

## CHAPTER 428

# THE ENVIRONMENTAL HEALTH PRACTITIONERS (REGISTRATION) ACT

[PRINCIPAL LEGISLATION]

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## CHAPTER 428

### THE ENVIRONMENTAL HEALTH PRACTITIONERS (REGISTRATION) ACT

An Act to provide for the establishment of the Council to regulate the conduct of and registration of Environmental Health Practitioners and to provide for related matters.

[1<sup>st</sup> February, 2009]

[GN. No. 18 of 2009]

Act No.  
20 of 2007

#### PART I PRELIMINARY PROVISIONS

Short title      1. This Act may be cited as the Environmental Health Practitioners (Registration) Act.

Application      2. This Act shall apply to Mainland Tanzania.

Interpretation      3. In this Act, unless the context otherwise requires-  
“Council” means the Environmental Health Practitioners Registration Council established under section 4;  
“Environmental Health Practitioner” means a person registered under this Act;  
“environmental health” means all aspects of human health and disease that are determined by factors in the environment and includes the theory and practice of assessing and controlling factors in the environment that can potentially affect health;  
“institution” means any recognised training centre for Environmental Health Practitioners leading to the award of diploma or degree;  
“member” means a person appointed to be a member of the Council;

- “Minister” means the Minister responsible for health;
- “provisional registration” means a registration referred to under section 16;
- “Register” means a Register of Environmental Health Practitioners;
- “Registrar” means Registrar of the Council appointed under section 8;
- “Registration Certificate” means a document issued by the Council under section 19;
- “temporary registration” means a registration referred to under section 18.

## PART II

### ESTABLISHMENT OF THE COUNCIL

Establishment of Council

- 4.–(1) There is hereby established a Council to be known as the Environmental Health Practitioners Registration Council.
- (2) The Council shall be a body corporate and shall-
- (a) have perpetual succession and common seal;
  - (b) in its corporate name be capable of-
    - (i) suing or being sued;
    - (ii) holding and purchasing or acquiring in any other way, and disposing of movable or immovable property;
    - (iii) entering into contracts or other transactions;
    - (iv) doing all other acts and things which a body corporate may lawfully perform; and
  - (c) have power to borrow such sums as it may require for its purposes.
- (3) The provisions of the First Schedule to this Act shall have effect as to the appointment and composition of members to the Council, proceedings of the Council and other matters relating to the Council.

Functions and powers of Council

- 5.–(1) The Council shall be the sole authority for registering Environmental Health Practitioners.

- (2) In particular and without prejudice to the generality of subsection (1), the functions of the Council shall be to-
- (a) advise the Minister on issues pertaining to environmental health;
  - (b) issue and cancel registration certificates;
  - (c) make entry into the Register and amend any particulars entered therein and replace any Registration Certificate which have been lost or destroyed;
  - (d) prescribe the duties of the Registrar to the Council;
  - (e) establish committees, approve names of proposed committee members and prescribe their functions;
  - (f) solicit funds and prescribe procedures and guidelines relating to their use and accounting;
  - (g) make, issue, promote and oversee adherence to a code of conduct and where necessary to exercise disciplinary measures;
  - (h) prescribe modalities for the acquisition and upkeep of the Council's property and assets;
  - (i) publish annually in the *Gazette* as soon as practicable in the year and on such other occasions as it may deem fit, the names and particulars of Environmental Health Practitioners contained in the Register; and
  - (j) exercise the powers and performs functions conferred upon it by or under this Act.

Establishment of committees

6.-(1) There shall be established an Environmental Health Practice and Control Committee, the Registration Committee and the Disciplinary and Ethics Committee.

(2) Members of each Committee shall include-

- (a) the Chairman who shall be appointed by the Council from amongst its members; and
- (b) not less than three and not more than five members who shall be appointed by the Chairman of the Council upon the approval of the Council.

