



anca
australian national capital artists

GARDENING

Being part of the ANCA community means that tenants are encouraged to help out wherever possible. Gardening is one way to contribute.

Each year a roster goes up in the common room at each campus. Some times it will be an assigned roster, with names already placed beside a month, and other times it will be a blank sheet in which tenants can fill in their own name next to an appropriate month. The choice of which system is used depends on the tenant body at the time and the efficiency of the previous roster as noted by the Arts Administrator.

Tenants are entitled to claim \$25 per hour (up to \$100 per month) for cleaning or gardening. This will be deducted from their studio rent. Tenants may only receive this entitlement if they supply the ANCA office with a tax invoice for services rendered within 30 days following the rostered month. This rent rebate is only available to each individual up to 4 times in one year (twice for cleaning and twice for gardening).

Gardening tasks include:

- Pick up any rubbish in car park & gardens
- Sweep verandas and corridors
- Sweep cobwebs
- Ensure drainage around premises is clear - remove leaf matter from drains if required
- Water plants as required
- Mow lawns if required

If any supplies need replacing, the rostered tenant can buy more and present the receipts to the office for reimbursement.