.

There are thousands of people in the community who have to pay their bills every month. A very large sum of money is obtained from the sale of water and electricity, and this provides the local authority with another good source of revenue. The supply of water and electricity is a "non-remunerative" service which means that this service is run not for making a profit but for the interests of the community.

It is impossible for every family in the community to supply its own stock of water and electricity. A family alone cannot afford to buy its own generator to produce the electricity which it needs because the cost of a generator is too much for a family to shoulder.

Likewise, it is very costly for a family to produce its own water supply. However, where thousands of families live together and agree to share the cost of producing water and electricity, each family is required to pay only a small part of the cost. The local authority is merely helping the community to look after its needs, and it is for this reason that the local authority exists. It is responsible for the production and distribution of water and electricity, and it is its responsibility to obtain revenue through the sale of water and electricity.



A Meter-Reader on his monthly rounds.

On a certain day of each month, a meter-reader calls at every house in the community. He carries a book in which he records down the amount of water and electricity consumed by each house. At the end of the month, a bill stating the amount of water and electricity supplied and the amount of money, which the consumer has to pay, is sent to every householder. The charges for water and electricity are based on a scale of charges.

		Per Unit
Domestic (for domestic purposes only)	1st	24 cts.
	next	12 "
	additional	7½ "
Lighting (Industrial, Commercial & Non-domestic)	1st	26½ "
	next	21 "
	additional	11 "
Power (Industrial, Commercial & Non-domestic)	All units	8 "
	Minimum Charge	\$2.10 per month

Scale of Charges for Electricity in Penang.

	Per 1,000 Gallons	
	Municipal Area	Rural Area
Domestic	1st	60 cts.
	next	60 "
	next	80 "
additional	99 "	
Hotels, Boarding Houses, Eating Houses (Licence Fee \$40 p.a. and over)		
Amusement Parks, Places of Public Entertainment		\$1.20
Contractors' Services, Manufacturer of Ice and Mineral Water, Sampan Staging		\$2.00
Minimum Charge — \$1.00 per month.		

Scale of Charges for Water in Penang.

Water and electricity charges can be raised or reduced as required. If the local authority finds that the existing scale of charges does not bring in sufficient revenue to balance the expenditure, it may have to increase the scale of charges.

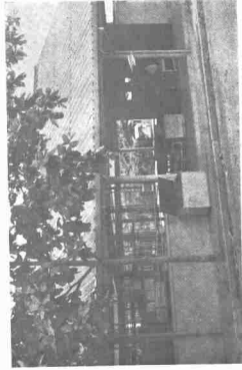
You are charged a small fare every time you take a ride to school or to town in a Municipal bus. The provision of cheap and quick transport is a necessary service in a well-organised community. This transport service is another "non-remunerative" service. This service is most welcomed by people in the lower income groups who cannot afford their own private transport. For a small fare of 20 cents a person gets to his office. If he takes a private taxi, he may have to pay as much as \$1.50 for the same journey. A Municipal Council charges only a small fare because it is a non-profitting corporation. It is so estimated that the revenue collected from fares should just balance the cost of providing the service. Sometimes a Municipal Council makes a slight profit, sometimes there is a slight loss. In principle, however, the revenue and expenditure should be self-balancing. If the expenditure is much more than the revenue, a Municipal Council may find it necessary to increase its bus fares.

Street-sweeping is a common-user service which is paid for from the rates. Garbage collection, on the other hand, is a service performed by the local authority on behalf of individual householders and as such must be paid for by the householders. The same applies to sewage. For many decades, the urban and rural areas have depended on the latrine bucket system for the disposal of human waste. The latrine bucket from each house requires emptying at least every day. The local authority makes arrangement for this and, in return for this service, it imposes a service charge of a few dollars a month per bucket for undertaking the collection and entrenching of human waste and this charge varies from locality to locality. Today, all new houses are equipped with a private sewage disposal system or septic

tank. Although the service given is not daily, it still requires some servicing by the local authority. For this service, a service fee is charged.

(c) Licences

If you are an owner of a dog, you know that you have to obtain a licence for your dog. For this licence you have to pay an annual fee of a certain some. The licence legally entitles you to own a dog. When you pay the licence fee, your dog will be given a badge to wear around its neck. The licensing of dogs enables the local authority to exercise control over dogs. It has already been pointed out that the registration of dogs helps the local authority to check the spread of a very dangerous disease called rabies. To prevent people from being bitten by a mad dog, all unlicensed dogs are destroyed.



Market Stalls have to pay a licence fee.

Local governments collect revenue by charging licence fees for certain privileges. Every year merchants, tradesmen and hawkers must pay an annual licence fee to allow them to carry on their businesses. Licensing enables the local authority to

keep a constant check on persons who carry on dangerous, noxious or offensive trades, and to exercise control over places of entertainment, eating houses, coffee shops and the like.

There are certain conditions restricting the issue of licences. A person who wishes to apply for a licence to allow him to operate an eating stall has to undergo a medical examination. If the applicant is in good health, he will be issued with a licence. On the other hand, if he is found to be suffering from an infectious disease, he will not be given the licence to conduct business. If a diseased person were permitted to sell food to the public, there was a possibility that he might pass on the disease to others. Likewise, a proprietor of a restaurant or a coffee shop has to see to it that he fulfils certain conditions such as a hygienic kitchen, proper ventilation and clean surroundings before a licence can be issued to him. The same regulations apply to all types of eating houses.

However licences from television and radio receivers, motor vehicles and motor drivers are not collected by local authorities; they are collected by the Federal Government on the principle that the latter is responsible for providing broadcasting and tele-casting services and for the upkeep directly or indirectly of the main public roads throughout the country.

The licence fees are not the same in all places; they vary from locality to locality, and they may be raised or reduced as the situation demands. If a local authority finds that it needs more money to provide new services or to maintain existing services, it may consider it necessary to raise the licence fees. On the other hand, if a local authority finds that the total revenue from licence fees is more than the estimated expenditure, it may have the licence fees reduced. The revenue from this source amounts to several million a year.

(d) State Grant

We have seen that there are two categories of local authorities; they are the financially autonomous local authorities and the

non-financially autonomous local authorities. Financially autonomous local authorities are by right completely self-contained in meeting their recurrent expenditure. This is almost true in the case of the City Council of George Town and the Municipalities of Ipoh, Malacca and Kuala Lumpur. This is not true in the case of the Town Councils.

The Town Councils receive aid from both the State Governments and the Federal Government. They enjoy a number of free services provided by the State or Federal Government; for example, most of the roads in town council areas are maintained by the Public Works Department, and this is paid for by the State or Federal Government. Technical assistance and advice can be obtained free of charge from Government departments.

The non-financially autonomous Town Councils receive what is known as a balancing grant from the State Governments. This grant is given at the beginning of each year to make up for the loss suffered by local authorities. The State Governments also give an annual grant-in-aid to Local Councils to help them maintain their services.

(e) Loans

Local governments may be allowed by law to borrow up to a certain sum but first they must receive the approval of the Federal Government. The local authority that wishes to borrow must state clearly the amount of money it requires, and for what purposes the money is to be spent. The amount of the loan together with the rate of interest and the period of the loan must be presented to the Federal Government for approval. Once the local authority has received the approval of the Federal Government, it can go ahead with the loan.

The borrowed money enables the local authority to carry on with its improvement projects such as the construction of reservoirs and filtration plants, bridges, markets and low-cost houses. It can also be used for the purchase of machinery, electric equipment and building materials. In fact, in the past years, many development projects had been financed from loans.

Loans for a short period at a time have to be raised from time to time to pay for the cost of maintaining the public services provided by local authorities. This is because there are so many things for which the local authorities have to pay first, and the collection of rates may take quite some time before the revenue comes to the local authorities. The civil servants working in the public services cannot be made to wait for a few months before they get their pay. The machines which the local authorities bought must be paid for without delay. So local authorities may have to borrow money for short periods, and these loans can be paid in full when the revenue comes in. Money borrowed in this way are called short-term loans, and they are advertised in the local newspapers daily.

The total revenue which is obtained from rates, service charges and licences is very large, and it has been laid down by law how this large sum of money may be spent and for what purposes it may be used. The total cost of providing the public services is also very large but, as it is divided amongst the community, each person has to pay only a comparatively small sum. Since the people of the community are rate-payers, they are part owners of the property controlled by the local authority on their behalf. All of them have a share in the public library, the museum, the market, the recreation grounds, the stadium, the streets and many other public buildings in the community.

Every rate-payer is interested to know how the local authority makes use of its revenue. Periodical checks are made on the local authority's use of the rate-payers' money. The Federal Government keeps an eye on the spending of local authorities. If the Government receives complaints from rate-payers about needless expenditure on a new project, an investigation will be carried out to look into the matter. Reports are made to the Government on the efficiency of the fire services, health services, transport services and roads so that no local authority can ignore the standards laid down by the Government.

The auditing of the local authority's accounts, carried out by Government auditors or, in certain cases by private auditors, is another way of safe-guarding the money of the rate-payers. Government officers see to it that not only all the accounts are kept clearly and properly, but that the money is spent correctly. Every cent must be authorised by the local authority, and in turn the local authority may use it according to what has been laid down by the Government or by a local law. If the auditors find that the public funds have been squandered, the councillors and officials who are responsible for this can be compelled to refund the rate-payers from their own pockets.

By now you have a good idea how local government obtains its revenue and how it makes use of its revenue. Besides benefiting the rate-payers, it gives employment to a large number of people. They include road sweepers, road repairers, electricians, clerks, typists, accountants, librarians, painters, gardeners, health inspectors, nurses, doctors, surveyors, bus drivers and conductors, firemen, and others who help to make the town a well-organised community.

Review Questions :

1. Mention some of the benefits which a rate-payer enjoys in return for the rates he pays to the local authority in his district.
2. Explain what is meant by an "assessment rate". Give reasons why some persons pay a higher assessment rate than others.
3. What are service charges? Explain why local authorities charge the community for the public services which they provide.
4. In what way does the licensing of hawkers protect the health of the general public?
5. Write short notes on any three of the following :
(a) Service charges; (b) Loans; (c) Grants; (d) Rates.

6. The rate-payers are really part owners of the property controlled by the local authority. Give reasons to support this statement.
7. What are licences? Explain why the local authority collects licence fees from business houses.
8. Write a sentence to explain the meaning of each of the following:
short-term loans; auditors; expenditure; non-remunerative service; sewage; infectious disease; balancing grant.
9. Why does the Federal Government keep an eye on the spending of local authorities? What does the Federal Government do in the event of receiving complaints from rate-payers?
10. No local government can afford to provide free services. Do you agree or disagree with this statement? Give reasons to support your answer.
11. Explain why the Federal and State Governments appoint auditors to check the accounts of local authorities.
12. What does a local authority do when it needs extra money to maintain its public services?
13. The revenue and expenditure of a local authority should, in principle, be self-balancing. Explain what you understand by this statement.

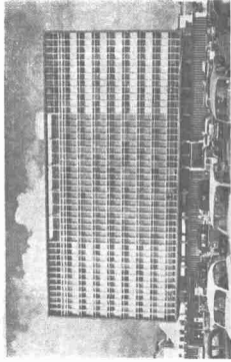
Things To Do :

1. Find out the licence fee charged by your local authority for each of the following :
(a) dogs; (b) market stalls; (c) coffee shops; (d) hawkers; (e) hotels; (f) restaurants; (g) theatres.
2. If your parent happens to own a house, find out the amount of money he has to pay on the annual assessment of the house. Also find out how the rate of assessment is calculated.
3. Find out the service charges in your district for each of the following services :
(a) water; (b) electricity; (c) sewage; (d) garbage disposal.

Chapter Six

STATE GOVERNMENT AT WORK

Our country is divided into thirteen States. Each State is sub-divided into smaller areas called districts. The number of districts varies from State to State. For example, the State of Johore is sub-divided into eight districts comprising Johore Bahru, Muar, Batu Pahat, Segamat, Kluang, Pontian, Kota Tinggi and Mersing. The State is sub-divided into several districts for the purpose of local government.

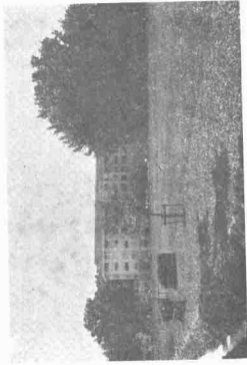


This magnificent Government Building in Penang houses many Government Departments.

We have already learned that there are many types of local government. Some districts are administered by Municipalities while others are administered by Town Councils or Local Councils. The rules and regulations made by the Councils of some districts may affect the people in other districts. Supposing the Local Council of a certain district had decided not to build a bridge to connect its district with a neighbouring district, this

would prevent people from other districts travelling through this district. If all the local authorities in the various districts in the State were allowed the complete freedom to do what they like, the actions of the local authorities in some districts might have a bad effect on those in other districts.

In order to prevent this, all matters affecting all the people in a State must be decided and organised by the State and must not be left to separate local authorities. For the main purpose of organising all the districts in a State, a State Government sees for each State has been established. The State Government sees to it that all the districts in the State are kept in step with one another, and in this way the organisation of every district in the State can be made to balance with that of neighbouring districts.



The Provision of Hospital is an essential Service of Government.

State Constitutions

If you are a member of a club or a society, you must be quite familiar with the constitutions of your club or society. The

State in which you live is really a sort of a giant club in which all the people are members. Like your club, the State is governed by what is known as the State Constitutions. Every State in the country is governed by its own Constitution which is granted by its Ruler and guaranteed by the Federal Government.

The Constitutions set out a list of subjects on which the State Government can legislate. The list of subjects, on which the State may legislate, is known as the **State List**. The State List includes Muslim Law, land, agriculture and forestry, local government, State works and water supplies, State holidays and services of a local character e.g. fire brigades, markets, licensing, etc. There is another list of subjects on which the Federal Government and State Government may legislate. This list is called the **Concurrent List** which includes subjects like social welfare services, scholarships, veterinary services, town and country planning, public health and sanitation, drainage and irrigation, etc. There is a third list of subjects reserved for the Federal Government. This list is known as the **Federal List**, and it states clearly the subjects on which the Federal Government may legislate. The Federal List includes subjects like defence, civil and criminal law, citizenship, finance, trade, commerce, industry, communication, transport, education, labour, etc.

So the Constitution of the Federation of Malaysia shows clearly the division of legislative responsibility between the State Governments and the Federal Government. All matters affecting the entire nation as a whole must be organised by the Federal Government. For example, the defence of Malaysia cannot and should not be left to individual States to organise. Defence is a matter concerning the entire nation, and not one or two States, and thus it has to be organised by a centralised body on behalf of all the States in the country. In other words, defence is a Federal matter and not a State responsibility. Let us take the construction of railways as another example. The construction of railways should not be left to individual States. To be of much use, the railways must pass through all the States

in the country. Let us see what would result if some of the State Governments decided not to build railways. This would prevent those States from linking their railways with States which refused to build theirs. This would cause great inconvenience to people who wished to travel or to send their goods by railway. Supposing Perak refused to build its railways, a person travelling by train from Perlis to Johore would have to break his journey when the railway terminated in Perak, take a taxi to Selangor and then take the train from there to Johore. To prevent this, railway communication should be organised by the Federal Government.

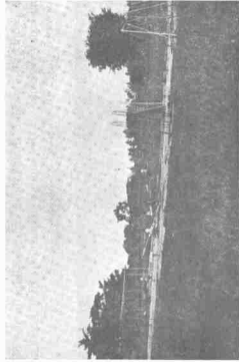
Matters which directly concern the States are left to the State Government to carry out the work of organisation. We have already seen that subjects on which the State Governments may legislate have been included in the State List. For example, services of a local character are organised by individual States. Let us suppose that Penang decided to construct a causeway to link Province Wellesley with Penang Island. This is a project which will bring great benefit to the State of Penang, and so by right the State Government of Penang should take the responsibility of constructing the causeway. Water supply schemes are the responsibility of the State Governments. Each State has to make plans for its own schemes. The size of each scheme depends on the financial position of each State.

State Legislative Assemblies

Each of the thirteen States has a State Legislative Assembly, and the function of this body is to legislate on matters not reserved for the Federal Parliament. Every State is given the power by the Federal Constitution to make its own laws, and we have seen that the subjects on which the State Legislative Assembly may legislate are set out in the State List.

Every State has only a single chamber legislative body which is presided over by a Speaker. The Speaker is elected by the members from among their number except in the case of Sara-

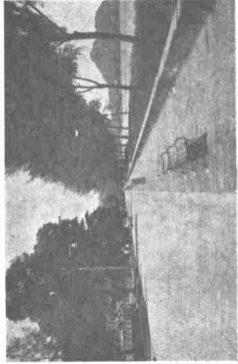
wak and Sabah. All the State Legislative Assemblies have the right to order their own procedure, and their members have parliamentary privilege.



The Provision of a Public Recreation Ground is one of the Services of Good Government.

All the members of the eleven State Legislative Assemblies of Malaya are directly elected by the people from single-member constituencies. For the purpose of political elections, a State is divided into many electoral wards or constituencies. In the case of Malaya, the State Legislative Assemblies include three official experts. These three official experts are the State Secretary, the State Legal Adviser and the State Financial Officer. They are appointed and not elected. These officials act as advisers to the State. They have the privilege of audience, but they are not permitted to vote. The State Government may turn to these three expert officials for advice, each being an expert in his own field. However, the State Government is not compelled to accept their advice.

It has already been pointed out that all the members of a State Legislative Assembly are elected by the people of the State. This is done in accordance with the principle of democratic government. Since the laws which are passed by the State Legislative Assembly are meant for the State, it is by right that the people of the State should have representation in the State Legislative Assembly. The number of members of a Legislative Assembly varies from State to State.



The maintenance of roads is another responsibility of Government.

Since the members of the State Legislative Assemblies are the representatives of the people, they have to look after the interests of the people. If a member of a State Legislative Assembly acts against the wishes of the people, it is unlikely that they will vote for him again in the next State election. The Federal Government has transferred a great deal of responsibility to all the State Governments in order to encourage people to take more interest in State affairs. The more important matters are still under the control of the Federal Government.

The welfare of the State is the responsibility of the State Government. The State may need new roads, bridges, drainage and irrigation systems, low-cost houses, water supplies, fire services and many other services. All these development projects cost money, and thus one of the main functions of a State Legislative Assembly is to find ways and means of raising money to enable the State to carry out its projects. State projects and services are undertaken by Government departments — Agricultural Department, Public Works Department, Department of Education, Drainage and Irrigation Department, Department of Social Welfare, Medical Department, etc. The heads of all these Government departments have to submit to the State Legislative Council the estimates of expenditure required by their respective departments for the following year. The “**estimates**” is the approximate sum of money required by each department for its expenditure, and each department has to show with greatest care and detail how it intends to make use of the money.

For example, if the Drainage and Irrigation Department wishes to start a new irrigation project, it has to explain clearly why such a project is necessary and the sum of money required for this project. A “Budget” meeting is then called by the State Legislative Assembly to examine the estimates of each department. Members of the various committees go over these estimates which are carefully checked and rechecked to make sure that the public money in the safe keeping of the State Government is not wasted. Sometimes the estimates of a department may be too high, and in this case it has to be cut down. It has already been mentioned that the State Legislative Assembly includes a State Financial Officer whose duty is to offer advice on matters concerning finance. All the estimates must receive the approval of the State Legislative Assembly before they can be passed.

