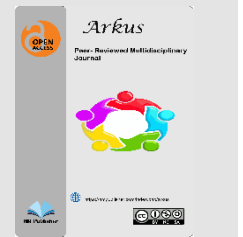




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Administrative Burden in the Regional Disaster Management Agency (BPBD) of Semarang Province, Indonesia

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ABSTRACT

BPBD Semarang needs to focus on recruitment, training, performance assessment and managing employee needs. By having a team that is trained and ready, BPBD can respond to disasters quickly and efficiently. Data and information management requires collecting potential disaster data, risk mapping, and providing accurate information. Administrative burdens in this aspect include data collection, risk analysis, database management, and preparation of reports and related documents. Good financial management is the key to smooth operations. Administrative burdens involve budget planning, financial reporting, procurement of goods and services, and asset management, all of which must comply with regulations and transparency principles. BPBD Semarang needs to establish good coordination with government agencies, non-governmental organizations and the private sector. Administrative burdens include planning meetings, creating coordination protocols, and maintaining effective communication to ensure synergistic cooperation.

1. Introduction

A disaster is an event or series of events that threatens and disrupts people's lives and livelihoods caused by either natural factors and/or non-natural factors or human factors, resulting in human casualties, environmental damage, property loss, and psychological impacts. In Indonesia, Disaster management agencies are divided into two types, namely BNPB (National Disaster Management Agency) and BPBD (Regional Disaster Management Agency). Law Number 24 of 2007 is the basis for how disaster management is regulated. Apart from being basic rules, this law also has principles. The principles are the principles of humanity, justice, equality of position in law and government, balance, harmony, harmony, then there is order and legal certainty, there is also environmental sustainability, and finally, science and

technology. There are also several principles, namely fast and precise, priority, coordination and integration, efficiency and effectiveness, transparency and accountability, partnership, empowerment, and non-discrimination. This law aims to provide protection to the community from the threat of disasters and then guarantee the implementation of disaster management in an integrated, coordinated, and comprehensive manner and encourage the spirit of mutual cooperation, solidarity, and generosity.^{1,2}

The Semarang Regional Disaster Management Agency (BPBD) has a crucial role in managing and overcoming disasters in its region. As a regional government institution responsible for disaster management, BPBD Semarang is required to have optimal administrative capacity to respond effectively to every potential disaster threat. The administrative

burden on BPBD Semarang is an important thing to pay attention to, considering the complexity of its duties and responsibilities which involve planning, coordinating and implementing various disaster management activities. The administrative burden covers various aspects, such as human resource management, data and information management, and financial administration. It is important to note that this administrative burden is not only a burden, but also an investment to improve disaster preparedness and response. Therefore, continuous evaluation and improvement in managing administrative burdens is the key to ensuring that BPBD Semarang can operate effectively and efficiently in protecting the community from potential disasters.^{3,4}

2. Methods

Empirical legal research is a legal research method that functions to see the law in real terms and examine how the law works in society. Because this research examines people in their living relationships in society, the empirical legal research method can be said to be sociological legal research. It can be said that legal research is taken from facts that exist in a society, legal entity or government institution. Based on the description above, empirical legal research is legal research that analyzes the actual application of law to individuals, groups, communities, and legal institutions in society with an emphasis on the behavior of individuals or communities, organizations, or legal institutions in relation to the application or enactment of the law.

3. Results and Discussion

Human resources management (HR)

The recruitment process is the initial stage in building a reliable team at BPBD Semarang. Administrative burdens related to recruitment include preparing clear job profiles, transparent vacancy announcements, strict selection according to established criteria, and conducting comprehensive interviews and tests. This entire process requires meeting qualification standards and abilities that are

