

REGIONAL REGULATION OF THE REGENCY OF GRESIK

NUMBER 27 OF 2000

ON

THE ORGANIZATIONAL STRUCTURE AND WORK PROCEDURES OF REGIONAL TECHNICAL INSTITUTIONS OF THE REGENCY OF GRESIK

BY THE BLESSINGS OF ALMIGHTY GOD

The REGENT OF GRESIK,

Considering: a. That in order to support the implementation of regional governance effectively and efficiently, it is necessary to establish Regional Technical Institutions;

b. That to realize the intent as referred to in letter a of this consideration, it is necessary to stipulate the provisions governing it in a Regional Regulation.

Considering: 1. Law Number 12 of 1950 concerning the Formation of Regency Areas within the Province of East Java;

2. Law Number 22 of 1999 concerning Regional Government (State Gazette of 1999 Number 60, Supplement to the State Gazette Number 3839);

3. Law Number 25 of 1999 concerning Financial Balance between the Central Government and Regional Governments (State Gazette of 1999 Number 72, Supplement to the State Gazette Number 3848);

4. Law Number 43 of 1999 concerning Amendments to Law Number 8 of 1974 concerning the Principles of Personnel;

5. Government Regulation Number 38 of 1974 concerning the Change of Name of Surabaya Regency to Gresik Regency;

6. Regulation of the Government of the Republic of Indonesia Number 25 of 2000 concerning the Authority of the Government and the Authority of the Province as an Autonomous Region;

7. Government Regulation Number 84 of 2000 concerning Guidelines for Regional Apparatus

Organization.

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 REGIONAL TECHNICAL INSTITUTIONS OF THE REGENCY OF GRESIK.

## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

In this Regional Regulation:

- a. Regional Government means the Regional Head and other autonomous regional apparatus as the Regional Executive Body;
- b. Regional Head means the Regent of Gresik;
- c. The Regional House of Representatives, hereinafter referred to as DPRD, means the Regional Legislative Body;
- d. Regional Government means the implementation of Autonomous Regional Government by the Regional Government and the DPRD based on the principle of Decentralization;
- e. Decentralization means the delegation of governmental authority from the Central Government to Autonomous Regions within the framework of the Unitary State of the Republic of Indonesia;
- f. Regional Autonomy means the authority of the Autonomous Region to regulate and manage the interests of the local community on its own initiative based on the aspirations of the community in accordance with the prevailing laws and regulations;
- g. Autonomous Region, hereinafter referred to as Region, means a Legal Community Unit that has a

specific regional boundary, authorized to regulate and manage the interests of the local community on its own initiative based on the aspirations of the community within the Unitary State of the Republic of Indonesia;

h. Regional Apparatus means the organization/institution in the Regional Government that is responsible to the Regional Head and assists the Regional Head in the implementation of governance, consisting of the Regional Secretariat, Regional Services, and Regional Technical Institutions, Sub-districts, and Villages according to the needs of the Region;

i. Vertical Institution means the apparatus of the Department and/or Non-Departmental institution in the Region;

j. Authorized Official means a government official at the Central level and/or Government Official in the Provincial Region who is authorized to develop and supervise the implementation of Regional Government;

k. Sub-district means the work area of the Sub-district Head as a Regency apparatus;

l. Village means the work area of the Village Head as a Regency apparatus.

## CHAPTER II

### POSITION, MAIN DUTIES, AND FUNCTIONS OF REGIONAL TECHNICAL INSTITUTIONS

#### Article 2

##### Position

Regional Technical Institutions are supporting elements of the Regional Government, led by a Head who is under and responsible to the Regent through the Regional Secretary.

#### Article 3

##### Main Duties

Regional Technical Institutions have the duty to assist the Regional Head in carrying out Regional Government in their respective fields.

#### Article 4

## Functions of Regional Technical Institutions

To carry out the duties as referred to in Article 3, Regional Technical Institutions have the function of formulating technical policies in accordance with their scope of duties and providing supporting services to the Regional Government.

