



**SWAKOPMUND**  
M U N I C I P A L I T Y

**ENVIRONMENTAL MANAGEMENT  
SYSTEM**

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## **1. Introduction**

This Environmental Management System (EMS) establishes the processes, responsibilities, procedures, and tools required to implement the Swakopmund Environmental Management Policy (2026-2030) and the associated Environmental Management Policy Implementation Plan (2026–2030). The EMS provides a structured framework to ensure legal compliance, sustainable development, climate resilience, environmental stewardship, and continual environmental improvement across all municipal operations and activities.

## **2. Core Components of the EMS**

### **2.1 Environmental Policy**

The EMS is founded on the Council-approved Environmental Management Policy (2026-2030), which provides the Municipality's commitment to environmental protection, sustainable development, legal compliance, and continual improvement.

### **2.2 Scope of the EMS**

The EMS applies to all departments, divisions, sections, employees, contractors and service providers operating under the authority or control of the Municipality of Swakopmund.

This Environmental Management System is a public document and shall be made available to employees, stakeholders, interested and affected parties, and members of the public through appropriate communication channels, including the Municipality's website.

### **2.3 Key Environmental Aspects**

- Waste generation and disposal
- Water consumption and quality protection
- Energy use and efficiency
- Air quality and pollution control
- Sand and gravel mining
- Biodiversity and habitat protection
- Climate change impacts and shoreline erosion
- Noise, odour, and nuisance regulation
- Wastewater treatment and effluent management
- Environmental education and awareness

## **3. Legal and Regulatory Framework**

All municipal departments must comply with the following regulations and integrate them into project planning and operations:

| Regulation                                            | Scope                                                                                                                             | Relevance                                                              |
|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Environmental Management Act No. 7 of 2007            | Environmental impact assessments, environmental clearance certificates, pollution prevention, environmental management principles | Ensures municipal projects comply with environmental requirements      |
| Local Authorities Act No. 23 of 1992                  | Governance, powers and functions of local authorities                                                                             | Provides authority for environmental services and by-laws              |
| Water Resources Management Act No. 11 of 2013         | Protection, management and sustainable use of water resources                                                                     | Regulates water abstraction, discharge and pollution prevention        |
| Public and Environmental Health Act No. 1 of 2015     | Protection of public health and environmental health standards                                                                    | Supports waste management, nuisance control and sanitation             |
| Forest Act No. 12 of 2001                             | Protection, management and utilisation of forests and protected tree species                                                      | Relevant to urban greening, tree removal and biodiversity conservation |
| Nature Conservation Ordinance No. 4 of 1975           | Conservation of fauna, flora and protected areas                                                                                  | Protects biodiversity and sensitive ecosystems                         |
| National Heritage Act No. 27 of 2004                  | Protection and management of heritage resources and sites                                                                         | Ensures development does not negatively affect heritage resources      |
| Disaster Risk Management Act No. 10 of 2012           | Disaster risk reduction, preparedness and response                                                                                | Supports climate resilience and emergency planning                     |
| Hazardous Substances Ordinance No. 14 of 1974         | Control, storage, transport and handling of hazardous substances                                                                  | Relevant to fuel, chemicals and hazardous waste management             |
| Marine Resources Act No. 27 of 2000                   | Conservation and sustainable use of marine resources                                                                              | Important for coastal and marine environmental protection              |
| Parks, Jetty and Beaches Regulations No. 337 of 2024  | Regulation of activities on municipal beaches, parks and the jetty                                                                | Supports coastal management and environmental protection               |
| Water Supply Regulations (Municipality of Swakopmund) | Management and protection of municipal water supply systems                                                                       | Promotes water conservation and pollution prevention                   |
| Sewerage Regulations (Municipality of Swakopmund)     | Regulation of wastewater collection, treatment and disposal                                                                       | Supports wastewater management and environmental compliance            |
| Sand and Gravel Regulations                           | Regulation of extraction, transport, rehabilitation and fees                                                                      | Controls environmental impacts of mining activities                    |

|                                                                |                                                  |                                                               |
|----------------------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------|
| (Municipality of Swakopmund)                                   |                                                  |                                                               |
| Town Planning Scheme                                           | Land use planning and development control        | Ensures sustainable land use and environmental considerations |
| Convention on Biological Diversity (CBD)                       | Conservation and sustainable use of biodiversity | Guides biodiversity protection initiatives                    |
| United Nations Framework Convention on Climate Change (UNFCCC) | Climate change mitigation and adaptation         | Supports climate resilience and adaptation planning           |
| Ramsar Convention                                              | Conservation and wise use of wetlands            | Relevant where wetland ecosystems are affected                |
| Paris Agreement                                                | Global framework for addressing climate change   | Supports municipal climate action and adaptation initiatives  |

This Implementation Plan operationalizes the Swakopmund Environmental Management Policy (2026-2030). It provides a structured roadmap for executing policy objectives by assigning responsibilities, defining timelines, aligning budgets, and establishing measurable performance indicators.

