

**ORDER OF PROCEEDINGS (TIMESLOTS ARE ESTIMATED)**  
**STATE OF THE CAPITAL ADDRESS**  
**COUNCIL CHAMBER, TSHWANE HOUSE**  
**18 APRIL 2024 AT 11:00**

**09:00                    Arrival at Tshwane House**

Councillors, traditional leaders and entourages, City Manager, senior officials and guests starting to arrive at Tshwane House.

**TMPD choir rendering musical items in the foyer.**

**09:30 to                Taking seats.**  
**10:00**

Councillors, traditional leaders and entourages, City Manager, Governance and Support Officer, Group Heads of the Offices of the Executive Mayor / Speaker / Chief Whip, and the Divisional Head: Council and Committees' Secretariat Services take their seats in the Council Chamber.

Guests, media, and senior officials take their seats in the galleries.

**10:15                The TMPD and salute ceremony to take place at Tshwane House, open  
space next to Johannes Ramokhoase Street (the parade will already form  
up)**

**CEREMONIAL STATIC PARADE**

- Podium group goes to the podium (the Executive Mayor, Deputy Executive Mayor, the Speaker and MMC: Community Safety, Chief of Police and Chief EMS).
- Parade: TMPD ceremonial band, Tshwane Metropolitan Police Department (TMPD) ceremonial guards and Emergency Services (EMS) drill squad.
- General salute.
- National anthem: TMPD ceremonial band.
- Scripture reading and prayer: TMPD Chaplain.
- Parade inspection: Podium group (Executive Mayor, Deputy Executive Mayor, MMC: Community Safety, Chief of Police and Chief of Emergency Services).
- Parade march pass: TMPD ceremonial guards and EMS drill squad.
- Podium group walks to the Council Chamber.
- Parade falls out/dismiss.

**10:15                Mandatory sitting in Council Chamber and designated areas**

***At this stage all other Councillors, traditional leaders and entourages, City Manager, Governance and Support Officer, Group Heads of the Offices of the Executive Mayor / Speaker / Chief Whip, the Divisional Head: Council and Committees' Secretariat Services, guests, media and other senior officials must already be seated in their designated areas.***

**10:46      The Executive Mayor, Deputy Executive Mayor, the Speaker and MMC: Community Safety escorted by the Chief of Police and Chief of Emergency Services will leave the parade and walk towards the Council Chamber.**

**10:53      The Executive Mayor, Deputy Executive Mayor, the Speaker and MMC: Community Safety escorted by the Chief of Police and Chief of Emergency Services arrive at the entrance of the Council Chamber.**

**10:55      The Executive Mayor, Deputy Executive Mayor, Speaker and MMC: Community Safety enter the Council Chamber.**

(Everybody in the Council Chamber and in the galleries are seated and silent when the Executive Mayor, Deputy Executive Mayor, Speaker and MMC: Community Safety enter the Council Chamber.)

**11:00      The Speaker takes his seat at the podium, and the Executive Mayor, Deputy Executive Mayor and MMC: Community Safety take their seats in the Council Chamber. The Chief of Police and Chief of Emergency Services take their seats in the gallery.**

Everybody is seated.

**11:05      The Speaker officially opens the Special Council meeting and welcomes everybody**

Everybody is requested while seated to have a moment of prayer or meditation.

**11:10      After the moment of prayer or meditation the Speaker commences his opening remarks, acknowledges and welcomes attendees, deals with application for leave of absence, and officially invites the Executive Mayor to deliver his address. The Executive Mayor 's speech on the State of the Capital Address will be live streamed.**

**11:15      The Executive Mayor approaches the podium to the Speaker's right and delivers the State of the Capital Address from the rostrum.**

The Executive Mayor after delivery of his address, returns to his seat in the Council Chamber.

**12:45      Conclusion**

**The Speaker makes a few announcements and immediately closes the proceedings**

(The time slots will depend on the duration of the Executive Mayor's speech.)

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