appropriate to the tasks to be carried out. After the recruitment process, training becomes a crucial aspect to ensure that BPBD team members have the necessary knowledge and skills. The administrative burden at this stage includes training planning, preparing relevant material, selecting competent instructors, and evaluating training effectiveness. By having a trained team, BPBD Semarang can respond to disasters more quickly and efficiently. Performance monitoring and assessment is an important step in ensuring that each member of the BPBD team performs optimally. The administrative burden in this case involves developing a fair and objective assessment system, providing constructive feedback, and carrying out regular performance evaluations. By implementing a good assessment system, BPBD can identify strengths and weaknesses in the team, so that necessary corrective action or skill development can be taken. Each BPBD team member has needs that need to be met to support their performance. The administrative burden in managing employee needs includes preparing policies regarding employee rights and obligations, providing adequate facilities, as well as managing personal administration such as leave and insurance. Providing a conducive work environment and paying attention to employee welfare are important factors in maintaining the motivation and dedication of team members. By paying attention to these aspects, BPBD Semarang can build a solid team that is ready and able to provide effective responses in dealing with various disasters. The administrative burden of recruitment, training, performance appraisal, and managing employee needs must be carefully integrated in order to create a professional and highly competitive work environment in overcoming disaster management challenges.⁵⁻⁸

Data and information management

The administrative burden at the potential disaster data collection stage involves the process of systematically collecting data regarding potential disasters that may occur in the Semarang area. This includes identifying the type of disaster, vulnerable

locations, as well as the characteristics and factors that cause disasters. At this stage, it is important to have an accurate and up-to-date data collection method to provide a solid information base for BPBD. Data management also includes disaster risk mapping, where BPBD Semarang needs to carry out an analysis of the potential impact of disasters in its area. The administrative burden in this aspect involves the use of geospatial mapping technology to identify high risk zones and develop risk maps that can be used as a basis for disaster mitigation and response planning.⁹

Maintaining and managing an organized database is an important component in efficient data and information management. The administrative burden of database management includes regular data maintenance, data security to avoid loss or leakage, as well as data integration from various sources to ensure that all information managed by BPBD Semarang is accurate and up to date. The administrative burden of risk analysis includes understanding and assessing the collected data. BPBD Semarang needs to implement appropriate risk analysis algorithms and methods to obtain relevant information about disaster risk levels in various regions. The results of this analysis can be the basis for directing more specific mitigation and response efforts. In the end, BPBD Semarang must be able to present information that is managed in an effective way. The administrative burden of preparing reports and related documents includes creating periodic reports, presenting data in an easy-to-understand format, and documenting all disaster management activities. This report can be used for monitoring, evaluating and planning future activities. By managing data and information efficiently, BPBD Semarang can increase its capacity to respond to disasters. The application of sophisticated information technology can help optimize administrative burdens in the aspects of data collection, risk mapping, database management and report preparation, so that BPBD can operate responsively and effectively.^{7,8}

The administrative burden at the assessment system preparation stage includes planning and developing metrics or performance indicators that are in accordance with the goals and responsibilities of each BPBD team member. The assessment system must reflect clear and measurable criteria, and take into account the differences in tasks and roles within the team. An important part of performance monitoring and appraisal is providing constructive feedback to team members. The administrative burden on this aspect includes developing effective communication mechanisms to provide direct and written feedback. Clear and constructive feedback can help team members understand their performance, improve weaknesses, and maintain strengths. The administrative burden of conducting regular performance evaluations involves planning, implementation and analysis of evaluation results. BPBD Semarang needs to develop a regular evaluation schedule, collect performance data, and identify trends or performance patterns. Regular evaluations provide a clear picture of how the team is performing over time. One of the main goals of performance monitoring and assessment is to identify the strengths and weaknesses of individuals and the team as a whole. Administrative burden involves careful analysis of evaluation data to determine areas where the team can be improved or developed. Identification of strengths can be the basis for assigning greater responsibility, while identification of weaknesses can lead to additional training or support. Based on the results of monitoring and performance assessment, BPBD Semarang needs to implement corrective actions or skills development. Administrative burdens involve developing specific and realistic action plans to improve team member performance. This may include further training, adjusting duties, or reorganizing roles and responsibilities. By implementing a good assessment system, BPBD Semarang can ensure that its team members work optimally and can respond to disasters effectively. Continuous performance monitoring and assessment is the main instrument in building a team that is strong and ready to face the

