

REGENT OF GRESIK
EAST JAVA PROVINCE

REGULATION OF THE REGENT OF GRESIK
NUMBER 62 OF 2016

ON

THE STATUS, ORGANIZATIONAL STRUCTURE, TASKS, FUNCTIONS,
AND WORK PROCEDURES OF THE TOURISM AND CULTURE OFFICE
OF THE REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

THE REGENT OF GRESIK,

Considering: that in order to implement the provisions in Section 2
section (2) of the Regional Regulation of Gresik Regency Number 12
of 2016 on the Formation of Regional Apparatus of
Gresik Regency, it is necessary to issue a Regent Regulation
on the Status, Organizational Structure, Tasks, Functions,
and Work Procedures of the Tourism and Culture Office
of the Regency of Gresik;

Considering: 1. Law Number 12 of 1950 on
the Formation of Regions within the Province
of East Java, (State Gazette of the Republic
of Indonesia of 1950 Number 19, Supplement to the State Gazette
of the Republic of Indonesia Number 2930) as
amended several times lastly by Law

Number 2 of 1965 on the Change of Boundary

Area of Surabaya Municipality and Type II Region

Surabaya (State Gazette of the Republic of Indonesia of

1965 Number 19, Supplement to the State Gazette of the Republic

of Indonesia Number 2730);

2. Law Number 12 of 2011 on

the Formation of Legislation

(State Gazette of the Republic of Indonesia of 2011

Number 82, Supplement to the State Gazette of the Republic

of Indonesia Number 5234);

3. Law Number 5 of 2014 on State Civil Apparatus

(State Gazette of the Republic of Indonesia

of 2014 Number 6, Supplement to the State Gazette

of the Republic of Indonesia Number 5494);

4. Law Number 23 of 2014 on

Regional Government (State Gazette of the Republic

of Indonesia of 2014 Number 244, Supplement to the State Gazette

of the Republic of Indonesia Number 5587) as

amended several times lastly by Law

Number 9 of 2015 on the Second Amendment

to Law Number 23 of 2014 on

Regional Government (State Gazette of the Republic

of Indonesia of 2015 Number 58, Supplement to the State Gazette

of the Republic of Indonesia Number 5679);

5. Government Regulation Number 38 of 1974 on

the Change of Name of Surabaya Regency (State Gazette

of the Republic of Indonesia of 1974 Number 52,

Supplement to the State Gazette of the Republic of Indonesia Number

3038);

6. Government Regulation Number 79 of 2005 on

Guidance and Supervision of Regional Government Administration

(State Gazette of the Republic of Indonesia of 2005 Number 165, Supplement to the State Gazette of the Republic of Indonesia Number 4593);

7. Government Regulation Number 18 of 2016 on Regional Apparatus (State Gazette of the Republic of Indonesia of 2016 Number 114, Supplement to the State Gazette of the Republic of Indonesia Number 5887);

8. Regional Regulation of Gresik Regency Number 2 of 2012 on Guidelines for the Formation of Legislation in the Region (Gresik Regency Regional Gazette of 2012 Number 2);

9. Regional Regulation of Gresik Regency Number 12 of 2016 on the Formation of Regional Apparatus of Gresik Regency (Gresik Regency Regional Gazette of 2016 Number 18);

DECIDES:

To establish: THE REGENT REGULATION ON THE STATUS, ORGANIZATIONAL STRUCTURE, TASKS, FUNCTIONS AND WORK PROCEDURES OF THE TOURISM AND CULTURE OFFICE OF THE REGENCY OF GRESIK.

CHAPTER I

GENERAL PROVISIONS

Section 1

In this Regent Regulation:

1. Region means the Regency of Gresik.

2. Regional Government means the Gresik Regency Government.
3. Regent means the Regent of Gresik.
4. Office means the Tourism and Culture Office of the Regency of Gresik.
5. Head of Office means the Head of the Tourism and Culture Office of the Regency of Gresik.
6. Technical Implementation Unit of the Office, hereinafter abbreviated as TIUO, means the Technical Implementation Unit of the Tourism and Culture Office to carry out some technical operational and/or supporting technical activities that have a work area of one (1) or several sub-districts.

