

REGIONAL REGULATION OF THE REGENCY OF GRESIK

NUMBER 01 OF 2001

ON

THE ORGANIZATIONAL STRUCTURE AND WORK PROCEDURES

OF SUB-DISTRICTS AND URBAN VILLAGES IN THE REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

THE REGENT OF GRESIK

Considering: a. That the implementation of the provisions of section 66, section (6) and section 67, section (6) of Law Number 22 of 1999 on Regional Government has resulted in changes to the functions of Sub-district and Urban Village Governments, which were originally tasked with deconcentration, now becoming decentralized government agencies;

b. That in connection with the intention of letter a of the aforementioned considerations, it is deemed necessary to immediately reorganize the Organizational Structure and Work Procedures of Sub-districts and Urban Villages in the Regency of Gresik;

c. That in order to implement the intention in letter b of these considerations, it is necessary to issue a Regional Regulation.

Considering: 1. Law Number 22 of 1999 on Regional Government;

2. Law Number 25 of 1999 on Financial Balance between the Central Government and Regional Governments;

3. Law Number 43 of 1999 on Amendment to Law Number 8 of 1974 on the Basic Principles of Civil Servants;

4. Government Regulation of the Republic of Indonesia Number 25 of 2000 on the Authority of the Central Government and the Authority of Provinces as Autonomous Regions;

5. Government Regulation Number 84 of 2000 on Guidelines for the Organizational Structure of Regional Apparatus;

6. Government Regulation Number 100 of 2000 on the Appointment of Civil Servants in Structural Positions;
7. Government Regulation Number 6 of 1988 on the Coordination of Vertical Agency Activities in Regions;
8. Presidential Decree Number 166 of 2000 on the Organizational Structure and Work Procedures of Non-Departmental Government Institutions;
9. Regional Regulation of the Regency of Gresik Number 25 of 2000 on the Organization and Work Procedures of the Regional Secretariat of the Regency of Gresik and the Secretariat of the Regional House of Representatives of the Regency of Gresik;
10. Regional Regulation of the Regency of Gresik Number 26 of 2000 on the Organizational Structure and Work Procedures of Regional Agencies in the Regency of Gresik;
11. Regional Regulation of the Regency of Gresik Number 27 of 2000 on the Organizational Structure and Work Procedures of Regional Technical Institutions in the Regency of Gresik.

With the Approval of

THE REGIONAL HOUSE OF REPRESENTATIVES OF REGENCY OF GRESIK

RESOLVES

To Enact: THE REGIONAL REGULATION OF THE REGENCY OF GRESIK ON THE ORGANIZATIONAL STRUCTURE AND WORK PROCEDURES OF SUB-DISTRICTS AND URBAN VILLAGES IN THE REGENCY OF GRESIK.

CHAPTER I

GENERAL PROVISIONS

Section 1

In this Regional Regulation:

- a. Region means the Regency of Gresik;
- b. Regional Government means the Regency Government of Gresik;

- c. Head of Region means the Regent of Gresik;
- d. Regional Apparatus means the Regional Apparatus of the Regency of Gresik;
- e. Regional House of Representatives, hereinafter referred to as DPRD, means the DPRD of the Regency of Gresik;
- f. Regional Secretary means the Secretary of Regency of Gresik;
- g. Sub-district means Sub-district in the Regency of Gresik;
- h. Urban Village means Urban Village in the Regency of Gresik.

CHAPTER II

SUB-DISTRICT ORGANIZATIONAL STRUCTURE

Section 2

(1) The Organizational Structure of a Sub-district consists of:

- a. Sub-district Head;
- b. Sub-district Secretariat;
- c. Government Section;
- d. Peace and Order Section;
- e. Community Empowerment Section;
- f. Social Welfare Section;
- g. Group of Functional Positions.

(2) The Organizational Chart of the Sub-district is as contained in Appendix I of this Regional Regulation.

POSITION, MAIN DUTIES, AND FUNCTIONS

Section 3

(1) The Sub-district is the work area of the Sub-district Head as a Regional Apparatus of the Regency;

(2) The Sub-district is headed by the Sub-district Head who is under and responsible to the Regent through the Regional Secretary.

