

FORMATION OF ORGANIZATION AND MANAGEMENT OF ENVIROMENATAL AND GROUND WATER WASTE MANAGEMENT UNIT (Regulation of the Governor of Jakarta, the Special Capital Region, Number 25 Year 2011, 13 February 2011)

BY THE GRACE OF ONE AND ALMIGHTY GOD

THE GOVERNOR OF JAKARTA,
THE SPECIAL CAPITAL REGION,

Considering:

That based on the provision of Article 149 Regional Regulation Number 10 Year 2008 concerning Regional Apparatus Organization and Article 64 Governor Regulation Number 165 Year 2009 concerning Organization and Management of Regional Environmental Management Agency, it is necessary to stipulate Governor Regulation concerning the Formation of Organization and Management of Environmental and Groundwater Waste Management Unit;

In view of:

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Law Number 8 Year 1974 concerning Principles of Human Resource as has been amended with the Law Number 43 Year 1999; 2. Law Number 17 Year 2003 (BN No. 6913 page 16B-20B) concerning State Financial; 3. Law Number 1 Year 2004 (BN No. 7031 page 13B-14B) concerning State Treasury; 4. Law Number 10 Year 2004 (BN No. 7149 page | <ol style="list-style-type: none"> 16B-18B) concerning Formulation of Legislation; 5. Law Number 32 Year 2004 (BN No. 7152 page 9B-18B) concerning Regional Governance as has been amended for several times, the last one with Law Number 12 Year 2008 (BN No. 7661 page 11B-18B); 6. Law Number 29 Year 2007 concerning Regional Governance of Jakarta, the special capital region, the Capital of Unitary State of Republic of Indonesia; 7. Law Number 32 Year 2009 concerning Environmental Protection and Management; 8. Government Regulation Number 6 Year 2004 concerning State/Regional Property Management as has been amended with Government Regulation Number 38 Year 2008; 9. Government Regulation Number 8 Year 2004 concerning Reporting of Government Financial and Institutes Performance; 10. Government Regulation Number 58 Year 2005 concerning Regional Financial Management; 11. Government Regulation Number 38 Year 2007 concerning Allocation of Governance Affairs Between Government, Provincial Governance and |
|---|--|

Regency/Municipal Governance;

12. Government Regulation Number 41 Year 2007 concerning Regional Apparatus Organization;
13. Regulation of Minister of Domestic Affairs Number 13 Year 2006 concerning Regional Financial Management Guideline as has been amended with Regulation of Minister of Domestic Affairs Number 59 Year 2007;
14. Regulation of Minister of Domestic Affairs Number 45 Year 2008 concerning Provincial Apparatus Organization Pattern of Jakarta as Special Capital Region;
15. Regional Regulation Number 10 Year 2008 concerning Regional Apparatus Organization;
16. Governor Regulation Number 165 Year 2009 concerning Organization and Management of Regional Environmental Management Agency;

DECIDED :

To stipulate:

GOVERNOR REGULATION CONCERNING FORMATION OF ORGANIZATION AND MANAGEMENT OF ENVIRONMENTAL AND GROUND WATER WASTE MANAGEMENT UNIT.

CHAPTER I

Article 1

GENERAL PROVISIONS

In this Governor Regulation there are definitions as follows:

1. The Region is the Province of Jakarta as the Special Capital Region
2. The Regional Government is Governor and Regional Apparatus as elements of regional governance organization.
3. The Governor is the Head of Province of Jakarta as the Special Capital Region.
4. The Regional Secretariat is the Provincial Secretariat of Jakarta, the special capital region.
5. The Inspectorate is the Provincial Inspectorate of Jakarta the Special Capital Region.
6. The Regional Finance Management Body, herein after abbreviated as BPKD, is the Provincial Finance Management Body of Province of Jakarta as the Special Capital Region.
7. The Regional Civil Service Body, herein after abbreviated as BKD, is the Provincial Civil Service Body of Jakarta as the Special Capital Region.
8. The Regional Environmental Management Body, herein after abbreviated as BPLHD, is the Provincial Environmental Management Body of Jakarta as the Special Capital Region.
9. Organization and Management Bureau, hereafter mentioned as Ortala Bureau, is Provincial Secretariat Organization and Management Bureau of Jakarta as Special Capital Region.
10. The Head of Body is the Head of Provincial Environmental Management Body of Jakarta as the Special Capital Region.
11. Environmental Waste and Groundwater Management Unit is Environmental Waste and Groundwater