(3) Each Committee may co-opt for a particular purpose any person to be a member of the Committee and any member so co-opted shall not have a right to vote during the deliberations of the Committee.

(4) The Council may establish not more than three other committees and may delegate to such committees functions as the Council may deem appropriate to delegate.

(5) The term of office and other conditions for appointment to the Committee shall be determined by the Council.

Functions  
of Council  
committees

7. The committees shall perform the following functions:

- (a) the Environmental Health Practice and Control Committee-
  - (i) to scrutinise curricular for the training of environmental health professionals;
  - (ii) to advise the Council on the development of the Environmental Health in the country;
- (b) the Registration Committee-
  - (i) to scrutinise all applications submitted to the Council for registration;
  - (ii) to advise the Council on applications which shall be approved or disapproved in accordance with the provisions of this Act;
  - (iii) to prescribe and evaluate qualifications for registrations under this Act and make recommendations to the Council;
- (c) the Disciplinary and Ethical Committee-
  - (i) to scrutinise all allegations of professional misconduct submitted to the Council;
  - (ii) to advise the Council on those allegations which should be followed-up whether by writing, physical visiting, interviews or holding of an inquiry as condition may be;

- (iii) to conduct investigation into any case where it is alleged that, a registered Environmental Health Practitioner has misbehaved in his capacity as an Environmental Health Practitioner; and
- (iv) to propose to the Council appropriate professional sanctions to the Environmental Health Practitioners who are found to have committed professional misconduct.

Registrar of  
Council

**8.**-(1) The Minister shall appoint a Registrar to the Council who shall be an Environmental Health Practitioner registered under this Act.

(2) The Registrar shall be the Secretary to the Council and its committees.

(3) The Registrar shall hold office for such period and upon such terms and conditions as may be specified in the instrument of his appointment.

Function and  
powers of  
Registrar

**9.**-(1) The functions of the Registrar shall be to-

- (a) implement the decisions of the Council;
- (b) keep and maintain the Register on behalf of the Council;
- (c) make necessary alterations and corrections in the Register;
- (d) remove or reinstate any name in the Register as may be directed by the Council;
- (e) make proposals for the formulation of policies to be adopted by the Council;
- (f) establish and maintain relationship with organisations, institutions and agencies as may be appropriate for facilitating the implementation of the policies and the carrying out of the functions of the Council;
- (g) record all minutes of the Council and committees and to keep properly all the records and the documents of the Council; and
- (h) carry any other function which may be assigned to him by the Council.

(2) The Registrar shall have powers to enter into premises as may be directed by the Council, and in his absence he may, in writing, assign any other officer of the Council to exercise such powers as provided for under this Act.

Staff of Council  
Cap. 298

**10.** There shall be appointed in accordance with the Public Service Act, such number of staff or employees as may be necessary for the efficient discharge of the functions of Council.

### PART III

## REGISTRATION OF ENVIRONMENTAL HEALTH PRACTITIONERS

Register of  
Environmental  
Health  
Practitioners

**11.**-(1) There shall be a Register of Environmental Health Practitioners which shall be kept and maintained by the Registrar.

(2) The Register shall contain names, addresses, qualifications and other particulars of Environmental Health Practitioners entitled for registration.

Qualifications for  
registration

**12.**-(1) Subject to the provisions of this Act, a person shall be qualified for registration as an Environmental Health Practitioner under this Act if that person has-

- (a) undergone the course of study leading to the award of diploma or degree in environmental health from any accredited institution and has practical experience for a period of one year in any institution recognised by the Council; and
- (b) any other qualifications recognised by the Council.

(2) A person wishing to be registered in accordance with subsection (1) shall make application accompanied with the relevant fees prescribed in the Second Schedule to this Act.

(3) Subject to the provisions of subsections (1) and (2), the Minister shall make regulations prescribing the manner under which the holders of a degree and diploma may be registered or enrolled, as the case may be, under this Act.