SUB-DISTRICT HEAD

Section 4

(1) The Sub-district Head has the main duty of carrying out the delegated government authority by the Head of Region and assisting the Head of Region in leading the administration of government, development, community life guidance, coordinating Branch Offices and Regional Technical Implementation Units (UPTD) and other institutions in the Sub-district;

(2) The types of government authority of the Regency Government of Gresik delegated to the Sub-district Head will be regulated by the Decision of the Head of Region.

Section 5

In carrying out the main duties as referred to in section 4, section (1) of this Regional Regulation, the Sub-district Head has the following functions:

- a. Service in the administration of general government tasks;
- b. Guidance and facilitation of the administration of Urban Villages and Villages;
- c. Guidance of community peace and order;
- d. Guidance and facilitation of development administration covering the fields of economy, production and distribution, and social welfare;
- e. Coordination of operational activities of UPTs and Branch Offices in the Sub-district;
- f. Coordination of the activities of central government apparatus institutions in the Sub-district;
- g. Implementation of other official duties assigned by the Head of Region.

SUB-DISTRICT SECRETARIAT

Section 6

(1) The Sub-district Secretariat is a staff element;

(2) The Sub-district Secretariat is headed by a Secretary who is under and responsible to the

Sub-district Head.

Section 7

The Sub-district Secretariat has the main duty of carrying out administrative guidance and providing technical administrative services to working units within the Sub-district.

Section 8

In carrying out the main duties as referred to in section 7, the Sub-district Secretariat has the following duties:

- a. Preparation of programs, control, and evaluation of Sub-district activities;
- b. Technical administrative services for official documents of working units within the Sub-district;
- c. Coordination of activities between working units within the Sub-district;
- d. Management of financial affairs;
- e. Implementation of general administration, personnel administration, and equipment administration;
- f. Implementation of household affairs;
- g. Preparation of reports on the Sub-district Heads activities;
- h. Implementation of other official duties assigned by the Sub-district Head according to their field of duty.

GOVERNMENT SECTION

Section 9

(1) The Government Section is an implementing element of the Sub-district in the field of government administration;

(2) The Government Section is headed by a Section Head who is under and responsible to the Sub-district Head.

Section 10

The Government Section has the main duty of managing general government affairs, guidance, and

facilitation of the administration of Urban Villages and Villages.

Section 11

In carrying out the main duties as referred to in section 10, the Government Section has the following functions:

- a. Administration of general government activities within the Sub-district;
- b. Preparation of programs and implementation of Government Section activities;
- c. Guidance and facilitation of the administration of Urban Villages and Villages;
- d. Guidance and administration of population and agrarian affairs;
- e. Guidance of the administration of Urban Villages and Villages;
- f. Implementation of delegated tasks;
- g. Implementation of other official duties assigned by the Sub-district Head.

PEACE AND ORDER SECTION

Section 12

(1) The Peace and Order Section is an implementing element of the Sub-district in the field of guidance of peace and order in the region;

(2) The Peace and Order Section is headed by a Section Head who is under and responsible to the Sub-district Head.

Section 13

The Peace and Order Section has the main duty of carrying out guidance on peace and order in the region and guidance of members of the Public Order Police Unit.

Section 14

In carrying out the main duties as referred to in section 13, the Peace and Order Section has the following functions:

- a. Preparation of programs and administration of guidance on general peace and order;
- b. Preparation of programs and administration of guidance of members of the Public Order Police

Unit;

c. Administration of guidance, order, and enforcement of Regional Regulations and applicable laws and regulations;

d. Administration of regional security guidance, including the security of the Sub-district Heads office and official residence;

e. Implementation of other official duties assigned by the Sub-district Head according to their field of duty.

COMMUNITY EMPOWERMENT SECTION

Section 15

(1) The Community Empowerment Section is an implementing element of the Sub-district in the field of community empowerment of Urban Villages and Villages;

(2) The Community Empowerment Section is headed by a Section Head who is under and responsible to the Sub-district Head.

Section 16

The Community Empowerment Section has the main duty of carrying out guidance and facilitation, managing the affairs of Sub-district development program planning, and increasing community empowerment in the fields of economy, production, distribution, and the environment.