## Article 5

### REGIONAL SUPERVISORY BODY

The Regency Supervisory Body has the following functions:

- a. Conducting examinations of the duties of the Gresik Regency Government, including governance, agrarian affairs, finance, equipment and facilities, Regional Business Enterprises, Development, Unity and Community Protection, regional economy, and community welfare;
- b. Testing and investigating the accuracy of periodic or ad-hoc reports and every task of the regional apparatus;
- c. Investigating the accuracy of reports or complaints concerning obstacles, deviations, or misuse of the duties of the regional apparatus;
- d. Developing functional supervisory personnel within the Gresik Regency Supervisory Body;
- e. Conducting evaluations and reporting on the performance of duties;
- f. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty.

## Article 6

### REGIONAL DEVELOPMENT PLANNING AGENCY (BAPPEDA)

The Regional Development Planning Agency has the following functions:

- a. Preparing the Basic Regional Development Pattern, consisting of the General Long-Term Regional Development Pattern and the General PROPEDA of the Gresik Regency;
- b. Preparing the RAPETADA of the Gresik Regency;
- c. Preparing the annual program as the implementation of the plans referred to in letters a and b above, which are financed by the Gresik Regency Government itself or which are proposed into the

national annual program;

- d. Coordinating planning among services and other organizational units within the Gresik Regency Government;
- e. Preparing the RAPBD of the Gresik Regency together with the Finance Section, with the coordination of the Regional Secretary of the Gresik Regency;
- f. Conducting coordination and/or conducting research for the interests of development planning in the Gresik Regency;
- g. Preparing and developing the implementation of regional development plans for further improvement;
- h. Monitoring the implementation of development in the Region;
- i. Implementing other activities in the context of planning in accordance with the instructions of the Regent;
- j. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty.

## Article 7

### RESEARCH AND DEVELOPMENT AGENCY

The Research and Development Agency has the following functions:

- a. Formulating regional government policies and implementation in the field of research and development of government and development, regional potential and finance, community empowerment, studies, and development of national life;
- b. Developing and coordinating the implementation of research and development within the Regional Government;
- c. Managing administrative affairs, personnel, finance, equipment, research and development facilities, and household matters;
- d. Conducting evaluations, research and development, and reporting;
- e. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty;

## Article 8

### OFFICE OF UNITY AND COMMUNITY PROTECTION

The Office of Unity and Community Protection has the following functions:

- a. Formulating policies and implementing inter-institutional relations;
- b. Formulating policies and implementing national unity;
- c. Formulating policies and implementing democratization;
- d. Formulating policies and implementing the handling of current issues;
- e. Implementing the evaluation and policy of national unity;
- f. Preparing and developing the potential of Trained People in facing all possibilities of disasters according to the level of the situation;
- g. Providing communication, consultation, and cooperation with Government agencies and other agencies in order to anticipate disasters caused by nature, humans, or other disasters;
- h. Deploying and controlling Trained People members to overcome disasters caused by nature, human actions, or other natural disasters;
- i. Managing administrative affairs, personnel, finance, equipment, and household facilities;
- j. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty.

## Article 9

### GENERAL ARCHIVES AND LIBRARY OFFICE

The General Archives and Library Office has the following functions:

- a. Preparing plans and programs in the field of regional archives based on the policies of the Gresik Regency Government in accordance with applicable laws and regulations;
- b. Receiving, collecting, systematizing, and processing inactive archives, presenting printed and recorded materials of the Regency/City;
- c. Implementing guidance, technical development, and service cooperation in archives and libraries with other agencies in the Gresik Regency;

- d. Arranging, storing, maintaining, and retrieving inactive archives and library materials in the region;
- e. Assessing and handing over static regional archives to the national archives;
- f. Maintaining regional archives and library materials;
- g. Managing administrative and household affairs of the Archives and Library Office in the Gresik Regency;
- h. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty.