Procedure for registration

**13.**-(1) The applicant shall submit an application to the Registrar in the form prescribed in the Third Schedule to this Act.

(2) An application made under subsection (1) shall be accompanied by-

- (a) a certified copy or copies of certificates for academic qualifications of the applicant;
- (b) an application fee as may be prescribed; and
- (c) such other documents containing information as may be required by the Council.

(3) The Registrar shall, after receiving an application, refer the application together with his recommendations to the Council for consideration and determination.

(4) The Council may-

- (a) approve the application and direct the Registrar to register the applicant; or
- (b) reject an application and direct the Registrar to inform the applicant accordingly stating the reasons for the Council's decision.

Particulars to be entered in Register

**14.** The Registrar shall, within fourteen days after the Council has recommended any person for registration, enter in the Register in respect of that person the following particulars:

- (a) the name and address;
- (b) the date of registration; and
- (c) qualifications and other particulars as the Council may direct.

Recognitions of other qualification

**15.**-(1) For the purpose of registration under this Act, the Council may, after-

- (a) taking into account the admission requirements into environmental health training institutions;
- (b) assessing the curriculum implemented by the environmental health training institutions; and

- (c) evaluation of the professional standards exhibited by a person having the qualifications to practise as an Environmental Health Practitioner,

recognise such other qualifications as guaranteeing requisite knowledge and skill other than qualifications referred to under section 12.

(2) The qualifications recognised for the purpose of subsection (1), shall be published in the *Gazette* as soon as the Council recognises them and the Registrar shall after the 1<sup>st</sup> day of January and not later than the 31<sup>st</sup> day of March each year, publish all such qualifications.

(3) The Council may, if professional standards so require, withdraw recognition of qualifications referred to under subsection (1).

(4) Where the Council withdraws recognition of any other qualifications, such withdrawal shall not affect the registration of any person already registered under such other qualifications.

Provisional  
registration

**16.**-(1) A person who is qualified to be registered under section 12 but who is not entitled to be registered as such by reason that he does not have the requisite practical experience, but upon application in the prescribed manner, satisfies the Council that he has secured an offer for employment or training in an institution recognised by the Council for the purpose of attaining the practical experience, shall be eligible for provisional registration.

(2) A person registered in accordance with subsection (1), shall be deemed to be registered as far as it is necessary to enable him to be employed or trained for the purpose stipulated under subsection (1) and to carry out the responsibilities and duties of a registered Environmental Health Practitioner.

(3) The provisions of this section shall apply for the purpose of enabling persons referred to under subsection (1) to acquire such practical experience in environmental health for one year from the date of issuance of the registration certificate.

Maintenance  
of Register  
of persons  
provisionally  
registered

**17.** The Registrar shall maintain a separate Register into which names of persons provisionally registered under section 16 shall be entered and upon the expiry of the provisional registration in accordance with subsection (3) of section 16 their names shall be removed from the Register of the persons provisionally registered.

Temporary  
registration

**18.**—(1) A person who is not a citizen of Tanzania shall be entitled to a temporary registration if he satisfies the Council that he-

- (a) is not ordinarily resident in Tanzania;
- (b) is or intends to be employed for the purpose of carrying out specific assignment in research or teaching; and
- (c) is or immediately before entering Tanzania was in practice as an Environmental Health Practitioner and that he is eligible for registration under the provisions of this Act.

(2) Without prejudice to the provisions of subsection (1), a person intending to be temporarily registered shall, together with an application form, submit to the Registrar-

- (a) a certified certificate of full registration issued by a body governing environmental health practitioner established in a country in which he practiced;
- (b) a certified certificate of good standing issued in the country in which he last practiced;
- (c) testimonials offered to him by the institution in the country in which he last practiced; and
- (d) a curriculum vitae.

(3) Registration of a person under this section shall remain valid in so far as that person is in the employment in respect of which a temporary registration was granted and shall cease upon termination of such employment.