Section 17

In carrying out the duties as referred to in section 16, the Community Empowerment Section has the following functions:

a. Preparation of programs, guidance, and facilitation of community empowerment activities in Urban Villages and Villages;

b. Administration of guidance and facilitation of the preparation of Urban Village and Village programs;

c. Administration of guidance and facilitation of activities to improve the quality and preservation of the environment and environmental cleanliness;

- d. Coordination of activities of relevant institutions in order to increase economic growth, production, and distribution of community production results in Urban Villages and Villages;
- e. Implementation of other official duties assigned by the Sub-district Head.

SOCIAL WELFARE SECTION

Section 18

- (1) The Social Welfare Section is an implementing element of the Sub-district in the field of social welfare guidance;
- (2) The Social Welfare Section is headed by a Section Head who is under and responsible to the Sub-district Head.

Section 19

The Social Welfare Section has the main duty of carrying out guidance and facilitation and improvement of Social Welfare.

Section 20

In carrying out the main duties as referred to in section 19, the Social Welfare Section has the following duties:

- a. Preparation of programs, facilitation, and guidance of the roles of women, youth, and sports;
- b. Preparation of programs, facilitation, and guidance of activities to improve the quality of religious life, education, and culture;
- c. Administration and facilitation of social guidance, social assistance, and social services;
- d. Administration of activities and facilitation of the preparation of programs for health, family planning, nutritional improvement, and the eradication of infectious diseases;
- e. Implementation of other official duties assigned by the Sub-district Head according to their field.

GROUP OF FUNCTIONAL POSITIONS

Section 21

- (1) The Group of Functional Positions has the duty of assisting the Sub-district Head in carrying out their duties and functions according to their expertise and needs;
- (2) The group of functional positions as referred to in section (1) consists of a number of personnel in the functional position hierarchy according to their field of expertise;
- (3) Each group of functional positions is headed by a senior functional personnel who, in the implementation of their duties, is operationally responsible to the Sub-district Head;
- (4) The number of functional positions is determined based on needs and workload, and their type is determined based on applicable laws and regulations.

CHAPTER III

URBAN VILLAGE

ORGANIZATIONAL STRUCTURE

Section 22

- (1) The Organizational Structure of an Urban Village consists of:
 - a. Urban Village Head;
 - b. Urban Village Secretariat;
 - c. Government Section;
 - d. Government Section;
 - e. Peace and Order Section;
 - f. Economic and Development Section;
 - g. Social Welfare Section.

- (2) The Organizational Chart of the Urban Village is as contained in Appendix II of this Regional Regulation.

POSITION, MAIN DUTIES, AND FUNCTIONS

Section 23

(1) The Urban Village is the work area of the Urban Village Head, which is part of the Sub-district apparatus;

(2) The Urban Village is headed by the Urban Village Head who is under and responsible to the Sub-district Head;

URBAN VILLAGE HEAD

Section 24

The Urban Village Head has the main duty of assisting the Sub-district Head in the administration of Sub-district activities in the Urban Village.

Section 25

In carrying out the main duties as referred to in section 24, the Urban Village Head has the following functions:

- a. Administration of duties in the field of government;
- b. Coordination of activities related to the running of Urban Village government, implementation of development, and community guidance;
- c. Administration of duties in the field of development and community guidance that are their responsibility;
- d. Administration of activities in order to increase community participation and self-reliance through mutual cooperation;
- e. Administration of activities in the context of guidance on regional peace and order;
- f. Implementation of delegated tasks;
- g. Implementation of other official duties assigned by the Sub-district Head according to their field of duty.

URBAN VILLAGE SECRETARIAT

Section 26

(1) The Urban Village Secretariat is a staff element;

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

Section 27

The Urban Village Secretariat has the main duty of carrying out administrative guidance and providing technical administrative services to working units within the Urban Village government.