The next question is how to raise money to pay the cost of all the departments and services. Sometimes, in order to provide extra services for the people, the State Legislative Assem-

bly may have to introduce new taxes. The Federal Constitution has set aside the sources of revenue from which the State Government may draw. They include excise, forests, lands, mines, various fees, service charges, etc. The revenue from these sources is not sufficient to maintain all the services performed by the State Government, and thus the Federal Constitution provides for the payment of certain annual grants which are paid by the Federal Government to every State.

State Executive Council

Every State has a body of persons called the State Executive Council. The State Legislative Assembly makes laws, and the State Executive Council sees to it that the laws are carried out. After the laws have been passed by the Legislative Assembly, they are handed over to the Executive Council to put them into effect.

The Executive Council is in reality a sort of Cabinet which offers advice to the Ruler or Governor of the State. The Ruler or Governor, therefore, acts on the advice of the Executive Council. The Executive Council is headed by a Mentri Besar or Chief Minister. The four States of Penang, Malacca, Sarawak and Sabah have Chief Ministers, while the other States have Mentris Besar which means "Principal Minister". The functions of a Chief Minister or a Mentri Besar are more or less the same.

A Mentri Besar must be a citizen by operation of law, and he is appointed by the Ruler or Governor from the fully elected State Legislative Assembly. The work of a Mentri Besar or Chief Minister in a State is more or less the same as that of the Prime Minister of the Federation in the Cabinet. Mentris Besar and Chief Ministers accompany their Rulers to the Conference of Rulers and they act as advisers of the Rulers.

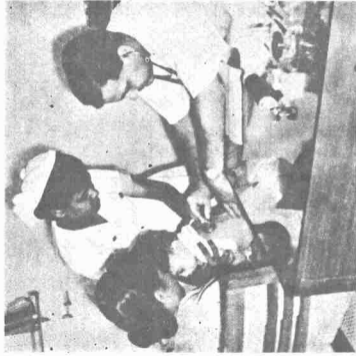
As in the Legislative Assembly, the members of the Executive Council include three expert officials — the State Secretary, the State Legal Adviser and the State Financial Officer. These three officials act as advisers to the Executive Council; these officials have right of audience but they have no vote. Members of the Executive Council form committees who then become responsible for the administration of certain groups of government departments.

The Civil Servants

The State Legislative Assembly makes laws for the State, and these laws are passed on to the Executive Council which sees to it that the laws are carried out according to the wishes of the State Legislative Assembly. Members of the Executive Council are made responsible for the administration of the Government departments of the State. In the same way the State Legislative Assembly decides policies, and the Executive Council makes sure that these policies are carried out by the various Government departments.

The Government departments organise the activities of the State. Each department is made responsible for one thing. For example, the Public Works Department is responsible for the construction of roads, bridges, Government buildings, airports and hospitals. The work of each Government department covers a wide range, and so every department maintains a large staff. Let us take the Public Works Department as an illustration. The Public Works Department employs a large number of people of all races. The Department has civil engineers, architects, mechanical engineers, chemists, clerks, drivers of vehicles, and labourers. The civil engineers supervise projects under construction; the architects design plans for Government offices, schools, police stations, airports, bridges, workshops, etc; the mechanical engineers attend to machines and keep them in good working order; the chemists working in Government laboratories test materials and water; the clerks attend to the work in the

Department offices; the labourers supply the manpower needed to build roads, bridges, Government buildings, irrigation and drainage canals, schools, etc. The total number of employees in the Public Works Department may be as many as two thousand.



The Doctor and the Nurse are Civil Servants.

Members of the State Legislative Assembly and the State Executive Council do not actually do the work which they organise. The real work of the Government departments is done by expert officials and workers. These expert officials and workers are maintained by the Government of each State to carry out the policies and wishes of the State Government. These

people, who are employed by the Government to keep the Government departments and services going, are called **civil servants** or **government servants**.

These civil servants are permanent official workers and they carry out the schemes approved by the State Government. They are permanent in the sense that they are not changed when the Government is changed. They continue to serve the State no matter which Government is in power. Unlike the civil servants, members of the State Legislative Assembly, State Executive Council, Municipalities, Town Councils and Local Councils are changed from time to time. Members of all these Councils serve for a certain period of time. Members of the State Legislative Assemblies and Executive Councils serve for a period of five years, while members of Municipalities, Town Councils and Local Councils for a period of three years. When the term of office of these members has expired, all of them have to resign, and fresh elections are held to elect new members to serve the various Councils.

It is clear to us that it takes a great deal of careful planning and organisation for the eight million people living in this country. First comes the district in which you live. The people in your district may have certain needs such as better street lighting, more low-cost houses, a new school, an extra market, better roads and a new water supply. Some of these needs can be provided by your District Council. The needs, which your District Council are unable to provide, are passed on to your State Government. The State Government finds out what it can do for your district. If the State Government decides that, for some reasons, it is unable to meet the needs of your district, the State Government has to approach the Federal Government for assistance. In this way the needs of your district are passed on until they reach the Federal Government.

The different types of Councils in the country are formed in order to serve the people in the country. They are there to see

to our needs and they find out in what way they can be of service to us. They listen to the wishes of the people and they decide in what way they can carry out the wishes of the people. As long as the wishes of the people are reasonable, they will be given full attention by the various authorities. We cannot expect the Government to provide each of us with a motor-car, but we can expect the Government to provide us with more schools, better roads and better protection.

It must again be pointed out that we are the Government. Our Government is in reality a body of persons whom we elected to govern us. In this sense each of us is part of the Government. A Government, in which the people of the country have representation, is called a Representative Government. This is the best form of Government because the people are indirectly governing themselves. They make their own laws and they decide in what way they wish to be governed. In other words all of us in this country share the responsibility of ruling ourselves, and it is the duty of every good citizen to uphold this principle of democracy.

Review Questions :

1. The Constitutions of the Federation of Malaysia set out three Lists. Name them, and explain what you understand by each of them.
2. Give reasons why all matters affecting the whole nation must be organised by the Federal Government. Suggest a few subjects which you think are the responsibilities of the Federal Government.
3. Write an account on the functions of a State Legislative Assembly.
4. Describe the work of a State Executive Council. Name the three expert officials who have been appointed to this Council.

5. Write short notes on any three of the following :
- (a) Mentri Besar; (b) Governor; (c) Chief Minister;
 - (d) State Financial Officer; (e) State Secretary; State Legal Adviser.
6. What are civil servants, and in what way are they different from members of a Legislative Assembly?
7. Each of us is part of the Government. Explain what is meant by this statement. Do you agree or disagree with this? Give reasons to support your answer.
8. Explain the meaning of each of the following : legislation; constituencies; estimates; schemes; budget; policies; administration; cabinet.
9. Civil servants are not changed when the Government is changed. Explain why this is so.
10. Briefly explain the responsibilities of each of the following governments :
- (a) Local Government; (b) State Government; (c) Federal Government.
11. Describe how a State Legislative Assembly conducts its annual budget meeting.

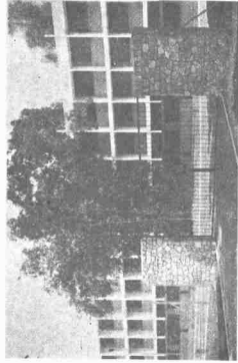
Things To Do :

1. Find out the number of members in your State Legislative Assembly. Give the names of as many members as you can.
2. Name some of the civil servants that are serving in your State Government departments. Find out the type of work in which each of them is engaged.
3. Make a list of the improvement projects which your State Government has undertaken.

Chapter Seven

HOW GOVERNMENT OBTAINS ITS REVENUE

Are you a member of a club? If so, you know that you enjoy certain benefits. As a member of the club, you may take part in the activities of the club. You have the right to borrow the books from the club library, or enjoy a swim in the swimming pool. As long as you are a member of the club, you may come and go as you please. In return for all the benefits you get from the club, you know you have to pay a subscription or dues. This is necessary in order to pay the cost of running the club. Without collecting dues from its members, no club is able to function, not even the richest club in the country is able to provide free services for its members. What happens if



Taxes help to build this modern Government Building.

you refuse to pay your subscription? If you do not pay your subscription, you will not be allowed to become a member of the club, and that means you will not be permitted to enjoy the services of the club. What will happen to a club if all its

members refuse to pay their subscription. In that case the club will have to close down because no club can continue to function without the support of its members.

In many ways a nation is like a very large club with millions of its citizens as members. As members of this gigantic club, which we call the nation, the citizens enjoy many benefits which many of them could not possibly buy for themselves. The nation provides the citizens with cheap transport, electricity, water supply, education, public libraries, good roads, housing and protection.

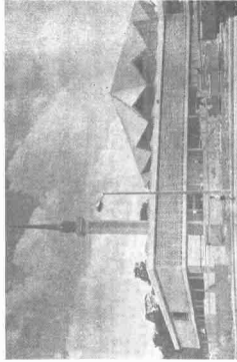
Being members of the nation, the citizens enjoy the services provided by the nation's government. In return for the services they enjoy, the citizens have to pay dues to the nation. The dues, which the citizens pay to the government, are called **taxes**.

The Purpose Of Taxation

Why are taxes necessary? Taxes are necessary because the nation needs a very large sum of money to pay the cost of running its many services. We have seen that a club cannot function without collecting dues from its members. Likewise, no government can function without collecting taxes from its citizens. It will be foolish to believe that the government is able to provide free services for all its citizens. So, if someone comes along and says that if you vote for him he will see that you will get free services, either he is a foolish person or he thinks that you are a fool.

A lot of money is needed to pay for the needs of the nation and its citizens. Money is required for developing the country. New roads have to be constructed, and the old ones to be kept in good repair. A village may need a new bridge or an irrigation canal. Another village may need a clinic or a small post office. New lands have to be reclaimed from swampy areas to provide more land for the farmers. Better houses must be built to replace those shabby ones in slum neighbourhoods. Water

supplies and electricity must be provided for villages. The health and sanitation of towns and villages throughout the country must be looked after. The streets and roads have to be cleaned and swept, and the refuse from houses and shops have to be removed. Doctors and nurses have to be trained to take care of the sick and handicapped people. Hospitals and clinics have to be built



The National Mosque has been paid for with money obtained from taxes.

and maintained. The children must be provided with a good education. New schools have to be built, and the existing ones have to be kept in good repair. The thousands of teachers in the country have to be paid. The nation has to be protected in time of war. Money is needed to buy arms and ammunition, and the soldiers have to be trained and maintained. Protection must be given to life and property, and the nation has to maintain an efficient police force to keep law and order. Fire protection must be given to houses and shops, and the nation has to take preventive measures to prevent outbreaks of fire.

So it is now clear to us why taxes are necessary to a nation. The total sum of money needed to pay the cost of services, which the nation renders to its citizens, may amount to hundreds of millions.

The dues, which members pay to a club, are usually the same for all the members. But the taxes, which citizens pay to the government, are not the same for all citizens. Some citizens pay more than others. Rich people pay more taxes than poor people. An owner of a large house pays more taxes than an owner of a small house. A large business firm pays more tax than a small grocery shop. Taxes, therefore, vary from person to person, from house to house and from locality to locality.

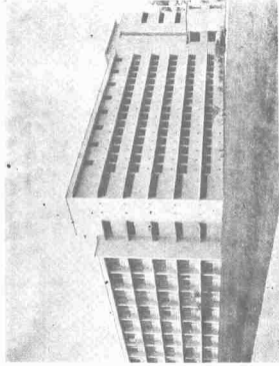
How Taxes Affect The Nation

Most people are willing to pay a fair amount of taxes. However, if the taxes are too high or unfair, it may cause the citizens to rebel. This really happened in North America. The thirteen English Colonies in North America were forced by law to pay a number of new taxes which were passed by Parliament in England. These new taxes affected the trade of the thirteen colonies in North America. The colonists complained that it was unfair for the English Parliament to pass taxes on them because they had no representatives in the English Parliament to look after their interests.

One of the taxes that the English Parliament passed was on tea imported into America. The colonists were very angry and, in order to show the English Government that they were against such taxes, a group of people in Boston dressed themselves as Red Indians. They boarded the tea ships anchoring in Boston Harbour, and threw the tea chests into the sea. In fact, the question of taxes was one of the main causes of the American Revolution.

Taxes were responsible for the outbreak of the French Revolution. Before the Revolution, the poor French farmers were so heavily taxed that they rebelled against their king.

Taxes may alter with changing conditions. The country may need more money in order to build more schools or to provide free education for its young citizens. In order to pay the cost of building more schools or providing free education for all children in the country, the government may consider it necessary to introduce new taxes or to raise existing taxes.



This Modern Nurses' Hostel has been built with money obtained from taxes.

A rise in taxes affects the nation and all citizens. Some citizens are affected more than others. Let us take a few examples to show how a rise in taxes can affect the common people. A rise in the taxes on cigarettes and alcoholic drinks will affect those who like to smoke or drink. For every packet of cigarettes a person buys, he may have to pay an extra five or ten cents.

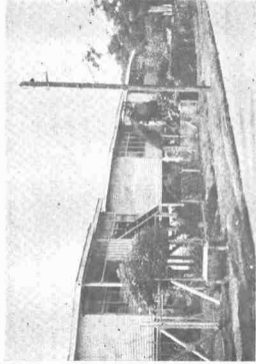
If a person smokes fifty packets of cigarettes a month, it means an extra expenditure of about five dollars a month, assuming that the tax on cigarettes has been increased ten cents a packet. For every bottle of beer a person buys, he may have to pay an extra fifty cents in tax. As a rule, extra taxes are collected from luxury goods such as cigarettes, alcoholic drinks, radio and television sets, motor-cars and cosmetics. It is unusual for the government to raise the taxes on foodstuffs because such taxes are most likely to affect the poor people very much.

On the other hand, raising taxes too high may have a bad effect on the government. Supposing that, in order to provide free education for all the children in the country, the government decides to collect extra taxes on cigarettes. When people find that they have to pay more money for a packet of cigarettes, they may decide to give up smoking or smoke fewer cigarettes. As a result, the money collected from the bigger tax will be less than that collected from the smaller tax. So, by raising taxes, the government will be getting less money than before and, instead of providing free education for the children, the government may have to close down existing schools.

The citizens in our country have to pay what is called income tax. If the tax on income is raised too high, it may cause dissatisfaction among the workers. They may refuse to work or go on strike in order to demand more pay. It may cause many people to give up luxuries like the cinema, cigarettes and motor-cars, and thus the taxes from cinema tickets, cigarettes and petrol will be less than before. This means that the government will be losing a lot of money by increasing the tax on income.

Luxury goods such as motor-cars, refrigerators, radio and television sets are things which people can do without and, if taxes on such goods are raised too high, people may decide not to buy them. This means fewer motor-cars, refrigerators and radio and television sets will be sold, and thus the government will be getting less money than when a smaller tax was charged.

A lot of money has been collected from taxes on the exports of tin and rubber. The taxes are added to the prices of tin and rubber, and so the taxes are actually paid by the countries that buy the products. If the tax on the exports of rubber is raised too much, rubber buyers may refuse to buy our rubber, and they may buy rubber from other rubber-producing countries like Indonesia, Brazil and Thailand. Thus, by increasing the tax on



The Revenue from taxes helps to provide Low Cost Houses for the Lower Income Group.

rubber, the government is really losing money because the higher tax on the exports of rubber causes a decrease in the sales of our rubber. Some countries may turn to synthetic rubber if they find the prices of natural rubber too expensive, and this will certainly affect our rubber industry.

Many people in our country directly or indirectly depend on the rubber industry. If rubber buyers suddenly decide to buy less rubber from our country, this will cause many of our rubber estates to close down. When this happens, thousands of

rubber-tappers and other plantation workers will have no employment. So, instead of helping our country by a bigger tax on rubber, we are causing hardship and suffering to our people.

The same thing may happen if we put an extra tax on the exports of our tin. Our regular buyers may prefer to buy tin from other tin-producing countries like Bolivia and Indonesia because the extra tax has made our tin more expensive than that from other countries. When we cannot sell our tin, great hardship will be caused to our tin industry, and this will force many tin mines in our country to close down. This also means that many of the tin miners in our country will be out of employment. Thus, by raising a tax, our country is faced with more unemployment.

Every citizen in the country is affected by taxation in one way or another. Perhaps you are wondering what taxation has to do with you. You are one of the hundreds of thousands of students attending school. Your teachers and other workers in your school are paid by the Government, and the money which the Government uses to pay the teachers and other workers comes from taxes. So without taxes the Government will be unable to pay the thousands of teachers in the country. Many schools in the country have been built with money obtained from taxes, and every year new schools are built with money obtained from taxes. Thousands of students in our primary schools are receiving free education, and this is possible because the Government receives a lot of money from taxes. Without taxes, the Government will have to close down many schools, let alone provide free education.

When extra taxes on goods have been imposed, people will not be able to buy as much goods as they used to buy when the taxes were lower. This will have a bad effect on shopkeepers and traders because the higher prices of goods will keep away customers. People may decide to stop buying things which they do not really need. Car-owners may find it too difficult

to maintain their cars if the tax on petrol is raised too high, and the higher tax on petrol may force many people to sell their cars.

The economy of our country depends very much on the export duties of tin and rubber. The more tin and rubber we sell, the more money we obtain for our country and our people. A rise in the prices of tin and rubber means more money for our country and more employment for our people. More money for our country means our Government will be able to build more schools, roads, hospitals, bridges, public libraries and many other things. More money for our people means more spending, and this results in more taxes for the Government.

We have seen that no government, not even the richest government on earth, is able to function without collecting taxes from its citizens. This is because no government can get things for nothing, and it will be foolish to believe that the Government can provide free services for all the citizens in the country. All services cost money, and this money must come from the citizens who enjoy them.

Our country is one of the most modern countries in the world. Our people are enjoying a high standard of living, for we have some of the best public services of a modern country. We have many good roads, fine public buildings, electricity, clean water supplies, high health standard, an efficient transport system, and a sound education policy. All these public services have been made possible by taxation.

Generally speaking, all taxes may be collected directly or indirectly. Taxes which are collected directly may be referred to as **direct taxes** and those which are collected indirectly may be called **indirect taxes**.

Direct Taxes

These taxes are paid directly to the Government, and here are some of the sources from which direct taxes are collected by the Government.

All licences are really direct taxes. When you buy a television set, you have to obtain a television licence before you are allowed to operate a television set. The licence fee for television is \$24 a year. An owner, who operates a television set without obtaining a licence, is liable to a fine. It is necessary to collect licence tax from owners of television sets because money is needed to pay the cost of maintaining our television stations and to pay the hundreds of people who work for Television Malaysia. In return for the licence tax, owners of television sets will be able to enjoy their favourite programme. There are thousands of television owners throughout our country, and the amount of tax from television sets may come to a few million dollars.

All radio owners have to obtain a radio licence before they are permitted to operate a radio set. The radio licence in our country is \$12 a year. Do not forget to get a new radio licence when the old one has expired. If you fail to apply for a new licence, you are liable to prosecution. The licence tax from radio sets amounts to millions of dollars a year, and this large sum of money is used to pay the cost of maintaining our radio stations. Radio owners pay licence fees willingly because they know that in return they will be able to listen to the news of the world, a radio play or their favourite request programme.