(4) Temporary registration granted under this Act shall be for a period of one year but may be renewed.

(5) A person registered under this section shall be subject to probation for a period of six months.

(6) Notwithstanding the provisions of this section, every non-citizen shall undertake an examination in order to assess his professional competence before being registered.

Certificate of registration

**19.** Upon registration of Environmental Health Practitioner and on payment of the prescribed fee, the Registrar shall issue the certificate of registration in prescribed form dully signed by him and Chairman.

Application for retention in Register

**20.**—(1) Every registered person shall, before the 31<sup>st</sup> December each year, furnish information to the Council in the prescribed manner for the retention of his name in the Register.

(2) The Council may strike-off from the Register any person who does not comply with the provisions of subsection (1).

#### PART IV

### DUTIES OF ENVIRONMENTAL HEALTH PRACTITIONERS

Duties of Environmental Health Practitioners

**21.**—(1) It shall be the duty of every Environmental Health Practitioner to practice with clear knowledge, skills, competence and right attitude and shall be required during all times to abide by Ethics and Code of Conduct for Environmental Health Practitioners stipulated in the Fourth Schedule to this Act.

(2) A person registered under this Act shall be in breach of professional ethics and conduct if-

- (a) he abuses professional privileges or skills;
- (b) he disregards professional responsibilities when discharging his duties;
- (c) his personal conduct is derogatory to the reputation of the profession;
- (d) he associates with unqualified persons in discharging his professional duties;
- (e) he disparages his professional colleagues.

(3) The Minister may, after consultation with the Council, amend the Ethics and Code of Conduct provided for under the Fourth Schedule to this Act.

(4) The Ethics and Code of Conduct for Environmental Health Practitioners made under subsection (1) shall be published in the *Gazette*.

Standard and quality control of practice

**22.** Every registered Environmental Health Practitioner shall be required to maintain standard quality control and participate in assessment practice.

Prohibition to associate with unregistered person

**23.** A person registered under this Act shall not allow, associate or otherwise cause a person who is not registered as such to practice as a registered Environmental Health Practitioner.

Conviction against Environmental Health Practitioner

**24.** A conviction by a court of law against an Environmental Health Practitioner shall constitute *prima facie* evidence that such an Environmental Health Practitioner's conduct is derogatory to the reputation of the environmental health profession.

## PART V

### CANCELLATION AND SUSPENSION

Cancellation or suspension of certificate

**25.** The Council may, if it is satisfied that terms and conditions of registration have been breached-

- (a) cancel or suspend the certificate; and
- (b) direct the Registrar to-
  - (i) notify the person whose certificate has been cancelled or suspended requiring him to stop practicing; and
  - (ii) remove the name of the person whose certificate has been cancelled from the Register.

Procedure for cancellation or suspension

**26.**-(1) Where a registered person is in violation of the terms and conditions of his registration, the Registrar shall, on the direction of the Council, serve to that person a notice in writing specifying the nature of the default.

(2) Upon receipt of the notice under subsection (1), the person to whom the notice is served shall make representation in writing to the Registrar on the rectification of the default.

(3) Where the person under subsection (2) fails to rectify the default within the time specified in the notice or fails to make representation satisfactory to the Registrar, the Registrar shall recommend to the Council for cancellation or suspension of the certificate issued to that person.

(4) The Council shall, if it is satisfied with the recommendations made pursuant to the provisions of subsection (3), direct the Registrar to cancel or suspend the registration certificate.

Reinstatement

**27.**—(1) A person whose certificate has been cancelled or suspended may be required to apply for reinstatement of his registration to the Registrar within the period of twelve months from the date of cancellation or suspension.

(2) A person who fails to submit an application for reinstatement of his registration within the period stipulated under the provisions of subsection (1), shall not be reinstated unless he passes an examination or pays a penalty fee as may be determined by the Council.

