



## Duties and Functions of the Legislation and Judiciary Division of the Secretariat of the Sukamara Regency Regional Representative Council

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### ABSTRACT

This article discusses the duties and functions of the Proceedings and Legislation Division of the Secretariat of the Sukamara Regency Regional Representative Council (DPRD). As a legislative body, the DPRD has important responsibilities in drafting and enacting regional regulations, as well as overseeing the implementation of regional government policies. The Proceedings Division focuses on organizing DPRD meetings, including preparing agendas, documenting proceedings, and communicating decisions to the public. Meanwhile, the Legislation function includes the preparation of academic papers and draft regional regulations, as well as consultation with various related parties. Through this report, the author explains the work processes and contributions of the Proceedings and Legislation Division in supporting the tasks of the DPRD. The results of this report are expected to provide a clearer picture of the strategic role of the secretariat in supporting legislative functions and improving the accountability and transparency of the local government.

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## **INTRODUCTION**

The Regional Representative Council (DPRD) plays an important role in the regional government system in Indonesia. As a legislative body, the DPRD is tasked with representing the interests of the people in the decision-making process, drafting regional regulations, and overseeing the implementation of regional government policies.(Firmansyah et al., 2024) These tasks are very important to ensure that the voice of the people is represented in every policy taken by the government. In carrying out its functions, the DPRD does not work alone. The existence of the DPRD Secretariat is crucial to support the council's performance. The secretariat consists of various divisions, one of which is the Proceedings and Legislation Division.(Tetteng et al., 2024) This division has specific and important responsibilities in providing administrative and technical support to council members.(Syafari, 2024)

The Proceedings Division is responsible for organizing and managing all DPRD meetings. This includes preparing the agenda, arranging logistics, and documenting the results of the meetings. This process ensures that every decision made by the DPRD is well documented and accessible to the public. It also affirms the DPRD's commitment to transparency and accountability in the legislative process. In addition, the Legislation function within the DPRD Secretariat is vital. This section is tasked with drafting academic papers and regional regulations, as well as consulting with various relevant parties. In this context, they act as a bridge between the DPRD and the community, ensuring that all legal products produced are relevant to the needs and aspirations of the people.

Riza Wira Kelana et al.(Kelana et al., 2024), explain that the council secretary is a regional apparatus organization (OPD) that plays an important role in government. In addition to being responsible to the regent, the council secretary is also politically responsible to the DPRD leadership, which functions as a liaison between the legislative and executive branches to ensure that development and communication run smoothly. Nor Aida et al. also mention that the Council Secretariat not only handles administrative and logistical matters, but also provides technical and information support, including the use of technology and data analysis. Therefore, it is very important to understand this role in order to reflect how effective the decisions of Council members are and to increase their involvement and responsibility towards the demands of the community.(Aida et al., 2024)

Through this report on the results of an internship at the Sukamara Regency DPRD, which is presented in the form of this article, the author attempts to explore in greater depth the duties and functions focused on the Proceedings and Legislation Division of the Sukamara Regency DPRD Secretariat. This research is expected to provide a clear picture of how these divisions contribute to the success of the DPRD in carrying out its legislative functions.

## **IMPLEMENTATION AND METHODS**

To ensure that the duties and functions of the Session and Legislation Division of the Secretariat of the Sukamara Regency DPRD are carried out effectively and efficiently. In this situation, the techniques used include a

qualitative approach, direct observation, and analysis of laws such as the Minister of Home Affairs Regulation No. 56 of 2019. These methods provide a comprehensive picture of the work processes of this division.

This internship activity was an initiative of the authors (Ahmidi and Alhamdani) supported by the Faculty of Sharia and the Head of the Constitutional Law Study Program at IAIN Palangka Raya. This activity was carried out from June 20, 2024, to August 28, 2024, at the Secretariat Office of the Regional Representative Council of Sukamara Regency, Central Kalimantan Province. This activity was carried out in several stages, namely preparation and implementation. In the preparation stage, the authors were given a briefing by the Head of the Constitutional Law Study Program, Faculty of Sharia, IAIN Palangka Raya, before being sent to the Sukamara Secretariat.