All owners of cars, vans and lorries have to pay a licence tax. Motor-cycles and bicycles have to pay a licence tax, too. The licence tax for all vehicles is not the same, for it is unfair for a bicycle owner and a car owner to pay the same amount of licence tax. As a rule, the owners of big cars pay a higher tax than owners of small cars. Similarly, a bicycle licence costs less than a motor-cycle licence. Besides the car licence, all drivers have to possess a driving licence, and a person who drives a car without first obtaining a licence renders himself liable to prosecution. There are thousands of motor-vehicles in our country, and the total sum of money collected from such licences amounts to millions of dollars. In return for the licence tax, which owners of vehicles pay, vehicle-owners have the plea-

sure of driving along our fine roads. Most of the money is spent on the building of new roads and on the maintenance of existing roads.

The next time you buy a cinema ticket, look at it and you will find on it a statement showing the amount of tax you have to pay to the Government. For every ticket you purchase, you have to pay a tax to the Government. This kind of tax is called an **entertainment tax**. All places of entertainment such as theatres, amusement parks, trade fairs and cabarets are required to pay an entertainment tax. People visiting places of entertainment have to pay the tax which is already included in the prices of every ticket.

Income tax is another form of direct tax collected by the Government, and your parents no doubt pay some income tax. This tax is paid by persons whose income is above a certain sum. The income tax is so graded that the more money one earns, the more income tax one has to pay. Persons whose income is below a certain amount or who have big families may not have to pay any income tax at all. The amount of income tax is not the same for all persons. A bachelor pays more income tax than a married person. A married man with one child pays more income tax than another married man with five children. Why does a bachelor pay more income tax than a married man? This is because a bachelor is single while a married man has to support his wife and children. When a bachelor marries, the amount of income tax he has to pay is reduced if his wife is not working. On the other hand, if the wife is working, both of them have to pay a higher tax on their combined income. A business man of a large business shop is taxed more than a business man of a small shop. It is unfair to make the two business men pay the same amount of tax because one of them is earning much more money than the other. The rich business man may have to pay thousands of dollars as income tax while the small business man may have to pay only a few hundred

dollars. In this way the income tax affects the rich more than the poor. The income tax which was introduced into Malaya in 1947 accounts for over 20 per cent of our national revenue. There are about 80,000 income tax-payers in our country, and the amount of tax from income is nearly \$200 million a year. How does the Government find out the income of people? Every employee has to let the Government know the amount of money he is earning. At the beginning of every year, employees receive income tax return forms, and they have to submit the return forms to the Government. Each return form shows the amount of money an employee earns in a year.

When you pay a bill, you may see a stamp affixed to the bill. This stamp is very important because it makes the bill legal. The stamp affixed to the bill is a special kind of tax called the **stamp duty**. The stamp duty is collected in the form of stamps. If you look at your house rent receipts, you will find stamps affixed to them. People who write cheques have to pay a stamp duty. The stamp duty for each cheque is 10 cents. When an agreement is made between two parties, both parties have to sign certain papers or documents. To make the documents legal, the contracting parties have to pay a stamp duty. All legal papers on properties have to pay the stamp duty.

Taxes are collected from the sales of tin and rubber, and such taxes are called **export duties**. Our country depends very much on the export duties of tin and rubber, and this is because our national economy still largely depends on the rubber and tin industries. Since the taxes are included in the prices of tin and rubber, the countries that buy them have to pay the taxes. This is another important source by which the Government obtains its revenue.

There is another kind of tax which is collected from the property and money passing at death. This tax is called an **estate duty**. When a rich person dies, the Government finds out how much money and property the deceased has left behind, and

the estate duty is assessed. After the estate duty has been deducted, the remaining sum of money or property is distributed according to the will of the deceased. The amount of estate duty depends on the amount of money or the value of the property the deceased has left behind.



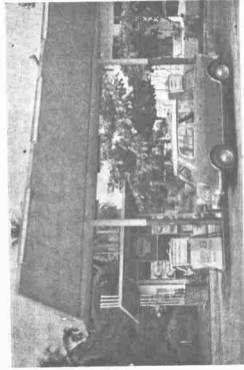
The Doctors and Nurses in Government Hospitals are paid from money obtained from taxes.

Indirect Taxes

When foreign goods like motor-cars, refrigerators and television sets enter our country, taxes are collected from them, and taxes on imported goods are called **import duties**. Persons who import goods have to pay import duties to the Government. When importers sell goods to customers they add the taxes to the selling price, and so it is the customers who actually pay the import duties. Most customers, when they buy goods from our local shops, do not realise that they are indirectly paying taxes on the things they buy. The import duties are added to the

selling prices of goods without the knowledge of the buyers, and this kind of tax is sometimes called a "painless" tax.

Let us suppose that you walk into a shop and buy a pair of shoes that were made in another country. The merchant that imported the shoes had already paid a tax on shoes imported into the country. The tax on shoes was added to the selling price of the shoes, and so you were indirectly paying a tax to the Government when you bought the shoes.



Petrol Tax is one of the sources of the Government's revenue.

Every time you take a bus ride to town, you are indirectly paying the tax on petrol. The tax on petrol is paid by the bus company that buys the petrol for its buses. The bus company includes the petrol tax in the bus fare. Many people, who make use of the bus to get to town, are not aware of the fact that they are helping to pay the petrol tax. If the tax on petrol is raised, the bus company may have to raise its bus fare to cover the extra cost of petrol.

A car owner, besides paying a driving licence and a car licence, has to pay the petrol tax every time he buys petrol from a petrol-pump. The next time you stop at a petrol-pump, look at the price of petrol on display. You will find that for every gallon of petrol sold, a certain percentage of tax is collected by the Government. The tax on petrol is very high and this tax alone fetches millions of dollars for the Government. Since the tax is included in the selling price of petrol, many car owners forget about the tax when they fill their tanks with petrol.

In fact all of us are paying the taxes on imported goods all the time. We pay such taxes when we smoke a cigarette; when we strike a match; when we drink a glass of beer or brandy; and these taxes have been so carefully spread that we almost forget that we are paying taxes at all. Import duties are collected from so many kinds of goods that it is impossible to give all their names here. As a rule, more tax is collected from luxury goods such as radios, televisions, motor-cars, perfumes and cosmetics, and less tax is collected from essential commodities such as rice, sugar, salt and flour. The main items of our imported goods are petrol and oil, beer and spirits, sugar, textiles, tobacco and cigarettes.

Taxes on imported goods or **customs duties**, as they are called, are collected at the ports and harbours. Customs duties are also collected when goods cross a border town. Supposing you wish to take a new camera across the border, you will have to pay customs duties on your camera. The officials who are responsible for collecting such taxes are called Customs officers. It is estimated that the indirect taxes produce more than 50 per cent of our country's revenue.

By now you have a good idea how the Government obtains its revenue to pay the cost of the services which it provides for its citizens. The public services exist for the benefit of the citizens, and so it is the duty of every citizen to contribute towards their maintenance. Some may have to contribute more

than others. Some taxes are collected directly while others are collected indirectly. It is clear to us that the Government needs money to enable it to govern the country effectively, and this money can only come from taxation or other levies on the citizens.

Review Questions :

1. Give reasons why taxes are necessary to a country.
2. Explain why some persons are taxed more than others. Do you agree or disagree that all persons should be taxed on an equal basis? Give reasons to support your answer.
3. In what way does taxation affect the people in the nation? What is likely to result if the people are taxed too heavily?
4. Write short notes to explain what is meant by each of the following forms of taxation :
(a) income tax; (b) stamp duty; (c) export duties; (d) entertainment tax.
5. Give reasons why no government, not even the richest government in the world, can function without taxation.
6. What are the differences between Direct Taxes and Indirect Taxes. Give a list showing the sources of taxes from each of them.
7. Raising taxes too high may have a bad effect on the Government. Give a few examples to support this statement.
8. Write a short sentence to explain what is meant by each of the following : income; legal documents; deceased; entertainment; customs duties; prosecution; estate duties.
9. A bachelor has to pay more on income tax than a married man with two children. Give reasons for this.

10. Each of us makes a contribution in one way or another towards the cost of maintaining the Government services. Quote a few instances to justify this statement.
11. Every good citizen should undertake the responsibility of paying taxes. Do you agree or disagree with this? Discuss it.
12. Name some of the benefits which tax-payers get in return for the taxes they pay to the Government.
13. Why are Indirect Taxes sometimes referred to as "Painless" Taxes? How far is this true?

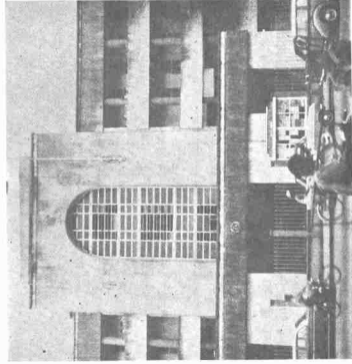
Things To Do :

1. Find out the tax collected by the Government on each of the following items :
(a) petrol; (b) wine; (c) cigarette; (d) textiles;
(e) radio; (f) motor-car; (g) cinema tickets.
2. Find out the amount of money a bachelor has to pay on income tax if his annual income is \$6,000.
3. Find out the different forms of tax which are collected by your State Government.

Chapter Eight

POLICE AT WORK

If you ask a man to choose between freedom and a comfortable institution in which he is compulsorily confined, he will certainly answer: "I want my freedom". You must have read in the local newspapers about prisoners trying to escape from



This large Police Headquarters in Penang is a symbol of law and order.

a prison. Perhaps you have seen in a movie show about prisoners of war risking their lives to escape into freedom. Many people underwent great hardship to seek freedom. Millions of people lost their lives fighting for the freedom of their country. So it is clear to us that people are born with the love of freedom.

It is the responsibility of every advanced nation to ensure that freedom is guaranteed to all its citizens. In order to safeguard the freedom of all persons, a country must have **law and order**.

The smartly police officers in their khaki uniform you often see patrolling the street are the symbol of law and order. They are given special training so that they may be ready to act in an emergency. They may be called upon to help a frantic mother find her lost child, or control a gang of mobsters trying to disturb the peace of the country. They may have to administer first aid to accident victims or rescue a woman who tries to kill herself by jumping down from a ten-storied building. There are times when they have to pursue and arrest a notorious armed criminal at the risk of their lives.

The Police Headquarters is filled with human interest. No one can foretell what will happen next. The telephone rings, and the police operator anxiously answers the call. It may be a report on a robbery, a stolen car or a motor-cycle, a suicide attempt, a motor accident or a burglary. A large number and variety of reports come pouring in every hour of the day.

The Duties Of Police Officers

Some people are afraid of a police officer. Of course you should not be afraid of him because he is your friend and protector. He is there to help you when you are in difficulty and to protect you when your life is in danger. The main duty of a police officer is to maintain law and order. He is always on the look-out for persons who interfere with the rights and freedom of other people.

If a police officer catches a person breaking one of the laws, he has the power to arrest the offender, but he has no power to punish the offender. However, if the offender resists arrest, the police officer may have to use force to prevent the arrested person from escaping. In other words a police officer does not use force unless he is compelled to do so. If the offence committed is a small one, for example, gambling in

public, the police officer may not arrest the offenders but he will take down their names, identity card numbers and addresses. These offenders will receive their **summons** to appear in court to answer the charge against them. On the other hand, if the crime committed is a serious one, as for example, a holdup or a murder, the offender will be arrested and taken to a police station for detention.

Police officers on patrol are assigned to certain routes called **beats** which they patrol on foot or in patrol cars. As a rule police officers on patrol are very familiar with the people and places in their beats. They know the trouble spots where crimes are likely to take place, and they keep a constant watch on suspected criminals and trouble-makers. Most of our Malaysian police officers carry a kind of club called a baton which is useful in stopping disturbances. Police officers on dangerous assignment are armed with pistols because they have to deal with armed criminals. Police officers on foot patrol have to ring up their respective precinct stations at frequent intervals to make a report on their beats. Police officers patrolling in patrol cars are equipped with a radio transmitter and receiver enabling them to communicate with headquarters. When the Police Headquarters receives a report on an armed robbery, the Headquarters will immediately contact patrol cars, and road blocks will quickly be set up at various points to prevent the robbers from escaping. These police officers question suspicious characters whom they notice loitering in the neighbourhood. They search the suspected persons for offensive weapons and housebreaking tools. If a suspected person cannot give a satisfactory explanation for his action, he will be taken to a police station for further investigation.

Every large town has a large number of cars, vans, bicycles and other types of motor vehicles. Several thousand new motor vehicles take to the road every year, and so every town is faced with its problem of controlling the traffic. In large cities traffic accidents are a daily occurrence. Many people lose their lives,

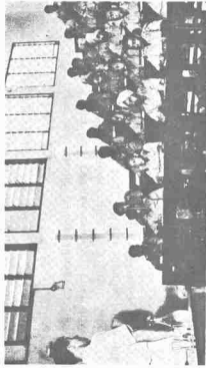
and many others are permanently crippled resulting from traffic accidents. The increase in the number of traffic accidents has reached such an alarming rate that it calls for immediate steps to be taken to enforce motor vehicle law.



Obeying the Traffic Law ensures safety to all.

The regulation and control of traffic law is the concern of a division of the police force called the **traffic police**. The traffic police officers are a common sight in a busy town. These officers are specially trained to deal with traffic problems. They are stationed at various points where accidents are most likely to occur. They are always keeping a look-out for drivers who show little or no regard at all for the rights and safety of other road-users. There is a list of rules and regulations which all road-users are expected to obey. A person who breaks one of these rules and regulations can be fined. Every boy and girl should make it a point to know the traffic law. The traffic law forbids overspeeding along busy streets; parking in certain restricted areas; driving a motor vehicle under the influence of alcohol; driving a motor vehicle without possessing a driving

licence. If you wish to know more about the traffic law, you can apply to the Road Transport Office for a booklet on this subject.



Student policemen attending lecture.

You are quite familiar with the traffic signs erected at the various parts of the town. They are placed at dangerous corners, bends and junctions where accidents are most likely to take place. Every civic-conscious person should observe these signs for their own safety and the safety of other road-users. If a person breaks one of the traffic rules, a traffic police officer on duty has the right to make an arrest. The name and address of the offender and the number of the vehicle involved in the offence are taken down in a little note book which every traffic police officer carries with him. Later on, the offender is given a summons to answer the charge against him. If he is found guilty, he will be fined according to the severity of the offence. The fine may range from five dollars to fifty dollars. If the offence is a serious one, involving the death of a person or persons, the licence of the offender will be endorsed and he may be disqualified from driving for a period of one or two years.

In the event of a traffic accident the traffic police officers will be at the scene of the accident to conduct investigation. They ask for witnesses and determine the cause of the accident. They examine the cars which are involved in the accident. They measure skid marks and the position of the two cars, and they try to arrive at a decision as to which party is at fault.

You may have seen traffic police officers on motor-cycle patrol. They are keeping a constant watch out for drivers who exceed the speed limit. Overspeeding is a great danger, and many fatal accidents are due to it. When a traffic police officer catches a driver exceeding the speed limit, he chases him on his motor-cycle and brings the offender to book.

The police officers are also concerned with the suppression of vices. They arrest people who deal in narcotics like opium, heroin and ganja. These are dangerous drugs which can cause great harm to people who have become addicted to them. Gambling is an evil which must be suppressed. Many respectable persons have been forced to lead a criminal way of life in order to enable them to indulge in gambling. In other words gambling is one of the causes of breeding crimes. When gamblers have lost all their savings, they become desperate, and they resort to all sorts of dishonest ways of making money. Some people learn to make what we call counterfeit money, that is, forged money in order to cheat others. This counterfeit money looks almost as good as real money, and sometimes it takes an expert to tell the difference between a counterfeit and a genuine note. It is also the duty of the police officers to look out for people who make **counterfeit** notes.

Sometimes the police force is called upon to deal with disturbances in the country. Some irresponsible people are inclined to take the law into their hands. Disturbances of this nature are dealt with by the **riot squad**. The police officers of the riot squad are specially trained to deal with riots and mobs.

They are equipped with shield, baton, and teargas bomb to handle rioters and mobsters. Many of them are armed with pistols and rifles. The riot squad is often called upon to disperse unlawful assemblies.

The Criminal Investigation Department

As the name of this Department suggests, it is concerned with the investigation of crimes that have been committed. This investigation work is undertaken by a special group of plain clothes police officers called **detectives**. Detectives wear ordinary clothes to avoid attracting the attention of the public. These plain clothes men mingle with the crowd, and in this way they are able to hide their identities. They visit coffee shops, hotels, clubs and other public buildings in search of wanted criminals. Since detectives have to deal with dangerous criminals, they are armed with pistols, and they are given the power to shoot down criminals that resist arrest.



A Modern Systematic Fingerprint Filing Department.

The Criminal Investigation Department maintains a large staff, and it is divided into many divisions, each division being responsible for a particular form of criminal investigation work.

A division looks after the fingerprints and records of convicted persons; another division consisting of experts undertakes the work of analysing the poison used by a murderer to kill his victim or to decide to which group a specimen of blood belongs; and another division is concerned with the method with which each type of criminals operates. Experience shows that each type of criminals has its own method of operation or "**modus operandi**" which means the manner of operation. It has been proved that most criminals can be caught by studying their methods of operation.

Criminal investigation has become a subject of scientific interest. The basis of indentifying criminals used to be fingerprinting, but today scientific methods of crime detection have been used by the Department on an increasing scale. Let us now see how this Department works by studying the following example.

While taking a stroll in a park, a man noticed the body of a girl under a huge tree. He quickly made a report to the police, and soon a number of detectives and uniformed police officers were on the spot to conduct investigation. The girl was dead, and evidence showed that she had been robbed and strangled to death. A number of persons including the man who discovered the body were interrogated. The detectives began to search for clues which might throw some light on the murderer.

The search proved to be fruitful, for they found a card with someone's name and address written on it. The dead girl's dress, which was sent to the Department laboratories for examination, showed a slight trace of blood. Analysis revealed that the blood found on the girl's dress did not belong to the same group as that of the girl. This led the detectives to the belief that the blood must have come from the body of the murderer. The finger nails of the victim also showed some tissue cells which must have come from the body of the murderer. All the

evidences were recorded and kept in a file for future use. No fingerprints except those of the victim were found. Criminals are now very careful about leaving their fingerprints behind.

The detectives had something to work on. They managed to trace the person, whose name and address were on the card, carelessly left behind by the murderer. He was the manager of a commercial firm, and he remembered having given the card to a friend of his who visited him a week ago. The detectives asked the manager for the name and address of the person to whom he gave the card. The man was found, and a warrant for his arrest was issued. On being questioned, he denied having been to the park on the day and at the time the girl was murdered. A sample of his blood was taken and sent to the laboratory for analysis, and it proved to be identical with that found on the dead girl's dress. Careful examination showed that the suspected person had a few scratches which could have been caused by the finger nails of the victim. The circumstantial evidence was too strong against the suspected person. He was tried and found guilty of murder, and he was sentenced to death.

No crime, especially one resulting in death, must be allowed to go unpunished, and it is the responsibility of the Criminal Investigation Department to see to it that all dangerous criminals must be apprehended. In this way, the law protects us and guarantees our safety.

