

**MINISTERIAL DECREE OF COMMUNICATIONS
OF THE REPUBLIC OF INDONESIA
Number: KM 62 Year 2010**

CONCERNING

**ORGANIZATION AND WORK PROCEDURE OF
THE OFFICE OF MANAGEMENT UNIT OF SEAPORT**

**BY THE GRACE OF GOD ALMIGHTY
COMMUNICATIONS MINISTER OF THE REPUBLIC OF INDONESIA,**

- Considering:
- a. that in order to implement the provisions on organization and work procedure of the Management Unit of Seaport as regulated in Article 50 of Government Regulation Number 61 Year 2009 on Seaport, it shall be necessary to enact a Ministerial Decree concerning the Organization and Work Procedure of the Office of Management Unit of Seaport;
- Referring to in
1. Law Number 17 Year 2008 on Shipping (State Gazette of the Republic of Indonesia Year 2008 Number 64, Supplement to State Gazette of the Republic of Indonesia Number 4849);
 2. Government Regulation Number 61 Year 2009 on Seaport (State Gazette of the Republic of Indonesia Year 2009 Number 151, Supplement to State Gazette of the Republic of Indonesia Number 5070);
 3. Government Regulation Number 5 Year 2010 on Navigation (State Gazette of the Republic of Indonesia Year 2010 Number 8, Supplement to State Gazette of the Republic of Indonesia Number 5093);
 4. Government Regulation Number 20 Year 2010 on Water Transportation (State Gazette of the Republic of Indonesia Year 2010 Number 26, Supplement to State Gazette of the Republic of Indonesia Number 5108);
 5. Government Regulation Number 21 Year 2010 on Protection of Marine Environment (State Gazette of the Republic of Indonesia Year 2010 Number 27, Supplement to State Gazette of the Republic of Indonesia Number 5109);
 6. Presidential Decree Number 47 Year 2009 on Establishment and Organization of Indonesian State Ministry;
 7. Presidential Decree Number 24 Year 2010 on Position, Duty, and Function of State Ministry as well as Organizational Structure, Duty, and Function of Echelon I of State Ministry;
 8. Ministerial Decree of Communications Number KM 43 Year 2005 on

Organization and Work Procedure of Ministry of Communications, as having been amended by Ministerial Decree of Communications Number 20 Year 2008;

9. Decree of State Ministry of Empowerment of State Apparatus (Personnel) Number PER/18./M.PAN/11/2008 on Guideline of Organization of the Technical Implementation Unit of Ministry and Governmental Agency of Non-Ministry;

In view of

Approval from Indonesia's State Minister of Empowerment of State Apparatus (Personnel) and Bureaucracy Reform in Letter Number B/2237/M.PAN-RB/10/2010 dated October 7,2010;

DECIDES:

To Enact

MINISTERIAL DECREE OF COMMUNICATIONS ON ORGANIZATION AND WORK PROCEDURE OF THE OFFICE OF MANAGEMENT UNIT OF SEAPORT

CHAPTER I POSITION, DUTY, FUNCTION, AND CLASSIFICATION

Article 1

- (1) The Office of Management Unit of Seaport shall be a Technical Implementation Unit of the Ministry of Communications, of which is under and responsible to Indonesian Minister of Communications through Director General of Sea Transportation.
- (2) The Office of Management Unit of Seaport shall chaired by a Head

Article 2

The Office of Management Unit of Seaport shall have a duty to implement the management, control and supervision of the activities of harbor, safety and security of shipping at the seaport, and to provide and/or give services of harbor, of which have yet to be commercialized.

Article 3

In conducting the duty as cited in Article 2, the Office of Management Unit of Seaport shall have a function comprising as follows:

- a. to prepare the master plan of seaport as well as the scopes of Area of Work (DLKr) and Area of Concern (DLKp) of the seaport;
- b. to make available and take care of wave breakers, pond of harbor, shipping routes, and supporting facilities of shipping

- navigation;
- c. to assure a good flow of commodities, passengers and animals;
- d. to provide and/ or give services of harbor;
- e. to manage, control, and monitor the services of harbor and water transportation;
- f. to provide the facilities of harbor and services on guidance and delays;
- g. to guarantee the security and orderliness of the seaport;
- h. to maintain the environmental sustainability of the seaport;
- i. to prepare the stuffs for monitoring of safety and security of the shipping; and
- j. to handle the administration, employment, finance, legal issues and public relations.