CHAPTER II

STATUS

Section 2

- (1) The Office is headed by a Head of Office who is under and accountable to the Regent through the Secretary of the Regency.
- (2) In its capacity as a regional apparatus, the Tourism and Culture Office is an implementing element of regional government affairs in the field of Tourism and Culture.

CHAPTER III

ORGANIZATIONAL STRUCTURE

Section 3

- (1) The organizational structure of the Office consists of:

1. Head of Office.
2. Secretariat, consisting of:
 - a. General and Personnel Sub-Section;

- b. Finance Sub-Section; and
- c. Program and Reporting Sub-Section.
- 3. Tourism Destination Development Division, consisting of:
 - a. Tourism Industry Development Section; and
 - b. Tourism Development and Destination Governance Section.
- 4. Tourism Marketing Division, consisting of:
 - a. Tourism Facilities and Information Section;
 - b. Tourism Market Data and Development Section; and
 - c. Promotion and Cooperation Section.
- 5. Culture Division, consisting of:
 - a. Cultural Heritage and Traditional Values Preservation Section;
 - b. Arts Section; and
 - c. History and Archaeology Section.
- 6. Group of Functional Positions.
- 7. Technical Implementation Unit of the Office.

(2) The organizational structure chart of the Office as mentioned in the Appendix, is a single entity and inseparable part of this Regent Regulation.

CHAPTER IV

DETAILS OF TASKS AND FUNCTIONS

Part One

Head of Office

Section 4

The Head of Office has the task of assisting the Regent in carrying out government affairs in the

field of Tourism and government affairs in the field of Culture.

Section 5

In carrying out the tasks as referred to in

Section 4, the Head of Office performs the following functions:

- a. coordination and coordination of policy formulation in the field of tourism and cultural affairs;
- b. coordination of policy implementation in the field of tourism and cultural affairs;
- c. coordination of administrative services in the field of tourism and cultural affairs;
- d. coordination of control of policy implementation in the field of tourism and cultural affairs;
- e. coordination of guidance and facilitation in the field of tourism and cultural affairs;
- f. coordination of evaluation and reporting of implementation in the field of tourism and cultural affairs;
- g. the implementation of other official duties assigned by the Regent in accordance with his/her field of duty.

Part Two

Secretariat

Section 6

(1) The Secretariat has the task of carrying out the management of correspondence, archiving, personnel administration, finance, equipment and office housekeeping, as well as coordinating the preparation of program plans, evaluation and reporting.

(2) The Secretariat is headed by a Secretary who is under and responsible to the Head of Office.

Section 7

In carrying out the tasks as referred to in Section 6 section (1), the Secretariat performs the following functions:

- a. coordination of the preparation of program and activity plans;
- b. general administrative services, office administration, archiving and documentation in order to support the smooth implementation of tasks;
- c. management of financial administration and personnel affairs;
- d. management of housekeeping, equipment and office inventory;
- e. administration of official travel services;
- f. coordination of divisions within the Office;
- g. coordination and preparation of reports on the implementation of policy matters in the field of tourism and culture; and
- h. carrying out other official duties assigned by the Head of Office in accordance with his/her field of duty.

Section 8

(1) The Secretariat consists of:

- a. General and Personnel Sub-Section;
- b. Finance Sub-Section; and
- c. Program and Reporting Sub-Section.

(2) The Sub-Sections as referred to in section (1)

letters a, b and c, are headed by a Head of Sub-Section who is under and accountable to the Secretary.