How You Can Assist The Police

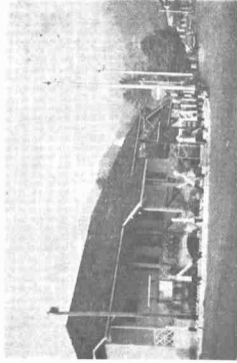
Most people are slow to realise that it is the duty of every civic-conscious citizen to assist the police in their fight against crime. The police officers are there to help us by preventing others from interfering with our rights and freedom. By assisting the police to arrest criminals, we are helping to make our community a safe and peaceful place for living. If you want to grow into a responsible citizen, you must learn to be civic-conscious.

There are many ways in which a boy or a girl can be of great help to the police. If you are an eye-witness of a motor accident, you should not hesitate to come forward and give evidence. Tell the investigating traffic officer exactly what you saw. It would be a good thing if you could remember the number of the hit-and-run car. This would be a great help to the police in tracing the owner of the car. If a murder has been committed in your neighbourhood and you are an eye-witness to the crime, it is your duty to make a report to the nearest police station. If you are requested by the police to identify the murderer from a number of suspects, you should not refuse to do so. Another good way of preventing crime is to report to a police station when you notice some suspicious characters loitering in the neighbourhood. If you detect the presence of a burglar in a house, whose occupants are away on a holiday, you should quickly notify the police.

On special occasions, we as private citizens can arrest people. This is known as the “**citizen arrest**”. If a person enters our house to steal our things we have the right to arrest him, but we have no power to punish him. We can arrest a person who tries to steal our bicycle or motor-cycle, and we must hand the arrested person over to a police officer. If the law finds the offender guilty of the charge brought by you against him, he will be punished accordingly. On very special occasions, like someone trying to attack us with a dangerous weapon, we have the right to defend ourselves.

Some people are reluctant to come forward when they are requested by the police to offer assistance. These people do not realise that without the full co-operation and support of the public the police will be unable to wipe out crimes of all kinds. In order to win the co-operation and support of the general public, the police stations organise “**Police Week**” and during this period the public are invited to visit the police stations to

see for themselves how the police force performs its duties. Posters depicting police activities and crime prevention are exhibited. Police officers mingle freely with the visitors, and they talk to



A Police Station ensures protection to life and property.

visitors in order to win their confidence and support. The public are requested to make suggestions and complaints that may be of great help to the police in the prevention of crime.

No government can function smoothly without law and order in the country, and so every citizen should understand and appreciate the good work of the officers of the law who risk their lives so that ours might be safe. These officers of the law are always at our service, standing by ready to go into action when their services are required. They thus deserve our great admiration and respect and, most of all they are entitled to our assistance and co-operation.

Review Questions :

1. Explain why a person loves his or her freedom more than anything else in the world.
2. Give a description of the duty of a police officer mentioning the different ways in which he serves the general public.
3. The Criminal Investigation Department is an important branch of the Police Department. Write an account of the work undertaken by this Department in their fight against crime.
4. No government can function smoothly without the enforcement of law and order. Do you agree or disagree with this statement? Give reasons to support your answer.
5. Write short notes on any three of the following :
(a) riot squad; (b) traffic police (c) traffic law; (d) Police Week (e) detectives.
6. A police officer is the protector and defender of the public. Support this statement.
7. On what occasion may a police officer be allowed to use force in the execution of his duty?
8. Give the meaning of each of the following expressions:
(a) to take the law into one's own hand; (b) a hit-and-run car; (c) a police officer on his beat; (d) "modus operandi" of a criminal; (e) citizen arrest.
9. You are an eye-witness of a traffic accident. In what way can you assist the traffic police officers in their investigation?
10. What is the main duty of a traffic police officer? Mention some of the ways in which this officer helps to prevent traffic accidents.

11. There are many ways in which an ordinary citizen can assist the police in bringing an offender to book. Quote a few examples to support this statement.
12. Explain the meaning of each of the following :
investigation; summons; counterfeit; civic-conscientious; hold-up; narcotics; mobsters; riots.

Things To Do :

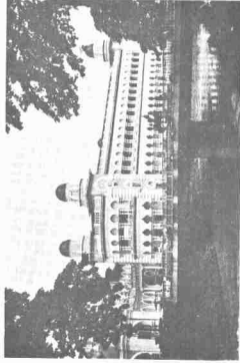
1. Make a list of all the traffic signs in your local district. Find out the meaning of each of them.
2. Find out some of the precautions which your district police officers take in order to safeguard your community.

Chapter Nine

JUSTICE

All through the centuries, countries have made laws for the protection of their citizens, for no nation can get on without them. Every country must provide itself with powers to deal with persons who break the laws; powers of arrest, of search and of punishment. Without such powers there would be anarchy; every man would be at the mercy of his stronger neighbour, and no man's life or property would be safe.

If you ask a person, who has been accused of a crime he did not commit, what he wants, he will undoubtedly say: "I want justice. Give me the right to prove my innocence." You would probably ask: "Where is Justice?" If you were fined a thousand dollars for calling another person a fool.



A Supreme Court in Kuala Lumpur.

In our country new laws are made by Parliament, but the laws are administered by the judges, and in administering them the judges take no orders from King, Government or anyone

else. Their main duty is to see that justice is done to all citizens no matter whether they are rich or poor, weak or powerful. The judges are neutral; they protect the innocent and punish the guilty.

In the olden days people who offended against the law were brought before their ruler for judgement. He usually occupied his seat in the courtyard of his palace, and hence the origin of the word "court" for a place where an offender is presented for judgement. Ancient rulers were sometimes called judges because one of their duties was to listen to disputes and pass judgement. It was a common practice in many countries in western Europe during the Middle Ages for two persons to settle a dispute by duelling. The victor was considered to be in the right. People who were accused of criminal action had to undergo great ordeal: many forms of torture such as forcing a person to walk barefooted along a strip of burning charcoal or to place his hand over a flame. It was generally believed that, if the accused person were innocent, his life would be spared by God.

The Laws

What would happen if there were no laws to protect us? A person could come into your house and take away anything he liked, and there was no one to stop him from bullying you. Your irresponsible neighbours could dump their garbage in front of your door step, and there was nothing you could do. A criminal could go on killing people without fear of being punished by anyone; a robber could go on robbing people without fear of being caught; anyone could go into a shop and walk away with a bagful of goods without having to pay a cent. The honest citizens would be living in constant fear and insecurity, for at any moment someone might walk into their homes and interfere with their rights and freedom.

In order to protect our rights and freedom, our country has passed a set of laws. The body which is responsible for passing laws is called Parliament and the members of Parliament

are elected by the free votes of the people in the country. No government of a country can function smoothly without the help of its laws. The laws are a two-way guarantee. They protect our lives and properties, and they prevent us from interfering with the lives and properties of others. There are many kinds of laws but all of them have the same function in that they control our actions, and they describe punishment for those who break them.

The laws guarantee us our freedom — the freedom to live as we please, the freedom to own properties, and the freedom to choose our own government. As long as we do not break one of the laws, we are at liberty to live as we desire. But the moment we interfere with the rights and freedom of others, we have given the laws the right to punish us.

Most of us are familiar with some of the laws in our country. For example, we know that it is an offence to gamble, to steal from another person, to kill a person, to cheat someone, or to cause disturbances to others. We also know that it is against the law to fail to obtain a licence if we wish to operate a radio or a television set. You will be breaking one of the traffic laws if you fail to stop your car when the red traffic light is beaming.

There are so many kinds of laws in our country that they will astonish you. It will require several large volumes of books to contain all of them. The laws deal with such diverse topics as public roads and buffaloes; finance and aborigines; education and hawkers; electricity and mosquitoes; companies and health; radios and playground; criminals and bicycles.

Laws which deal with criminals are called **criminal laws**. A crime is a wrong against the community and must be severely dealt with. Criminal laws declare which acts of a person constitute crimes, and prescribe the penalty accordingly. The **civil laws** are laws which declare and protect the rights of a person in relation to his fellow men, and compensate persons who have

suffered injury or damage by reason of some breach of duty. The **regulatory laws** are concerned with the control and regulation of activities of the community by registration and licensing. For example, a person offering drugs for sale must possess a licence authorising him to conduct business. This is to protect the community from danger, fraud or damage.

You need not be afraid of the laws because they are there to look after your well-being. They ensure that justice is done to all citizens irrespective of their race or creed. They protect every citizen against the dangers of unjustified arrest and unlawful imprisonment.

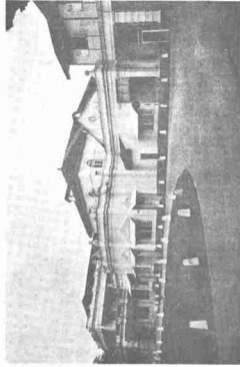
The Administration Of Justice

Law courts existed as far back as in the year 1950 B.C. in the time of the Babylonian King, Hammurabi. The Romans had organised an efficient system of civil and criminal courts. In 1066 it became a common practice to summon groups of citizens, who later became known as juries, to offer opinion on certain disputes. Later on the jury system gradually came into more general use in both criminal and civil cases.

In our country the Constitution of the Federation of Malaysia is the **supreme law**, overriding all other laws. The Constitution provides that the judicial power shall be vested in the Supreme Court and such inferior Courts as may be provided by the Federal Law. The Religious Courts have been established under the law of Islam, and are governed by State, not Federal, arrangements.

The Supreme Court consists of a **High Court** which is presided over by a single judge, and a **Court of Appeal**, presided over by three or more judges; and the jurisdiction of these Courts is unlimited. All major cases are tried in the High Court, and every such trial is held with a jury. The High Court has the power to pass the death sentence, and it listens to appeals

against sentences passed by the inferior Courts. The Court of Appeal listens to appeals against sentences passed by the High Court.



The Sessions Court and Magistrate's Court in Kuala Lumpur.

The inferior Courts consist of **Sessions Courts** and **Magistrates' Courts**. Sessions Courts have criminal and civil jurisdiction. Magistrates' Courts also have criminal and civil jurisdiction but of a more restricted nature. Most of the cases are dealt with by the Magistrates' and Sessions Courts. Besides these Courts, there are also local Courts called the **Penghulus' Courts**, exercising a limited and local jurisdiction.

A Sessions Court is presided over by a person with legal qualification, and he is called the **President**. He listens to cases without the help of jury or assessors. He has power to try offences which carry the maximum penalty of seven years' imprisonment. However, in certain circumstances, he may be allowed to try any offence, other than an offence carrying the death penalty or life imprisonment. He can hear civil cases involving sums up to M\$2,000. The President covers an area often extending to the whole of a State.

A Magistrate's Court is presided over by a Magistrate. There are two classes of Magistrates, First Class and Second Class Magistrates. The First Class Magistrates may be appointed from District Officers and from persons appointed under the Courts Ordinance. Magistrates who are appointed under the Courts Ordinance are usually responsible for a number of Courts within a certain area, and they are called **Circuit Magistrates**. A **First Class Magistrate** has the power to try all offences which carry the maximum penalty of not more than three years' imprisonment and certain other classified offences, but he may only sentence the offender to one year's imprisonment or a fine up to M\$2,000 or both. His civil jurisdiction is limited to cases involving not more than M\$1,000. A **Second Class Magistrate**, in practice, hears few cases and he deals with persons arrested or on remand in the absence of a First Class Magistrate. All Magistrates have had experience, but they do not necessarily possess legal qualification. The work of a Magistrate is supervised by the High Court. Before a person is tried in a High Court, he is brought before a Magistrate who will hold an enquiry to decide if he should be sent to the High Court for trial. The Magistrate also holds an **inquest** or an inquiry where a person appears to have died a violent or unnatural death.

In the Malay States there are the Penghulus' Courts. A Penghulu Court is a local Court which is presided over by a **penghulu** or headman. This court deals with local affairs and the power of the penghulu is very limited. If a person is dissatisfied with the decision of this court, he can appeal to a Magistrate's Court.

The Malay Muslims have special Courts which are mainly concerned with disputes among them. As a rule, the religious teachers act as judges in matters relating to Malay Muslim customs.

The judges are not civil servants, and they are not controlled by the Government. In fact judges may give a decision

against the Government. In this way the law guarantees us fairness and justice. This principle of justice is adopted by our country.

The Trial

A person accused of a crime is innocent until he or she is proved guilty. This principle is the cornerstone of justice in a democratic country. No citizen can be deprived of life, liberty and property without a fair trial. What is a trial? A trial is an investigation of a case before a judge, and all citizens are entitled to a fair trial. Before a person can be punished,—there must be a strong evidence to show beyond doubt that the accused has really committed the crime. This is to prevent an innocent person from being punished for a crime he has not committed. It is considered better to let a guilty person go free than to punish an innocent one.

The Courts are responsible for the administration of justice, and they exist for the protection of all citizens. Any citizen accused of a crime is entitled to this protection. Let us find out how a trial is normally held in a Court.

If the offence is a minor one, for example, a person accused of stealing some fruits, he is brought before a Magistrate who sits without a jury. The accused is first charged with the offence. If he pleads guilty, the Magistrate pronounces sentence on him and then closes the case. On the other hand, if the accused denies the charge against him, the Magistrate calls for **witnesses**. A witness is a person who sees the actual crime being committed. The Magistrate listens to all the evidence, and then he has to decide whether the accused is guilty or innocent. If he finds the accused innocent, the accused is acquitted or set free. If he finds the accused guilty, the accused is punished. The Magistrate may pronounce sentence of a small fine or a short term of imprisonment. If a person finds that he has been given an unfair trial in a Magistrate's Court, he may appeal to a High Court, but appeals of this sort are uncommon. Most minor cases never go beyond the Magistrates' Courts.

Sometimes a case may require several hearings before the Court can reach a decision. In such a case the accused may be released on a **bail**. Bail is a guarantee which a person gives that the accused will return to Court when the case comes up for hearing again. If the accused fails to turn up when his presence is required, the person who stands surety for him will have to pay a fine. The accused cannot be released on bail if the crime committed is a serious one, and he will be sent to the local prison until the Court sits again at the next hearing.

On a major crime, the accused is tried in a High Court, but he is first brought before a Magistrate for a preliminary hearing to find out whether or not there is sufficient evidence to commit the case for trial in the High Court. If the Magistrate decides that there is sufficient evidence to commit the case for trial in the High Court, the accused will be bound over to the High Court for trial.



A Mock Trial in Session.

The accused is given every opportunity to defend himself. He engages an **attorney**, that is, a lawyer to fight his case. If

he cannot afford to engage a lawyer, he will be provided with a voluntary counsel at the State's expense.

All witnesses are officially notified to appear in Court. If a witness refuses to be present, he may be served with a **subpoena** or Court order. If he still ignores such an order, he may be punished for contempt of Court.

The accused or **defendant** has the right to a trial by jury. The jury is a group of people who have been specially chosen to hear the evidence presented by both sides. The duty of the jury is to decide whether the defendant is innocent or guilty. The jury is drawn by lot from a list of qualified voters or taxpayers. Every possible step is taken to ensure that each member of the jury has no bias for or against the defendant.

The Court begins with the clerk announcing the arrival of the judge, and all persons in the courtroom are expected to rise as a mark of respect for his important office. The duties of the judge are to see that the case is conducted fairly and that the rules of the Court are observed on both sides.

The trial opens with the **prosecuting attorney** or prosecutor outlining his case in his opening remark. He then calls his witnesses, one at a time, to give evidence in answer to his questions. Each witness is sworn before he takes the witness chair "to tell the truth, the whole truth and nothing but the truth". If a witness under oath gives false information, he can be charged with perjury and can be punished. The duty of the prosecuting attorney is to prove beyond a reasonable doubt that the defendant is guilty.

The **defence attorney** or counsel is given the opportunity to cross-examine each of the witnesses on the evidence that has just been presented. His duty is to prove that the defendant is innocent. He then calls his witnesses for questioning, and they may be cross-examined by the prosecuting attorney. The defendant himself need not take the witness stand to testify unless he so desires.

In the course of the hearing the opposing attorneys may offer objections to certain questions and evidence. There are usually many heated arguments over the rules of evidence. The judge has to decide when an objection is to be sustained or overruled.

When the defence rests its case, the prosecuting and defence attorneys, in turn, present their closing arguments to the jury. The judge then sums up, that is, recalls the important evidence to the minds of the jury, and charges members of the jury explaining points of law involved and the method of arriving at a **verdict**.

The jury now retires into a special room to consider the evidences it has heard. Usually members of a jury must reach a unanimous verdict. The discussion needed for a number of people to reach agreement may carry on through several hours. During this time the jury may not discuss the case with anyone else, except the judge in open court. A jury that fails to reach a verdict is said to be deadlocked, and this makes it necessary for holding a new trial.

When the jury has reached a verdict, it returns to the courtroom. The **foreman** reads out the verdict. If the verdict is "not guilty", the defendant is acquitted or set free, and may not be tried again for the same crime. If he is found guilty, the judge may pronounce sentence or postpone sentence to a later date.

Every boy or girl should have a rough idea of the working of a Court. It will be a good thing if you and a few of your friends can pay a visit to one of the Courts in your town. It will be a wonderful idea if you and your friends can organise a "mock trial" to show the other students how a Court conducts its case. At times you will find it difficult to follow a Court case because the language spoken by the lawyers may contain many legal terms unfamiliar to most of you.

Review Questions :

1. The laws are a two-way guarantee. Explain what is meant by this statement.
2. What is the difference between a criminal law and a civil law?
3. Write short notes on any two of the following :
(a) High Court; (b) Peshulu Court; (c) Sessions Court.
4. Describe the function of a Magistrate's Court.
5. Give an account of how a trial is conducted in a Court of Law.
6. Explain the meaning of each of the following :
verdict; subpoena; inquest; maximum penalty; an appeal; jury; prosecution; an attorney.
7. Give reasons why every offender must be given a fair trial before he or she can be sentenced. Explain what is meant by a fair trial.
8. It is considered better to let a guilty person go free than to punish an innocent one. Do you agree or disagree with this view? Give reasons to support your answer.
9. Give the meaning of each of the following expressions:
(a) to be released on bail; (b) to stand surety for another person; (c) to cross-examine a witness; (d) to be charged with perjury; (e) to acquit an accused.
10. Describe what a judge has to do when a court case is in progress.
11. Explain what would result if there were no laws in a country.
12. Give a description of the duty of a prosecuting attorney and a defence attorney.
13. Explain why the judges are beyond the control of the Government.

Things To Do :

1. Get a few friends and together hold a "mock trial" to show the rest of the class how a trial is conducted in a court of law. You can turn your classroom into a courtroom.
2. Request your teacher to make arrangement for the class to pay a visit to a court of law in your local district.

Chapter Ten

DEPARTMENT OF EDUCATION

The aim of education is to secure for children a happy childhood and a good start in life and to provide opportunity for them by developing their various talents with which they are endowed. It is an undoubted fact that education is the foundation of good citizenship.

The importance of education is shown by the fact that in 1963 our Government spent a sum of \$230,000,000 on education alone, and this sum represents nearly a quarter of the total national expenditure of \$970,000,000.

The main problem in education in our country is posed by the language question. Our multi-racial communities have to be taken into account when it comes to the question of the medium of instruction to be used. At present the four main media of education are Malay, English, Chinese and Tamil.