Section 28

In carrying out the main duties as referred to in section 27, the Urban Village Secretariat has the following functions:

- a. Implementation of coordination of various activities carried out by Urban Village apparatus;
- b. Implementation of data collection and evaluation, and formulation of programs for the administration of general government duties in the Urban Village;
- c. Administration of general administration, personnel, finance, equipment, and household affairs;
- d. Preparation of official meetings and ceremonies;
- e. Guidance of administrative services and public services to the community;
- f. Data collection and preparation of materials for reports on Urban Village government activities;
- g. Implementation of other official duties assigned by the Urban Village Head according to their field of duty.

GOVERNMENT SECTION

Section 29

(1) The Government Section is an implementing element of the Urban Village in the field of government administration;

(2) The Government Section is headed by a Section Head who is under and responsible to the Urban Village Head.

Section 30

The Government Section has the main duty of administering general Urban Village government activities.

Section 31

In carrying out the main duties as referred to in section 30, the Government Section has the following functions:

- a. Collection, processing, and evaluation of data in the field of government;
- b. Provision of services to the community in the field of government;
- c. Guidance and direction of the potential components of community protection and disaster mitigation;
- d. Guidance of Urban Village community institutions;
- e. Implementation of other official duties assigned by the Urban Village Head according to their field of duty.

PEACE AND ORDER SECTION

Section 32

(1) The Peace and Order Section is an implementing element of the Urban Village in the field of guidance on peace and order in the region;

(2) The Peace and Order Section is headed by a Section Head who is under and responsible to the Urban Village Head.

Section 33

The Peace and Order Section has the main duty of administering guidance on peace and order in the region.

Section 34

In carrying out the main duties as referred to in section 33, the Peace and Order Section has the following functions:

- a. Collection, processing, and evaluation of data in the field of peace and order;

- b. Implementation of guidance and services to the community in the field of peace and order;
- c. Administration of civil defense activities;
- d. Coordination of security activities resulting from natural disasters and other disasters;
- e. Administration of activities related to the guidance of community harmony;
- f. Preparation of reports in the field of peace and order;
- g. Guidance of Urban Village community institutions;
- h. Implementation of other official duties assigned by the Urban Village Head according to their field.

ECONOMIC AND DEVELOPMENT SECTION

Section 35

- a. The Economic and Development Section is an implementing element of the Urban Village in the field of economy and development;
- b. The Economic and Development Section is headed by a Section Head who is under and responsible to the Urban Village Head.

Section 36

The Economic and Development Section has the main duty of managing economic and development affairs, cleanliness, and environmental preservation.

Section 37

In carrying out the main duties as referred to in section 36, the Economic and Development Section has the following functions:

- a. Collection, processing, and evaluation of data in the field of economy and development;
- b. Administration of guidance activities for cooperatives, weak economic actors, and other economic activities;
- c. Provision of services to the community in the field of economy and development;
- d. Administration of activities in order to increase community self-reliance through mutual cooperation and participation;
- e. Coordination of the implementation of development and the economy, and maintenance of

physical infrastructure and facilities in the Urban Village;

f. Administration of the economy and development in the Urban Village;

g. Administration of activities and preparation of materials in the context of development deliberations;

h. Guidance of Urban Village community institutions;

i. Implementation of other official duties assigned by the Urban Village Head according to their field.

SOCIAL WELFARE SECTION

Section 38

(1) The Social Welfare Section is an implementing element of the Urban Village in the field of community social welfare;

(2) The Social Welfare Section is headed by a Section Head who is under and responsible to the Urban Village Head.

Section 39

The Social Welfare Section has the main duty of managing community social welfare affairs.

Section 40

In carrying out the main duties as referred to in section 39, the Social Welfare Section has the following functions:

a. Administration of service activities in the field of community social welfare;

b. Administration of guidance in the fields of religion, health, family planning, and community education;

c. Administration of activities for the collection and distribution of funds/assistance to victims of natural disasters and other disasters;

d. Implementation of guidance of Urban Village community institutions;

e. Provision of facilitation for the administration of zakat, infaq, shadaqoh, and other social activities;

f. Collection of materials and preparation of reports in the field of social welfare;

g. Implementation of other official duties assigned by the Urban Village Head according to their field.