GOVERNMENT REGULATIONS

- Management Unit of Regional Environmental Management Body.
12. The Head of Unit is Head of Environmental Waste and Groundwater Management Unit.
 13. Domestic Waste is Wastewater produced from activities/business, whether in the form of grey-water (used-water) as well as black water (dirty/feces water) managed communally.
 14. Aquifer or water bearing layer is water-saturated rock layer under ground surface that can store and continue water in adequate amount and economical.
 15. Groundwater Basin is an area bordered by geological structure limits where all hydrological activities take place such as the process of augmentation process, drainage, release of groundwater.
 16. Wastewater Management Installation abbreviated as IPAL is A wastewater management system unit.
 17. B3 Waste is Residual material of a business and/or activities that contains hazardous and toxic materials due to its nature and/or concentration and/or amount that directly as well as indirectly can pollute and/or damage environment and/or hazardous for environment, health, human beings survival, and other living things.
 18. Communal Domestic Wastewater Management is a Place for domestic wastewater management integrally, and wastewater produced by society/community using certain method for the concerned waste to fulfill wastewater quality standard decided.
 19. Groundwater is All water in the water bearing stratum under the ground surface including spring that appears naturally on the ground.
 20. Groundwater Management is Management in wide definition that includes activities of data collection, recording, evaluation calculation, retrieval arrangement, licensing, coaching, control and supervision upon augmentation and groundwater conservation.
 21. Groundwater retrieval is Every activity of retrieving and/or utilization of groundwater done by drilling, digging, and paving used by individual or entity to kinds of necessities.

CHAPTER II

FORMATION

Article 2

With this Governor Regulation the Environmental Waste and Groundwater Management Unit are formed.

CHAPTER III

POSITIONS, DUTIES, AND FUNCTIONS

Article 3

- (1) Environmental Waste and Groundwater Management Unit is Technical Implementation Unit of BPLHD in the implementation of management of waste and groundwater utilization control.
- (2) Environmental Waste and Groundwater Management Unit is positioned and responsible to the Head of Body.

Article 4

- (1) Environmental Waste and Groundwater Management Unit has duty to organize activities of management of waste and groundwater utilization control.
- (2) In order to carry out duty as meant at paragraph (1), Environmental Waste and Groundwater Management Unit performs the following functions:
 - a. arrangement of Work and Budget Plan (RKA) and Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit;
 - b. implementation of Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit.
 - c. arrangement of Environmental Waste and Groundwater Management Unit strategic plan;
 - d. monitoring and control of groundwater resources utilization;
 - e. groundwater usage meter recording;
 - f. implementation of groundwater meter spare parts provision;
 - g. recording of replacement, installation of water telemetry and meter;
 - h. implementation of maintenance of facilities and infrastructure of monitoring well line;
 - i. planning and building of communal domestic IPAL in residential area;
 - j. activities organization of operation and maintenance of Wastewater Treatment Plant (IPAL) of Communal Domestic up to the formation of

- Domestic Communal IPAL management institution;
- k. operational cooperation organization of B3 waste management installation;
- l. implementation of operation control of communal domestic IPAL and the equipments;
- m. quality control implementation of treated communal domestic wastewater;
- n. society-based training implementation of communal domestic IPAL operator;
- o. implementation of coordination and cooperation of Environmental Waste and Groundwater Management Unit with Regional Apparatus Task Force (SKPD), Regional Apparatus Working Unit (UKPD) and other related parties;
- p. information technology management of Environmental Waste and Groundwater Management Unit;
- q. implementation of alternative technology application in environmental waste and groundwater management;
- r. implementation of officialdom, financial and goods management of Environmental Waste and Groundwater Management Unit;
- s. implementation of housekeeping and administration activities;
- t. implementation of activities publication and arrangement of official event and ceremony;
- u. arrangement of reporting material of the Head of Body related to duties and functions of Environmental Waste and Groundwater Management

Unit; and

- v. reporting and accountability of duties and functions implementation of Environmental Waste and Groundwater Management Unit.

CHAPTER IV
ORGANIZATION

First Part
Organization Order

Article 5

- (1) Organization Order of Environmental Waste and Groundwater Management Unit, involves:
 - a. Head of Unit;
 - b. Subdivision of Administration;
 - c. Waste Management Section;
 - d. Groundwater Utilization Control Section;
 - and
 - e. Functional Position Subgroup.
- (2) Organization Order Chart of Environmental Waste and Groundwater Management Unit, as stated on Attachment I of this Governor Regulation.