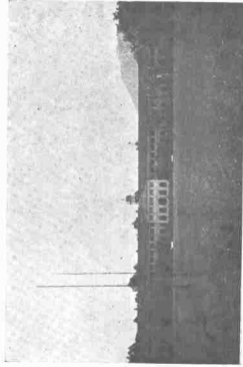
Malay and English are now two compulsory subjects, but other languages are used as media of instruction and there is no danger of any of the different cultures dying out. Pupils in all schools are given the opportunity to learn their own mother tongue.

The education policy of our country is "to establish a national system of education acceptable to the people as a whole which will satisfy their needs and promote their cultural, social, economic and political development as a nation, with the intention of making the Malay language the national language whilst preserving and sustaining the growth of the language and culture of peoples other than Malays living in the country."

Origins

The first schools in our country were founded by public-spirited persons, charitable organisations and religious missions, and these schools have been responsible for the pattern of education today.

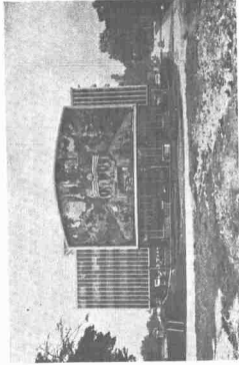
The oldest existing school is the Penang Free School in the State of Penang. This school was founded by Rev. R. S. Hutchings in 1816. It is free in the sense that children of all communities can attend the school. In 1823 Sir Stamford Raffles founded the institution named after him in Singapore, and it still exists as a secondary school there today. Raffles made an important contribution to education, for he was responsible for introducing an educational policy for Malaya. Other English



The Penang Free School, the oldest existing School in the country.

schools on the model of the Penang Free School were established in the other parts of Malaya. Some of the other famous English schools are the Victoria Institution at Kuala Lumpur, the Malacca High School and the King Edward VII School at Taiping. The Government continued to establish English schools up to the first world war. At this time the Mission school made their appearance. The Roman Catholic Christian Brothers and the American Methodist Church were mainly responsible for the rapid advancement in English education. The Missions were also responsible for the establishment of schools for girls, but

in the beginning they had a hard time fighting against conservative opposition and prejudice. Today there are many Convent schools for girls in the towns. The selfless service of these missionaries have won the confidence and affection of both parents and children despite difference in religion and culture. Before the First World War over 75 per cent of the children were receiving their English education in the Mission schools. Today it is estimated that about 50 per cent of the students are attending the Mission schools.



The Dewan Bahasa dan Pustaka in Kuala Lumpur.

The Chinese have always taken a great interest in the education of their children. Chinese schools were established in all the Chinese communities, and they were run and maintained by the communities. At first, these Chinese schools followed the traditional and outdated method of education in the village schools of China. After the Chinese Revolution of 1911, the Chinese schools in Malaya modelled themselves after the modern schools in China. In 1920 they adopted Mandarin, the national language of China, as the medium of instruction. Today this

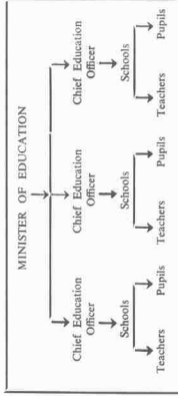
language is still being taught in all the Chinese schools in our country. After the First World War, English was introduced as a subject in Chinese schools, but the standard of English education was low. Chinese education in this country saw great changes when the Government began to take an interest in it. The Government gave financial aid to those Chinese schools which were ready to follow a curriculum approved by the education authorities, and new books with a Malayan background were recommended. In 1952 the teaching of Malay was introduced in Chinese schools, and today it is taught in all the Chinese schools.

The first Malay school, which is still functioning today, is the Glugor Malay School, and it was established as a branch of the Penang Free School in 1816. There were several Koranic schools whose main aim was to offer religious instruction to Malays. Pupils attending these religious schools had to memorise the Arabic verses of the Koran. At first these schools were partially assisted by the then East India Company and later by the Government. From 1860 they were not given financial aid unless they gave instruction in reading, writing and arithmetic. In time these religious schools developed into Government Malay Schools. In the beginning education was confined to Malay boys because Malay parents were against the idea of educating girls probably because of religious reason. Gradually, Malay parents began to realise the importance of education for girls.

The interest in Indian education started with the coming of Indian labourers to Malaya. A large number of labourers were needed on rubber estates. Since the majority of these Indians were Tamil, the Tamil language was used as the medium of instruction in Indian schools. It was required by law to provide a school for the children of the Indian labourers if the number of school-going children was ten or more, and these estate schools were given some financial aid by the Government. At first the standard of instruction in Indian schools was low. The introduction of government inspection in 1930 saw a great improvement in Indian education.

The Structure of Our Educational System

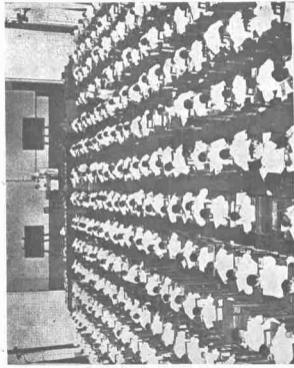
The aim of the Government is to set up a national educational system whereby a measure of uniformity can be maintained in the various schools in our country. For this purpose, in 1955 the Government appointed a committee known as the Razak Committee named after its Chairman who was then the Minister of Education. The duty of this Committee was to investigate and report on any changes that were necessary in the educational system. As a result of this investigation, the Razak Committee put forward certain proposals. The Government accepted the proposals which became the basis of the 1957 Education Ordinance. After 1959 another committee known as the Rahman Talib Committee was appointed to make further investigations, and this Committee made a number of recommendations which were accepted by the Government in 1960.



The Structure of Education in Malaysia

The head of the educational system is the Minister of Education who is responsible for all aspects of the educational policy and control. He is given the power to make regulations controlling the registration of schools, staffing, the standards of hygiene, the composition and status and authority of boards of management, the registration of teachers and pupils, the maintenance of records, and so on.

An Education Department is established in each State, and it is headed by a Chief Education Officer who is the representative of the Ministry in that State. The Chief Education Officer is responsible for the supervision of the educational system in his State, and he acts as an educational adviser in the State.



Students taking a Public Examination.

An Inspectorate of Schools has been established for the purpose of inspecting schools. It consists of professionally qualified persons whose duty is to visit schools and then report direct to the Minister of Education. They have the power to enter any registered school at any time. Inspection of schools is necessary in order to ensure that the standard of instruction is maintained and that all schools follow the common content syllabuses and the standard time tables laid down by the education authorities. However these inspectors cannot give instructions to the school

staff but they may offer advice and they frequently do so at the request of the latter.

All schools in our country have to be registered with the Registrar-General of Schools. An application for registration must be made by the persons applying to be managers or governors of the school, and one of them must be nominated by the others as the chairman of the board. The Registrar has the right to accept or reject the application after careful consideration. There are restrictions controlling the registration of schools, and registration can be refused if the buildings are insanitary or unsuitable, the proposed classes too large and the purpose for which the school is intended is subversive in nature. All governors, managers and employees of schools must be registered.

Every school is under the management of a board; a board of managers for a primary school and a board of governors for a secondary school. The board consists of a body of representatives drawn from old pupils of the school, parents and government officials. The main duty of the board is to look after the interest of the school, but they have no power to interfere with the administration of the school.

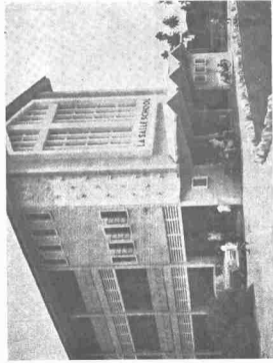
The Pattern of Education

Our new educational policy recognises that to achieve a national educational system there must be uniformity in all the schools. The Government recognises two types of schools: the fully assisted schools whose cost of maintenance is borne by the Government, and independent schools which receive no financial aid whatsoever from the Government.

Let us now make a study of the different types of education available in our country from primary schools to universities. The diagram shows the route which the various categories of pupils will travel.

(a) Primary Schools

Every child on reaching school-going age is guaranteed a place in a primary school of the language medium of the parent's choice. The primary education is a six-year course. Until 1963 all pupils had to sit for a public examination called

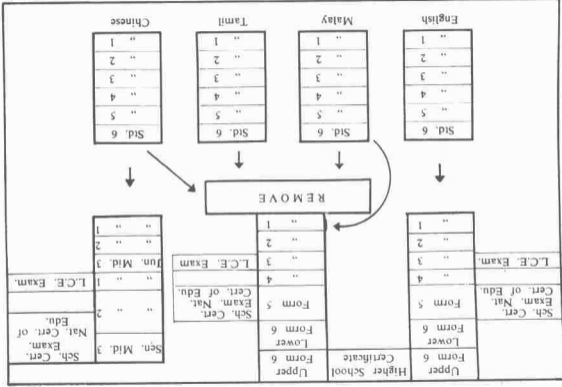


A Primary School (English Medium)

the Malayan Secondary Schools Entrance Examination at the end of the six-year primary course. This examination was conducted in English, Malay, Chinese and Tamil, the four media of instruction used in primary schools. In 1963 this entrance examination was abolished, and all primary pupils on completing the final year of their primary education are automatically promoted to secondary schools.

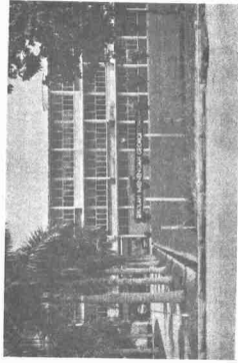
In 1963 the number of pupils in primary assisted schools was 1,147,856. In all fully assisted Malay and Tamil Primary schools no school fees were charged, and the text-books were

Diagram Showing Our School System



supplied free of charge. The pupils in the other fully assisted primary schools i.e. English and Chinese were charged a fee of \$2.50 per month. In 1962 all pupils in all the fully assisted schools were given free education.

The Malay medium school is called a Standard Primary School but the primary schools of the other three media are called Standard-Type Primary Schools. In 1960 there were over five thousand primary schools in the country.



A Secondary School (English Medium)

(b) Secondary Schools

Before the abolition of the Malayan Secondary Schools Entrance Examination, all pupils in the primary schools had to sit for this examination to qualify for entry into secondary schools. The three media of instruction in secondary schools are English, Chinese and Malay.

Pupils entering English medium secondary schools from Chinese, Malay or Tamil primary schools are required to spend a year in a "Remove Class". The purpose of the Remove class

is to offer pupils a one-year intensive course in English in order to improve their knowledge of English up to the standard required for Form One of the English secondary school. However, pupils entering Malay Secondary Schools from Standard Primary Schools enter Form One direct.

The lower secondary education is a three-year course leading to the Lower Certificate of Education Examination. This is a junior school leaving examination set at the end of the third year of Malay and English education, that is Form Three or the fourth year of Chinese education, i.e. Senior Middle One. This is also a promotion examination to Form Four, and only those pupils who make the grade are promoted.

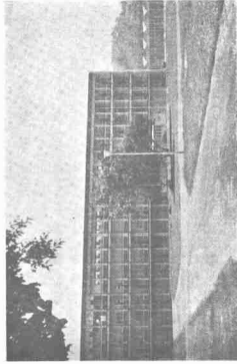
In 1965 a Comprehensive System of Education was introduced in secondary schools. This Comprehensive System of Education introduces subjects like industrial arts and handicrafts. It provides students with the opportunity of developing their individual interest and ability.

At the end of the full five-year secondary course, pupils sit for the Federation of Malaya Certificate of Education and the Overseas School Certificate Examination. The Federation of Malaya Certificate of Education Examination is set in Malay as well as in English as from 1962.

The English Medium Secondary Schools provide a course of five years from Form I to Form V. The Chinese Medium Secondary Schools provide a course of six years equally divided into two sections; Junior Middle I, II, and III, and Senior Middle I, II and III. Junior Middle I is equivalent to the Remove Class. The Malay Medium Secondary Schools provide a course of five years similar to that in English Medium Secondary Schools. At the end of the course, pupils sit for the National Certificate of Education Examination set in Malay. The Malay Secondary Schools were only started in 1958.

The School Certificate or National Certificate of Education is a senior school leaving examination which is set for pupils at the end of their five-year secondary education. The School Certificate is in reality the Cambridge School Certificate. The National Certificate of Education is our own national certificate which is intended to replace the Cambridge School Certificate. The National Certificate of Education lays emphasis on a pass in the national language as a condition for its award.

In 1963 the number of pupils in assisted secondary schools was 155,143. School fees in secondary schools are \$5.00 per month, and a percentage of places in all schools has been reserved for pupils who cannot afford to pay fees, and these pupils are given free education.



The New Technical Institute in Penang.

(c) Technical Education

Technical education is being developed by the Government in order to meet the demand for more and more trained technicians. At present there is a shortage of trained technicians in

our country, and it is hoped that in time to come we shall have sufficient technicians to serve in the various Government Technical Departments and in industry.

There are a number of Rural Secondary Schools which give a three-year secondary course in Malay leading to the Lower Certificate of Education. The course is designed to assist pupils in rural schools who have completed their primary schooling. These schools provide elementary instruction in agriculture, horticulture, animal husbandry, handicrafts and domestic science.

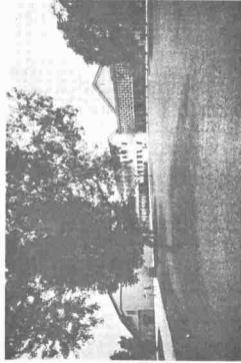
The Junior Technical Trade Schools have been established to provide preapprenticeship course in mechanical and building trades. They take in pupils who have completed the primary school course. There are courses for pupils who have completed two years of secondary education.

The Technical Institutes are open to pupils who have passed the Lower Certificate of Education Examination, and entry to these institutes is based on the results of the examination. Pupils must obtain credits in Mathematics and Science to qualify for entry to these institutes. The institutes provide a three-year course to prepare pupils to become either technicians through Diploma Courses at the Technical College or fully qualified engineers through the Technical College or the University of Malaya.

The Technical College caters for pupils who have completed a full secondary education. This College provides a three-year course leading to the Technical College Diploma which enables students to obtain employment in the Government Technical Departments. Courses are also provided for students who wish to qualify themselves in engineering, architecture and surveying. Students who in the course of training obtain a higher school certificate may be transferred to the University to take the University course in engineering.

(d) Further Education

During the Japanese Occupation the education of the children was interrupted with the result that many children were unable to enter school at the correct age when the war ended. There were too many overage children, and to enable these overage children to continue their interrupted education the Government started further Education Classes in all States. There was no age limit and classes were so timed that students working in the day-time could attend.

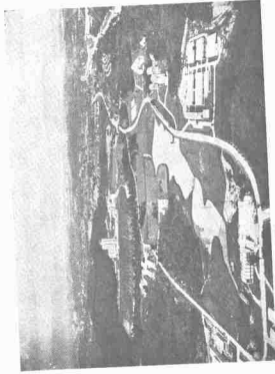


The Technical College in Kuala Lumpur.

These further Education Classes have proved to be popular, and more evening classes have been started to take in pupils who have to leave school because of being overage and for adults who in the past obtained little or no education at all. The subjects taught in these classes are book-keeping, type-writing, commerce and other trade and technical subjects. Languages are also taught in these classes, and the most popular of them is our national language. There are about 50,000 students attending these classes throughout the country.

(e) University Education

The University of Malaya came into being in 1949 with the merger of the Raffles College and the King Edward VII College of Medicine, and it was supported by maintenance grants from the Governments of Singapore and the Federation of Malaya.



A Bird's Eye View of the University of Malaya in Kuala Lumpur.

In 1958 there were three faculties: Arts (including Departments of Malay Studies, Indian Studies, and Chinese Language and Literature), Science and Medicine. There were also Departments of Engineering, Law, and Education. In 1957 a new division of the University was established in Kuala Lumpur, and thus there were then two Divisions of the University, one in Singapore and one in Kuala Lumpur. In 1962 the two Divisions became autonomous and they were established as two separate national universities. Singapore has faculties of Arts, Science, Law, Medicine (including medicine, dentistry and pharmacy).

Total enrolment of students in 1960 was 1,641. Kuala Lumpur has faculties of Arts, Science, Agriculture and Engineering. Total enrolment in 1960 was 1,010 students.

There is also a Chinese language university in Singapore, and it is the Nanyang University. It has faculties of Arts, Science and Commerce. Total enrolment in 1960 was 1,861. At present there is no university in the Borneo territories.

Teacher Training

In 1905 the teachers in Kuala Lumpur were given an experimental training course, and it resulted in the establishment of a two-year Normal Course for teachers. In 1918 teachers were sent on scholarship to the University of Hong Kong for training, but this system was discontinued when the Raffles College was opened in 1928.

After the Second World War the main method of training teachers for English schools was through Normal Classes. Under this method teachers were required to undergo a three-year training course. Teachers in training conducted their classes under the supervision of Normal Class instructors, and they were required to attend week-end lectures. On completion of the three-year course these teachers became qualified for the teaching profession.

With the expansion in education and the rapidly growing population, there is a great demand for teachers. To meet with this demand, the Government pays great attention to teacher training. A Unified Teachers Service has been introduced in order to give equal conditions of service to all teachers having the same qualifications.

The Language Institute in Kuala Lumpur has been established for the training of teachers in the Malay medium. It provides a full two-year course for Malay teachers specialising in the teaching of the national language as a second language in English, Chinese and Tamil schools. In addition to the Language

Institute, there are the Sultan Idris Training College at Tanjong Malim in Perak and the Malay Women's Training College at Malacca. These Colleges train primary school teachers for Standard (i.e. Malay) Schools, and they provide a three-year course which is designed to extend the students' general education.

Day Training Colleges and Training Centres have been established by the Government for training teachers for primary schools, and they take in pupils who have passed their Lower Certificate of Education Examination or those who have been selected by competitive examination. The students in these institutions receive a one-year full time course of training which is followed by two years of practical training in a school while receiving further lectures on theory and method.

Teacher's Training Colleges were also established at Kirkby College and Brinsford Lodge in England, and in 1951 the first batch of our student-teachers left for training in the United Kingdom. The Kirkby College trained teachers of English for the higher classes of non-English primary schools and the lower forms of such secondary schools. In 1957, 291 student-teachers graduated from the Kirkby Training College. In the same year 257 student-teachers graduated from Brinsford Lodge.

The Malayan Teachers College in Penang provides a two-year course for students who are selected from those who have passed their School Certificate Examination. The College turns out teachers for secondary schools. In 1957 the College produced 135 trained teachers. Teachers for the upper forms of secondary schools are recruited from University graduates who are in possession of a Diploma in Education.

The Specialist Training Institute in Kuala Lumpur provides additional training in specialist subjects such as Physical Education, Arts and Crafts and Domestic Science as well as in teaching method.

Review Questions :

1. What is the educational policy of the Federal Government of Malaysia.
2. Give a summary of the history of English Education in this country.
3. Write a few sentences about each of the following :
(a) Remove Class; (b) Normal Class; (c) Inspectorate of Schools; (d) Comprehensive School; (e) Kirkby College.
4. Give a brief account of the history of Chinese Education in this country.
5. Education is the foundation of good citizenship. Give reasons to support this statement.
6. Write an account on the important part played by Missionaries in the development of education in this country.
7. Write short notes on any three of the following :
(a) University Education; (b) Language Institute; (c) Technical College; (d) Further Education; (e) Specialist Training Institute.
8. Describe the development of Malay education in this country.
9. Give an account of the Primary Education System in the country.
10. Briefly comment on each of the following :
(a) Lower Certificate of Education; (b) School Certificate; (c) Unified Teachers Services; (d) Technical College Diploma.
11. How does a fully-assisted school differ from an independent school?