**Figure 1. Completion of briefing by the Head of the Constitutional Law Program**

After completing the briefing, the author went directly to submit a letter of application to the relevant agency and was immediately received by the Secretary of the Sukamara Regency Council, Mr. Suhadi, S. ST. The internship at the Secretariat of the Sukamara Regency Regional Representative Council (DPRD) began with an orientation given to the interns.



**Figure 2. After the acceptance of the application letter by the Council Secretary**

At this stage, the author was introduced to the organizational structure of the DPRD and the functions and duties of each division, including the Proceedings and Legislation Division. After the orientation, the author then conducted a further introduction to the Proceedings and Legislation Division. This included understanding the process of organizing DPRD meetings, from planning the agenda to implementing and documenting the results of the meetings. The author was also invited to observe several meetings firsthand, so they could see the dynamics of interaction between council members and secretariat staff.



**Figure 3. Introduction to the staff of the Proceedings and Legislation Section**



**Figure 4. Introduction to the Budget and Supervision Division staff**

At the beginning of this activity, emphasis was also placed on the importance of communication and collaboration between various sections within the DPRD Secretariat. Interns were invited to participate in internal discussions involving council members and staff, so that they could experience the working atmosphere and understand the challenges faced in carrying out legislative tasks.

After the orientation, the implementation stage began, where the author was given tasks and instructions to assist in the court and legislation department. The author was assigned many activities and tasks, ranging from preparing supporting facilities for Council Member meetings, participating in Plenary Meetings, preparing minutes, making meeting invitations, and preparing the agenda for the inauguration of Council Members for 2024-2029, to finally picking up and saying goodbye to members of the Sukamara Regency Council Secretariat office.



**Figure 5. The process of preparing the Plenary Meeting Minutes**



**Figure 6. Process of creating the Plenary Meeting invitation letter**



**Figure 7. Photo After the Plenary Meeting**



**Figure 8. Preparations for the inauguration of the elected members of the Regional People's Representative Council (DPRD) for the 2024-2029 term**



**Figure 9. After the inauguration of the elected DPRD members for 2024-2029**

In addition, the author also frequently participates in various external activities, such as attending the Sukamara Expo, the Marching Competition, and the Development Parade.



Figure 10. Group photo at the 2024 Sukamara Expo event



Figure 11. Photo during the participation in the Marching Competition



Figure 12. Photo during the development parade activity

## RESULTS AND DISCUSSION

### *The Role and Function of the Sukamara Regional Representative Council in the Regional Government System*

The Regional Representative Council (DPRD) is a legislative body where representatives of the people draft laws at the provincial, regency, and city levels. The position, functions, and authority of the DPRD are regulated in Law No. 17 of 2014 concerning the People's Consultative Assembly, the House of Representatives, the Regional Representative Council, and the Regional House of Representatives. The DPRD is a regional representative body that is part of the regional government. (Santoso et al., 2021) Thus, the Regional Representative Council (DPRD) is part of the regional government, which has three main

functions: First, Legislation. The legislative function is a process to accommodate the various interests of stakeholders, , to determine how development in the region will be carried out.(Mandey, 2016) The legislative function is important in several ways, namely determining the direction of development and governance in the region, the basis for formulating public policy in the region, as a social contract in the region, and supporting the formation of regional apparatus and the organizational structure of regional apparatus. Second, budgeting. The budgeting function is the preparation and determination of regional revenue and expenditure budgets together with the regional government. In carrying out this function, the DPRD must be actively and proactively involved, rather than reactively, and act as a legitimator of the regional budget proposals submitted by the regional government.(Sundari, 2020) Third, Supervision. The supervisory function is one of the management functions to ensure that activities are carried out in accordance with established policies and plans and to ensure that objectives are achieved effectively and efficiently.(Pangkey et al., 2022)

The author concludes that the Regional Representative Council (DPRD) is a legislative body that functions as the representative of the people at the provincial, regency, and city levels. The DPRD has three main functions, namely legislation, budgeting, and supervision, all of which are important in running regional government.