Section 9

(1) The Head of the General and Personnel Sub-Section as referred to in Section 8 section (1) letter

a, has the following tasks:

- a. carrying out general administrative services, personnel and office administration;
- b. managing the orderliness of office administration, personnel and archiving;
- c. preparing the leaders activity agenda and protocol;
- d. carrying out housekeeping, office security and preparing office facilities and infrastructure;
- e. carrying out the management of general administration, personnel and finance and official travel of the leadership;
- f. carrying out the procurement and maintenance of office inventory;
- g. carrying out personnel administration services, employee discipline and employee competency development; and
- h. carrying out other official duties assigned by the Secretary in accordance with his/her field of duty.

(2) The Head of the Finance Sub-Section as referred to in Section 8 section (1) letter b, has the following tasks:

- a. preparing a proposed budget requirement;
- b. preparing and compiling complete financial administration;
- c. managing bookkeeping and treasury;
- d. verifying the completeness of financial administrative evidence;
- e. compiling a recapitulation of financial absorption as material for evaluating financial performance;
- f. managing orderly financial administration within the office;
- g. handling official travel expenses and other entitlements; and
- h. carrying out other official duties assigned by the Secretary in accordance with his/her field of duty.

(3) The Head of the Program and Reporting Sub-Section as referred to in Section 8 section (1) letter c, has the following tasks:

- a. preparing the Offices strategic plan;
- b. preparing the Offices annual activity plan;

- c. carrying out internal verification of proposed program and activity planning;
- d. carrying out supervision, monitoring and evaluation of the implementation of Office activities;
- e. coordinating the preparation of reports on the implementation of the Offices programs and activities;
- f. collecting and analyzing data on the results of the implementation of programs and activities in the field of Tourism and Culture; and
- g. carrying out other official duties assigned by the Secretary in accordance with his/her field of duty.

Part Three

Tourism Destination Development Division

Section 10

- (1) The Tourism Destination Development Division has the task of carrying out part of the Head of Offices duties in carrying out tourism affairs in the field of tourism destination development.
- (2) The Tourism Destination Development Division is headed by a Head of Division who is under and responsible to the Head of Office.

Section 11

In carrying out the tasks as referred to in Section 10 section (1), the Head of Tourism Destination Development Division performs the following functions:

- a. coordination of the preparation of policy materials, program planning in the field of tourism destination development;
- b. coordination and synchronization of programs and policies in the field of tourism destination development;
- c. coordination of the preparation of technical guidelines and program implementation guidelines in the field of tourism destination development;

- d. coordination of program administration services in the field of tourism destination development;
- e. implementation of programs, control of activities and technical policies in the field of tourism destination development;
- f. coordination, guidance and facilitation of technical programs and policies in the field of tourism destination development;
- g. coordination of monitoring, evaluation, and reporting of the implementation of technical programs and policies in the field of tourism destination development;
- h. carrying out other official duties assigned by the Head of Office in accordance with his/her field of duty.

Section 12

(1) The Tourism Destination Development Division consists of:

- a. Tourism Industry Development Section; and
- b. Tourism Development and Destination Governance Section.

(2) The Sections as referred to in section (1) letters a and b are headed by a Head of Section who is under and responsible to the Head of Tourism Destination Development Division.

Section 13

(1) The Head of the Tourism Industry Development Section as referred to in Section 12 section (1) letter a, has the following tasks:

- a. preparing the Tourism Industry Development Sections activity plan;
- b. preparing policy formulations, guidance and facilitation of the implementation of tourism industry development activities;
- c. preparing technical guidelines and implementation guidelines for tourism industry development activities;

- d. carrying out administrative services for tourism industry development activities;
- e. carrying out activities and technical policies for tourism industry development;
- f. carrying out guidance and facilitation of tourism industry development;
- g. carrying out evaluation and reporting of the implementation of activities and technical policies for tourism industry development; and
- h. carrying out other official duties assigned by the Head of Tourism Destination Development Division in accordance with his/her field of duty.