12. Write a description about the different types of teacher training colleges in the country.
13. Describe the Secondary Educational System in the country.

Things To Do :

1. Find out the number of primary and secondary schools in your district.
2. Find out the names of your school Board of Governors. What is the function of the Board.
3. Find out the number of Graduate teachers, Normal Trained teachers and College Trained teachers in your school.

PUBLIC WORKS DEPARTMENT

Most of us are familiar with the work done by the Public Works Department. Every day we travel on roads planned and built by the Department. The water that flows out from our taps has been brought to us by the Department. If your father is a Government servant, you are probably living in quarters designed and constructed by the Department.

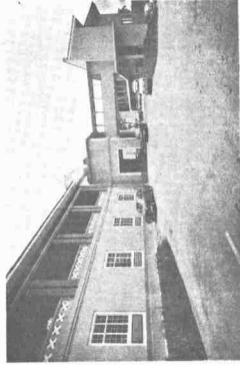
Labourers of the Public Works Department are a common sight. We often see them busily repairing or resurfacing roads, digging trenches for underground cables or pipes, building drainage and irrigation canals, or constructing bridges, dams, hospitals, post offices, police stations, workshops, schools and other Government buildings.

The work of this Department is a very important one because it is mainly concerned with our daily lives. It keeps our roads in good repair so that we can travel in comfort; it looks after the water-pipes and filtration plants so that we can continue to obtain a clean supply of water; it maintains drainage and irrigation canals so that farmers can increase their food production. These are some of the works undertaken by the staff of the Public Works Department.

How The Department Is Organised

The Federal Headquarters is at Kuala Lumpur. It has complete control of all federal works, but it has no direct control over State works. It co-ordinates and assists the works of all the States so that they are kept in step with one another. The Public Works Department serves both the Federal and State Governments. The work of a Federal or a State project may be done by the Federal or the State organisations. The

Federal Headquarters holds all the major items of construction equipment and are allocated as required for use by the State organisations.



The Federal Headquarters of Public Works Department.

The Federal Headquarters maintains a large architectural drawing office; a civil engineering office; laboratories for testing materials and water treatment analysis; workshops for undertaking major repairs of all types of mechanical plant and equipment; and stores for supplying a stock of all spare parts in common use.

The head of the Department is the Director of Public Works, and he is in charge of all Federal staff and policy. He is assisted by a Deputy Director of Public Works. The senior staff of the Department consists of civil engineers, architects, mechanical engineers, quantity surveyors and stores officers. In addition it has a large number of labourers most of whom are Indians.

Each State has a State Engineer, and there are other engineers in the districts. If these State engineers and district engineers do work for the Federal Government, they are responsible to the Director of Public Works who in turn is responsible to the Minister of Works, Posts and Telecommunications. If these engineers perform work for the States, they are responsible to the State Governments.

The senior professional staff are recruited by the Federal Public Works Service, and they come under the Director of Public Works. When they are posted to a State, the officers are responsible for all State works to the State Government which pays them. They are also responsible to their Federal Director for federal projects. Thus the same staff serves both the Federal Government and the State Government.

The work of the Department in each State is controlled by the State Engineer who is responsible to the Director for Federal works and to the State Government for State works. The State is divided into districts, and each of them is under the control of a civil engineer who looks after the work in his district.

The Work Of The Department

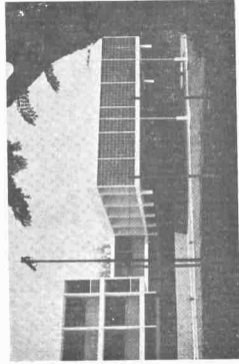
The work undertaken by the Public Works Department covers a wide range. We shall now find out the type of work done by each branch.

(a) Buildings

When the Government has decided to erect a new public building, the Public Works Department is given the work of preparing design and plan for the new building. The architects of the Department draw the plan of the proposed building. In a major work like this public building, the work of constructing the building is given to building contractors, and the Depart-

ment has a list of approved contractors. Each contractor handles a particular type of work which each can undertake.

The work of supervising the building is carried out by the Department's engineers. The staff of the Department, however, carry out a small proportion of building maintenance work.



This is one of the many Government Buildings designed by the Public Works Department.

The Merdeka Stadium in Kuala Lumpur, which has an accommodation for 23,000 persons, was designed by the Department. The erection of the four 112 foot concrete towers and the earthworks were undertaken by the Department. The remaining works were constructed by local contractors. The Kuala Lumpur Airport Terminal Building was designed by the Department, the building was constructed by a local contractor, and the rest of the work was done by the Department. The Government Offices and Laboratories at Petaling Jaya were also designed by the Department. The more recent projects undertaken by the Department are: the New International Airport at Subang which is the largest single projects so far; a Second

Technical School in Penang and three Technical Trade Schools in Pahang; 86 Comprehensive School projects; New Federal Government Offices at Kota Bharu, Alor Star and Kangar; other building projects include the Government Printing Press in Ipoh, the National Youth Leadership Training Centre in Kuala Kubu Bahru, the new Marine Office in Port Swettenham, the new Survey Office in Kuantan and Post Offices in Kangar, Pekan, Rasa and Penggarang.

The work of this departmental branch is very wide. It is responsible for the design, construction and maintenance of all Government Offices and other buildings such as schools, hospitals, post offices, abattoirs, police stations, etc.



The maintenance of Roads is one of the responsibilities of the Public Works Department.

(b) Roads

Roads have played a very important part in the development of our country, and more and more new roads are built every year. The building of roads aids the Government in its

rural development project. Where new roads have been built, new villages and towns sprang up.

There are two categories of roads; Federal roads and State roads. All trunk roads and roads leading to ports are Federal roads, and they are constructed and maintained by the Federal Government. All the other roads are State roads and they are maintained by the State in which they are situated. However the Federal Government gives financial assistance to the State. The total mileage is about 7,000 consisting of 4,500 miles of State road and 2,500 miles of Federal road. The standards of these roads are good especially the main trunk roads.

The Public Works Department has been mainly responsible for the planning and construction of roads. It is also responsible for the maintenance of these roads. The Federal Government makes a road grant to State Government in respect of roads not maintained directly by the Federal Public Works Department.

The Department has also designed and built many road bridges, and most of them are reinforced concrete or steel bridge. There are still a number of timber bridges but in time they will be replaced by reinforced concrete or steel structures. New projects include the construction of bridges at Prai, Batu Pahat and Muar, and work on these projects is in progress. At Kuala Trengganu, a reinforced concrete bridge at Pulau Rusa is near completion.

(c) Water Supplies

The water supplies in most parts of our country are the direct responsibility of the State Public Works Department. Although the supply of water is a State responsibility, local authorities are given the power to collect water rates and charges. However the water supplies of George Town and Malacca are operated and controlled by local authorities, the former by the George Town City Council and the latter by the Malacca Municipal Council. The water supplies in the other towns are operated and maintained by the Public Works Department.

Since water supply is a State matter, the financing of all projects is the responsibility of the State Governments. The State Governments can obtain loans from the Federal Government to finance their projects. The Public Works Department undertakes the maintenance and operation of existing supplies and the construction of new water works. To ensure the purity of water, the water undergoes a complete treatment by coagulation, sedimentation, filtration, chlorination and conditioning with lime to prevent corrosion. The quality of water is regularly examined to see that it is free from dangerous impurities.

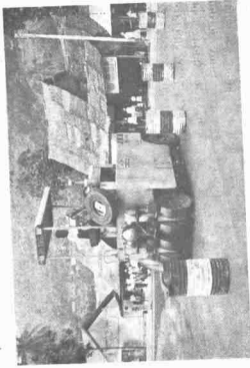
There are now over 140 existing water supplies, producing a total output of about 87 million gallons per day. Great attention is now being given to the supply of treated water to the rural areas. The major water supply schemes undertaken by the Public Works Department include the extension of Alor Star Water Supply, new supply for Yen, new supply at Kuala Perlis/Simpang Ampat, extension in Province Wellesley, new supply for Krian, new supply for Ipoh, new supply for Lower Perak, extension to Taiping, new supply for Klang and Port Swettenham, etc.

(d) Plant And Mechanical Equipment

The Public Works Department has workshops in all the States for the servicing of all the mechanical plants and vehicles belonging to the Department and other Government departments. The workshops are well equipped with facilities for servicing, and each workshop has a staff of locally trained persons.

The Department operates heavy crawler tractors, self-propelled scrapers, excavators, graders, quarry plants, self-propelled road finishers, pile driving equipment, compressors and a fleet of about 1,400 carrying vehicles. The Federal Workshops in Kuala Lumpur are fully equipped with machines, tools and

heavy lifting gear for the servicing of all types of mechanical equipment and vehicles. There are facilities for the manufacture of structural steelwork, control gates, bridges, water storage tanks, bitumen heaters, etc.



This heavy machine enables the Public Works Department to do more and better work.

The past few years have witnessed remarkable results, and the Public Works Department has done very much to provide better services to the community. The demand for more roads, bridges, drainage and irrigation canals, schools, hospitals and water supplies is still great, and the challenge to this demand rests with the Public Works Department.

Review Questions:

1. The Public Works Department is one of the most important Government Departments in the country. Give reasons to support this statement.
2. Describe the work undertaken by the Public Works Department in the construction of roads. Explain the difference between State roads and Federal roads.

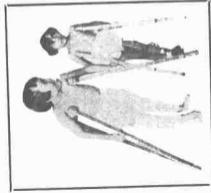
3. Give an account of some of the improvement projects undertaken by the Public Works Department.
4. Explain the meaning of each of the following :
co-ordinate; analysis; reinforced concrete; chlorination; filtration; corrosion; bitumen,
5. The Public Works Department has a Branch which looks after the maintenance of water supplies. Give a description of the work of this branch department.
6. The Public Works Department maintains workshops in all the States. What is the work undertaken by these workshops ?
7. Write short notes on any three of the following :
(a) Federal Headquarters; (b) State Engineer; (c) Federal Workshops; (d) Director of Public Works.
8. Give a description of the work undertaken by the Building Branch of the Public Works Department.

Things To Do :

1. Make a list of the projects in your district undertaken by the Public Works Department. Mention in what way each of the projects benefits your community.
2. Find out the duty of each of the following officials attached to the Public Works Department;
(a) Civil Engineer; (b) Architect; (c) Quantity Surveyor; (d) Mechanical Engineer.

DEPARTMENT OF SOCIAL WELFARE

Social welfare service is an essential service in a country and no country can be considered modern if it takes no interest in the welfare of its people. Malaysia has a Social Welfare Department, and this puts her among the modern nations in the world. The Department of Social Welfare is a recent service in this country. It has been created by the Government to care for the aged or destitute, to give protection to orphans and to help young offenders to lead a normal and useful life.



Helping the handicapped children is one of the responsibilities of our modern society.

Before the Second World War, the care of the handicapped persons was almost entirely left to charitable organisations and individuals, and they depended on public and private donations. After the war, the number of handicapped persons in the country was alarming, and it was at this stage that a social welfare system came into being. Relief in the form of food, clothing and medicine was provided for those who were in need.

In 1946 a department of social welfare under a Chief Social Welfare Officer was created in Kuala Lumpur, and the department had branches throughout the country. This does not mean that the Government has taken over all the welfare services in the country. There are many charitable and voluntary organisations which share the responsibility of looking after the handicapped persons, with or without the financial assistance and guidance from the Government. However the Government feels

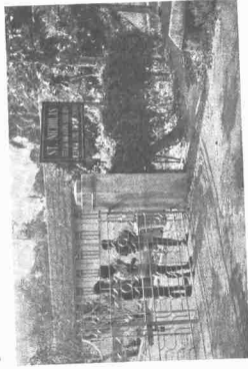
that it is its responsibility to provide for the handicapped persons because there are now far too many handicapped persons for the voluntary organisations to be able to attend to them.

It must be pointed out that welfare service cannot be the entire responsibility of either the Government or the charitable organisations. Social welfare service is the responsibility of all who live in a civilised community. Neighbours can do a lot to assist one another in time of illness or a flood disaster.

A certain rural community was once the scene of a fire disaster. The homes of many families were razed to the ground, and they were left homeless and destitute. The people in this community automatically came out from wherever they were to give assistance to their neighbours. They collected clothes and food which they distributed to the fire victims. They nursed the injured, and served warm meals to the hungry. They offered their spare rooms to those who had no place to go. They organised a relief committee to look after the welfare of the fire victims. This committee supervised the distribution of food and clothing and it tried its best to find ways and means of helping the fire victims. The people in the community helped to construct new houses by volunteering their labour. This is a good example of what we mean when we say that welfare service is the responsibility of a civilised community.

Although the Department of Social Welfare is a federal organisation, every State has a separate organisation. The federal and the State Department of Social Welfare work closely with each other. In fact they depend very much on each other. The State Department is responsible for giving public assistance and relief measures. The Federal Department is responsible for the more technical aspects of welfare, especially probation and approved schools, children's services, handicapped persons' services and homes, youth services and staff training. The State Department of Social Welfare is under the control of a State Wel-

fare officer who is appointed by the Federal Department of Social Welfare. The Director of Social Welfare is the head of the Department and is responsible to the Minister of Social Welfare.



The St. Nicholas Residential School for Blind Children in Penang.

The Work Of The Department

(a) Care of Children

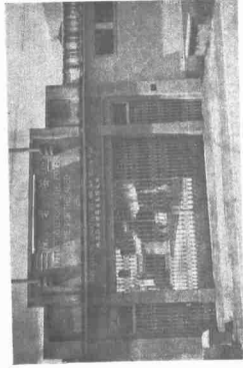
The Children and Young Persons Ordinance was passed in 1947 for the protection of children and young persons. The Government realises that the parents are the most suitable persons to ensure the happiness and care of the child. However the Social Welfare Department makes provision for the care of children whose homes have been broken up. It undertakes the duty of giving protection for all children in need. When a home, for some reason, is broken up the children may be neglected, mistreated or abandoned, and this is where the Department of Social Welfare comes in. When cases of this nature are made known to the Department, the State Social Welfare will make an investigation into such cases. Let us now look at some of the ways in which the Department cares for children.

An orphaned child was given to a certain family for adoption. Life in her new home was hell for her. She was punished for every little fault she made. She was only ten years old, and she had to do the work of a grown-up person. She had to get up before six every morning when the other members of the family were still sound asleep. By seven she had prepared breakfast ready for the family. She had to sweep, wash or scrub the floor, and then she had to attend to the family's laundry. Many a time she went without her breakfast because she had over boiled the eggs for her foster parents or she had put too much sugar in the coffee. Next she had to help in the kitchen or run errands for the family. She always ate last and many times she had very little to eat, for the other children in the family took pleasure in seeing her go hungry. The poor girl was mistreated; she was whipped and made to stand in the hot sun for several hours. A sympathetic neighbour who took pity on the little girl wrote a letter to the State Welfare Officer about this cruel treatment. The Department of Social Welfare sent one of their officers to make an investigation. The Department ordered the child to be taken away from the custody of her foster parents. The foster parents were found guilty of mistreating the child and they were severely dealt with. The child was placed in a Children's Home where she was well taken care of.

This is one of the ways in which the Department gives protection to children. The least thing the Department wishes to do is to take a child away from his family. It makes every effort to preserve the family unit. If a child is mistreated by his parents, the Department may be compelled to take the child away and find a suitable home for him. The Department maintains Children's Homes, and there are now nine of these Homes in the country looking after over 600 children of all races.

Special officers known as Children's Officers are constantly on the look out for people who are engaged in the trafficking of children. They see to it that factories do not employ child

labour. They interview prospective adopters before children are given away for adoption to ensure that the children are in good hands. They also take care of children who are vagrants, destitute, and who are exposed to moral danger.



The Little Sisters' Home for the Aged Poor in Penang.

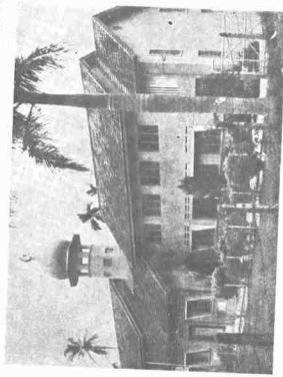
(b) Handicapped Persons Service

It is also the responsibility of the Department of Social Welfare to make provision for the handicapped persons in the country. The handicapped persons service includes the care of the aged poor and the rehabilitation of beggars and vagrants.

There are about 20,000 blind people in the country, and the Department and the voluntary organisations share the responsibility of looking after them. The Malayan Association for the Blind is the principal organising body, and it administers the Princess Elizabeth School for the Blind Children in Johore Bahru. It also maintains vocational training centres in Kuala Lumpur, Temerloh, Kuala Besut and Kuala Pilah for blind adults. The Kuala Besut Blind Centre on the east coast of

Malaya trains blind fishermen in handicraft which will enable them to earn a living. The Gurney Training Centre in Kuala Lumpur provides vocational training for persons between the ages of sixteen and thirty-five. Training in carpentry, tailoring, stenography, telephone operating and in other useful trades is provided. The Malayan Association for the Blind runs a workshop called the Kinta Valley Workshop in Ipoh for 100 blind adults. The St. Nicholas School for the Blind in Penang, which is organised by the Anglican Mission, provides residential primary education to 150 blind children. With proper training, blind people can be made to lead useful lives. There are many blind craftsmen, telephone operators and stenographers working for a living.

The Federation School for the Deaf caters for 120 deaf children. This school was started by a voluntary organisation in Penang in 1954. It provides training for the deaf as well



A Muslim Orphanage catering for Muslim Orphans.

as the dumb. The school has a number of specialists for the training of deaf and dumb children.

Welfare and rehabilitation services are provided for lepers by the Department of Social Welfare in co-operation with the Malayan Leprosy Relief Association. The main centre for the treatment of lepers is the leper colony at Sungei Buloh near Kuala Lumpur. The colony provides accommodation for 2,500 persons, and here the patients are given special care and treatment. Education is provided for children patients and there are training centres for adults who wish to learn a trade. The other leper settlements in the country are at Pulau Jerejak which is an island near Penang, at Tampoi near Johore Bahru and at Kuala Trengganu and Kota Bharu. Clinics for treating cases detected at an early stage are in Penang and Kuala Lumpur.

There are many homes for the aged poor in the country; some of them are maintained by the Department, others by voluntary bodies. The Department maintains eight old people's homes which take care of about 1,600 aged poor. These homes also provide accommodation for destitutes or homeless widows, and those who are physically incapable of looking after themselves. The Department gives financial assistance to a number of voluntary homes. There are now 96 voluntary homes housing about 2,300 old people.

There are many orphanages throughout the country, and the Department gives grants-in-aid to many of them. Education and training are provided for children in many orphanages to prepare them for good citizenship. The boys are trained in carpentry, brick-laying, basketry and in other useful trades. The girls are taught sewing, cooking, shorthand and typing.