In the context of the Sukamara DPRD, the legislative function means that they are tasked with creating and enacting regional regulations that are responsive to the needs and aspirations of the people of Sukamara. The budgeting function requires the Sukamara DPRD to play an active role in determining and approving the regional budget so that development and public services run optimally. Meanwhile, the supervisory function requires the Sukamara DPRD to initiate the implementation of policies and the use of the budget so that they are in accordance with regulations and achieve regional development goals effectively and efficiently. In carrying out the third function continuously, the Sukamara DPRD not only acts as the representative of the people's voice in the decision-making process, but also acts as a supervisor that ensures openness and accountability in the implementation of regional government. This role makes the Sukamara DPRD very important in promoting development and improving the welfare of the people in the region. By continuing to carry out its supervisory function, the Sukamara DPRD not only serves as the representative voice of the people in decision-making, but also as a guardian that ensures transparency and accountability in regional governance. This role gives the Sukamara DPRD a strategic position in promoting the progress and welfare of the local community.

### ***Duties and Functions of the Sukamara DPRD Secretariat***

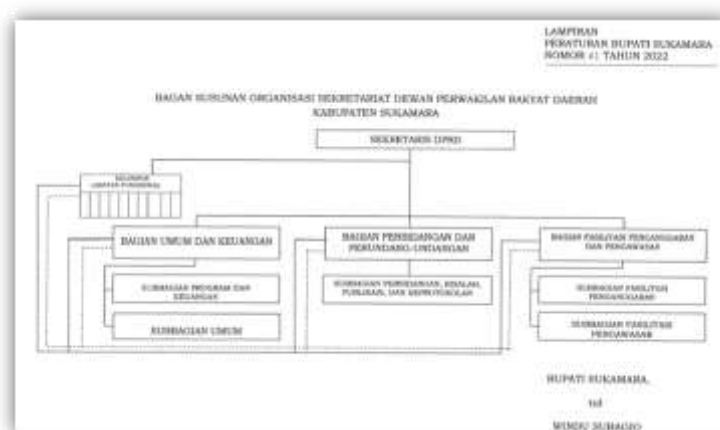
Law Number 9 of 2015, the Second Amendment to Law Number 23 of 2014 on Regional Government, Article 209 states that one of the regional institutions is the DPRD Secretariat. As part of the regional apparatus, the DPRD Secretariat has the task of administering secretarial and financial matters, supporting the implementation of the duties and functions of the DPRD, and providing and coordinating the experts needed by the DPRD in exercising its rights and

functions in regional government. This indicates that the DPRD Secretariat plays an important role in determining the effectiveness of the DPRD's functions. Therefore, the DPRD Secretariat's must play a maximum role in accordance with its duties and functions to support the effectiveness of the DPRD's performance.(Pangkey et al., 2022, p. 3)

In addition, the DPRD secretariat is responsible for managing all secretarial administration, including the management of documents and information related to DPRD activities. Furthermore, the DPRD secretariat also regulates financial administration, which includes the preparation of the DPRD budget and financial reports. The DPRD secretariat also acts as a liaison between the DPRD and other agencies, ensuring the smooth running of administrative processes. Another function is to facilitate the implementation of DPRD meetings by preparing materials and documenting the results of the meetings to ensure the accountability of the decisions made. The DPRD Secretariat also coordinates public relations activities and receives public aspirations so that the DPRD can respond optimally to the needs of the citizens.(Ramadhan et al., 2023)

In the author's opinion, in the context of the Sukamara DPRD Secretariat, this is in line with the general duties and functions of the secretariat mentioned above, namely to carry out secretarial and financial administration to support the implementation of the duties of the Sukamara DPRD. The Sukamara DPRD Secretariat is also responsible for facilitating the implementation of DPRD meetings by preparing meeting materials and documenting the results so that all decisions can be accounted for. In addition, the Sukamara DPRD Secretariat coordinates experts and carries out public relations functions as well as responds to community aspirations to ensure that the DPRD can work effectively and in accordance with the needs of the residents of Sukamara Regency.