CHAPTER IV

APPOINTMENT AND DISMISSAL

Section 41

(1) The Sub-district Head is appointed and dismissed by the Regent upon the proposal of the Regional Secretary from a Civil Servant who meets the requirements;

(2) The Sub-district Secretary, Section Heads in the Sub-district, Urban Village Head, Urban Village Secretary, and Section Heads in the Urban Village are appointed from Civil Servants (PNS) who meet the requirements by the Head of Region upon the proposal of the Sub-district Head through the Regional Secretary;

(3) The Sub-district Secretary, Section Heads in the Sub-district, Urban Village Head, Urban Village Secretary, and Section Heads in the Urban Village may be appointed and dismissed by the Regional Secretary or through delegation of authority by the Head of Region.

CHAPTER V

WORK PROCEDURES

Section 42

In carrying out their duties, the Sub-district Head, Sub-district Secretariat, Urban Village Head, Urban Village Secretary, Section Heads in the Sub-district and Urban Village, and the Group of Functional Positions in the Sub-district are required to implement the principles of coordination, integration, and synchronization, both within their respective work environments and between working units within the Sub-district Government and/or Urban Village according to their main duties.

Section 43

The Sub-district Head and Urban Village Head are responsible for leading and coordinating their respective subordinates and providing guidance for the smooth running of their duties.

Section 44

Each leader of an organizational unit within the Sub-district and/or Urban Village must follow and comply with applicable laws and regulations and submit periodic reports on time.

CHAPTER VI

CONCLUDING PROVISIONS

Section 45

With the enactment of this Regional Regulation, the Decision of the Regent, Head of Type II Gresik Regional Government, Number 66 of 1988 on the Organization and Work Procedures of the Sub-district Government of Type II Gresik Regency and Regional Regulation of Type II Gresik Regency Number 5 of 1994 on the Organizational Structure of the Urban Village Government in the Regency of Gresik are hereby revoked and no longer valid.

Section 46

Matters not sufficiently regulated in this Regional Regulation, as far as their implementation is concerned, will be further regulated by the Decision of the Head of Region.

Section 47

This Regional Regulation shall come into force on the date of its promulgation.

In order that everyone may know, hereby order the promulgation of this Regional Regulation by placing it in the Regional Gazette of the Regency of Gresik.

Enacted in: Gresik

On the date: February 28, 2001

REGENT OF GRESIK

[signature]

Drs. KH. ROBBACH MA?SUM

Promulgated in: Gresik

On the date: March 15, 2001

SECRETARY OF REGENCY OF GRESIK

[signature]

Drs. GUNAWAN, M.Si.

Supervisor Level I

NIP. 010 080 491

REGIONAL GAZETTE OF THE REGENCY OF GRESIK YEAR 2001 NUMBER 1 SERIES C.

EXPLANATION OF THE REGIONAL REGULATION OF REGENCY OF GRESIK

NUMBER 01 OF 2001

ON

THE ORGANIZATIONAL STRUCTURE AND WORK PROCEDURES OF SUB-DISTRICTS
AND URBAN VILLAGES IN THE REGENCY OF GRESIK

I. GENERAL EXPLANATION

1. The implementation of Law Number 22 of 1999 on Regional Government entails the consequence of changes in the function of government administration in Sub-districts, from what was previously a central government apparatus located in the Sub-district area or an executor of deconcentration tasks, to a regional apparatus executing decentralized tasks.

2. Another implication is in the regulation of village government, which is based on the recognition of diversity, participation, genuine autonomy, democratization, and community empowerment. In addition, there has been a shift in the pattern of accountability of the Village Head, which was previously to the Regent through the Sub-district Head, to the Village Representative Body (BPD), while to the Regent it is only a submission of accountability reports, with a copy of the report to the

Sub-district Head.

This does not mean that there is no relationship at all between village government organizations and Sub-districts, given that village government administration is a subsystem of the state administration system of the Unitary State of the Republic of Indonesia, although the relationship is of a coordinative and/or consultative guidance nature.

3. The organization of Sub-districts and Urban Villages in the Regency of Gresik does not apply a typology or minimum/maximum pattern.

