

## **PETITIONS PROCESS OF THE LIMPOPO LEGISLATURE**

### **1. DEFINATIONS**

**Petition** - means a complaint, a request, a representation or a submission addressed by a Petitioner to the Committee. It can be single, collective, group or mass or an Association

### **2. BACKGROUND**

In 2003, the Limpopo Legislature passed the Petitions Act, 2003, No 04 of 2003. The main objective of the Act was to enable the citizens of Limpopo to raise their concerns, problems and complaints by petitioning the Limpopo Legislature.

### **3. HOW DO PUBLIC SUBMIT PETITIONS?**

According to the said Act, a petition can be individual or collective submission of complaint to the Legislature.

- i) The petition must be signed by the petitioner/s
- ii) Have an address
- iii) Must have a contact number/s
- iv) It can be on a subscribed form or letter

It can be posted by registered mail, physically submitted to the Secretary or faxed.

### **4. WHAT MAY COMPEL THE COMMITTEE TO DISREGARD A SUBMISSION?**

- 4.1. If it does not have a name, Address and unsigned
- 4.2. Concerns a matter pending in a Court of law.
- 4.3. Originates from Prisoner and is connected to his / her case , or
- 4.4. Involves the subject matter that is before a commission of enquiry and other relevant bodies.

### **5. WHAT SHOULD BE DONE/ DO UPON RECEIPT OF A PETITION?**

Once a petition is received by the Secretary, the petition is referred to the Petitions Officer.

- The Petition Officer should acknowledge receipt of the petition with the petitioner.
- Then the Committee will table it in the House on the next immediate sitting.
- A decision on it or with recommendations taken by the House.
- The Committee deals with it generally according to the House resolution.
- If a petition is referred to any institution for a response, it should be responded to within four weeks.

- The Petitions Officer may even before the end of the four weeks period enquire with the respondents.
- Immediately take a decision upon receipt of a response.

## **6. PROCESS**

### **6.1 Consideration**

- Petition is received by the Secretary/Speaker
- Referred to the petitions committee through the petitions officer within 3 days upon receipt
- The Petition Officer acknowledges receipt in writing by mail, fax, E-mail with the petitioner within 24 hours.
- The Petition Officer sends a hard copy to the Committee Chairperson within 5 days.
- The Chairperson may give advice.

### **6.2. Preliminary investigations**

- The petition should be referred to Research Services or Legal or the relevant Institution for investigation on a period not exceeding seven days after receipt

### **6.3. Referral**

- The recipient /institution/Legal/Research should be informed that they need to respond to the petition on a period not exceeding four weeks starting from the day it was referred.
- On the four week the Committee should receive a comprehensive report inclusive of Research/Legal and or institution response on the matter.
- Petition with resolutions/progress report is tabled with the Committee.
- A decision is taken by the Committee/hearing/meeting or letter to the petitioner.
- A Committee resolution on the petition is tabled in the next sitting of the House.
- The petitioner is informed of the outcome in writing.
- Petition is closed on week four and or any day after the sitting of the House.