Second Part
Head of Unit
Article 6

Head of Unit has following duties:

- a. to lead and to coordinate duties and functions implementation of Environmental Waste and Groundwater Management Unit as meant in Article 4;
- b. to coordinate duties implementation of Subdivi-

sion, Section, Functional Position Subgroup;

- c. to implement coordination and cooperation with Regional Apparatus Task Force (SKPD), Regional Apparatus Working Unit (UKPD) and/or other governmental institutions in the framework of duties and functions implementation of Environmental Waste and Groundwater Management Unit; and
- d. to report and to account for duties and functions implementation of Environmental Waste and Groundwater Management Unit.

Third Part
Subdivision of Administration

Article 7

- (1) Subdivision of Administration is Staff Working Unit of Environmental Waste and Groundwater Management Unit in the implementation of administration activities.
- (2) Subdivision of Administration is led by a Head of Subdivision who is positioned under and responsible to the Head of Unit.
- (3) Subdivision of Administration duties are:
 - a. to arrange the material of Work and Budget Plan (RKA) and Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit accordingly to its scope of duty;
 - b. to implement Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit accordingly to its scope of duty;

GOVERNMENT REGULATIONS

- c. to coordinate the arrangement of Work and Budget Plan (RKA) and Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit;
- d. to coordinate the arrangement of Environmental Waste and Groundwater Management Unit strategic plan;
- e. to implement the alternative technology application in environmental waste and groundwater management;
- f. to implement monitoring, control, and evaluation of the implementation of Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit;
- g. to implement the activities of housekeeping, correspondence, and archival matters;
- h. to implement the management of officialdom, financial, and goods;
- i. to implement the maintenance and care of office working infrastructure and facilities;
- j. to implement the maintenance, care, and the process of technical devices provision of waste and groundwater management;
- k. to implement information technology management of Environmental Waste and Groundwater Management Unit;
- l. to implement meeting room management;
- m. to implement the publication of activities and official ceremony;
- n. to maintain office security, order, beauty, and hygiene;
- o. to collect, to analyze, and to submit inventory needs for office equipment/supply;
- p. to receive, to save, and to distribute equipment/supply/office inventory/technical device;
- q. to coordinate the reporting arrangement of activities, financial, and performance, and accountability of Environmental Waste and Groundwater Management Unit;
- r. to prepare report material of Environmental Waste and Groundwater Management Unit that related to Subdivision of Administration duties; and
- s. to report and to be accountable for the implementation of Subdivision of Administration duties.

Fourth Part

Waste Management Section

Article 8

- (1) Waste Management Section is the Line Working Unit of Environmental Waste and Groundwater Management Unit in the implementation of environmental waste management activities.
- (2) Waste Management Section is led by a Head of Section who is positioned under and responsible to the Head of Unit.
- (3) Waste Management Section duties are:
 - a. to arrange the material of Work and Budget Plan (RKA) and Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit accordingly to

- its scope of duty;
- b. to implement Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit accordingly to its scope of duty;
 - c. to plan and to implement the building process of Domestic IPAL in residential area;
 - d. to organize the activities of operation and maintenance of Wastewater Treatment Installation (IPAL) of Communal Domestic up to the formation of domestic IPAL management institution;
 - e. to organize operational cooperation of B3 waste management installation;
 - f. to implement monitoring and control of IPAL operation and its devices;
 - g. to implement quality monitoring and control of treated communal domestic wastewater;
 - h. to implement monitoring and evaluation of IPAL maintenance;
 - i. to implement society-based training for communal domestic IPAL operator;
 - j. to prepare report material of Environmental Waste and Groundwater Management Unit that related to Waste Management Section duties; and
 - k. to report and to be accountable for the implementation of Waste Management Section duties.

Fifth Part

Groundwater Utilization Control Section

Article 9

- (1) Groundwater Utilization Control Section is the Line Working Unit of Environmental Waste and Groundwater Management Unit in the implementation of groundwater utilization control activities.
- (2) Groundwater Utilization Control Section is led by a Head of Section who is positioned under and responsible to the Head of Unit.
- (3) Groundwater Utilization Control Section duties are:
 - a. to arrange the material of Work and Budget Plan (RKA) and Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit accordingly to its scope of duty;
 - b. to implement Budget Implementation Document (DPA) of Environmental Waste and Groundwater Management Unit accordingly to its scope of duty;
 - c. to implement monitoring and to control groundwater utilization;
 - d. to implement groundwater meter spare parts provision;
 - e. to implement replacement and installation of groundwater telemetry and meter;
 - f. to implement maintenance of facilities and infrastructure of monitoring well line;
 - g. to implement recording of groundwater usage water meter to every customer;
 - h. to prepare report material of Environmental

Waste and Groundwater Management Unit that related to Groundwater Utilization Control Section duties; and

- i. to report and to be accountable for the implementation of Groundwater Utilization Control Section duties.