### *Organizational Structure of the Sukamara DPRD Secretariat*



**Figure 13. Organizational Chart of the Secretariat of the Sukamara Regency Regional Representative Council**

Based on Sukamara Regent Regulation Number 41 of 2022 concerning the Position, Organizational Structure, Duties and Functions, and Work Procedures of the Sukamara Regency Regional Representative Council Secretariat.(Sukamara, 2022) This structure includes positions and work units

that are specifically responsible for administration, financial management, meeting facilities, as well as technical support and public relations. Each section within the Sukamara DPRD Secretariat plays a crucial role in ensuring that all DPRD activities are conducted in an organized and effective manner. The organizational structure and division of duties of the Sukamara Regency Regional People's Representative Council Secretariat are as follows:

- 1) Secretary of the DPRD
- 2) General and Finance Division, overseeing:
  - a. Program and Finance Subdivision
  - b. General Subdivision
- 3) Session and Legislation Division, overseeing:
  - a. Subdivision of Proceedings, Minutes, Publications, and Protocol
- 4) Budgeting and Oversight Facilitation Division, overseeing:
  - a. Subdivision of Budgeting Facilitation
  - b. Subdivision for Oversight Facilitation

#### ***Duties and Functions of the Legislation and Proceedings Division of the Sukamara DPRD Secretariat***

The Legislation and Proceedings Division is one of the divisions within the Sukamara DPRD Secretariat organization tasked with providing support services for the duties and functions of the DPRD in the areas of regional regulation formation and proceedings, coordinating, preparing formulation materials, implementing policies, drafting norms, standards, procedures and criteria, providing technical guidance and supervision as well as monitoring, evaluation and reporting on the Proceedings and Legislation Section.

The functions of the Legislation and Proceedings Division according to PerBup No. 41 of 2022 Article 12 Paragraph (2) are as follows: planning programs and budgets in the Proceedings and Legislation Division; preparing materials for policy formulation in the division; preparing materials for policy implementation in the division; guidance, monitoring, evaluation, and reporting on programs and activities in the division; and conducting legislative studies; facilitating the preparation of regional regulation formation programs; facilitating the preparation of Academic Papers and Draft Initiative Regional Regulations; verifying, evaluating, and analyzing regional regulation drafting products; collecting materials for the preparation of Draft Initiative Regional Regulations; facilitation of court proceedings; preparation of meeting minutes; coordination of the discussion of draft regional regulations; coordination of the verification and evaluation of the List of Issues (DIM); verification, coordination, and evaluation of meeting minutes; community relations; publications; and protocol; facilitation of activities related to the formulation of Regional Regulations and DPRD Regulations; facilitation of DPRD tasks; facilitation of the implementation of protocols and communication for the Leadership; implementation of other functions assigned by the Secretary of the DPRD ( ) in accordance with the duties of the Proceedings and Legislation Division.

## CONCLUSIONS AND RECOMMENDATIONS

The Proceedings and Legislation Division of the Sukamara Regency DPRD Secretariat has a strategic role in supporting the implementation of the duties and functions of the DPRD as a regional legislative body. The Proceedings Division is responsible for organizing DPRD meetings, from preparing the agenda and documentation to synchronizing the results of the meetings, thereby supporting the transparency and accountability of the council's decision-making. Meanwhile, the Legislation Division focuses on drafting academic papers, regional regulations, consulting with relevant parties, and facilitating the formation of regional legal products that are relevant to the needs of the community.

Overall, the duties and functions of the DPRD secretariat, particularly the Proceedings and Legislation Sections, are very important in ensuring the success of the DPRD's legislative, budgeting, and oversight processes. The existence of this secretariat increases the effectiveness of the DPRD's performance in representing the interests of the people, ensuring transparency in the implementation of local government policies, and ensuring accountability in the governance of the Sukamara Regency. Thus, the DPRD secretariat serves as an important link between the legislative, executive, and community institutions to promote optimal regional development and welfare.

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