## Article 10

### PUBLIC ORDER POLICE OFFICE

The Public Order Police Office has the following functions:

- a. Collecting and processing materials for preparing guidelines and technical instructions for the development of Public Order Police in the Regency;
- b. Implementing capacity development, including the development of personnel, facilities, and infrastructure for Public Order Police work;
- c. Implementing supervision and operational instructions for enforcing the Decisions of the Regional Head, Regional Regulations, and other Laws and Regulations;
- d. Implementing and supervising and striving for community peace and order in accordance with programs and technical instructions;
- e. Collecting and processing materials for preparing guidelines and technical instructions for the implementation of public order;
- f. Managing administration, household affairs, equipment, personnel, and finance;
- g. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty.

## Article 11

### POPULATION OFFICE

The Population Office has the following functions:

- a. Formulating technical policies in the field of Population Registration Administration;
- b. Implementing Population Identity Number Registration;
- c. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty.

#### Article 13

#### FAMILY PLANNING AND WOMEN EMPOWERMENT OFFICE

The Family Planning and Women Empowerment Office has the following functions:

- a. Preparing programs to implement policies in the field of Family Planning and Womens Roles;
- b. Implementing the preparation, analysis, and strengthening of community participation in the field of Family Planning and womens empowerment;
- c. Implementing policy evaluation and program monitoring and preparing reports on the implementation of activities in the field of family planning and womens empowerment development;
- d. Coordinating with relevant agencies to improve the quality of Family Planning programs and Prosperous Family development, as well as womens empowerment;
- e. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty.

#### Article 14

#### VILLAGE COMMUNITY EMPOWERMENT OFFICE

The Village Community Empowerment Office has the following functions:

- a. Preparing the implementation plan of programs, preparing materials for consideration of granting permits and technical guidance in the field of village community development;
- b. Coordinating village development and developing initiatives and community self-reliance in village development activities;
- c. Preparing operational instructions and guidance in the context of utilizing, preserving, and rehabilitating Village Resources;



- d. Developing appropriate technology and disseminating it to the community;
- e. Assessing and preparing reports on village community development;
- f. Managing the administrative affairs of the Village Community Development Office;
- g. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty.

## Article 15

### SOCIAL OFFICE

The Social Office has the following functions:

- a. Formulating planning policies, providing guidance, and recommendations for permits in the social field in accordance with the policies that have been set by the Regional Head;
- b. Implementing policies in the field of social welfare, social rehabilitation, and social assistance;
- c. Implementing supervision and control in the field of social enterprises, social assistance, and social organizations;
- d. Managing administrative and household affairs;
- e. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty.

## Article 16

### REGIONAL TREASURY OFFICE

The Regional Treasury Office has the following functions:

- a. Formulating operational policies for managing regional finances, in accordance with the policies that have been set by the Regional Head;
- b. Coordinating the receipt and expenditure of regional finances with relevant agencies;
- c. Developing, supervising, and controlling the implementation of regional financial management activities;
- d. Implementing bookkeeping, evaluation, and reporting;

- e. Implementing administrative duties;
- f. Carrying out other duties assigned by the Regional Head through the Regional Secretary in accordance with their field of duty;

## CHAPTER III

### ORGANIZATION

#### Part One

#### Organizational Structure

#### REGIONAL SUPERVISORY BODY

##### Article 17

The Regency Supervisory Body consists of:

1. Head
2. Secretariat Consisting of:
  - a. Sub-Section for Program Preparation and Reporting;
  - b. Sub-Section for Administration;
  - c. Sub-Section for General Affairs and Personnel.
3. Governance and Agrarian Affairs Section consisting of:
  - a. Sub-Section for General Governance;
  - b. Sub-Section for Regional Governance;
  - c. Sub-Section for Agrarian Affairs.
4. Finance Section consisting of:
  - a. Sub-Section for Central and Regional Financial Management;
  - b. Sub-Section for Regional Revenue;
  - c. Sub-Section for Regional Enterprises.
5. Equipment and Facilities Section consisting of:
  - a. Sub-Section for Data Collection of Central and Regional Equipment & Facilities;
  - b. Sub-Section for Maintenance and Disposal of Central and Regional Equipment.

