



ENVIRONMENTAL MANAGEMENT POLICY IMPLEMENTATION PLAN 2026 - 2030

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DEFINITIONS

1. INTRODUCTION

This Environmental Management Policy Implementation Plan operationalises the Swakopmund Environmental Management Policy (2026–2030). The Plan provides a structured framework for implementing the Policy's objectives through clearly defined actions, responsibilities, timelines, performance indicators, and monitoring mechanisms.

The Implementation Plan serves as a practical tool to guide the Municipality in achieving its environmental objectives, promoting sustainable development, strengthening environmental governance, and ensuring continual improvement in environmental performance.

2. INSTITUTIONAL RESPONSIBILITIES

Department/Section	Role/Responsibilities
Engineering, Urban Development and Environmental Management Department (Environmental Management Office)	Policy coordination, monitoring & evaluation, internal auditing and stakeholder engagement
Engineering, Urban Development and Environmental Management Department (Water and Sewer Division) and Town Planning Department	Implementation of infrastructure-related actions (waste, water, energy, land use)
Health Services and Solid Waste Management (Solid Waste Management Section)	Rollout of recycling programs, landfill operations, awareness campaigns
Economic Development Service (Parks and Gardens)	Urban greening, and implement by-laws related to parks and gardens
Corporate Services and Human Capital (Marketing and Communications Office & Public Relations Officer)	Public outreach, campaigns, feedback mechanisms

3. IMPLEMENTATION MATRIX

Objective Area	Key Action	Responsible Department/Section	Timeline	KPI	Risk & Mitigation
Environmental Compliance and Governance	Implement and maintain the Environmental Management System (EMS) and ensure compliance with applicable environmental legislation, policies, permits, and regulations.	Environmental Management Office	Ongoing	EMS implemented and reviewed annually; number of compliance assessments conducted.	Limited capacity. Mitigate through staff training and management support.

Waste Reduction and Recycling	Expand waste minimisation and recycling initiatives and promote community participation in recycling programmes.	Solid Waste Management Section	Ongoing	Increase in recycling volumes and number of awareness campaigns conducted.	Low participation. Mitigate through awareness campaigns and stakeholder engagement.
Water Conservation and Resource Efficiency	Implement water conservation measures and conduct periodic water efficiency assessments at municipal facilities.	Water and Sewer Division	Ongoing	Reduction in municipal water consumption and completion of annual assessments.	Budget and equipment constraints. Prioritise high-consumption facilities.
Biodiversity Conservation	Protect environmentally sensitive areas and promote biodiversity conservation through planning and environmental management initiatives.	Town Planning Department and Environmental Management Office	Ongoing	Conservation initiatives implemented and environmentally sensitive areas identified and protected.	Development pressures. Mitigate through planning controls and stakeholder engagement.
Climate Change Adaptation and Resilience	Implement climate change adaptation measures and support coastal resilience initiatives.	Environmental Management Office and Design and Building Division	Ongoing	Climate adaptation initiatives implemented and coastal monitoring undertaken annually.	Funding constraints. Pursue partnerships and external funding opportunities.
Environmental Education and Awareness	Conduct environmental awareness and education programmes for municipal staff, schools, stakeholders, and the community.	Environmental Management Office and Marketing and Communications Office	Ongoing	Minimum of four awareness initiatives conducted annually.	Low participation. Link activities to existing community events.
Environmental Monitoring and Reporting	Implement environmental monitoring programmes and prepare annual environmental	Environmental Management Office	Ongoing	Annual Environmental Report prepared and monitoring programmes implemented.	Insufficient data. Strengthen monitoring systems and reporting procedures.

	performance reports.				
Sand and Gravel Management	Monitor compliance with Sand and Gravel Regulations and rehabilitation requirements.	Environmental Management Office	Ongoing	Number of inspections conducted and compliance notices issued.	Non-compliance. Conduct regular inspections and enforcement.
Stakeholder Engagement and Partnerships	Strengthen collaboration with government institutions, community organisations, educational institutions, and development partners.	Environmental Management Office	Ongoing	Number of stakeholder engagements and partnerships established.	Limited stakeholder participation. Maintain regular communication and engagement.

4. MONITORING AND EVALUATION FRAMEWORK

The Environmental Management Office shall be responsible for coordinating the monitoring and evaluation of the Environmental Management Policy Implementation Plan.

The following monitoring and evaluation measures shall be implemented:

- (a) Conduct a baseline environmental assessment to establish reference conditions and performance benchmarks against which progress can be measured.
- (b) Prepare quarterly internal progress reports and annual environmental performance reports to evaluate implementation progress and environmental performance. Annual reports shall be submitted to Management and Council for consideration.
- (c) Establish and maintain an Environmental Management Committee comprising representatives from relevant municipal departments to review implementation progress, evaluate performance, and recommend corrective actions on a quarterly basis.
- (d) Monitor implementation using measurable performance indicators aligned with the objectives, targets, and commitments contained in the Environmental Management Policy and Environmental Management System (EMS).
- (e) Conduct periodic environmental compliance assessments and audits to evaluate compliance with applicable legislation, municipal policies, environmental authorisations, and implementation commitments.

5. COMMUNICATION PLAN

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

The Municipality shall implement the following communication measures:

- (a) Conduct bi-monthly interdepartmental environmental coordination meetings to discuss implementation progress, environmental issues, and improvement opportunities.
- (b) Promote environmental awareness through public service announcements, radio interviews, community outreach programmes, environmental campaigns, and social media platforms.
- (c) Develop and maintain an Environmental Management section on the Municipal website to provide access to environmental policies, reports, legislation, environmental notices, forms, and other relevant information.
- (d) Facilitate stakeholder engagement and public participation on environmental matters through meetings, workshops, consultations, and awareness initiatives.