(2) The Head of the Tourism Development and Destination Governance Section as referred to in Section 12 section (1) letter b, has the following tasks:

- a. preparing the Tourism Development and Destination Governance Sections activity plan;
- b. preparing materials for guidance and facilitation of the implementation of technical policies for tourism development and destination governance;
- c. preparing guidelines, technical guidelines and implementation guidelines for the implementation of tourism development and destination governance activities;
- d. carrying out administrative services for tourism development and destination governance activities;
- e. carrying out activities and technical policies for tourism development and destination governance;
- f. carrying out coordination, guidance and facilitation of activities and technical policies for tourism development and destination governance;
- g. conducting monitoring, evaluation and reporting of the implementation of activities and technical policies for tourism development and destination governance; and
- h. carrying out other official duties assigned by the Head of Tourism Destination Development Division in accordance with his/her field of duty.

Part Four

Tourism Marketing Division

Section 14

(1) The Tourism Marketing Division has the task of carrying out part of the Head of Offices duties in carrying out tourism affairs in the field of tourism marketing.

(2) The Tourism Marketing Division is headed by a Head of Division who is under and responsible to the Head of Office.

Section 15

In carrying out the tasks as referred to in Section 14 section (1), the Tourism Marketing Division performs the following functions:

- a. coordination of the preparation of policy materials and program planning in the field of tourism marketing;
- b. coordination and synchronization of programs in the field of tourism marketing;
- c. coordination of the preparation of technical guidelines and program implementation guidelines for tourism marketing;
- d. coordination of administrative services in the field of tourism marketing;
- e. implementation of programs, control of activities and technical policies in the field of tourism marketing;
- f. coordination, guidance and facilitation of programs in the field of tourism marketing;
- g. coordination of monitoring, evaluation and reporting of the implementation of technical programs and policies in the field of tourism marketing; and
- h. carrying out other official duties assigned by the Head of Office in accordance with his/her field of duty.

Section 16

(1) The Tourism Marketing Division consists of:

- a. Tourism Facilities and Information Section;
- b. Tourism Market Data and Development Section; and
- c. Promotion and Cooperation Section.

(2) The Sections as referred to in section (1) letters a, b, and c are headed by a Head of Section who is under and responsible to the Head of Tourism Marketing Division.

Section 17

(1) The Head of the Tourism Facilities and Information Section as referred to in Section 16 section (1) letter a, has the following tasks:

- a. preparing the Tourism Facilities and Information Sections activity plan;
- b. preparing policy materials, guidance and facilitation of the implementation of activities and technical policies for tourism facilities and information;
- c. preparing guidelines, technical guidelines and implementation guidelines for activities and technical policies in the field of tourism facilities and information;
- d. carrying out administrative services for tourism facilities and information activities;
- e. carrying out activities and technical policies in the field of tourism facilities and information;
- f. carrying out guidance and facilitation of activities and technical policies in the field of tourism facilities and information;
- g. conducting monitoring, evaluation and reporting of the implementation of activities and technical policies in the field of tourism facilities and information; and
- h. carrying out other official duties assigned by the Head of Tourism Marketing Division in accordance with his/her field of duty.

(2) The Head of the Tourism Market Data and Development Section as referred to in Section 16 section (1) letter b, has the following tasks:

- a. preparing the Tourism Market Data and Development Sections activity plan;

- b. preparing policy materials, guidance and facilitation of the implementation of activities in the field of tourism market data and development;
- c. preparing guidelines, technical guidelines and implementation guidelines for tourism market data and development activities;
- d. carrying out administrative services for tourism market data and development activities;
- e. carrying out activities and technical policies for tourism market data and development;
- f. carrying out guidance and facilitation of activities and technical policies for tourism market data and development;
- g. conducting monitoring, evaluation and reporting of the implementation of activities and technical policies for tourism market data and development; and
- h. carrying out other official duties assigned by the Head of Tourism Marketing Division in accordance with his/her field of duty.

