



Prefeasibility Executive Summary Report

1. Project Details

Project Name	Provincial Archives Project
Location	City of Cape Town
Sector	Social
Department	Department of Cultural Affairs and Sport
Project Owner	Lyndon Bouah
Project Manager	Lyndon Bouah

1.1 Project Scope

The **scope of the Provincial Archives Project** involves the phased expansion and modernisation of the **Western Cape Archives and Records Service (WCARS)** to address critical storage shortages and support long-term governance needs.

The project comprises a **six-phase masterplan** focused on increasing compliant archival storage capacity, modernising facilities, and enabling digital records management. **Phase 1**, which is fully designed and construction-ready, includes the demolition of outdated infrastructure at the Roeland Street site and the construction of a new **five-storey archival stack building with two basement levels**. This facility will provide high-density mobile shelving, cold storage for sensitive materials, scanning facilities, and digital records infrastructure.

Subsequent phases provide for the **refurbishment of existing stack areas**, expansion of administrative and staff accommodation, additional archival storage to meet future demand, and the development of public-facing facilities such as a conference centre and enhanced reading rooms. The project also includes supporting infrastructure to ensure environmental control, security, and operational efficiency.

Overall, the project delivers a **centralised, purpose-built archival facility** that ensures legal compliance, improves access to public records, supports digital transformation, and preserves the Western Cape's documentary heritage over the long term.

1.2 Justification

The Provincial Archives Project is a construction-ready, legally mandated infrastructure investment designed to address an urgent storage capacity shortfall at the Western Cape Archives and Records Service (WCARS). With an estimated 57,000 linear meters of unaccommodated records, the current capacity situation compromises legal compliance, undermines governance, and limits public access to essential documentation.

The full project is structured across six phases, with a total estimated value of R1.22 billion. The Phase 1 of the project which is fully scoped, costs R328.7 million and is ready for implementation. This phase includes the demolition of outdated infrastructure and the construction of a five-storey archival facility which has advanced mobile shelving, cold storage, scanning services, and digital transformation infrastructure.

Aligned with the Western Cape Infrastructure Framework (WCIF) 2050, Western Cape Infrastructure Strategy (WCIS) 2050, and the Panoptic Evaluation Framework, the project contributes to spatial justice, transversal governance, and

long-term sustainability. It also strengthens public trust by enhancing access to records required for estate resolution, legal matters, and public history.

The Provincial Archives Project now seeks investment and approval for execution, positioning itself as a cornerstone of institutional memory, transparency, and citizen rights in the Western Cape.

1.3 Sector Specific Analysis

- **Limited digital connectivity**

- **Technology & Regulatory features**

- **Records Storage Capacity Shortfall**

The core sector issue is a critical shortage of compliant archival storage capacity (57,000+ linear meters). This directly affects legal compliance, governance, and service delivery across government.

- **Governance and Compliance Risk**

Auditor-General findings repeatedly cite poor record-keeping as a governance risk. The project directly addresses record integrity, audit readiness, and accountability.

1.4 Market Size And Demand Analysis

1.4.1 Total Addressable Market (TAM)

- **Population served by a transport corridor**

Population served: All Western Cape Government institutions and the residents of the Western Cape Province, including future generations, through improved access to public records, governance accountability, and cultural heritage preservation.

- **Other Total Addressable Market Methods**

For the Provincial Archives Project, the Total Addressable Market is defined by legislated public-sector demand rather than commercial market dynamics. In terms of Schedule 5(a) of the Constitution and the Provincial Archives and Records Service of the Western Cape Act, 2005, the Western Cape Archives and Records Service is mandated to receive, preserve, and provide access to records from all Western Cape Government departments, municipalities, public entities, the Office of the Premier, and the Provincial Parliament. The scale of this mandated market is evidenced by an existing backlog of over 57,000 linear metres of records, together with ongoing records generation across government. This demand is continuous, province-wide, and unavoidable, making the project's market base stable, predictable, and essential for lawful governance, accountability, and public access to information.

1.4.2 Served Available Market (SAM)

- **Location**

- The project is physically located at the WCARS site on Roeland Street, Cape Town.
- While the infrastructure is site-specific, the service coverage is province-wide, serving all Western Cape Government institutions.
- The fixed urban location shapes delivery logistics, approvals, and construction phasing, but does not limit the service market.

- **Capacity**

- Capacity is a core determinant of the served market.
- The project responds to a documented backlog of over 57,000 linear metres of records.
- Phase 1 and subsequent phases are explicitly designed to:
 - Eliminate current capacity constraints, and
 - Accommodate future records growth over the long term.
- Capacity directly defines how much of the total mandated demand can be served.