## PART VI INQUIRIES AND APPEALS

Receipt of  
complain by  
Registrar

**28.**—(1) The Registrar shall receive complaints submitted to the Council against any Environmental Health Practitioner.

(2) Every complainant shall be required to furnish all necessary information in relation to the complaint in question.

Preliminary  
inquiry

**29.**—(1) Where the Registrar has received a complaint against an Environmental Health Practitioner, he shall supply copies of the complaint and all necessary information regarding the complaint to the person against whom a complaint has been made.

(2) The Registrar shall require from an Environmental Health Practitioner against whom complaint has been made to reply to the complaint within thirty days.

Conduct of preliminary inquiry

**30.**—(1) Where the Registrar is satisfied that in view of the nature of the complaint and reply made by an Environmental Health Practitioner that holding of the preliminary inquiry is necessary, he shall submit to the Council all necessary information received and shall make recommendations to the effect that preliminary inquiry be held by the Council.

(2) The Registrar shall, during the preliminary inquiry, be accompanied by at least two Environmental Health Practitioners who are not members of the Council to assist him to collect evidence.

(3) When the Registrar has completed preliminary inquiry he shall report to the Council and the Council shall determine whether or not to hold the inquiry.

(4) Where the Council is of the opinion that no *prima facie* case has been made out against an Environmental Health Practitioner, it shall direct the Registrar to inform both parties of the Council's decision not to hold an inquiry.

(5) Notwithstanding the provisions of subsection (4), the Council may reconduct preliminary inquiry where fresh evidence has been availed before it.

Procedure for inquiry

**31.**—(1) Where the Council is of the opinion that, a *prima facie* case has been made out, it shall direct that an inquiry be held.

(2) In the event that the inquiry is to be conducted, the person against whom the inquiry is to be conducted shall be entitled to appear in person or by an advocate.

(3) For the purposes of proceedings during the inquiry-

(a) the Chairman shall administer oaths; and

(b) the legally qualified person from the Office of the Attorney General shall-

(i) issue summons directing the parties to attend and give evidence;

(ii) present the case against the person against whom the inquiry is conducted; and

(iii) advise the Council on matters of law.

(4) The Council may make any such order as to payment by any person of any costs or witness expenses as it may think fit and such order shall be enforceable to the same extent and in the same manner as an order for costs made by the High Court.

(5) The Council shall regulate its procedure for the conduct of an inquiry.

Notification  
and publication  
of decision of  
Council

**32.**—(1) As soon as practicable after the conclusion of an inquiry by the Council the Registrar shall serve notice of the determination of the Council to the Environmental Health Practitioner in respect of whom an inquiry was held.

(2) The Council may direct the publication, in the *Gazette* and in any other local news media of the determination of the Council.

Appeal against  
decision of  
Council

**33.** A person who is aggrieved by the decision of the Council may appeal to the Minister within thirty days from the date of notice of the determination of the Council.

## PART VII FINANCIAL PROVISIONS

Funds of Council

**34.**—(1) The funds and resources of the Council shall consist of—

- (a) the sums of money as may be appropriated by Parliament;
- (b) all fees payable as provided for under the Second Schedule to this Act;
- (c) proceeds derived from sale of Council's property;
- (d) such donations, grants, bequeaths or loans as the Council may receive from any person or organisation; and

(e) any other income identified by the Council and legally obtained.

Cap. 348 (2) The funds and resources of the Council shall be applied for the purposes for which the Council is established and in accordance with the Public Finance Act.

(3) An expenditure shall be made out of the funds of the Council upon the approval of the Council.

Submission of reports **35.**—(1) The Registrar shall, within a period of three months after the end of the financial year, submit to the Council an annual report on the affairs and activities of the Council.

(2) Without prejudice to the provisions of subsection (1), the Registrar may be required in writing by the Chairman of the Council to submit a report on any matter relating to the affairs of the Council.