The Department has decided to build two Rehabilitation Centres, one in Kuala Lumpur for 100 physically handicapped children and young adults, and one in Johore Bahru for 60 mentally defective children. These Centres will provide residential care, treatment, education and vocational training of the physically and mentally handicapped persons.

(c) Probation and Approved Schools

Every year a number of young criminals are brought before the Juvenile Courts for breaking the law. The law realises that sending these young offenders to prison is not the answer because, when they have served their terms in prison, they are released and many of them will revert to their former habits. It will be a better idea if these young offenders can be provided with proper care and guidance to turn them into good and useful citizens. This idea of reforming the young offenders leads to the formation of the Probation and Approved Schools.

There are several Approved Schools in the country, and the youths in these schools are being trained to prepare themselves for good citizenship by example, precept, instruction, discipline, educational and vocational training, and recreational and leisure activities.



The Gurney Training Centre for the Blind.

Investigation shows that the majority of the young criminals come from broken homes. These youths have no education or skill that will enable them to earn an honest living, and thus

they are forced to resort to dishonest ways of earning a living. With training and education, these maladjusted youths can be made to become good and useful citizens.

When a young offender has undergone sufficient training in an Approved School, he is released to the care of a Probation Officer for a further three years or until he reaches the age of twenty-one. The Probation Officer undertakes the responsibility to see that the reformed youth does not return to his former habits. There are now four Approved Schools in the country catering for 420 youths. In addition there are seven Remand Homes/Hostels which provide care and protection for young offenders detained by the Courts. These hostels provide training and guidance for the less difficult cases than those sent to Approved Schools. One of the seven Probation Hostels is for girls.

(d) General Welfare and Relief

The Department also gives assistance to those who have fallen into poverty through ill-health or some other causes beyond their control. It assists people who are in need by helping them to re-establish themselves so that they may become self-supporting. Public assistance is given in the form of cash, kind and advice.

Ramasamy, who had a wife and four children, worked as a gardener. His meagre salary was barely enough to support him and his family. The situation became desperate when he was forced to resign owing to poor health. Ramasamy and his family were at the verge of starvation. The news of their great distress was brought to the attention of the Department by a public-spirited neighbour. A social welfare worker was sent to investigate Ramasamy's case, and aid in the form of food and cash was immediately given to the family. The Department made arrangement for Ramasamy to be treated in a hospital, and it assured Ramasamy that it would continue to assist his family. With proper treatment Ramasamy made a quick recovery and

once again he was able to resume his work as a gardener. Since Ramasamy was able to make a living again, the assistance from the Department came to an end.

Hassan was a soldier serving in the Royal Malaysian Army. He had a wife and two children to support. One night, while on patrol duty in the Malayan jungle, he was ambushed and killed by a band of terrorists. When the news of Hassan's death was received by the Department of Social Welfare, social welfare workers from the Department stepped in to offer assistance to the bereaved family. The Department secured a job for Hassan's widow in a local factory, and it undertook the responsibility to see that Hassan's family did not suffer great hardship.



This blind Girl is one of the best Telephone Operators.

A young girl, who lost both her parents when she was a child, was compelled by her foster parent to lead an immoral way of life. The plight of this girl was brought to the attention of the State Welfare Officer. The foster parent was convicted and fined, and the girl was taken from the custody of her foster parent. She was placed in a rehabilitation home for girls. In

her new home she was taught to lead a good and healthy life. She took up a course in dress-making, and today she is a happy woman working for a large dress-making firm.

Hock Eng was an orphan and he was forced to be a vagrant when his foster parent died. He was left alone in the world with no one to care for him or to teach him what was right. He could not obtain employment because there was nothing he could do. He had no education and he had never been taught any useful trade. He had to sleep in an old shack and many a time he went to bed hungry. In order to survive he had to steal or pick the wallet from the pocket of a passing gentleman. One day Hock Eng was arrested by a police officer on duty. The boy was brought before a Juvenile Court, and he was ordered to be sent to an Approved School for rehabilitation. Although Hock Eng's freedom was restricted, he began to like this new kind of life. No longer was it necessary for him to sleep in the old, dirty shack or to go to bed on a hungry stomach. He was now given a clean bed to sleep in and three square meals a day. To Hock Eng, who had never known this sort of life, his new home was a paradise to him. Besides he was taught to lead a useful life. After completing his training, he became a good carpenter. Today Hock Eng is a good citizen working in a Government workshop, and he is very grateful for what the Department of Social Welfare had done for him.

These are some of the ways in which the Department of Social Welfare gives assistance to the public. The Department works very closely with voluntary organisations. There are three voluntary welfare committees representing the three main groups: Chinese, Malays and Indians. The most important voluntary body engaging in social welfare work is the Central Welfare Council. This Council works through its State Welfare committees and district welfare committees to carry out direct welfare work for those in need of help.

Review Questions :

1. Describe some of the ways in which the Department of Social Welfare protects children.
2. Social welfare service is the responsibility of all who live in a civilised community. Do you agree or disagree with this statement? Give reasons to support your answer.
3. Write short notes on any three of the following :
(a) Children's Officer; (b) Malayan Association for the Blind; (c) Probation Officer; (d) Central Welfare Council; (e) Federation School for the Deaf.
4. Give a description of the work undertaken by an Approved School to help young offenders to lead a normal and useful life.
5. Mention some of the ways in which the handicapped persons in the country can be helped to become useful citizens.
6. Sending a young offender to prison will not help him to change his ways. Give reasons to support this statement. Suggest a good way to help a young offender.
7. Explain the meaning of each of the following :
rehabilitation; handicapped persons; vagrants; vocational training; precept; orphanage; destitute; voluntary organisation.
8. What is a charitable institution? Name some of the ways by which it obtains its funds to maintain its services.
9. Relate one incident in which the Department of Social Welfare has come to the assistance of a person in great distress.
10. Write a few sentences to explain the services provided by each of the following :
(a) St. Nicholas Home in Penang; (b) Sungei Buloh Leper Settlement; (c) Gurney Training Centre in Kuala Lumpur.

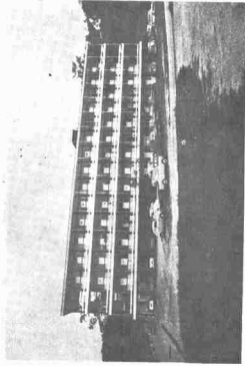
Things To Do.

1. Make a list of as many voluntary organisations as you can think of. Beside each of them, write down the kind of social welfare work in which it participates.
2. Request your teacher to make arrangement for your class to visit one of the charitable organisations in your district.
3. Find out the names of some well-known persons in your district who have taken part in social welfare work.

Chapter Thirteen

DEPARTMENT OF AGRICULTURE

Malaysia is an agricultural country depending mainly on the export of rubber. Rubber has been, and will continue to be the mainstay of Malaysia's economy. It has been estimated that about 1½ million people are, directly or indirectly, depending on the rubber industry for their livelihood. Rice is the staple food of our people, and thus it is the most important food crop in the country. Our farmers are only able to produce about 70 per cent of our country's needs for rice, the remaining 30 per cent being imported from Thailand and Burma.



The Federal Headquarters of Agriculture.

The main object of the Department of Agriculture is to make Malaysia less dependent on imported foods especially rice. Swamps have been drained and reclaimed for rice cultivation. Irrigation systems have been improved and new schemes have been started to increase the production of rice in padi growing

regions. It is also the object of the Department to diversify the country's agriculture in order to make Malaysia less dependent on rubber.



Smallholders Rubber Sheetmaking Competition encourages smallholders to improve the quality of Rubber Sheets.

The Work Of The Department

The Department of Agriculture consists of a Federal Department and eleven State Departments. The Federal Department is concerned mainly with agricultural research and investigation while the State Departments are concerned with the provision of agricultural services. The State Departments work closely with the Federal Department which provides the former with advisory assistance.

The State Department of Agriculture is under the control of a State Agriculture Officer. The State Department comprises the Field Branch, and the work of all the State Departments is co-ordinated by one federal officer. The State Department has

an Agricultural Economics Division which collects agricultural statistics and conducts economic survey of smallholders' production. In other words the State Department comes in direct contact with the local farmers.

The State Department gives assistance to the public especially the smallholders. It provides them with improved planting materials and improved agricultural techniques. In this way it helps the farmers to improve the quality of crops and to increase the quantity of food production. It organises training courses for the farmers and demonstrations on improved techniques are conducted on the farmers' own land.

An agricultural officer is stationed in each district, and the farmers in the district can obtain advice or information from the officer-in-charge of the district.

The Federal Department of Agriculture is under a Director who is responsible to the Minister of Agriculture and Cooperatives. The Federal Department gives advice and it conducts research. It has six main branches; Field, Research, Agronomy, Training, Horticulture and Publications. Let us find out the work undertaken by some of these main branches.

(a) **Research Branch**

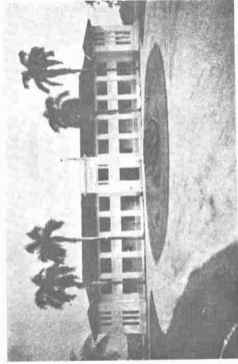
The Research Branch consists of five divisions; Soils, Botany, Chemistry, Plant Pathology and Entomology. Each division specialises in one field. The work of the Soil Division is to make a study of the types of soil suitable for the cultivation of particular crops. The Botany Division conducts experiments on plant breeding and selection. The Chemistry Division is concerned with food and crops analyses, Entomology is the study of insects, and the



Experiments are conducted at the Rubber Research Centre.

work of the Entomology Division is the control of agricultural pests. Pathology is the science of diseases, and the Plant Pathology Division investigates the causes and control of plant diseases.

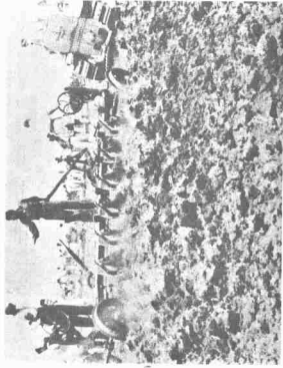
The Federal Department in Kuala Lumpur has well equipped laboratories to enable research officers to carry out research work. There are experimental stations in the various States where research officers can conduct experimental work. The Agronomy Division is concerned with field experimentation. There are many experiment stations in many parts of the country, and they are situated on the farms. Many of these stations are located in the main padi growing areas where padi research work can be carried out.



The College of Agriculture at Serdang.

The main function of the Research Branch is to find ways and means of helping farmers to produce better crops and to increase food production. It provides valuable information for our local farmers. It introduces new agricultural techniques which can help the farmers to improve their methods of cultivation. It aids the farmers in the fight against agricultural pests

which cause great destruction to crops. It advises the farmers on the use of artificial fertilisers to enrich the soil thereby increasing the yield of their farms. These are some of the ways in which the Research Branch benefits the farmers.



Agricultural trainees learn to plough with modern diesel-powered machine.

(b) Training Branch

The Federal Department of Agriculture provides training in agriculture for students. This prepares the students for employment in the Department of agriculture, the Rubber Research Institute and other agricultural bodies. Training is held at the College of Agriculture at Serdang in Selangor. The course covers a period of three years leading to the award of the Diploma in Agriculture. There are also training schools for Junior Agricultural Assistants in the Department of Agriculture. This

training course lasts for eighteen months, and the training is held at three schools at Serdang in Selangor, Telok Chengai in Kedah and at Lundang in Kelantan.

(c) Publication Branch

The work of the Publication Branch is to collect reports from all the agricultural departments throughout the country. It gives an account of all the work covered by each department. All the departmental reports and experimental results are published, and these publications are issued to all agricultural bodies. It also maintains a comprehensive agricultural library for the use of research officers and the public.



Fertiliser Trial Centres show Farmers the effective use of Chemicals.

In other words this is an information centre which provides information and advice to farmers. In the past few years, the Department of Agriculture has produced many good results on improved planting material and improved methods of cultivation, manuring, pest and disease control, etc. Information on these matters is given to the public in most cases in the form of published material.

We have just seen some of the work undertaken by the Department of Agriculture. The agricultural policy of the Government may be summarised as follows: to make Malaysia self-sufficient in essential foodstuffs; to make Malaysia less dependent on rubber by introducing other cash crops; to help farmers by providing them with technical and financial aid; to

intensify production thereby raising the income of smallholders; to improve the quality of existing agricultural produce; to improve the market system; to ensure security to farmers.



This is a mobile mill which helps members of a co-operative society to have their rice processed easily and quickly.

The Department of Agriculture gives great attention to the cultivation of rubber because rubber is Malaysia's greatest single industry contributing about 60 per cent of the total value of the

country's exports earning. Both large estates and small-holdings are being encouraged to produce more and better rubber at a lower cost. Rubber Replanting Schemes have been introduced to help rubber producers to cut down old trees and replant them with high-yielding trees. Financial aid is given to estates and smallholders to encourage them to take part in the



Technical advice is given to farmers to help them improve the quality of their crops.

replanting programme. These Schemes will enable Malaysia to meet the challenge of competition from synthetic rubber.

Smallholders have been encouraged by the Department to form co-operative societies which can help to safeguard the interest of cultivators. Co-operative societies have played an important part in ensuring the security of farmers.

Review Questions :

1. Give a summary of the agricultural policy of the Federal Government.
2. Describe the function of the Federal Department of Agriculture.
3. Every State maintains a State Department of Agriculture. Describe how it assists the local farmers.
4. Explain the meaning of each of the following : techniques; entomology; plant pathology; smallholding; diversify; botany.
5. The Research Branch is an important division of the Department of Agriculture. Describe the work of this division.
6. What is a co-operative society ? Give a description of the function of this society.
7. Write short notes on any three of the following :
(a) Training Branch; (b) Publication Branch; (c) Rubber Replanting Scheme; (d) Agricultural Officer.

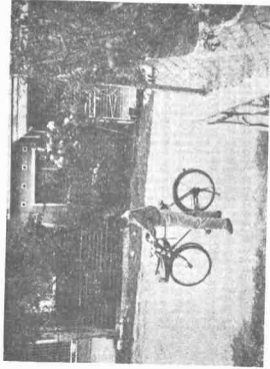
Things To Do :

1. Find out the projects undertaken by your State Department of Agriculture. In what way does each of these projects benefit your State ?
2. Find out some of the ways in which your State Agricultural Officer helps the farmers in your district.
3. Arrange a visit to your State Agricultural Station.

Chapter Fourteen

DEPARTMENT OF POSTAL SERVICES

Everyone of us is familiar with the uniformed postmen who deliver letters to us. All of us write letters at one time or another to our friends, relatives and Government departments. Every month we receive letters or bills from the various Government departments. Postal service is an essential service in our modern society, for thousands of letters are being posted and delivered every day.



A Postman on his daily rounds.

Let us find out what happens to the letters we drop into the post boxes, all stamped, sealed and addressed. The letters in the post boxes are cleared at regular hours. In busy areas the post boxes are cleared several times a day, but in rural areas only once or twice a day. When it is time to collect the mails, a mail van comes to the box and the letters are collected

and put into a bag. Then the van moves on to the other boxes on its route until all the boxes have been cleared.

All the bags of letters are taken to a post office where they are opened. Next the letters are stamped with the date and hour and the name of the post office. The stamps are cancelled by stamping them with wavy lines so that they cannot be used again.

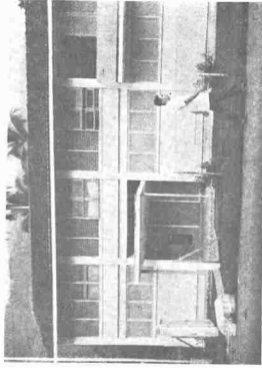
After the letters have been stamped, and stamps cancelled, they are sorted according to their addresses. Letters which are addressed to local residents, those that are addressed to people in other States and those that are addressed to foreign countries are separated accordingly. Letters that are to be posted to other States are again sorted out according to each State. Letters for Johore are put in one bag, and those for Kedah in another. This makes it easy for shipping. Some of the mails travel by air, others by train or van.

Now let us follow the letters which have been sent to Singapore. A lot of work has to be done before the letters can be delivered to the persons to whom they have been addressed. When the bags of letters arrive at the Singapore General Post Office, they are opened and the letters have to be sorted according to their respective postal districts. For convenience, a country is divided into several postal districts. After separating the letters according to their postal districts, they are sent to their respective district post offices, and from here the letters are delivered to the persons addressed. Most postmen in our country travel on their rounds on bicycle, others by boat or on foot.

Post Offices

Letters are not the only mail handled by the post offices. The other types of mails that pass through the post office are post cards, magazines, newspapers, and other printed matters which are not sealed. There is another type of mail known as the parcel post. They are books, shoes, clothes, and packages

of all kinds. Parcels are charged according to their weight. There are regulations prohibiting the sending of certain articles by mail. Some of these prohibited articles are poison, explosive and inflammable material and firearms.



A District Post Office.

The other services provided by the post office include the sale of stamps, the sale of Money Orders and Postal Orders and Savings Bank. It also performs other services on behalf of the Government and quasi-Government departments. Some of these services are the payment of pension; the renewal of radio and television licences; the collection of payments for electricity and water; the sale of dog badges, etc.

There are travelling post offices which extend postal services to the rural people. These post offices on wheels visit the various rural areas on certain days and at certain times and places. In 1961, these mobile post offices did more than \$4½ million worth of business. By the end of 1962, the number of

mobile post offices was 42. In 1964, five mobile post offices were added.

The total number of Post Offices in 1962 was 221. In 1964, the Department opened four new Post Offices. In 1965, three new Post Offices were under construction.

Postal Agencies

A postal agency is a sort of post office which is set up in a small rural area to provide postal services to the rural people. In small villages and towns there are no full time Post Offices because there is not enough business to justify the building of a Post Office. Instead they are provided with Postal Agencies.

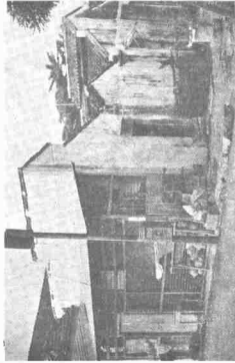
The Department of Postal Services may appoint certain shop-keepers or merchants to act as Postal Agents. The services of these Postal Agencies are mainly limited to postal communication. However a number of these Agencies have been permitted to sell and encash Postal Orders.

By the end of 1962 there were 404 Postal Agencies which include two travelling agencies in two boats, one under the charge of a postman, and the other under the charge of a private agent. These post office boats serve the riverine population of a section of the Pahang River. In 1964, 42 Postal Agencies were opened in the rural areas.

Post Office Savings Bank

The first Savings Bank was started by the Government of Perak in 1888, and in 1893 a Savings Bank was also established in Selangor. In 1907, the State Banks of Perak and Selangor were taken over by the Post Office. At the same time Savings Banks were formed in Negri Sembilan and Pahang, and thus the Post Office Savings Bank of the Federated Malay States came into existence. Before the Second World War there were separate Savings Banks in the States of Johore, Kedah and Kelantan. In 1902, A Post Office Savings Bank was started in the Straits Settlements of Penang, Malacca and Singapore.

In 1949 the Federated Malay States Savings Bank, the Straits Settlements Savings Bank and the Kedah, Kelantan and Johore banks were united to form the Federation of Malaya Post Office Savings Bank.



One of the Letter Boxes installed in the Rural District.