6. Development Section consisting of:

- a. Sub-Section for Regency Development;
- b. Sub-Section for Assistance Program Projects;
- c. Sub-Section for Village/Village Development.

7. Section for Unity and Community Protection and Apparatus, consisting of:

- a. Sub-Section for Unity and Community Protection;
- b. Sub-Section for Apparatus Development;
- c. Peace and Order.

8. Section for Economy and Social Welfare, consisting of:

- a. Sub-Section for Economy;
- b. Sub-Section for Social Welfare.

9. Group of Functional Positions.

## Part Two

### REGIONAL DEVELOPMENT PLANNING AGENCY (BAPPEDA)

#### Article 18

The Regional Development Planning Agency consists of:

1. Head

2. Secretariat consisting of:

- a. Sub-Section for Planning of Activities;
- b. Sub-Section for Finance;
- c. Sub-Section for General Affairs;
- d. Sub-Section for Statistics and Documentation.

3. Data and Reporting Section consisting of:

- a. Sub-Section for Data Collection and Processing;
- b. Sub-Section for Analysis and Research;
- c. Sub-Section for Evaluation and Reporting;

4. Economic Development Planning Section consisting of:

- a. Sub-Section for Agriculture, Livestock, Plantation, and Forestry;
  - b. Sub-Section for Marine and Fisheries;
  - c. Sub-Section for Cooperatives, Small and Medium Enterprises, and Business Development;
  - d. Sub-Section for Industry, Trade, and Investment.
5. Socio-Cultural Development Planning Section consisting of:
- a. Sub-Section for Religion, Education, Culture, Tourism, and Arts;
  - b. Sub-Section for Social and Health;
  - c. Sub-Section for Family Planning, Womens Role, and Population;
  - d. Sub-Section for Youth and Sports.
6. Physical and Infrastructure Development Planning Section:
- a. Sub-Section for Irrigation;
  - b. Sub-Section for Transportation, Information, and Communication;
  - c. Sub-Section for Area Development, Expansion of Regional Infrastructure;
  - d. Sub-Section for Environment, Mining, and Energy.
7. Group of Functional Positions.

### Part Three

## REGIONAL RESEARCH AND DEVELOPMENT AGENCY

### Article 19

The Regional Research and Development Agency consists of:

- 1. Head;
- 2. Secretariat consisting of:
  - a. Sub-Section for General Affairs and Personnel;
  - b. Sub-Section for Planning;
  - c. Sub-Section for Finance.
- 3. Governance and Community Section; consisting of the Sub-Section for Governance and Community;
- 4. Section for Regional Economy and Finance consisting of: Sub-Section for Regional Economy and

Finance;

5. Section for Strategic Regional Issue Studies consisting of: Sub-Section for Development and Unity and Community Protection;
6. Section for Village Community Empowerment consisting of: Sub-Section for Village Potential Development and Appropriate Technology;
7. Assistance Team and Expert Council;
8. Group of Functional Positions.

#### Part Four

#### OFFICE OF UNITY AND COMMUNITY PROTECTION

##### Article 20

The Office of Unity and Community Protection consists of:

1. Head;
2. Sub-Section for Administrative Affairs;
3. Section for Inter-Institutional Relations;
4. Section for Unity Development;
5. Section for Control of Ipoleksosbud Issues;
6. Section for Democratization;
7. Section for Linmas Unit Preparedness;
8. Section for Linmas Unit Human Resource Development;
9. Group of Functional Positions.

#### Part Five

#### GENERAL ARCHIVES AND LIBRARY OFFICE

##### Article 21

The General Archives and Library Office consists of:

1. Head;
2. Sub-Section for Administrative Affairs;
3. Section for Acquisition, and Retention of Archive Management;
4. Section for Archive Maintenance and Services;
5. Section for Library Processing and Development;
6. Section for Library Services and References;
7. Group of Functional Positions.

