



Australian Institute of
Landscape Architects

Membership Policy

1. Purpose

The purpose of this policy is to clearly explain the various categories of the Australian Institute of Landscape Architects (AILA) membership in terms of eligibility, benefits, fees, and the use of the AILA logo. This policy also defines the appropriate procedures for resignation and for removal from membership.

2. Scope

This policy applies to members of AILA including:

Full Membership:

- AILA Registered Landscape Architect
- AILA Fellow, Registered Landscape Architect
- Registered Landscape Architect Retired.

Other Membership:

- AILA Graduate
- Student Member
- AILA Affiliate.

3. Definitions

3.1 AILA Registered Landscape Architect

Designation: AILA RLA

- 3.1.1 AILA uses the nomenclature of 'AILA Registered Landscape Architect' to bestow professional recognition on those who have been successful in the Registration process and commit to AILA's Charter for Landscape Architects, including the Code of Conduct, the Australian Landscape Principles, and the annual Continuing Professional Development (CPD) reporting requirements.
- 3.1.2 AILA Registered Landscape Architects are registered to provide landscape architectural services that lead to the planning, management, and design of landscapes. This includes Landscape Architects working in academia, private practice, and the public sector, from design, to procurement and delivery. Applications for Registration are encouraged from Landscape Architects from other countries whose education meets the stated AILA standards and/or is recognised through an IFLA member organisation.
- 3.1.3 There are two types of pathways, each with its own minimum requirements to become an AILA Registered Landscape Architect in Australia:

3.1.3.1 Mentorship

- Completion of an accredited Landscape Architect Degree and two years' experience working as a landscape architect. For detailed information visit www.aila.org.au/membership

3.1.3.2 Senior Entry

- Minimum of eight years' experience working as a landscape architect. For detailed information visit www.aila.org.au/membership.

3.2 AILA Fellow, Registered Landscape Architect

Designation: AILA FRLA

- 3.2.1 An AILA Fellow, Registered Landscape Architect is an AILA Registered Landscape Architect who is recognised as having an ongoing 'honorary distinction' within AILA and bestowed on persons who meet the eligibility criteria outlined in the Fellowship Policy and Guidelines.

3.3 Registered Landscape Architect Retired

- 3.3.1 A Registered Landscape Architect Retired membership are Landscape Architects who have been previously Registered for a minimum of five years and have completely retired from Landscape Architecture practice or teaching and, if being paid for work or teaching in any other profession, then it must be for no more than eight hours a week.

3.4 AILA Graduate

Designation: AILA Graduate

- 3.4.1 An AILA Graduate member is a landscape architect who has completed a Landscape Architecture Degree in the past four years.

3.5 Student Member

- 3.5.1 Student Membership is open to enrolled university students of Landscape Architecture programs.

3.6 AILA Affiliate

Designation: AILA Affiliate

- 3.6.1 An AILA Affiliate member is a person ineligible to become a Registered Landscape Architect, but has certain privileges of membership bestowed upon them as outlined within this policy. An AILA Affiliate may either be 'Affiliate (LA)' or 'Affiliate (Allied)'.

4. Membership Benefits

Refer to Appendix 2: Member Benefits Table.

5. Application Eligibility

- 5.1 Membership applications for *Registered Landscape Architect - Mentorship* are open from the first day of the month, to the last day of the month, during the advertised intakes throughout the year. Eligibility is as follows:
- An AILA accredited Landscape Architecture qualification (or equivalent), and; at least two years' post graduate experience, or part time equivalent at the time of application.



- 5.2 Membership applications for **AILA Registered Landscape Architect - Senior Entry** are open all year round. Eligibility is as follows:
- Qualified Landscape Architects and landscape design professionals, and
 - at least eight years' full-time experience, or part-time equivalent at the time of application.
- 5.3 Membership applications for **Registered Landscape Architect- Retired** are open all year round and will take effect on July 1 each year. Eligibility is as follows:
- Landscape Architects who have previously been Registered for at least five years, and
 - have completely retired from Landscape Architecture practice or teaching - and
 - if being paid for work or teaching in any other profession then it must be for less than 8 hours per week.
- 5.4 Membership applications for **AILA Graduate** are open all year round. Eligibility is as follows:
- Landscape Architects who have completed a university qualification in Landscape Architecture within the past four years.
- 5.5 Membership applications for **AILA Affiliate** are open all year round. Eligibility is as follows:
- Landscape Architects who are ineligible to become an AILA Registered Landscape Architect can apply for 'Affiliate (LA)' membership.
 - Allied disciplines of LA such as architecture, engineering, environmental science, horticulture or landscape designers can apply for 'Affiliate (Allied)' membership.
- 5.6 Membership applications for **Student Members** are open all year round. Eligibility is for all:
- Landscape Architecture university students.