Financial year of Council **36.** The financial year of the Council shall be in respect of the first accounting period, the period starting from the date of commencement of this Act and ending on 30<sup>th</sup> day of June the following year, and in respect of subsequent accounting period, twelve months ending on 30<sup>th</sup> day of June.

Estimates **37.**—(1) The Registrar shall, within a period of three months before the end of each financial year, prepare and submit to the Council for approval, estimates of income and expenditure of the Council for the next ensuing financial year.

(2) Upon approval of the estimates by the Council, the Registrar shall forward the estimates to the Minister for approval with or without variation.

Remuneration of members of Council **38.** Members of the Council and the Secretariat shall be paid from the funds of the Council such allowances as the Minister may determine.

## PART VIII

### OFFENCES AND PENALTIES

- Offence for illegal practicing **39.** A person who practices as an Environmental Health Practitioner without being registered by the Council commits an offence and on conviction shall be liable to a fine of not less than five hundred thousand shillings but not exceeding one million shillings or to imprisonment for a term of not less than one year or to both.
- Procurement of illegal registration **40.** A person who-
- (a) procures or attempts to procure registration by production of any false or fraudulent statement or document;
  - (b) deliberately makes or causes to be made any falsification in any matter relating to the Register; or
  - (c) assists or aids any person to commit any of the acts prescribed under this section,
- commits an offence and on conviction shall be liable to a fine of not less than one million shillings or to imprisonment for a term of not less than one year or to both.
- General penalty **41.** An Environmental Health Practitioner who-
- (a) having been summoned by the Council fails-
    - (i) to attend before the Council; or
    - (ii) without reasonable cause to produce any book or documents which he is required to produce;
  - (b) without lawful excuse, refuse to answer any question put to him in the course of proceedings of the Council; or
  - (c) fails to observe or breaches any provisions of this Act,
- commits an offence and on conviction shall be liable to a fine of not less than three hundred thousand shillings or to imprisonment for a term of not less than six months.

## PART IX

### MISCELLANEOUS PROVISIONS

- Power of delegation **42.** The Council may delegate to the Registrar or any of its members to perform any function conferred upon it by this Act.
- Limitation of liability **43.** A matter or thing done or omitted to be done by the Council, member, committees, the Registrar or any other person empowered to perform any function under this Act shall not, if done or omitted to be done in good faith in execution or purported execution of his functions under this Act, render the Council, member, committees, the Registrar or such any person personally liable for the matter or thing done or omitted to be done.
- Seal of Council **44.**—(1) The seal of the Council shall be kept under the custody of the Registrar.  
(2) The affixing of the seal of the Council on any document shall be authenticated by the signature of the Chairman and the Registrar.  
(3) A document purporting to be any instrument issued by the Council and authenticated in the manner provided for under subsection (2) shall be deemed to be valid instrument and admissible in evidence.
- Council to give reasons for its decision **45.**—(1) A decision of the Council with respect to application for registration or re-registration shall be stated categorically and the reasons shall be explained as may enable a person in respect of whom that decision has been made to understand the nature of the decision.  
(2) A decision of the Council shall be notified or communicated to the applicant by means of a registered mail or electronically.
- Amendment of Schedules **46.** The Minister may, on the advise of the Council and by order published in the *Gazette*, amend, vary or replace Schedules to this Act.

- Regulations
- 47.** The Minister may, on advise of the Council, make regulations with respect to any of the following matters:
- (a) prescribing the forms, the manner, the procedure and the fees payable in respect of applications for registration under this Act;
  - (b) prescribing the additional requirements relating to experience required for registration which is to be made under this Act;
  - (c) the conduct of inquiries by the Council, and the attendance of witnesses and production of evidence at inquiries under this Act, including the power to make evidence on oath;
  - (d) prescribing the grounds for suspension or cancellation of a registration under this Act; and
  - (e) anything which is required or permitted to be prescribed for under this Act.