Article 4

The Office of Management Unit of Seaport shall be classified into 3 (three) categories, namely:

- a. Office of Management Unit of Seaport Category I (Class 1)
- b. Office of Management Unit of Seaport Category II (Class 2)
- b. Office of Management Unit of Seaport Category III (Class 3)

CHAPTER II ORGANIZATIONAL STRUCTURE

Part One

Office of Management Unit of Seaport Category I (Class 1)

Article 5

Office of Management Unit of Seaport Category I (Class 1) comprises:

- a. Sub-section of Administration;
- b. Section of Sea Traffic and Transportation and Services
- c. Section of Harbor Facilities and Orderliness; and
- d. Section of Harbor Master

Article 6

- (1) Sub-section of Administration shall have the duties of finance, employment/ human resource and general issue, legal and public affairs as well as reporting about the Office of Management Unit of Seaport.
- (2) Section of Sea Traffic and Transportation and Services shall have the duties to make available and take care of the wave breakers, pond of harbor, routes of shipping, and supporting facilities of shipping navigation; to guarantee a smooth flow of commodities, passengers and animals; to provide and/ or give services of harbor; and to manage, control, and monitor the services of harbor and water transportation.
- (3) Section of Harbor Facilities and Orderliness shall have the duties to prepare the master plan of seaport as well as the scopes of Area of Work (DLKr) and Area of Concern (DLKp) of the seaport; to provide the facilities of harbor and services of guidance and delays; to guarantee the security and orderliness of the seaport; and to maintain the sustainability of workplace of the seaport.
- (4) Section of Harbor Master shall have the duties to prepare the stuffs for monitoring of the safety and security of shipping.

Article 7

The Organizational Structure of the Office of Management Unit of Seaport Category I (Class 1) shall be as stated in Appendix I of this Regulation (Ministerial Decree).

Part Two

Office of Management Unit of Seaport Category II (Class 2)

Article 8

The Office of Management Unit of Seaport Category II (Class 2) shall include:

- a. Official of Administration;
- b. Official of Sea Traffic and Transportation and Services;
- c. Official of Facilities and Orderliness of the Seaport; and
- d. Official of Harbor Master

Article 9

- (1) The Official of Administration shall have the duties of finance, employment/ human resource and general issue, legal and public affairs

as well as reporting of the Office of Management Unit of Seaport.

- (2) The Official of Sea Traffic and Transportation and Services shall have the duties to make available and take care of the wave breakers, pond of harbor, routes of shipping, and supporting facilities of shipping navigation; to guarantee a smooth flow of commodities, passengers and animals; to provide and/ or give services of harbor; and to manage, control, and monitor the services of harbor and water transportation.
- (3) The Official of Harbor Facilities and Orderliness shall have the duties to prepare the master plan of seaport as well as the scopes of Area of Work (DLKr) and Area of Concern (DLKp) of the seaport; to provide the facilities of harbor and services of guidance and delays; to guarantee the security and orderliness of the seaport; and to maintain the sustainability of work place of the seaport.
- (4) The Official of Harbor Master shall have the duties to prepare the stuffs for monitoring of safety and security of shipping.

Article 10

The Organizational Structure of the Office of Management Unit of Seaport Category II (Class 2) shall be as stated in Appendix II of this Regulation (Ministerial Decree).

Part Three Office of Management Unit of Seaport Category III (Class 3)

Article 11

Office of Management Unit of Seaport Category III (Class 3) shall include:

- a. Official of Administration;
- b. Official of Sea Traffic and Transportation and Services;
- c. Official of Harbor Facilities and Orderliness; and
- d. Official of Harbor Master

Article 12

- (1) The Official of Administration shall have the duties of finance, employment/ human resource and general issue, legal and public affairs as well as reporting of the Office of Management Unit of Seaport.
- (2) The Official of Sea Traffic and Transportation and Services shall have the duties to make available and take care of the wave breakers, pond of harbor, routes of shipping, and supporting facilities of shipping navigation; to guarantee a smooth flow of commodities, passengers and animals; to provide and/ or give services of harbor; and to manage,

control, and monitor the services of harbor and water transportation.

- (3) The Official of Harbor Facilities and Orderliness shall have the duties to prepare the master plan of seaport as well as the scopes of Area of Work (DLKr) and Area of Concern (DLKp) of the seaport; to make available the facilities of harbor and services of guidance and delays; to guarantee the security and orderliness of the seaport; and to maintain the sustainability of work place of the seaport.
- (4) The Official of Harbor Master shall have the duties to prepare the stuffs for monitoring of safety and security of shipping.

Article 13

The Organizational Structure of the Office of Management Unit of Seaport Category III (Class 3) shall be as stated in Appendix III of this Regulation (Ministerial Decree).

CHAPTER III CATEGORY OF FUNCTIONAL POSITION

Article 14

Those in the category of functional positions shall conduct the duties to carry out the activities based on the respective functional positions as in compliance with the prevailing laws and regulations.

Article 15

- (1) The category of functional positions as cited in Article 14 shall comprise a number of functional workers who fill in the functional positions based on their disciplines and expertise as in compliance with the prevailing laws and regulations.
- (2) The category of functional positions as cited in Paragraph (1) shall be coordinated by a senior functional official as assigned by the Head of Office of Management Unit of Seaport.
- (3) The number of functional workers as cited in paragraph (1) shall be made available based on the need and work load.
- (4) The types and ranks of functional positions as cited in paragraph (1) shall be based on the prevailing laws and regulations.

CHAPTER IV AREA OF WORK

Article 16

- (1) At the Office of Management Unit of Seaport can be established an

Area of Work as per need based on analysis of organization and work load.

- (2) Area of Work shall be a unit of task that is under and responsible to the Office of Management Unit of Seaport.
- (3) Area of Work of the Office of Management Unit of Seaport shall have the duties to carry out the activities to provide services of sea traffic and transportation, safety and security of shipping on waters at the seaport for the sake of good sea transportation.