A School Savings Scheme was started in 1952 to encourage school children to save because it is believed that teaching school children to be thrifty is an important part of their training. There are also special Savings Schemes for members of the Armed Forces to save. There is also a Group Savings Scheme for employees who wish to open a direct account with the Savings Bank.

Today there are Savings Banks operated by Post Offices all over the country. The popularity of the Post Offices Savings Bank is shown by the fact that the total amount to the credit of depositors was about \$167 million in 1962.

The Postal Services Department of Malaya and the Postal Services Department of Singapore form the Malayan Postal Union. The Department of Postal Service in Malaya is under

the control of the Director of Posts. The Director is responsible to the Postmaster-General for the maintenance of all Postal Services in the country. For convenience sake, the country is divided into six divisions and each of them is under the control of a Divisional Controller of Posts. The six divisions are as follows :-

Northern Division — Kedah, Penang, Perlis.

Central Division — Selangor and West Pahang (except Kuala Lumpur and Cameron Highlands).

Eastern Division — Kelantan, Trengganu and East Pahang.
Negri Sembilan and Malacca Division — Negri Sembilan and Malacca.

Kuala Lumpur District — Capital of Kuala Lumpur and Petaling Jaya.

Johore Division — Johore.

Review Questions :

1. Postal service is an essential service in a modern society. Explain how far this statement is true.
2. Describe what happens to a letter from the time it is posted to the time the letter is delivered to the addressed person.
3. What is a Postal Agency? In what way is it different from a Post Office?
4. Give an account of the work of a Post Office Savings Bank.
5. Explain the meaning of each of the following : inflammable; thrifty; mobile; credit; depositor; firearm; pension; quasi-Government; prohibited.
6. Give a description of the work normally undertaken by a Post Office mentioning the different types of mail handled by it.

7. Write a sentence or two about each of the following :
(a) School Savings Scheme; (b) Postal Order; (c) Group Savings Scheme; (d) Mobile Post Office; (d) Parcel Post; (e) Registered Post.

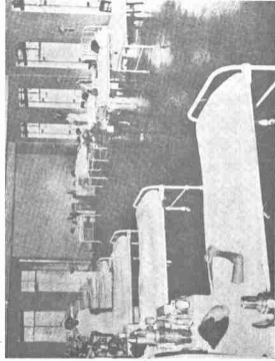
Things To Do :

1. Find out what you have to do if you wish to send a parcel post to a friend of yours.
2. Mention what you have to do if you wish to send a letter by registered post.
3. Request your teacher to arrange for your class to pay a visit to the General Post Office in your district.

Chapter Fifteen

DEPARTMENT OF MEDICAL SERVICES

The provision of medical services is another essential service in a civilised community, and Malaysia is among the healthiest countries in the world. This is one of the outstanding achievements of public health and medicine. There are hospitals, health centres and clinics in all parts of the countries, a tribute to the Medical Department.



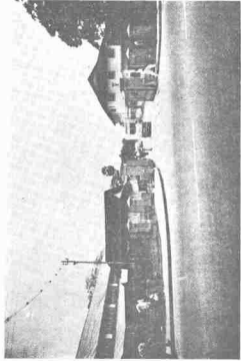
Patients in a Modern Hospital Ward.

We have already seen that Municipalities share the responsibility of safeguarding the health and sanitation of the community. Before 1957, the Medical and Health Services of the country were the responsibility of the State Governments. After independence they become the responsibility of the Ministry of Health. The local authorities in certain districts undertake preventive work.

The Department of Medical Services is headed by the Director of Medical Services who is responsible to the Minister of Health. Nearly all the hospitals in the country are maintained and staffed by the Medical Department. The Department is also responsible for maintaining health services outside the Municipal areas

Hospitals

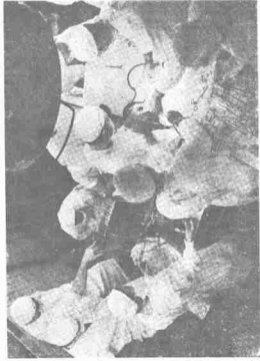
Kim Chye was a labourer and he was too poor to afford a private doctor for his sick, old father. One day, a friend of his told him that he could have his sick parent admitted to



The General Hospital in Kuala Lumpur.

the General Hospital for free medical treatment. He could hardly believe the good news when the clerk in the General Hospital assured him that medical treatment in the General Hospital was free. Kim Chye was greatly relieved to find that his father was now in good hands. Government doctors and nurses took good care of his father, and he did not have to spend a cent on medicine or medical fees.

There are thousands of Malaysians enjoying free medical services given by the Government. The hospital services in the country are maintained and run by the Government, and in 1965 the various Government hospitals provided accommodation for about 26,000 patients. There are over 110 Malaysian doctors and dental surgeons serving in the Ministry of Health. However there is still a shortage of doctors, dental surgeon and pharmacists. Great attention has been given by the Ministry of Health to increase its medical staff. There are now a total of about 1,100 student nurses, 450 pupil assistant nurses and 300 pupil midwives in training.



With modern medical facilities, the surgeon and his assistants have saved many lives.

There are two types of hospitals — General Hospitals and District Hospitals. A General Hospital differs from a District Hospital in that the former has facilities for specialist consultants while the latter has to refer its cases to the former. All General Hospitals and District Hospitals maintain out-patient departments.

The three largest and most modern hospitals are in Penang, Malacca and Johore Bahru. Other large but less modern hospitals are in Kuala Lumpur, Ipoh and Seremban. The large hospitals are well equipped and provided with specialist clinical facilities. The specialists in these hospitals are assisted by medical officers and by resident house doctors who are newly qualified doctors undergoing a twelve month period of housemanship before becoming qualified for full registration as medical practitioners.

Special Institutions

Special institutions are really a type of hospital for the treatment of special diseases or illness. There are certain diseases which require special care and treatment. The treatment of these diseases calls for experts and specialists.

People suffering from leprosy are treated in a special institution called a leprosarium. Leprosy has long been a threat to public health. Today with modern drugs and proper care, leper patients can be rehabilitated. The main institution for treatment is the Sungei Buloh Leprosarium which caters for more than 2,500 patients.

Persons suffering from mental illness are treated in two large mental hospitals, one at Tanjong Rambutan in Perak and the other at Tampoi in Johore. There are specialists in these hospitals to give specialised treatment to mental patients. The two hospitals have accommodation for 4,200 patients.

Health Centres

It is the policy of the Government to improve the health of the rural people, and the Ministry of Health has established a large number of rural health centres. Under the Rural Health Scheme many health centres and clinics were opened in the rural areas. By 1964 a total of 665 projects comprising 30 Main Health Centres, 99 Health Sub-Centres and 538 Midwives' Clinics had been completed since the start of the First Five-Year Development Plan. More new projects on rural development are in progress.

Each Health Centre Unit is made up of a Main Centre with four Sub-Centres and twenty-five Midwives' Clinics. The staff of a complete Unit is made up of a Medical and Health Officer, a Dental Officer, a Health Sister, a Public Health Inspector, a Hospital Assistant, ten Assistant Nurses, five Public Health Overseers and twenty-five Midwives.



Mothers attending weekly class in Baby Care conducted at Health Centre.

The main aim of these Health Centres is to raise the standard of health in the villages. These Centres also provide training to the rural people in taking preventive measures against diseases, especially water-borne and fly-borne diseases. A Midwife Clinic provides ante-natal and post-natal care.

Maternity and Child Welfare Clinics

There are many maternity and child welfare clinics in both urban and rural areas, and the main aim of these clinics is educational and preventive. They provide care for expectant and nursing mothers and advice and supervision on the cares of babies.

Trained doctors, nurses and midwives are in attendance at the ante-natal and post-natal clinics. Health visitors working from these clinics call at homes in the district to offer advice



**Student Nurses learning
Maternal and Child Care.**

and assistance to mothers and to encourage them to attend the welfare clinics. Babies are brought to the clinics for regular supervision of their progress and development by doctors and nurses.

Free dental care for mothers and young children is provided by the clinics run by local health authorities. Dental health education is believed to be of great importance, and midwives and health visitors are requested to include it in their health teaching to young mothers.

Training of Medical Staff

Doctors are trained in the University of Malaya in Singapore, and it turns out about eighty doctors a year, and this number is insufficient to cope with the increasing population and the Government's expanding Health Projects. The teaching hospital at Petaling Jaya will help to increase the output of doctors.

Student Nurses and Probationary Hospital Assistants receive their training at the General Hospitals in Penang, Kuala Lumpur and Johore Bahru. Assistant Nurses and Midwives are trained in all the States to supply staff for the Rural Health Scheme.

Dental Surgeons are trained professionally at the Dental School in Singapore University. There is a Federal Dental Training School in Penang which provides training to dental nurses and dental technicians. This school also extends its training facilities to students from Burma, Sarawak, Brunei, Singapore and Hong Kong on behalf of the World Health Organisation.

There are three training schools in the country for public health officials. One of them is the Rural Health Training Schools at Jitra in Kedah. The main object of this school is to keep in step the training of the assistant health nurses, the midwives and the sanitary overseers for rural health work.



A Health Visitor gives instructions to a young mother on health and proper care of children.

There is a Public Health Visitors School in Penang. This course is open to registered nurses holding a recognised midwifery certificate. It is a one year course and it covers the whole range of maternal and child health, personal and community health, dental health and public health nursing.

The Public Health Inspectors' Training School at Kuala Lumpur provides a one year course to Probationary Public Health Inspectors from the Medical Department as well as those from the local authorities.



Student Nurses receiving Training on Dental Health.

The general health of the population in the country is steadily improving. The Ministry of Health gives great attention to preventive health and medical facilities in the rural areas. There are many improvements in existing hospitals. New wards, X-ray departments, operating theatres, out-patient departments, laboratories, and many other medical facilities have been added to many hospitals. The expansion of the Medical and Health Services have brought great benefit to a very large number of people. Attendance at hospitals, clinics and health centres is very great. In 1964, about 12,000,000 attendances were recorded at hospital out-patient departments, mobile dispensaries, clinics and health centres.

Review Question :

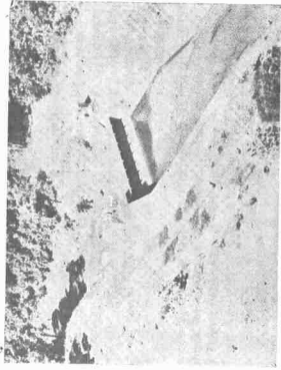
1. Write a brief description on the importance of the medical services in this country.
2. How does a General Hospital differ from a District Hospital.
3. What is a Health Centre ? Name some of the ways in which a Health Centre helps the rural people.
4. Explain the meaning of each of the following :
probationary; ante-natal; post-natal; water-borne disease; housemanship; leprosarium; specialist; accommodation; sanitary; operating-theatre.
5. Write a few sentences about the work of each of the following :
(a) out-patient department; (b) specialist consultant; (c) dental surgeon; (d) pharmacist; (e) hospital assistant.
6. Write short notes on any three of the following :
(a) Special Institution; (b) Child Welfare Clinic; (c) Rural Health Training School; (d) Federal Dental Training School; (e) Public Health Visitors School.

Things To Do :

1. Find out the work undertaken by the Medical Department to assist the people in your district.
2. Find out the different ways you can assist the health authorities to improve the health of your community.
3. Request your teacher to make arrangement for your class to visit the General Hospital in your State.

DRAINAGE AND IRRIGATION DEPARTMENT

The distribution of rainfall is not equal in all parts of a country. Some regions receive heavy rainfall, and so they become swamps. Others get so little rain that they remain deserts. Swamps and deserts are largely wasteland unless something can be done to turn them into useful land. Swamps can be drained to make room for farming. Deserts can be made to blossom if water can be brought to them. Every country is faced with these problems and Malaysia is no exception.



Irrigation canals carrying water to arid areas.

The reclamation of swamps and the provision of water to dry areas are two of the works undertaken by the Drainage and Irrigation Department. This Department was formerly a part of the Public Works Department, but it became a separate

department some thirty years ago. The Drainage and Irrigation Department was formed in 1932. It started with 17 engineers headed by the Director of Drainage and Irrigation. Before the Second World War, the number of engineers had increased to 31. After the war the Department was re-established in 1946 with 24 engineers, and by 1960 there were 54 engineer serving in the Department excluding pupil engineers and student engineers in training.

Drainage and irrigation is a State responsibility, and each State has a Drainage and Irrigation Department which is under the control of an engineer. The Federal Head Office is in Kuala Lumpur which designs all the major projects. The Department works closely with the Departments of Agriculture and Mines.

The Work Of The Department

The most important work of the Drainage and Irrigation Department is the planning and carrying out of projects for increasing food production especially rice production. Its other activities include land drainage and flood control.

(a) Irrigation

Farmers are all certain of one thing: agriculture depends on water. Without water it would be impossible for farmers to cultivate crops or rear animals. The Department aids the farmers by ensuring that they get a steady supply of water for their crops and animals.

One of the enemies of farmers is a prolonged drought which dries up all the farms, wells and canals. Unless irrigation water comes to the rescue, the farmers' crops and animals will die. Many dry regions have become good farmland when water is brought to them, and the name given to the bringing of water to aid the growth of plant is irrigation. Irrigation is an important service in an agricultural community.

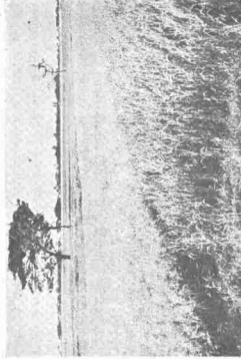
Irrigation plays a very important part in the cultivation of rice which is the most important food crop in Malaysia. Rice is a wet crop requiring an annual rainfall of between 60 and 80 inches and, where the rainfall is less, it requires irrigation water. If this crop has the right amount of water when it is growing, the yield will be very high.

The main function of the Department is to improve the irrigation system in padi growing areas in order to increase rice production. Many of the main rice growing areas are provided with irrigation systems, and the area of irrigated land is being increased. The provision of irrigation has made it possible for rice planters to grow two crops a year in certain areas, and the area under double cropping is steadily increasing.

It has been the policy of the Government Rural Development Plan to extend the area of irrigated land. The four years of the Second Five Year Plan has completed 116 irrigation projects of which 29 were completed in 1964. The area provided with irrigation water for double cropping was 9,224 acres in 1964. In addition 31,000 acres of existing padi land were improved by providing them with irrigation water. In 1965 work on 28 irrigation projects was continued to provide irrigation water for 36,000 acres, making it possible for double cropping to 32,000 acres. Major irrigation projects that are in progress are the Tanjong Karang Extension Scheme which will provide irrigation for the second crop to 23,500 acres; the Krian Extension where the reservoir is raised to provide water for double cropping to 30,000 acres; the Trans-Perak Irrigation Scheme in Perak; the Sungei Lemal Irrigation Scheme in Kelantan; the Pinang Tunggal and Jarak Scheme in Penang; the Pekula Scheme in Kedah. Investigations and planning are going on for the giant irrigation project in Kedah and Perlis more popularly known as the Muda River Project extending over an area of 261,500 acres. Detailed planning for the Kemubu Irrigation Scheme in Kelantan for 55,000 acres is nearing completion.

(b) Drainage

The heavy rainfall in some parts of the country produces swamps in low lying areas. Swamps are unhealthy areas, for they provide breeding grounds for mosquitoes. When a swamp has been properly drained, it provides good land for farming. The work of draining swamps is the responsibility of the Department.



This rich rice field was once a large area of swamp.

Since the beginning of the Second Five Year Plan, the Department has completed 41 land drainage schemes of which five were undertaken in 1964. The five drainage schemes completed in 1964 improved drainage to 16,000 acres. In 1965 there were 19 continuation drainage schemes and 4 new drainage schemes for the benefit of 109,000 acres. The major drainage schemes that will be completed by the end of 1965 are the Paya Besar Scheme in Pahang for 2,800 acres; Tanjong Minyak in Malacca for 2,800 acres and Paya Dalam also in Malacca for 3,700 acres. The other drainage schemes which are still under construction are in Johore; they are the Rengit Scheme for 14,600 acres;

Peserai for 28,000 acres; Sungei Piggan for 5,000 acres and Parit Jawa for 12,000 acres. The drainage schemes in Penang are the Bukit Minyak for 9,300 acres and Bukit Tambun for 6,400 acres. In Selangor the drainage schemes are the Ujong Permatang for 20,000 acres and Bernam Peninsula for 1,100 acres. In Perak the Trans-Perak Stage II for 11,600 acres is under construction. In Perak investigations and planning are going on for the Sitiawan Scheme for 7,500 acres and the Trans-Perak Stage III for 40,000 acres. In Johore investigations and planning are also being carried out for the Kesang Drainage Scheme for 14,000 acres.



Soil Erosion : scarred, gashed earth slowly spreads to change area into arid desert.

(c) Flood Control

The force of uncontrolled water is most destructive. If nothing is done to check it, the force of the running water will wash away all the good surface soil leaving behind deep, ugly scars in the earth. In this way the farms are robbed of fertility, and the farmers of agricultural wealth. The wearing away of soil by water is called soil erosion.

Soil erosion is a great problem to farmers who cultivate their crops on the slopes of hills. The Department assists the farmers in controlling soil erosion by advising them to cultivate the land with the rows laid out along level lines that follow the contours of slopes.



Terracing prevents Soil Erosion.

To prevent floods, the rivers must be controlled. The sediment, which sinks to the bottom, fills its bed and the surface of the water rises. If the sediment is not removed, the river will flow over the surrounding low land causing a serious flood. The water in a river can be prevented from rising by dredging its bed from time to time. Another method of controlling floods is by building a number of small dams at the headwaters of rivers. This produces many small lakes which serve as reservoirs for holding back the floodwater. Besides helping to control floods, these reservoirs store water for irrigating thirsty land in dry areas. In 1964 river conservancy work was carried out to over 900 miles of river to prevent flood in adjoining agricultural land.

You have just learned about some of the work undertaken by the Drainage and Irrigation Department. It must be emphasised that the main function of this Department is the improvement of drainage and irrigation system in agricultural areas especially in the main padi growing areas. Its other functions are to develop new areas for padi cultivation; to construct drainage schemes in coastal areas; to maintain and operate drainage and irrigation schemes; to conduct survey and investigations necessary to prepare the proposed schemes of the Department; to maintain and improve rivers, drainage channels of the country including dredging, river training schemes and river deviation schemes in connection with alluvial tin mining operations.

Review Questions :

1. Describe the work of the Drainage and Irrigation Department.
2. Give an account of the importance of irrigation in this country. Name some of the major irrigation schemes undertaken by this Department.
3. Explain the meaning of each of the following :
double-cropping; Five-Year Plan; soil erosion; river conservancy work; drought; sediment.
4. What is flood control? Describe some of the methods adopted by the Drainage and Irrigation Department in controlling floods.
5. Account for the importance of a good drainage system in low-lying areas. Mention some of the major drainage schemes constructed by the Drainage and Irrigation Department.
6. Irrigation is an important service in an agricultural community. Give reasons to support this statement.

Things To Do :

1. Find out some of the drainage and irrigation schemes which are now being constructed by the Drainage and Irrigation Department. Mention how these new schemes will benefit the country.
2. If you are living near a padi growing area, arrange for a visit to one of the irrigation schemes in your district.

