



Project Strategic Resourcing 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 Background & 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 This phase includes the demolition of outdated infrastructure and the construction of a five-storey archival facility which has advanced mobile shelving, cold storage, scanning services, and digital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.

1.2 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 **Phase 1**, which is fully designed and construction-ready, includes the demolition of outdated infrastructure at the Roeland Street site and the construction of a **new five-storey archival stack building with two basement levels**.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.

2. Objectives & Key Focus Areas

Objective	Key Focus Area
Address the Archival Storage Capacity Shortfall	- Strengthening Municipal Infrastructure - Innovation & Futures Planning
Strengthen Governance, Accountability, and Oversight	Innovation & Futures Planning
Support Digital Transformation of Records Management	Innovation & Futures Planning
Preserve Cultural Heritage and Institutional Memory	Prioritising Infrastructure for Maximum Impact

3. Project Timeline & Cost

Estimated Duration	30 Year(s) & 0 Month(s)
Estimated Start Date	01 Jan 2026
Estimated Cost	R 1.225B

4. Project Stage-0 Submission & Approval

Self Approved By: **Lyndon Bouah**
Self Approved On: **29 Dec 2025 09:48:43 AM**

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Submitted On	
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Approved On	

5. Environmental & Social Considerations

5.1 Environmental Considerations

- Consolidation of Dispersed Storage & Efficient Use of Space
- Greenhouse gas emissions and deforestation contributing to climate change
- Land Use & Zoning Compliance

5.2 Social Considerations

6. Regulatory & Environmental Approvals

6.1 National Level

- Auditor-General of South Africa
- National Treasury

6.2 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)

6.3 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

7. Identify Key Stakeholders

7.1 Government

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

7.2 State-Owned Entities

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

7.3 Private Sector

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

7.4 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

7.5 Other Stakeholders

8. 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

9. Infrastructure Type

9.1 Hard

The project delivers hard infrastructure through the construction of a purpose-built archival facility, including structural works, high-density shelving systems, cold storage, and secure physical environments designed to safely preserve records over the long term

9.2 Soft

Soft infrastructure is reflected in the systems, processes, and institutional capacity the project enables, including improved records management practices, digital transformation, governance oversight, and access to information that supports accountability and effective public administration.

9.3 Critical

As critical infrastructure, the project safeguards essential government records that underpin legal compliance, service delivery, institutional memory, and citizen rights, ensuring continuity of government functions and protection of information vital to the Western Cape's democratic and administrative systems.

10. Project Stage-1 Submission & Approval

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Self Approved On: 29 Dec 2025 10:16:07 AM

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11. Geo Location

12. Procurement Planning

- **Designated Groups** - Historically disadvantaged individuals
- **Local Content and Production**
- **Broad-Based Black Economic Empowerment (B-BBEE)**
- **Value-for-money, technical capability, and regulatory compliance**

13. Procurement Action

- **Procurement Planning**
- **Preferential Procurement Regulations (2022)** - Aligned : Yes
- **Sustainable Public Procurement (SPP)** - Aligned : Yes
- **Standard public-sector mechanisms apply**
Open and competitive tendering Value-for-money and technical capability as selection criteria Phased procurement aligned with funding availability Risk mitigation through escalation and contingency allowancesOpen and competitive tendering Value-for-money and technical capability as selection criteria Phased procurement aligned with funding availability Risk mitigation through escalation and contingency allowances

14. Social Impact

- **Inclusive Economic Participation**
- **Social Equity & Spatial Justice**
- **Environmental Sustainability**
- **Skills Development and Job Creation**
- **Community Empowerment**
- **Ethical and Transparent Governance**
- **Safety & Security**
- **Enhanced Accessibility & User Experience**

15. Property Availability

Has the land for the site been identified?	Yes
Remarks	The Project will be implemented on the existing WC Archives site in Roeland Street, Cape Town.

16. Project Stage-2 Submission & Approval

Self Approved By: Lyndon Bouah

Self Approved On: 29 Dec 2025 10:32:20 AM

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