## Part Six

### PUBLIC ORDER POLICE OFFICE

#### Article 22

The Public Order Police Office consists of:

1. Head;
2. Sub-Section for Administrative Affairs;
3. Section for Operational Development;
4. Section for Operations and Public Order;
5. Section for Capacity Development;
6. Group of Functional Positions.

## Part Seven

### POPULATION OFFICE

#### Article 23

The Population Office consists of:

1. Head;
2. Sub-Section for Administrative Affairs;
3. Section for Population Registration and Mutation;

4. Section for Population Recording;
5. Section for Transmigration, Control, and Population Mobilization;
6. Section for Data and Reporting;
7. Group of Functional Positions.

## Part Eight

### MARKET AND STREET VENDOR MANAGEMENT OFFICE

#### Article 24

The Market and Street Vendor Management Office consists of:

1. Head;
2. Sub-Section for Administrative Affairs;
3. Section for Retribution;
4. Section for Maintenance and Upkeep of Market Facilities and Infrastructure;
5. Section for Empowerment and Development of Street Vendors.
6. Group of Functional Positions.

## Part Nine

### FAMILY PLANNING AND WOMEN EMPOWERMENT OFFICE

#### Article 25

The Family Planning and Women Empowerment Office consists of:

1. Head;
2. Sub-Section for Administrative Affairs;
3. Section for Planning and Program Preparation;
4. Section for Counseling and Development of Prosperous Families;
5. Section for Womens Empowerment;
6. Section for Family Planning;

## 7. Group of Functional Positions.

### Part Ten

#### VILLAGE COMMUNITY EMPOWERMENT OFFICE

##### Article 26

The Village Community Empowerment Office consists of:

1. Head;
2. Sub-Section for Administrative Affairs;
3. Section for Village/Village Government;
4. Section for Community Resilience;
5. Section for Peoples Economic Enterprises;
6. Section for Utilization of Natural Resources;
7. Section for Utilization of Appropriate Technology;
8. Group of Functional Positions.

### Part Eleven

#### SOCIAL OFFICE

##### Article 27

The Social Office consists of:

1. Head;
2. Sub-Section for Administrative Affairs;
3. Section for Social Empowerment;
4. Section for Social Services;
5. Section for Social Rehabilitation;
6. Section for Social Assistance.
7. Group of Functional Positions.



## Part Twelve

### REGIONAL TREASURY OFFICE

#### Article 28

The Regional Treasury Office consists of:

1. Head;
2. Sub-Section for Administrative Affairs;
3. Section for Revenue;
4. Section for Expenditure;

## CHAPTER IV

### WORK PROCEDURES

#### Article 29

In carrying out their duties, each Head of the Regional Technical Institution and/or group of functional personnel must apply the principles of coordination, integration, and synchronization both within their respective work units and between work units within the Gresik Regency Government and with other partner agencies in accordance with their field of duty and authority.

#### Article 30

Each Head of the Technical Institution and/or Head of the Work Unit must supervise their subordinates and, if any deviations occur, take the necessary steps in accordance with applicable laws and regulations.

#### Article 31

Each Head of the Technical Institution and/or Head of the Work Unit is responsible for coordinating their respective subordinates and providing guidance, motivation, and instructions for the smooth

implementation of subordinate tasks.

#### Article 32

Each Head of the Technical Institution and/or Head of the Work Unit must comply with applicable laws and regulations and is responsible for the implementation of their duties in a hierarchical manner and submit periodic reports on time.

#### Article 33

Every report in the form of information and/or input from subordinate Work Units must be processed and used as a consideration in preparing further reports and as material for providing instructions to subordinates.

#### Article 34

In submitting reports to superiors, the Head of the Technical Institution and/or Work Unit below them must send copies to the Work Unit that has a functional working relationship.