Sixth Part

Functional Position Subgroup

Article 10

- (1) Environmental Waste and Groundwater Management Unit can have Functional Position Subgroup.
- (2) Functional Officials implement duties in Structural Organization Order of Environmental Waste and Groundwater Management Unit.

Article 11

- (1) In the framework of developing profession/expertise/competency of Functional Official, Functional Position Subgroup of Environmental Waste and Groundwater Management Unit is formed and decided by Head of Body.
- (2) Functional Position Subgroup as meant at paragraph (1) is led by a Head of Functional Position Subgroup positioned under and responsible to the Head of Unit.
- (3) The Head of Functional Position Subgroup as meant at paragraph (2) is appointed by the Head of Environmental Waste and Groundwater Management Unit and respected Functional Official among Functional Official accordingly to owned

competency quality (knowledge, expertise, and integrity).

- (4) Extending provisions concerning Functional Position are regulated with Governor Regulation as the part of BPLHD Functional Position group accordingly to the laws and regulations.

CHAPTER V

ECHELON

Article 12

- (1) Head of Unit as meant in Article 5 paragraph (1) point a is a Structural Position of Echelon III.a.
- (2) Head of Subdivision as meant in Article 7 paragraph (2) is a Structural Position of Echelon IV.a.
- (3) Head of Section as meant in Article 8 paragraph (2) and Article 9 paragraph (2) is a Structural Position of Echelon IV.a.

CHAPTER VI

PROCEDURES

Article 13

- (1) In implementing its duties and functions, Environmental Waste and Groundwater Management Unit is obliged to adhere to and to refer to the laws and regulations.
- (2) Head of Unit develops coordination and cooperation with Regional Apparatus Task Force (SKPD), Regional Apparatus Working Unit (UKPD) and/or other governmental/private/community institutions in order to improve performance and to smoothen duties and functions implementation of

Environmental Waste and Groundwater Management Unit.

Article 14

Head of Unit, Head of Subdivision, Head of Section, and Head of Functional Position Subgroup are obliged to carry out duties accordingly to the laws and regulation as well as to apply the principles of coordination, cooperation, integrity, synchronization, simplicity, accountability, transparency, effectiveness, and efficiency.

Article 15

- (1) Head of Unit, Head of Subdivision, Heads of Sections and Heads of Functional Position Subgroups of Environmental Waste and Groundwater Management Unit are obliged to lead, to coordinate, to direct, to guide, to give instruction for duties implementation, to develop, and to evaluate their respective subordinates' performance.
- (2) Head of Unit, Head of Subdivision, Heads of Sections and Heads of Functional Position Subgroups and employees of Environmental Waste and Groundwater Management Unit are obliged to follow and to obey official order from their respective superior accordingly to the laws and regulations.

Article 16

Head of Unit, Head of Subdivision, Heads of Sections and Heads of Functional Position Subgroups

of Environmental Waste and Groundwater Management Unit are obliged to supervise and to control duties implementation of their respective subordinates as well as to take necessary measures in case there is deviation or indication of it.

Article 17

- (1) Head of Unit, Head of Subdivision, Heads of Sections, Heads of Functional Position Subgroups and employees of Environmental Waste and Groundwater Management Unit are obliged to submit duties implementation report to their respective superior accordingly to the laws and regulations.
- (2) The superiors who receive report as meant at paragraph (1), follow up and make received report as material for decision-making accordingly to their respective authorities.

Article 18

- (1) Regional Secretariat through Ortala Bureau implements development of institution, governance, and reporting upon Environmental Waste and Groundwater Management Unit as part of BPLHD development of institution, governance, and reporting.
- (2) Extending laws concerning the development as meant at paragraph (1) are regulated with Governor Regulation.

CHAPTER VII
OFFICIALDOM

Article 19

- (1) Civil Servants In Environmental Waste and Groundwater Management Unit are Regional Civil Servant.
- (2) The management of officialdom as meant at paragraph (1) is implemented in accordance to state officialdom laws and regulations.
- (3) In the implementation of officialdom management, Environmental Waste and Groundwater Management Unit gets guidance from Regional Secretary through BKD with coordination with Ortala Bureau as part of BPLHD officialdom development.