The Municipality shall maintain and periodically update a Legal Register to identify applicable environmental legislation, regulations, standards, permits and other legal requirements and to ensure ongoing compliance.

## 4. Environmental Management Structure

### 4.1. Environmental Management Office

The Environmental Management Office (EMO) shall be responsible for the overall coordination, implementation, monitoring, maintenance, and continual improvement of the Environmental Management System (EMS).

The Environmental Management Office shall:

- Coordinate the implementation of the EMS across all municipal departments and sections
- Monitor compliance with applicable environmental legislation, regulations, permit conditions, and municipal environmental requirements
- Facilitate environmental awareness, training, and capacity-building initiatives
- Maintain environmental records, registers, and documentation
- Coordinate environmental monitoring and reporting activities
- Investigate environmental incidents and complaints and recommend corrective actions
- Facilitate stakeholder engagement on environmental matters and

- Advise Management and Council on environmental management matters.

## **4.2. Departmental Responsibilities**

All municipal departments shall be responsible for implementing the requirements of the EMS within their respective areas of responsibility.

General Managers, Managers, and Supervisors shall:

- Ensure compliance with applicable environmental legislation and municipal requirements;
- Integrate environmental considerations into planning, decision-making, and operational activities;
- Identify and manage environmental risks associated with departmental activities;
- Support environmental monitoring and reporting requirements;
- Ensure staff participate in environmental awareness and training programmes; and
- Promote continual environmental improvement within their departments.

## **4.3. Employees**

All municipal employees shall contribute to the effective implementation of the EMS by:

- Complying with applicable environmental procedures and requirements;
- Reporting environmental incidents, hazards, and non-conformances;
- Participating in environmental awareness and training programmes; and
- Promoting environmentally responsible practices within the workplace.

## **4.4. Contractors and Service Providers**

All contractors and service providers operating on behalf of the Municipality shall comply with the requirements of the EMS, applicable environmental legislation, permit conditions, and any site-specific environmental requirements.

The Municipality shall ensure that environmental requirements are communicated to contractors and incorporated into relevant contracts and agreements.

## **4.5. Environmental Management Committee**

The Municipality shall establish an Environmental Management Committee comprising representatives from relevant departments and sections.

The Environmental Management Committee shall:

- Meet quarterly, or as required
- Monitor the implementation of the EMS
- Review environmental performance and compliance status

- Review environmental incidents, complaints, and audit findings
- Recommend corrective and preventative actions
- Promote interdepartmental coordination on environmental matters and
- Support continual improvement of the EMS.

#### **4.6. Environmental Focal Persons**

Each department nominates a representative to serve on the Environmental Management Committee and act as the liaison with the Environmental Management Office.

### **5. Environmental Management Tools**

The Municipality shall establish, maintain, and periodically review environmental management tools to support the effective implementation, monitoring, evaluation, and continual improvement of the Environmental Management System (EMS).

#### **5.1. Legal Register**

The Environmental Management Office shall maintain a Legal Register containing all applicable environmental legislation, regulations, standards, permits, licences, and other legal requirements relevant to municipal operations.

The Legal Register shall be reviewed and updated periodically to ensure ongoing compliance with legislative and regulatory requirements.

#### **5.2. Environmental Authorisations Register**

The Environmental Management Office shall maintain a register of all environmental authorisations applicable to municipal operations and projects, including Environmental Clearance Certificates (ECCs), permits, licences, approvals, and related conditions.

The register shall be used to monitor compliance with permit conditions and reporting requirements.

#### **5.3. Environmental Incident Register**

All environmental incidents shall be recorded in an Environmental Incident Register.

The register shall include details relating to:

- The nature of the incident
- Date and location of occurrence
- Environmental impacts
- Corrective actions implemented and
- Follow-up actions and closure.