### CHAPTER V

#### APPOINTMENT AND DISMISSAL FROM OFFICE

#### Article 35

- (1) The Head of the Regional Technical Institution, Secretary, and Head of Section are appointed and dismissed by the Regional Head after considering proposals from the Regional Secretary;
- (2) The Head of Sub-Section, Sub-Division, and Head of Section may be appointed and dismissed by the Regional Secretary based on the Delegation of Authority by the Region;
- (3) The Group of Functional Positions are appointed and dismissed in accordance with applicable laws and regulations.

### CHAPTER VI

## FUNDING

### Article 36

The costs required for the implementation of the duties of the Gresik Regency Regional Technical Institutions are charged to the Regional Revenue budget and other legally obtained sources.

## CHAPTER VII

### OTHER PROVISIONS

### Article 37

The Organizational Chart of the Regional Technical Institutions as contained in the Appendix to this Regional Regulation and is an inseparable part.

## CHAPTER VIII

### TRANSITIONAL PROVISIONS

### Article 38

(1) The elaboration of the main duties and functions of the Regency Regional Technical Institutions will be further regulated by the Decision of the Regional Head;

(2) Eselonering of the Regency Regional Technical Institutions in accordance with Article 18 of Government Regulation Number 84 of 2000 concerning Guidelines for Regional Apparatus Organization;

(3) With the enactment of this Regional Regulation, all forms of regulations governing the Organization and Work Procedures of the Agency/Office are declared revoked and no longer applicable.

### Article 39

Matters not yet regulated in this Regional Regulation, as far as their implementation is concerned,

will be further regulated by the Regional Head.

## CHAPTER IX

### CLOSING PROVISIONS

#### Article 40

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

In order that everyone may know, it is ordered that this regional regulation be promulgated by placing it in the Regional Gazette of the Gresik Regency.

Ratified in Gresik

On November 30, 2000

REGENT OF GRESIK

(signature)

Drs. KH. ROBBACH MA?SUM

Promulgated in Gresik

On December 7, 2000

SECRETARY OF REGENCY OF GRESIK

(signature)

Drs. GUNAWAN, M.Si

Supervisor Level I

NIP. 010 080 491

EXPLANATION

OF THE REGIONAL REGULATION OF THE REGENCY OF GRESIK

NUMBER 27 OF 2000

ON

ORGANIZATIONAL STRUCTURE AND WORK PROCEDURES

OF REGIONAL TECHNICAL INSTITUTIONS OF THE REGENCY OF GRESIK

I. GENERAL EXPLANATION

1. The spirit contained in Article 68 of Law Number 22 of 1999 concerning Regional Government and following up on the meaning and spirit of Government Regulation Number 84 concerning guidelines for the organization of regional apparatus, especially Article 9, inspires and serves as a guide in the preparation of this regional regulation.

2. The main considerations used for the sake of a good governance system, in the preparation of the organization and work procedures of this Regional Technical Institution include:

- a. The authority held by the Region;
- b. The characteristics, potential, and needs of the region;
- c. The regions financial capacity;
- d. The availability of apparatus resources;
- e. The development of cooperation patterns between regions and/or with third parties.

3. The elaboration of the main duties and functions, which serves as a guideline in the implementation of work from each position, will be detailed in the decision of the regional head.

II. EXPLANATION ARTICLE BY ARTICLE

Articles 1 to 3: Sufficiently clear.

Article 4: The intended function of formulating technical policies in accordance with their scope of duties and providing supporting services to the regional government from each regional technical institution is detailed in the following articles.

Articles 5 to 16: Sufficiently clear.

Articles 17 to 28: The term group of functional positions refers to the position that realizes the duties, responsibilities, authority, and rights of a person in their position in an organizational unit whose duties are based on specific expertise and/or skills possessed and are independent in nature.

Article 19: The term assistance team and expert council refers to a group of individuals or institutions, both state and private, who, due to their proven scientific capabilities and/or expertise in a particular field, whose duties are based on expertise and delegated authority and are team-based.

Articles 29 to 40: Sufficiently clear.