challenges of disaster management.¹⁰

Financial administration

The administrative burden at the budget planning stage involves preparing detailed financial plans to ensure that BPBD Semarang has sufficient resources to carry out various disaster management activities. This process includes identifying budget needs, allocating funds according to priorities, and submitting budget proposals that can be approved. Financial reporting is an important aspect of maintaining transparency and accountability. Administrative expenses in financial reporting include preparing accurate and up-to-date financial reports in accordance with applicable accounting standards. This report must include the receipt and expenditure of funds, as well as the use of the budget for each activity. The process of procuring goods and services at BPBD Semarang involves various aspects, such as selecting vendors or contractors, negotiating prices, and monitoring contract implementation. The administrative burden in this aspect includes preparing procurement documents, evaluating bids, and monitoring contract implementation. All of these processes must comply with the provisions of applicable goods and services procurement regulations. Asset management involves monitoring and maintaining BPBD Semarang's property, such as vehicles, equipment and facilities. Administrative burdens in this aspect include asset inventory, routine maintenance planning, and policy making regarding asset depreciation and replacement. The goal of asset management is to ensure operational continuity and efficient use of resources.¹¹

All financial administration processes at BPBD Semarang must comply with applicable financial regulations and regulations. The administrative burden in this case includes an in-depth understanding of these regulations, organizing training for financial staff, as well as making internal policies that comply with legal provisions. Transparency in financial management involves the disclosure of information related to budgets, revenues,

and expenditures. Administrative burdens under the principle of transparency include providing access to financial information to the public, preparing financial reports that are easy to understand, and involving the public in the budget monitoring process. By carrying out all of these financial administration processes well, BPBD Semarang can maintain smooth operations and ensure that its financial resources are used efficiently for the benefit of disaster management and community safety. Transparency and compliance with regulations are the keys to building trust with the public and related parties.^{10,11}

Coordination and communication

The administrative burden of meeting planning includes identifying relevant stakeholders, setting a clear agenda, and efficient meeting scheduling. BPBD Semarang needs to ensure that meetings are well organized, involve related parties, and have specific objectives. Apart from that, this administrative process also includes preparing minutes or reports on meeting results for documentation and follow-up. It is important for BPBD Semarang to have a clear coordination protocol with other stakeholders. The administrative burden in this aspect involves preparing coordination protocol documents that cover the responsibilities of each party, communication mechanisms, and procedures for responding to disasters. This protocol must be prepared collaboratively by involving all parties involved. The administrative burden of organizing communications involves implementing effective communication strategies. BPBD Semarang needs to ensure that information related to disaster management is conveyed clearly and in a timely manner to stakeholders. This may involve the use of various communication channels, including face-to-face meetings, online channels, or mass media, as well as the application of the latest information technology.¹²

In coordinating with other government agencies, BPBD Semarang needs to collaborate closely with related agencies or institutions. The administrative burden involves establishing effective coordination

mechanisms, arranging regular meetings, and aligning work programs to achieve common goals in disaster management. BPBD Semarang must also establish strong collaboration with non-governmental organizations (NGOs) that play a role in disaster management. The administrative burden involves establishing mutually beneficial partnerships, discussing the roles of each party, and drafting cooperation agreements. Open communication and clear regulations can make this process easier. In dealing with disasters, cooperation with the private sector is also important. The administrative burden in this aspect involves negotiating contracts or cooperation, developing communication mechanisms between BPBD and companies, as well as preparing joint plans to support disaster management activities. By carrying out good administrative processes in this coordination aspect, BPBD Semarang can build a solid cooperation network with various stakeholders. Effective collaboration with government agencies, non-governmental organizations, and the private sector will strengthen disaster management efforts and improve the preparedness of the Semarang region as a whole.¹³

4. Conclusion

BPBD Semarang needs to focus on recruitment, training, performance assessment, and managing employee needs. By having a team that is trained and ready, BPBD can respond to disasters quickly and efficiently. Data and information management requires collecting potential disaster data, risk mapping, and providing accurate information. Administrative burdens in this aspect include data collection, risk analysis, database management, and preparation of reports and related documents. Good financial management is the key to smooth operations. Administrative burdens involve budget planning, financial reporting, procurement of goods and services, and asset management, all of which must comply with regulations and transparency principles. BPBD Semarang needs to establish good coordination with government agencies, non-governmental organizations, and the private sector. Administrative

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