#### **5.4. Environmental Complaints and Referrals Register**

The Environmental Management Office (EMO) shall serve as a coordination, monitoring, and referral point for environmental complaints received from members of the public, stakeholders, employees, contractors, and regulatory authorities.

Complaints received by the EMO may be referred to the relevant municipal department, regulatory authority, or external organisation for investigation and appropriate action where the matter falls outside the direct mandate of the Environmental Management Office.

The Environmental Management Office shall maintain an Environmental Complaints and Referrals Register containing details of:

- The complaint received
- Date of receipt
- Complainant details (where applicable)
- Department or authority to which the complaint was referred
- Actions taken
- Status of the complaint and
- Date of closure.

The Environmental Management Office shall monitor the progress of referred complaints and maintain records of outcomes to support environmental reporting, accountability, and continual improvement.

#### **5.5. Environmental Monitoring Register**

The Municipality shall maintain records of environmental monitoring activities, inspections, environmental performance indicators, and compliance assessments.

Monitoring information shall be used to evaluate environmental performance and identify opportunities for improvement.

#### **5.6. Environmental Training Register**

The Environmental Management Office shall maintain records of environmental awareness programmes, training sessions, workshops, and capacity-building initiatives conducted within the Municipality.

The register shall include attendance records, training topics, and dates of training.

#### **5.7. Stakeholder Register**

A Stakeholder Register shall be maintained to record interested and affected parties, consultation activities, stakeholder engagements, and communication relating to environmental matters.

The register shall support transparency, accountability, and effective stakeholder participation in environmental management processes.

## **6. Monitoring, Auditing and Review**

### **6.1. Environmental Monitoring**

The Municipality shall establish and implement environmental monitoring programmes to assess environmental performance, legal compliance, and the effectiveness of environmental management measures.

Environmental monitoring may include, but is not limited to:

- Waste generation and recycling rates
- Water consumption and water quality
- Wastewater treatment and effluent quality
- Energy consumption
- Air quality and dust control
- Biodiversity and conservation initiatives
- Climate change adaptation measures
- Sand and gravel extraction activities and
- Environmental complaints and incidents.

Monitoring results shall be recorded and used to support decision-making, reporting, and continual improvement.

### **6.2. Compliance Inspections**

The Environmental Management Office shall conduct periodic environmental inspections to verify compliance with:

- Applicable environmental legislation
- Municipal regulations and by-laws
- Environmental permit and licence conditions
- Environmental Clearance Certificate conditions
- Environmental Management Plans (EMPs) and
- Requirements of the EMS.

Inspection findings shall be documented and corrective actions implemented where necessary.



### **6.3. Environmental Audits**

The Environmental Management Office shall conduct environmental audits periodically to evaluate the effectiveness of the EMS and assess compliance with environmental requirements.

Environmental audits shall:

- Identify areas of non-compliance;
- Assess the effectiveness of environmental controls;
- Identify opportunities for improvement; and
- Verify the implementation of corrective actions.

Audit findings shall be reported to Management and the Environmental Management Committee.

### **6.4. Environmental Incident Management**

All environmental incidents shall be reported to the Environmental Management Office as soon as reasonably practicable after becoming aware of the incident.

Environmental incidents may include:

- Sewage spills
- Chemical or fuel spills
- Illegal dumping
- Dust pollution incidents
- Tree removal without authorisation
- Coastal pollution incidents
- Environmental emergencies and
- Any activity causing significant environmental harm.

All incidents shall be investigated and appropriate corrective and preventative actions implemented to prevent recurrence.

### **6.5. Corrective and Preventative Actions**

Where non-compliance, environmental incidents, audit findings, or environmental complaints are identified, corrective and preventative actions shall be implemented.

Corrective and preventative actions shall:

- Address the root cause of the issue
- Prevent recurrence
- Be assigned to responsible persons
- Include implementation timeframes and

- Be monitored until completion.

Records of all corrective and preventative actions shall be maintained by the Environmental Management Office.

## **6.6. Environmental Reporting**

The Environmental Management Office shall prepare environmental reports to communicate environmental performance and compliance status.

Reporting may include:

- Quarterly environmental performance reports
- Annual environmental reports
- Compliance reports
- Incident reports
- Audit reports; and
- Environmental monitoring reports.

Reports shall be submitted to Management, the Environmental Management Committee, and Council where applicable.

## **6.7. Management Review**

The Environmental Management Committee shall conduct an annual review of the EMS to evaluate its suitability, adequacy, and effectiveness.