CHAPTER VIII

FINANCIAL

Article 20

- (1) Budget for duties and functions implementation of Environmental Waste and Groundwater Management Unit is burdened to Regional Budget.
- (2) The management of budget as meant at paragraph (1) is implemented in accordance to state/regional financial laws and regulations.

Article 21

- (1) Revenue derives from duties and functions implementation of Environmental Waste is regional revenue.
- (2) The management of revenue as meant at paragraph (1) is implemented in accordance to state/regional financial laws and regulations.

CHAPTER IX

ASSET

Article 22

- (1) Asset used by Environmental Waste and Groundwater Management Unit as working infrastructure and facilities is regional asset with status as inseparable regional property.
- (2) The management of asset or working infrastructure and facilities as meant at paragraph (1) is implemented in accordance to state/regional financial laws and regulations and state/regional goods management laws and regulations.

Article 23

- (1) Working infrastructure and facilities received in the form of grant, and or aid from third party to Environmental Waste and Groundwater Management Unit in the framework of its duties and functions implementation are regional goods revenue.
- (2) Regional goods revenue as meant at paragraph (1), is reported immediately to the Head of BPLHD to be reported next to the Governor through the Head of BPKD as Regional Financial Management Officer (PPKD) as well as Regional General Treasurer (BUD) to be recorded and be appended as regional asset.

CHAPTER X

POSITION FORMATION AND
WORK EQUIPMENT STANDARDS

Article 24

- (1) Head of Unit is helped by 1 (one) Head of Sub-division of Administration, 1 (one) Head of Waste Management Section, and 1 (one) Head of Groundwater Utilization Control Section as his direct subordinates.
- (2) Head of Subdivision of Administration is helped by at maximum 7 (seven) General/Certain Functional Officials as direct subordinates.
- (3) Head of Waste Management Section is helped by at maximum 27 (twenty-seven) General/Certain Functional Officials as direct subordinates.
- (4) Groundwater Utilization Control Section is helped by at maximum 17 (seventy) General/Certain Functional Officials as direct subordinates.
- (5) Position formation details as meant at paragraph (2), paragraph (3), and paragraph (4) are as stated on Attachment II of this Governor Regulation.
- (6) Position formation details as meant at paragraph (5) is the reference for Unit employees needs submission.

Article 25

Minimum working equipment standards of each position as meant in Article 24 are as stated on Attachment III of this Governor Regulation.

CHAPTER XI

REPORTING AND ACCOUNTABILITY

Article 26

- (1) Environmental Waste and Groundwater Management Unit arranges and submits periodical report

of annual, semester, quarterly, monthly and/or anytime to the Head of Body.

- (2) Report as meant at paragraph (1) includes:

- a. needs, shortage, surplus of employee;
- b. finance;
- c. performance;
- d. needs, shortage and surplus of goods or working infrastructure and facilities;
- e. accountability; and
- f. activities implementation.

Article 27

In the framework of accountability, Environmental Waste and Groundwater Management Unit develops internal control system as part of RPLHD internal control system.

CHAPTER XII

MONITORING

Article 28

Supervision upon Environmental Waste and Groundwater Management Unit, is performed by:

- a. State institution with duty to inspect state financial management and accountability;
- b. Government internal investigator Apparatus; and
- c. Inspectorate.

CHAPTER XIII

FINAL PROVISIONS

Article 29

This Governor Regulation starts to take effect

since the promulgation date.

For everybody to acknowledge this regulation, ordering the enactment of this Governor Regulation to be placed in the Provincial Gazette of Jakarta as Special Capital Region.

Stipulated in Jakarta

on 21 February 2011

THE GOVERNOR OF JAKARTA AS THE SPECIAL

CAPITAL REGION

JAKARTA, THE CAPITAL,

Sgnd.

FAUZI BOWO

Promulgated in Jakarta

on 1 March 2011

THE REGIONAL SECRETARY OF JAKARTA AS

THE SPECIAL CAPITAL REGION

JAKARTA, THE CAPITAL,

Sgnd.

FADJAR PANJAITAN

NIP 195508261976011001

THE REGIONAL GAZETTE OF PROVINCE OF

JAKARTA AS THE SPECIAL CAPITAL REGION

Editorial Note :

Under technical reason, Attachments are not included.

(A)