Transitional provision

**48.**—(1) An Environmental Health Practitioner who, immediately before coming into operation of this Act, was not registered shall be exempted from the conditions stipulated under section 12.

(2) Notwithstanding the provisions of subsection (1), each of such Environment Health Practitioner shall be required to register under this Act within twelve months from the date of coming into operation of this Act.

## FIRST SCHEDULE

*(Made under section 4(3))*

### COMPOSITION, PROCEDURE AND CONDUCT OF MEETINGS OF THE COUNCIL

Composition of Council and tenure of office

- 1.**—(1) The Council shall consist of the following members:
- (a) a Chairman who shall be appointed from amongst Senior Environmental Health Practitioners;
  - (b) the Head of Environmental Health Section in the Ministry responsible for Health;

- (c) the Chairman of an Association of Environmental Health Practitioners;
- (d) Law Officer representing the Office of the Attorney General;
- (e) one representative from the institutions which provide environmental health studies;
- (f) one representative from amongst private environmental health officers;
- (g) one representative from the Tanzania Bureau of Standards;
- (h) one representative from the Ministry responsible for environment;
- (i) a retired Environmental Health Officer with good reputation;
- (j) one representative of the National Environment Management Council;
- (k) one representative from Hotel Association of Tanzania;
- (l) one representative from consumer association; and
- (m) one representative from the Occupational Safety and Health Agency.

(2) The members of the Council shall be appointed by the Minister.

(3) Upon appointment of members under paragraph (2), the Minister shall consider gender balance in the Council.

(4) A member of the Council shall, unless he resigns or his appointment is revoked by the Minister, hold office for a period of three years from the date of appointment and shall be eligible for re-appointment for one further term.

(5) A person who is a member by virtue of his office shall cease to be a member upon ceasing to hold office in respect of which he is a member of the Council.

(6) The Minister may fill any vacancy occurring in the membership and may revoke any appointment of any member, and appoint a replacement in accordance with the system of representation contained in subparagraph (1).

Election of  
Vice-Chairman

**2.**-(1) The members shall elect a Vice-Chairman of the Council from amongst their number.

(2) The Vice-Chairman shall, subject to his continuing to be a member, hold office for a term of three years from the date of his election and shall be eligible for re-election.

Meeting of  
Council

**3.**-(1) The Council shall ordinarily meet at such times and places as it deems necessary for transaction of its business, but shall meet at least once in every four months.

(2) The Chairman or in his absence the Vice-Chairman may at any time convene an extraordinary meeting of the Council, upon a written request by the majority of members in office.

(3) The Chairman or in his absence the Vice-Chairman shall preside at every meeting of the Council and in the absence of both the Chairman and the Vice-Chairman, the members present shall appoint a member from amongst themselves to preside over the meeting.

Absent members to be represented

4. Where a member of the Council who is a member by virtue of his office is unable for any reason to attend any meeting of the Council he may nominate another person from his organisation to represent him in the meeting.

Quorum

5. The quorum at any meeting of the Council shall be half of the members in office.

Decision of Council

6.–(1) Subject to the provisions of subparagraph (2), matters proposed to be deliberated upon at a meeting of the Council shall be decided by a majority of the votes of the members present and in the event of an equality of votes the person presiding over the meeting shall have a casting vote in addition to his deliberative vote.

(2) Notwithstanding the provisions of subparagraph (1), where the Chairman so directs, a decision may be made by the Council without a meeting by circulation of the relevant papers among the members, and the expression of the views of the members in writing shall constitute the decision of the Council but any member may require that the decision be deferred and the subject matter be considered at a meeting of the Council.

Minutes of Meetings

7.–(1) The Council shall cause to be recorded and kept minutes of all business conducted or transacted at the meeting and the minutes of each meeting of the Council shall be read and confirmed or amended and confirmed at the next meeting of the Council and signed by the person presiding and the Secretary to the meeting.