II. EXPLANATION SECTION BY SECTION

Section 1:

Letter: a. The Regency Government of Gresik referred to is the Regent together with other regional apparatus as the regional executive body;

b. Sufficiently clear

c. The Regional Apparatus referred to includes the Regional Secretariat as stipulated in Regional Regulation Number 25 of 2000, Regional Agencies as regulated by Regional Regulation of the Regency of Gresik Number 26 of 2000, and Regional Technical Institutions regulated by Regional Regulation of the Regency of Gresik Number 27 of 2000, while Regional Technical Institutions are in the form of Agencies or Offices.

d. Sufficiently clear;

e. Sufficiently clear;

f. The Sub-districts in the Regency of Gresik referred to are 18 Sub-districts, as regulated in the Decision of the Regent of Gresik Number 66 of 1998.

g. The Urban Villages in the Regency of Gresik referred to are 26 Urban Villages, as regulated in the Decision of the Regent of Gresik Number 5 of 1994.

Section 2 to 3: Sufficiently clear

Section 4

Section (1): The main duties of the Sub-district Head referred to include 3 (three) aspects, namely the implementation of government authority delegated by the Head of Region, duties inherent in their position as the head of the work unit, and other delegated tasks.

Section (2): Sufficiently clear

Section 5

Letter b: Guidance and facilitation activities in government administration carried out by the Sub-district Head include providing guidelines in regulating the household affairs of the Urban Village.

Letter f: The coordination of central government apparatus institutions in the Sub-district includes, among others, Koramil, Polsek, KUA, Statistics Officer, PPLKB, Banking Institutions, and others.

Section 6: The position of the Sub-district Secretary organizationally is as the second in command if the Sub-district Head is unable to carry out their duties.

Section 7: The technical administrative services to the working units within the Sub-district mean that the mechanism for preparing official documents originating from the sections and other working units within the Sub-district, both regarding document procedures and their administration in the agenda book, which will require the Sub-district Heads signature, must go through the Sub-district Secretary, as well as services to the community.

Section 8: The work program prepared by the Sub-district Secretary includes the annual work program of the sections and other work units, as well as their weekly work plans.

Section 9 to 10: Sufficiently clear

Section 11: The government authority delegated by the Regent to the Sub-district Head can be seen in the Regents Decision on this matter.

Section 12: The Head of the Peace and Order Section, by virtue of their position, acts as the Head of the Sub-district Public Order Police Unit.

Section 13 to 16: Sufficiently clear

Section 17:

Letter c: The program planning carried out by the community empowerment section includes programs/activities for the economy and development in the Urban Villages and Villages.

Section 18 to 20: Sufficiently clear

Section 21: The functional positions referred to include Agricultural Extension Workers and other functional positions that will be determined by the Decision of the Head of Region based on applicable laws and regulations.

Section 22 to 24: Sufficiently clear

Section 25: The Sub-district authority delegated to the Urban Village is regulated by the Decision of the Sub-district Head, which is then reported and accounted for to the Head of Region through the Regional Secretary.

Section 26: Organizationally, the position of the Urban Village Secretary is as the second in command if the Urban Village Head is unable to carry out their duties.

Section 27: The administrative guidance and services referred to mean that in the preparation of every official document, including services to the community and numbering in the agenda book, a one-stop system is used, namely through the Urban Village Secretary.

Section 28 to 30: Sufficiently clear

Section 31: The Urban Village community institutions referred to include, among others, Neighborhood Association (RW), Community Unit (RT), and other community groups.

Section 32 to 33: Sufficiently clear

Section 34: The Urban Village community institutions referred to include, among others, Martial Arts Schools, Pencak Silat, and the like.

Section 35 to 36: Sufficiently clear

Section 37: The Urban Village community institutions referred to include, among others, Village Economic Enterprises (UED-SP), Productive Economic Enterprises (UEP), UP2K, TAKESRA, KUKESRA, Village Credit Institutions (BKD), and the like.

Section 38 to 39: Sufficiently clear

Section 40: The Urban Village community institutions referred to include, among others, PKK, Karang Taruna, Sports Organizations, Scouts, Arts and Culture Institutions, and the like.

Section 41: The requirements referred to are the job requirements as regulated in Government Regulation Number 100 of 2000 on Appointments to Structural Positions of Civil Servants.

Section 42 to 47: Sufficiently clear