The review shall consider:

- Environmental performance
- Compliance status
- Audit findings
- Environmental incidents and complaints
- Progress on corrective actions
- Changes in legislation
- Stakeholder feedback and
- Opportunities for improvement.

Recommendations arising from the review shall be incorporated into future environmental management activities.

## **6.8. Continual Improvement**

The Municipality is committed to the continual improvement of its environmental performance and the effectiveness of the EMS.

Continual improvement shall be achieved through:

- Monitoring and evaluation
- Environmental audits
- Corrective and preventative actions
- Capacity building and training
- Stakeholder engagement
- Adoption of best practices and
- Periodic review of environmental objectives and management measures.

## **7. Communication and Awareness**

### **7.1. Internal Communication**

Effective communication is essential for the successful implementation of the Environmental Management System (EMS).

The Municipality shall ensure that environmental information is communicated to employees through:

- Departmental meetings
- Environmental Management Committee meetings
- Internal circulars and notices
- Training sessions and workshops and
- Electronic communication platforms.

Environmental information communicated internally may include environmental performance, legal requirements, incidents, audit findings, and improvement initiatives.

### **7.2. External Communication**

The Municipality shall communicate environmental information to stakeholders, regulatory authorities, interested and affected parties, and the public where appropriate.

External communication may include:

- Public notices
- Council reports
- Public meetings and consultations
- Environmental awareness campaigns
- Municipal website publications and
- Social media platforms.

The Municipality shall promote transparency and accountability through the timely dissemination of environmental information.

### **7.3. Environmental Awareness and Training**

The Municipality shall promote environmental awareness and build environmental capacity amongst employees, contractors, and stakeholders.

Environmental awareness and training programmes may include:

- Environmental legislation and compliance requirements
- Waste management and recycling
- Water conservation
- Climate change adaptation and mitigation
- Biodiversity conservation
- Environmental incident reporting and
- EMS implementation requirements.

Environmental training shall be conducted periodically, and records shall be maintained in the Environmental Training Register.

### **7.4. Stakeholder Engagement**

The Municipality recognises the importance of stakeholder participation in environmental management.

Stakeholder engagement shall be undertaken where appropriate to:

- Promote environmental awareness
- Facilitate public participation
- Obtain stakeholder input on environmental matters
- Strengthen partnerships and
- Improve environmental decision-making.

Stakeholder engagements shall be documented and maintained in the Stakeholder Register.

## **8. Resource Requirements**

The successful implementation and maintenance of the Environmental Management System (EMS) require the allocation of adequate financial, human, technical, and administrative resources.

### **8.1. Financial Resources**

The Municipality shall make reasonable provision for environmental management activities through the annual budgeting process.

Funding may be utilised for:

- Environmental monitoring programmes

- Environmental awareness campaigns
- Training and capacity building
- Environmental audits and inspections
- Environmental projects and initiatives and
- Environmental compliance activities.

The Municipality may further explore external funding opportunities and partnerships where appropriate.

## **8.2. Human Resources**

The Municipality shall ensure that suitably qualified personnel are available to support the implementation of the EMS.

Environmental responsibilities shall be integrated into relevant job descriptions, performance management systems, and operational procedures.

## **8.3. Technical Resources**

The Municipality shall provide appropriate tools, equipment, systems, and technology necessary to support environmental monitoring, reporting, compliance management, and record keeping.

## **8.4. Capacity Building**

The Municipality shall support continual learning and professional development through environmental training, workshops, conferences, and knowledge-sharing initiatives.

Capacity-building programmes shall aim to strengthen environmental awareness, technical competencies, and compliance obligations across all departments.

## **9. Conclusion**

The Environmental Management System (EMS) provides the Municipality of Swakopmund with a structured framework for integrating environmental considerations into municipal planning, decision-making, service delivery, and operational activities.

Through the implementation of this EMS, the Municipality commits to promoting environmental stewardship, legal compliance, sustainable resource management, climate resilience, biodiversity conservation, stakeholder engagement, and continual improvement.

The successful implementation of the EMS requires commitment and cooperation from all municipal departments, employees, contractors, stakeholders, and Council.

The Municipality shall periodically review and update the EMS to ensure that it remains relevant, effective, and responsive to changing environmental conditions, legislative requirements, and organisational priorities.

By implementing this EMS, the Municipality of Swakopmund reaffirms its commitment to protecting the environment and promoting sustainable development for the benefit of present and future generations.