(2) Minutes purporting to be signed by the person presiding and the Secretary at a meeting of the Council shall in the absence of proof of error, be deemed to be a correct record of the meeting whose minutes they purport to be.

Validity of proceeding

8. The validity of any act or proceeding of the Council shall not be affected by any vacancy among its members or by any defect in the appointment of any of them.

Council may regulate its proceeding

9. Subject to the provisions of this Schedule, the Council may regulate its own proceedings.

Proof of document

10. A document purporting to be under the hand of the Registrar as to any resolution of the Council or as having been issued on behalf of the Council, shall be receivable in all courts or tribunals or other bodies authorised to receive evidence and shall unless the contrary is shown, be deemed, without further proof, to be sufficient evidence of what is contained in the document.

**SECOND SCHEDULE***(Made under section 12(2))***FEES**

Matters for which fees shall be payable:

1. Full Registration as an Environmental Health Officers..... 50,000/=
2. Provisional Registration..... 25,000/=
3. Temporary Registration..... 200 US \$
4. Licence to practice..... 50,000/=
5. On entering in the Register any additional or qualification ..... 10,000/=
6. Issue of a duplicate certificate and licence..... 25,000/=
7. Annual retention fee of the name in the Register..... 20,000/=

**THIRD SCHEDULE***(Made under section 13(1))***APPLICATION FOR ADMISSION TO THE REGISTER  
OF ENVIRONMENTAL HEALTH PRACTITIONERS**

(To be filled in print or capital letters)

**PART 1: PARTICULARS OF THE APPLICANT**

1. Surname:.....
2. Other Names.....
3. Sex:.....
4. Date and year of birth.....
5. Nationality:.....
6. Contact address:.....  
Fax: ..... Tel: .....  
Email.....
7. Name of Employer.....
8. Address of Employer.....
9. Basic professional qualifications:.....
10. Additional qualifications:.....
11. Name of training institutions attended (specify duration and years for each training)
  - (a) .....
  - (b) .....
  - (c) .....
  - (d) .....

12. Registration number outside Tanzania.....  
 I hereby certify that, the information given above is true and correct  
 Date: .....  
 Signature of Applicant: .....

**PART B: DECISION OF THE COUNCIL**

(a) The application has been Approved/Disapproved  
 (b) Reasons for disapproval: .....  
 .....  
 .....  
 Date: .....  
 Signature of the Registrar: .....  
 Signature of the Chairman: .....

**FOURTH SCHEDULE**

*(Made under section 21(3))*

**ETHICS AND CODE OF CONDUCT FOR ENVIRONMENTAL HEALTH PRACTITIONERS**

Environmental Health Practitioners shall-

1. Strive to attain and maintain the highest technical competency in all aspects of environmental practice.
2. Ensure scrupulous fairness and honesty in all his professional and private activities and refuse any form of bribe or corruption.
3. Be aware constantly that, he is the servant of the people and must therefore maintain a polite and courteous manner to all members of the community and strive to serve them to the best of his ability at all times.
4. Exercise discretion, patience, tact and impartiality in conducting his duties.
5. Practice punctuality and reliability in meeting of his work commitments.
6. Maintain co-operative and supportive attitude to his colleagues in the health services and other sectors.
7. Carry out his duties with high integrity, motivation, self discipline and creativity that he may be model to others.
8. Expose Environmental Health Practitioners to other organisations for the sake of expanding and exchanging ideas for the benefit of promoting the health of the communities.
9. Give full technical support and guidance to subordinate staff.
10. Be accountable for the quality, standard and integrity of Environmental Health Practitioners.

11. Maintain at all time the integrity of the post of Environmental Health Practitioner to ensure that, the profession is not brought into disrepute by either himself or others.
  12. Meet the demands of his duties irrespective of time or effort required.
  13. Drinking of alcohol during office hours and smoking in office shall not be allowed.
  14. Maintain decency in accordance with the Public Service Standing Orders 2009 Edition.
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