(3) The Head of the Promotion and Cooperation Section as referred to in Section 16 section (1) letter c, has the following tasks:

- a. preparing the Promotion and Cooperation Sections activity plan;
- b. preparing policy materials, guidance and facilitation of the implementation of activities in the field of tourism promotion and cooperation;
- c. preparing guidelines, technical guidelines and implementation guidelines for activities in the field of tourism promotion and cooperation;
- d. carrying out administrative services for tourism promotion and cooperation activities;
- e. carrying out activities and technical policies for tourism promotion and cooperation;
- f. carrying out coordination, guidance and facilitation of tourism promotion and cooperation activities;
- g. conducting monitoring, evaluation and reporting of the implementation of activities and technical policies for tourism promotion and cooperation; and
- h. carrying out other official duties assigned by the Head of Tourism Marketing Division in accordance with his/her field of duty.

Part Five

Culture Division

Section 18

(1) The Culture Division has the task of carrying out part of the Head of Offices duties in carrying out government affairs in the field of culture.

(2) The Culture Division is headed by a Head of Division who is under and responsible to the Head of Office.

Section 19

In carrying out the tasks as referred to in Section 18 section (1), the Culture Division performs the following functions:

- a. coordination of the preparation of policy materials and program planning in the field of culture;
- b. coordination and synchronization of programs in the field of culture;
- c. coordination of the preparation of technical guidelines and program implementation guidelines in the field of culture;
- d. coordination of program administration services in the field of culture;
- e. implementation of programs, control of activities and technical policies in the field of culture;
- f. coordination, guidance and facilitation of technical programs and policies in the field of culture;
- g. coordination of monitoring, evaluation, and reporting of the implementation of technical programs and policies in the field of culture; and
- h. carrying out other official duties assigned by the Head of Office in accordance with his/her field of duty.

Section 20

(1) The Culture Division consists of:

- a. Cultural Heritage and Traditional Values Preservation Section;
- b. Arts Section; and
- c. History and Archaeology Section.

(2) The Sections as referred to in section (1) letters a, b, and c are headed by a Head of Section who is under and responsible to the Head of Culture Division.

Section 21

(1) The Head of the Cultural Heritage and Traditional Values Preservation Section as referred to in Section 20 section (1) letter a, has the following tasks:

- a. preparing the Cultural Heritage and Traditional Values Preservation Sections activity plan;
- b. preparing materials for guidance and facilitation of the implementation of activities and technical policies for the preservation of culture and traditional values;
- c. preparing guidelines, technical guidelines and implementation guidelines for the preservation of culture and traditional values activities;
- d. carrying out administrative services for the preservation of culture and traditional values activities;
- e. carrying out activities and technical policies for the preservation of culture and traditional values;
- f. carrying out guidance and facilitation of activities and technical policies for the preservation of culture and traditional values;
- g. conducting monitoring, evaluation and reporting of the implementation of activities and technical policies for the preservation of culture and traditional values; and
- h. carrying out other official duties assigned by the Head of Culture Division in accordance with his/her field of duty.

(2) The Head of the Arts Section as referred to in Section 20 section (1) letter b, has the following tasks:

- a. preparing the Arts Sections activity plan;
- b. preparing materials for guidance and facilitation of the implementation of activities and technical policies in the field of arts;
- c. preparing guidelines, technical guidelines and implementation guidelines for activities in the field of arts;
- d. carrying out administrative services for arts activities;
- e. carrying out activities and technical policies in the field of arts;
- f. carrying out guidance and facilitation of activities and technical policies in the field of arts;
- g. conducting monitoring, evaluation and reporting of the implementation of activities and technical policies in the field of arts; and
- h. carrying out other official duties assigned by the Head of Culture Division in accordance with his/her field of duty.