6. Resource Plan

The successful implementation of the Environmental Management Policy requires adequate financial, human, technical, and institutional resources.

The Municipality shall:

- (a) Provide financial resources through the annual municipal budgeting process to support environmental programmes, projects, monitoring activities, awareness campaigns, and compliance initiatives
- (b) Explore external funding opportunities and strategic partnerships with institutions such as GIZ, UNDP, SADC-GMI, the Green Climate Fund, academic institutions, and other development partners.
- (c) Facilitate capacity-building programmes, workshops, training initiatives, and professional development opportunities to strengthen environmental management competencies within the Municipality.
- (d) Promote interdepartmental collaboration and utilise existing municipal resources to maximise implementation efficiency and effectiveness.

7. REVIEW AND UPDATING OF THE IMPLEMENTATION PLAN

This Environmental Management Policy Implementation Plan shall be reviewed periodically to ensure its continued relevance, effectiveness, and alignment with the Environmental Management Policy, Environmental Management System (EMS), applicable legislation, municipal priorities, and emerging environmental challenges.

The Environmental Management Office shall be responsible for coordinating the review of the Implementation Plan in consultation with relevant municipal departments, stakeholders, and the Environmental Management Committee.

The Implementation Plan shall be reviewed:

- (a) Annually, as part of the Municipality's environmental performance review process.
- (b) Following significant changes to environmental legislation, regulations, policies, or municipal priorities.
- (c) Following significant environmental incidents or events that may affect the implementation of the Plan
- (d) Where monitoring, evaluation, or audit findings indicate that amendments are required and
- (e) At the end of the implementation period to inform the development of a revised Environmental Management Policy Implementation Plan.

Any amendments to the Implementation Plan shall be submitted to Management and Council for consideration and approval, where applicable.

8. RISK MANAGEMENT PLAN

Risk Area	Potential Risk	Mitigation Strategy
Legislative and Regulatory Changes	Delays in the development, amendment, or implementation of environmental legislation, regulations, and policies.	Maintain regular engagement with relevant ministries and regulatory authorities and monitor legislative developments.
Community Participation and Buy-in	Resistance, limited participation, or lack of public support for environmental initiatives and programmes.	Implement continuous environmental awareness campaigns, stakeholder engagement initiatives, and public participation processes.
Financial and Resource Constraints	Insufficient budget allocation or limited resources to implement environmental programmes and projects.	Prioritise key actions through the municipal budgeting process and explore donor funding, grants, and strategic partnerships.

Monitoring and Reporting Gaps	Incomplete, inaccurate, or inconsistent environmental data affecting decision-making and reporting.	Strengthen monitoring systems, maintain environmental registers, utilise digital tools, and provide staff training.
Climate Change and Environmental Impacts	Coastal erosion, flooding, drought, sea-level rise, and other climate-related impacts affecting municipal infrastructure and environmental resources.	Implement climate adaptation measures, strengthen environmental monitoring programmes, and support coastal resilience initiatives.
Human Resource Capacity	Insufficient technical expertise, staff shortages, or limited implementation capacity.	Fill vacant positions where possible, provide training and capacity-building opportunities, and establish partnerships with academic institutions and technical experts.
Environmental Compliance	Failure to comply with environmental legislation, permit conditions, or municipal environmental requirements.	Conduct regular compliance inspections, environmental audits, and awareness programmes to promote compliance.
Stakeholder Coordination	Limited coordination between departments, stakeholders, and external partners.	Strengthen interdepartmental collaboration through the Environmental Management Committee and regular stakeholder engagement activities.

9. WAYFORWARD

Action Item	Responsible Party	Timeline
Circulate the approved Environmental Management Policy, Environmental Management System (EMS), and Implementation Plan to all municipal departments and sections.	Environmental Management Office	Upon approval and adoption.
Conduct awareness and familiarisation sessions to introduce the Environmental Management Policy, EMS, and Implementation Plan to municipal staff and stakeholders.	Environmental Management Office	As required.
Confirm or update Environmental Focal Persons within municipal departments to support implementation and reporting.	General Managers of Departments	As required.
Establish and maintain the Environmental Management Committee to oversee implementation and monitor progress.	Environmental Management Office	Ongoing.
Identify and engage potential implementation partners, funding institutions, and stakeholders to support environmental initiatives.	Environmental Management Office and Investment Officer	Ongoing.

Integrate environmental objectives and actions into departmental planning and budgeting processes.	All Municipal Departments	During annual planning and budgeting cycles.
Publish the Environmental Management Policy, EMS, and Implementation Plan on the Municipal website and other communication platforms.	Marketing and Communications Office and Public Relations Officer	Following approval and adoption.
Monitor implementation progress and report on environmental performance.	Environmental Management Office and Environmental Management Committee	Quarterly and annually.

10. CONCLUSION

This Environmental Management Policy Implementation Plan provides a practical framework for implementing the objectives and commitments contained in the Swakopmund Environmental Management Policy and supporting the Environmental Management System (EMS).

Successful implementation will require commitment, collaboration, and accountability across all municipal departments, stakeholders, and partners. Through effective implementation, monitoring, reporting, and continual improvement, the Municipality of Swakopmund will strengthen environmental governance, promote sustainable development, and enhance environmental stewardship for the benefit of present and future generations.

The Environmental Management Office shall coordinate the implementation of this Plan and periodically review progress to ensure that environmental objectives remain relevant, achievable, and responsive to changing environmental, legislative, and organisational requirements.

