



# DANZ

## Registered Designer

### Memorandum

#### 1. WHAT IS A REGISTERED DESIGNER?

---

A “Registered Designer” is an experienced senior technician / technologist that has been acknowledged by their peers within DANZ, with the DANZ “Trade-mark Registered” registration credential “Registered Designer”. (NZ Registered Trade-mark # 296553 – 1998).

They have:

- been accredited by DANZ, an association with a heritage of over 70 years standing.
- a level 6 academic qualification or greater in building, engineering or science recognised by NZQA.
- a time proven track record of practical competency and supervisory experience\*.
- demonstrated the ability to exercise sound design principles and judgement.

They are required to:

- work ethically within the limit of their skills and competencies.
- act in the public interest especially in matters of safety, health and welfare, the protection of life, and the well-being of the community.
- recognise the need for sustainable management of resources and minimise adverse effects on the environment.
- develop their knowledge and competence on a continuing basis.

\*The minimum experience required comprises basic training (pre-qualification) plus at least 6 years of practical experience, including 1 year in positions of responsibility in relation to design management, (ie approximately 10 years’ experience minimum).

#### 2. HOW TO APPLY FOR REGISTRATION AS A REGISTERED DESIGNER

---

Applications for registration as a Registered Designer must be in writing and on the prescribed forms – electronic applications are not accepted. Note that Member status of DANZ plus one year at that level is a pre-requisite to application to become a Registered Designer.

Your application for registration MUST include:

- The prescribed Application Form which is completed as a Statutory Declaration.
- Copies of certificates for academic and technical qualifications.
- Copies\* of any certificates relating to experience or responsibility.
- Two recent character references.
- An "Experience History" detailing your work experience and positions of responsibility. Your CV may be acceptable for this, providing it provides adequate detail of your role and level of responsibility.
- Confirmation from persons able to confirm the details within each experiential period of your 'Experience History'.
- A "Proof of Study Examination" of the DANZ Code of Professional Ethics and Practice, describing in your own words three examples of where each of the ten principles might be breached in your discipline and line of work. As a guide, approximately 30 - 50 words are expected to describe each example. Please consider examples carefully and present with clarity. Of the 30 examples, a minimum of 25 must be considered valid by DANZ to be accepted.
- A treatise of your own work, and in your own words, consisting of five sections that get to the heart of each of the following (no more than 100 words on each). This is seen as an especially important aspect of your application, so please consider both the content and words very carefully.
  - What being a Registered Designer will mean to you.
  - How the Registered Designer credential delivers to society.
  - Why adherence to the DANZ Code of Professional Ethics and Practice is important.
  - How you will engage in professional development and promote design excellence.
  - Why you believe you are worthy of accreditation as a Registered Designer.
- The prescribed fee.

\* Note – Copies of these certificates must be "certified copies of the original".

### 3. COMPLAINTS INVESTIGATION

---

In the event of a complaint against a Registered Designer, the complaint will be addressed by an Investigation Committee appointed by DANZ, which will consist of three members plus one other specifically appointed to convene the committee and take responsibility for records associated with the process.

The committee shall review the documentation submitted, and copy said documents to both parties inviting a summary response from both to the complaint as submitted, and providing the opportunity for either to identify any additional matters they wish to raise. These responses will then be cross-distributed for each party to then make a single full and final submission. No additional matters may be raised in that full and final submission; however, the committee reserve the right to call for a hearing of up to 4 hours duration to seek clarification of, gain further response, and put any questions they may have. Both parties have the right to attend, be represented by counsel, but without witness attendance, however sworn affidavits from witnesses may be submitted as part of

full and final submission's. Any hearing will be held in Wellington at a venue of DANZ choice, with each party being responsible for their own costs.

The outcome of the committee's findings shall be presented in a report with recommendation, to the DANZ Board who will make the final decision on whether the Registered Designer should be struck-off the register and the duration thereof. Where someone is struck-off the register, this shall be for a period of up to five years, as deemed appropriate by the Board of DANZ, dependent on the severity of the complaint, and shall be annotated accordingly in the list of Registered Designers on the DANZ website for the period thereof. On expiry of the period of de-registration, the individual may re-apply for registration.

The decision of the DANZ Board shall be final, without the right of appeal, and shall be given within 90 days of receipt of the complaint.

The consideration of any costs that might be considered is not within the scope of DANZ to award, and may be the subject of separate legal challenge through NZ Justice Department systems by either of the party's involved against the other, but at their choice and separate from any DANZ involvement.