(3) The Head of the History and Archaeology Section as referred to in Section 20 section (1) letter c, has the following tasks:

- a. preparing the History and Archaeology Sections activity plan;
- b. preparing materials for guidance and facilitation of the implementation of activities and technical policies in the field of history and archaeology;
- c. preparing guidelines, technical guidelines and implementation guidelines for activities in the field of history and archaeology;
- d. carrying out administrative services for activities in the field of history and archaeology;
- e. carrying out activities and technical policies in the field of history and archaeology;
- f. carrying out guidance and facilitation of activities and technical policies in the field of history and archaeology;
- g. conducting monitoring, evaluation and reporting of the implementation of activities and technical policies in the field of history and archaeology; and
- h. carrying out other official duties assigned by the Head of Culture Division in accordance with his/her field of duty.

Part Six

Group of Functional Positions

Section 22

The Group of Functional Positions has the task of carrying out part of the Offices duties in accordance with specific expertise and/or skills and is independent in nature.

Section 23

(1) The group of functional positions as referred to in Section 22 consists of a number of functional personnel in the functional position hierarchy, which can be divided into various groups according to their nature and expertise.

(2) Each group of functional positions as referred to in section (1) is coordinated by a senior functional employee who is appointed and responsible to the Head of Office.

(3) The number of Functional Positions as referred to in section (1) is determined based on needs and workload.

(4) Provisions on the Type and Level of Functional Positions and Details of Functional Position Duties are regulated based on Legislation.

Part Seven

TIUO

Section 24

(1) TIUOs can be established within the Office to carry out some technical operational and/or supporting technical activities that have a work area of one (1) or several sub-districts.

(2) The TIUOs as referred to in section (1) will be established by a separate Regent Regulation.

CHAPTER V

POSITION FILLING AND ESHELON IN POSITION

Section 25

Structural positions in the Office are filled by State Civil Apparatus employees in accordance with the provisions of Legislation.

Section 26

(1) The structural positions as referred to in Section 25 are echelon positions consisting of:

- a. Head of Office is an echelon IIb position or a First-Level High-Ranking Official Position;
- b. Secretary of the Office is a structural position of echelon IIIa or an Administrator Position;
- c. Head of Division is a structural position of echelon IIIb or an Administrator Position;
- d. Head of Section is an echelon IVa position or a Supervisor Position;
- e. Head of TIUO is an echelon IVa position or a Supervisor Position;
- f. Head of Administrative Sub-Section at the TIU is an echelon IVb position or a Supervisor Position.

(2) The details of activities from each job description in each structural position as referred to in section (1) are established in the Regulation of the Head of Office.

(3) The details of activities as referred to in section (2) are used as material in the preparation of Job Analysis, Workload Analysis, Job Evaluation and performance appraisal of Structural Officials and their supporting general functional officials.

CHAPTER VI

WORK PROCEDURES

Section 27

- (1) Each leader in the Office must apply the principles of coordination, integration and synchronization both within their respective work units and between work units within the Regional Government and with vertical agencies in accordance with their respective fields of duty.
- (2) Each leader is responsible for leading and coordinating his/her respective subordinates and providing guidance and guidance in the implementation of subordinates duties.
- (3) Each leader must supervise the implementation of the duties of his/her respective subordinates and if any deviations occur, take the necessary steps in accordance with Legislation.

CHAPTER VII

FINAL PROVISIONS

Section 28

This Regent Regulation comes into force on the date of its promulgation.

In order for everyone to know, it is ordered that this Regent Regulation be promulgated by placing it in the Gresik Regency Regional Gazette.

Promulgated in Gresik

on November 17, 2016

REGENT OF GRESIK,

(signature)

Dr. Ir. H. SAMBARI HALIM RADIANTO, S.T., M.Si.

Promulgated in Gresik
on November 17, 2016

SECRETARY OF REGENCY OF GRESIK

(signature)

Drs. Kng. DJOKO SULISTIO HADI, MM

Junior Principal Administrator

NIP. 19580924 198003 1 006

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