6. Membership Fees

- 6.1 Fees for Registered Landscape Architect membership may be tax deductible and are due at the start of each financial year. The fees are updated on the AILA website. See Appendix 1 or visit www.aila.org.au/membership.
- 6.2 There will be no fee payable for Registered Landscape Architect Retired.
- 6.3 Fees for Graduate membership may be tax deductible and are due at the start of each financial year.
- There are four levels of graduate fees available which are detailed in Appendix 1 or visit www.aila.org.au/membership.
- 6.4 Fees for Affiliate membership may be tax deductible and are due at the start of each financial year. In Appendix 1 or visit www.aila.org.au/membership.
- 6.5 There are no fees charged for Student Membership.
- 6.6 Members may elect to pay their membership fees in monthly installments.

7. Application Fees

7.1 AILA Registered Landscape Architect - Mentorship

- 7.1.1 AILA RLA Applicants will be charged an application fee when they submit their application. Applications for the AILA RLA Mentorship Pathway will not be assessed until the application fee has been paid in full.
- AILA RLA Applicants will be charged an application fee and mentorship fee when they submit their application. Applications for the AILA RLA Mentorship Pathway will not be assessed until these fees are paid in full. In the case that an application is not approved, the applicant will be refunded the mentorship fee only. See Appendix 1 or visit www.aila.org.au/membership.
- 7.1.2 Once AILA RLA Applicants are approved to commence their mentorship, they will be able to access member benefits up until they are interviewed at the completion of their mentorship period. Upon success at interview, they will be charged a pro-rata membership fee until the new financial year billing period.
- 7.1.3 If an applicant is unsuccessful at interview, then the next steps in their AILA RLA progress will depend on the feedback provided through the interview process. See Section 8.

7.2 AILA Registered Landscape Architect - Senior Entry

- 7.2.1 Senior Applicants will be charged upon submission of an application. Applications for Senior AILA RLA will not be assessed until the application fee has been paid in full. See Appendix 1 or visit www.aila.org.au/membership.

8. Unsuccessful Fees

- 8.1 Applicants who are unsuccessful at interview and are offered to re-sit the interview at the next available round, will not be charged a fee, providing they have not deferred their application previously.
- 8.2 Applicants who are unsuccessful at interview and are offered to re-sit at a time later than the next available round of interviews, will be charged a deferral fee for each subsequent round. See Appendix 1 or visit www.aila.org.au/membership.

9. Deferral Fees

- 9.1 Registered Landscape Architect mentorship applicants may defer their interview to the next available interview round once without incurring a cost if they provide notice prior to the due date for mentor reports. Subsequent deferrals or deferrals after the due date for mentor reports will incur a fee. See Appendix 1 or visit www.aila.org.au/membership.



- 9.2 Registered Landscape Architect Senior Entry Applicants may defer their interview to the next available interview round, once, without incurring a cost, if they provide notice prior to the coordination of interviews. See Appendix 1 or visit www.aila.org.au/membership.

10. Leave

- 10.1 A Registered AILA member may apply for and be granted leave from the full membership for parental (including adoption) leave, carers leave, study leave or periods of no paid employment or other circumstances approved by AILA.
- 10.2 Leave may be taken for a period of up to one year. Full members will not be required to pay a re-joining fee when re-engaging their membership after the period of leave. If a member wishes to apply for a continuation of leave beyond one year, an application form for Leave Status must be re-submitted, and approval will be at the discretion of AILA. AILA can only accept a maximum of two(2) consecutive leave applications.
- 10.3 Leave is only available to Full Members.
- 10.4 During a period of leave, members will not be permitted to exercise any of the benefits as outlined in Appendix 2.

11. Re-Joining Fee And Re-Joining Process

- 11.1 Membership fees are due for payment on 1 July of each financial year. Full Members who have not paid their membership fee by 30 September of the correlating membership year will need to pay a re-joining fee, with the exception of those who have been granted leave or fee respite as per Sections 11 and 12. See Appendix 1 or visit www.aila.org.au/membership.
- 11.2 A former member who has been removed from the roll as an unfinancial member may ask to be re-admitted. This is not an automatic process, and each will be considered on a case-by-case basis.
- 11.3 Full Members who have been removed must complete a Rejoin application and pay a rejoining fee. Forms are available at www.aila.org.au/membership.