- **Which of the following criteria is being used to support this analysis in terms of Segmentation?**

- **Service level**

Primary segmentation criterion used

- The project is fundamentally segmented by service level and function, including:

- Government departments, municipalities, and public entities (institutional service users),
- Public users accessing records for legal, administrative, or research purposes.
- Capacity planning, phasing, and design are driven by service demand (records volumes, retention requirements, access needs) rather than demographics.

- **Institutional and Functional Segmentation**

Segmentation is also based on: Type of client institution (provincial departments, municipalities, public entities), Type of records (administrative, legal, historical, sensitive materials), Operational function (storage, preservation, digitisation, public access). This functional segmentation directly informs project scale, complexity, and phasing.

1.4.3 Demand Forecasting

2. Project Status & Implementation

2.1 Regulatory & Environmental Approvals

2.1.1 National Level

- Auditor-General of South Africa
- National Treasury

2.1.2 Provincial and Local Levels

- City of Cape Town
- Department of Cultural Affairs and Sport
- Department of Infrastructure (DOI)
- Provincial Treasury, Western Cape
- Panoptic Evaluation Structures (WCIF 2050)

2.1.3 Other Relevant Entities

- Environmental Assessment Practitioners Association of South Africa (EAPASA): Voluntary certification body for Environmental Assessment Practitioners
- Heritage Western Cape
- Professional Councils and Statutory Bodies SACAP, ECSA, SACQSP, etc

2.2 Identify Key Stakeholders

2.2.1 Government

- Department Of Infrastructure
- Provincial Treasury
- Department of Cultural Affairs and Sport
- Western Cape Government
- City of Cape Town – Local planning, building plan approval

2.2.2 State-Owned Entities

- **Western Cape Archives and Records Service (WCARS)**
Operational custodian and end user

2.2.3 Private Sector

- Construction Companies
- Engineering Firms
- Specialist archival systems suppliers & Commercial records storage providers

2.2.4 Civil Society

- Civil society organizations advocating for community needs
- Researchers, academics & historians/heritage practitioners

- Legal practitioners and estate administrators
- Communities and individuals (presently & future generations) accessing records

2.2.5 Other Stakeholders

3. Governance, Policy & Enabling environment

3.1 Legal and Regulatory Framework

3.2 Governance policies

- Western Cape Infrastructure Framework 2050 (WCIF 2050); Western Cape Infrastructure Strategy (WCIS)
- National Development Plan (NDP)
- Relevant Integrated Development Plans (IDPs)

3.3. Investment Needs

3.3.1 Infrastructure Development

- Renewable energy installations and grid improvements.
- Digital and Operational Infrastructure
- Archival Storage Infrastructure

3.3.2 Human Settlements

- Urban regeneration of an existing government precinct

3.3.3 Education

- Indirect Education Access Benefits
- Support for research and knowledge institutions

3.3.4 Green Economy

- Resource efficiency through consolidation and digitisation

3.3.5 Tourism and Cultural Investment

- Infrastructure for eco-tourism and heritage sites.
- Event hosting and destination marketing.
- Support to cultural research and heritage tourism

3.4 Policy Incentives

3.4.1 Sector-Focused Incentives

- Inclusive Infrastructure Development
- Gender-Responsive Procurement
- Youth Empowerment
- Public-Private Partnerships (PPP)
- Economic Inclusion

3.4.2 Investment Ecosystem Support

- Western Cape Infrastructure Pipeline / DOI support
- Provincial Treasury PPP and project preparation support
- WCIF 2050 Panoptic Evaluation framework
- National PSP and rail reform support mechanisms

3.4.3 Business Support and Facilitation

- Procurement facilitation
- Stakeholder coordination
- Internal project preparation and pipeline support

3.4.4 National Incentives Accessible in the Western Cape Via the Department of Trade, Industry and Competition (DTIC)

- Indirect DTIC Alignment (Not Incentive-Based) [around inclusive economic participation, formalisation of informal sectors, SMME participation through procurement and concessions]

3.4.5 Investment Summits: Hosted by the Premier to connect investors with opportunities and funding partners

4. Financial requirements & Funding strategies

4.1 Project Guestimate

Estimated Cost	R 1.225B
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5. Delivery Mechanism & procurement strategy

5.1 WCG Sector Priorities

Outcomes	Social	Energy & Water	Economic	Technology	Ecological
Households have increased access to basic services and improved shelter			Medium Term 5-15 YRS		
Infrastructure investment drives spatial transformation and improves spatial resilience					Medium Term 5-15 YRS
Investment in social infrastructure improves access to health, education, social development, and recreation opportunities	Medium Term 5-15 YRS				Medium Term 5-15 YRS

5.2 Current Planning Phase