CHAPTER V WORK PROCEDURE

Article 17

Head of the Office of Management Unit of Seaport shall act as a Port Master who conducts the function of coordination and fills in the highest position at the seaport.

Article 18

In conducting the duties the Head of the Office of Management Unit of Seaport, the Head of Sub-section, the Head of Section and the officials as well as the functional officials shall be obliged to apply the principles of coordination, integration and synchronization in their respective workplaces and of inter-units of organization at the Office of Management Unit of Seaport based on their respective duties.

Article 19

Every Head of the organizational unit shall be obliged to supervise his/ her subordinates and in case that there is a breach there has to be an action taken based on necessity as in compliance with the prevailing laws and regulations.

Article 20

Every Head of the organizational unit at the Office of Management Unit of Seaport shall be accountable for managing and coordinating his/ her subordinates and giving guidance and instruction on how to conduct their duties.

Article 21

Every Head of the organizational unit shall be obliged to follow and obey the guidance from and responsible to the Superior and submit reports on a regular and timely basis.

Article 22

In regard of the report received from his/ her subordinates the Head of organizational unit shall obligatorily process and use the report as stuffs (data) for preparation of further report and also give guidance to his/ her subordinates.

Article 23

When submitting a report to Superior, the carbon copies shall be submitted to another organizational unit that functionally has a work relationship.

Article 24

In doing his/ her duties any Head of Organizational Unit shall be assisted by the heads of lower units of organization and for the sake of guiding his/her subordinates it is obligatory to hold a meeting on a regular basis.

CHAPTER VI ECHELON

Article 25

- (1) Head of the Office of Management Unit of Seaport Category I (Class 1) shall be an official of echelon III b;
- (2) Head of the Office of Management Unit of Seaport Category II (Class 2) and Head of Sub-section and Head of Section at the Office of Management Unit of Seaport Category II (Class 2) shall be officials of Echelon IV a;
- (3) Head of the Office of Management Unit of Seaport Category III (Class 3) shall be an official of echelon IV b;

CHAPTER VII LOCATION

Article 26

- (1) As of the effectiveness of this Ministerial Decree the number of Offices of Management Units of Seaport at non-commercial seaports has so far come to 186 (one hundred eighty six) comprising:
 - a. Offices of Management Units of Seaports Category I (Class 1) that exist in 5 (five) locations;
 - b. Office of Management Unit of Seaport Category II (Class 2) that exist in 20 (twenty) locations;
 - b. Office of Management Unit of Seaport Category III (Class 3) that exist in 161(one hundred sixty one) locations;

- (2) Location, name of seaport and area of work of the Office of Management Unit of Seaport as cited in paragraph (1) shall be as stated in Appendix IV of this Ministerial Decree.

CHAPTER VIII CLOSING

Article 27

- (1) The recruitment of human resources at the Office of Management Unit of Seaport shall be conducted in no longer than 2 (two) years as of the enactment of this Ministerial Decree.
- (2) In a period of no longer than 2 (two) years as of the effectiveness of this Ministerial Decree the Head of the Office of Management Unit of Seaport shall have submitted a proposal concerning general formula of functional positions, description of types of activities of organization, achievement of work of each position based on time rate and formation of position at the Office of Management Unit of Seaport, to Indonesian Minister of Communications through Director General of Sea Transportation, of which shall be further included as part of the Ministerial Decree that will be enacted.

Article 28

The revision and improvement of Organization and Work Procedure under this Ministerial Decree shall also be part of the enactment by Indonesian Minister of Communications after having received a written approval from Minister of the Empowerment of State's Apparatus (Personnel) and Bureaucracy Reform.

Article 29

With the enactment of this Ministerial Decree, therefore Ministerial Decree Number KM 63 Year 2002 on Organization and Work Procedure of Seaport shall be revoked and declared no longer effective.

Article 30

This Ministerial Decree shall be effective as of the date of enactment.

That everybody shall be made aware of, and the enactment of this Law shall be published in the State Gazette of the Republic of Indonesia.

Enacted in Jakarta
Dated November 5, 2010
MINISTER OF COMMUNICATIONS
THE REPUBLIC OF INDONESIA,

Signed

FREDDY NUMBERI

Carbon copies of this Ministerial Decree submitted to:

1. Chairman of Financial Audit Board;
2. Minister of Justice and Human Rights;
3. Minister of Finance;
4. Minister of Empowerment of State's Apparatus (Personnel) and Bureaucracy Reform
5. Provincial Governors;
6. Head of the Board of Finance and Development Supervision;
7. Head of the Board of State's Human Resources;
8. Secretary General, Inspector General, Director General and Head of Division of the Ministry of Communications;
9. Director General of Budget of the Ministry of Finance;
10. Bureau Heads and Center Heads of the Secretariat General under the Ministry of Communications.

Copy as of the original version
BUREAU HEAD OF LAWS
AND "KSLN",

Signed.

UMAR ARIS, SH, MM, MH
Junior Chief Administrator (IV/c)
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