12. Fee Respite

- 12.1 A Registered AILA member may be granted a fee reduction of 50% from the full membership rate for reasons of parental (including adoption) leave, carers leave, study leave, periods of no paid employment or other circumstances at the discretion of AILA.
- 12.2 Fee Respite is only available to Full Members.
- 12.3 If a member wishes to apply for a continuation of fee respite beyond one year, an application form for Leave (Fee Respite) must be re-submitted.
- 12.4 During a period of fee respite, members may exercise the benefits as outlined in Appendix 2.

13. Cancellation of Membership

- 13.1 Members are able to cancel their membership at any time in writing to AILA. See Section 10 for membership Leave or Section 12 for further details.
- 13.2 In the event of cancellation of membership, any membership fees paid for the current period will not normally be refunded.
- 13.3 Requests for refunds of fees paid in respect of a cancelled membership must be made in writing attaching supporting documentation where required. The amount that AILA refunds will be proportionate from that date of the request. AILA will refund in a timely manner. The member's assistance in providing proof of initial payment and payment method will greatly assist this process.
- 13.4 In the case that the request is made by a person who is managing an account of a member who is deceased or permanently incapacitated, the request should include the member's name, date of birth, address and/ or membership number. Once AILA receives the request, AILA will register the member as deceased or permanently incapacitated and update its records to ensure all correspondence and subscriptions are stopped.

14. Logo - Usage by members

- 14.1 AILA's logo is a Registered Trademark and is limited to Registered Landscape Architects for usage. Landscape Architecture Practices may use AILA's logo provided that at least one Director is a current Full Member of AILA. Where a practice is not partly or wholly owned by a current Registered Full Member of AILA, the logo must only be used in association with the name of an employee who is a Full Member. Any other use requires prior approval in writing from AILA.

14.1.1 Promotion

- AILA Registered Landscape Architect members are encouraged to include recognition of their AILA membership and the AILA logo across their business stationery and marketing collateral.

For example, the business's promotions may indicate that the practice employs an AILA Registered Landscape Architect or that the Landscape Architecture component of the business is managed by an AILA Registered Landscape Architect.

Full Members are permitted to use the logo and accompanying words on business stationery and marketing collateral provided that the usage meets with the approved AILA style guidelines.

14.1.2 Misuse

- Misuse of the logo will be referred to the AILA Board for disciplinary action in accordance with the AILA Constitution and Code of Conduct.



Appendix 1

AILA Membership Fees Schedule 2023-2024

AILA RLA AILA FRLA	\$684
AILA RLA Applicant Mentorship & Application Fee	\$927 <i>Includes \$243 application fee + \$684 mentorship fee \$342 Deferral fee</i>
AILA RLA Applicant Senior Entry	\$243 + pro-rata RLA membership* <i>*\$243 application fee followed by pro-rata RLA membership fee upon successful interview.</i>
RLA Retired	\$0
Rejoining AILA RLA	\$927 <i>Includes re-join fee \$243 + pro-rata annual fee \$684</i>
AILA Graduate Year 1	\$168
AILA Graduate Year 2	\$226
AILA Graduate Year 3	\$284
AILA Graduate Year 4	\$341
AILA Affiliate	\$341
Student	\$0

All prices are inclusive of GST

Monthly Instalments

Members who apply to pay their membership via monthly instalments will incur a 10% administration charge, in addition to their annual membership fee.



Appendix 2

Member Benefits Table

	REGISTERED LAS (INCL. FELLOWS)	RETIRED RLA	GRADUATE	STUDENT	AFFILIATE
Full Member Status					
Designations					
Use of AILA Logo					
Landscape Architecture Australia (LAA) Magazine Subscription					
Enews/Comms					
Discounts to events & workshops & CPD					
Access to Memberscape®					
Able to post to the Jobs Board at a heavily discounted rate					
Eligible for State Committees					
Eligible for National Committees					
Eligible for State Executive appointment					
Eligible for AILA Board appointment					
Nomination and voting rights to AILA State Chapter Executives and AILA Board					
Enter AILA Landscape Architecture Awards					
Practice Profile					
AILA Fresh					
Student Awards Programs					



Available at a discounted rate