



**OPEN HOUSE
MELBOURNE**

2018 ANNUAL REPORT

O P E N

Y O U R

C I T Y





CON

ENTS



CONTENTS

INTRODUCTION	4
Message from President and Executive Director	7
ORGANISATION REVIEW	
— Our People	9
— Management Committee Governance	10
— Partners, Funding and Finance	12
— 2018 Initiatives and Improvements	13
PROGRAM REVIEW	
— Place-based Program Review	17
— Reach	18
— Volunteer Engagement	20
Appendix	22
Financial Report	24

ACKNOWLEDGMENT OF COUNTRY

Our programming exists on what always was and always will be the land of the people of the Kulin nation. We pay our respects to Elders past, present and emerging, as well as to all Aboriginal and Torres Strait Islander people in the wider Melbourne community and beyond. Indigenous sovereignty has never been ceded in Australia and we try to be mindful of this in everything we do, given our focus on the modern built environment.

INTRODUCTION

OUR PURPOSE

Open House Melbourne is an independent organisation that fosters public appreciation for architecture and public engagement in the future of our cities.

OUR GOAL

By empowering people with knowledge of the impact of good design decisions in our built environment, we help to ensure Victoria and its cities remain liveable and vibrant, now and in the future.

OUR WORK

We do this through the much-loved Open House Weekend in Melbourne, Ballarat and now Bendigo, where people come out to celebrate architecture and the city. Increasingly, we are tackling big city topics through major public talks, tours, and debates. In addition to the Weekends, we produce over 100+ special events annually that are designed to build a groundswell of interest in critical issues about our built environment.





WINTER

GUIDE

TO THE

M E S S



A G E S

MESSAGE FROM PRESIDENT AND EXECUTIVE DIRECTOR



2018 was another strong year in the evolution of Open House. We are eternally grateful to the people who make this a reality: our Partners and Sponsors, the hardworking Open House Melbourne Team, the volunteer Management Committee, the volunteer Building + Volunteer Councils, our wonderful and enormous group of dedicated Volunteers, our Building Hosts and our Program Partners.

Over the course of the year, we opened 250 buildings in Melbourne and regional Victoria, and delivered over 100 thought provoking events that contributed to our mission in advocating for better-designed cities.

A stand out was the continued development of the regional program, with the inaugural Open House Bendigo in October this year. The Open House approach – free events celebrating engagement with architecture and providing a platform for discussion about the future city – proved more popular than ever with event-goers, local government and the media.

Regional events have been critical in building a sustainable staffing model, securing staff throughout the year and in full-time capacity. With a consistent staff presence, the team can continue to expand the public program and reach of the organisation.

Whilst another successful year financially for the organisation, developing a sustainable funding model as we grow is still a major focus. We currently enjoy continued support from various local and state government agencies but we are conscious these funding streams are reliant on policy initiatives and are often very competitive. Private sector funding is also a yearly challenge and an area that we are constantly developing.

To supplement these existing funding avenues, we have embarked on the development of a philanthropy strategy and stewardship plan. Philanthropic giving is a very specific area and requires careful and thoughtful engagement with possible trusts, foundations and individuals. This year, we engaged philanthropic consultants Filantropia to assist us in navigating this space. In a series of workshops, they produced a 'compelling narrative' and assisted us in interrogating why our organisation would be of interest to philanthropists. It was an incredibly important and insightful piece of work that helped us define our own mission and how we communicate that to others. 2019 will see the formal beginning of the organisation's engagement with philanthropic groups and individuals.

In conjunction with philanthropic research, we also engaged Melbourne Business School's Brand Expert Don O'Sullivan to assist us in investigating the benefits and the limits of Open House Melbourne as a brand. Through a series of intensive workshops, Don challenged us and led us through a series of complex discussions about our brand and intent. Don made it clear that the critical elements of Open House were that it was 'open' and that it was for the 'public'. The use of 'open' is of great importance and value, and our initiatives should always be assessed through the filter of engaging with a public audience. Following the work with Don and Filantropia, the organisational language has been refined and we are working with Cornwell to review our brand framework. The outcome of this work will be presented in early 2019.

Open House is striving to be an employer of choice; our people are critical to our success. They are the touch point to our volunteers, stakeholders and audience. We recognise the importance of continued professional development, exposing our people to best practice thinking and thought leaders. In light of this, we were able to fund attendance at multiple international conferences in 2017 and 2018 including the Open House Worldwide Conference in London, where we presented our work in expanded programming and funding.

It has been a thoroughly enjoyable year, fuelled by people's passion, talent, generosity, and sheer hard work. Following our ten-year anniversary, 2018 was about investing in Open House's future as a fully-fledged public architecture organisation and we feel very fortunate to be part of its evolution.

TIM LESLIE
President
Open House Melbourne

EMMA TELFER
Executive Director
Open House Melbourne



ORGANISATION REVIEW

Open House Melbourne has grown up. In 2018, we stabilised the immense growth experienced in 2017 (doubling our budget and more than doubling our program output) and have worked hard to move people into full-time employment – one of the biggest challenges of running a small NFP is retaining great people when you can only offer temporary or part-time arrangements.

We have managed to secure three people in full-time employment this year, with the addition of a Program Coordinator to support the Business and Program Manager across all major programs.

The team's capacity is significantly expanded by the support provided from our organisational volunteers: the Management Committee and the Volunteer and Building Councils.

OUR PEOPLE

Emma Telfer
Executive Director
(continuing as 1EFT in 2018)

Victoria Bennett
Program and Business Manager
(continuing as 1EFT in 2018)

Brianna Carroll
Program Coordinator
(1EFT in 2018)

The core team were supported by two contractors in 2018: Ben Morgan as content strategy and delivery consultant and Athalia Foo, responsible for digital communications including social media.

Open House Melbourne was governed by the following seven-person volunteer Management Committee:

Tim Leslie
Studio Director, Bates Smart Pty Ltd
Founding Board Member and Open House Melbourne President

Shaun Newing
Managing Director, Planum Partners
Founding Board Member and Open House Melbourne Vice President

Von Slater
Development Manager, Armitage Jones
Open House Melbourne Board Member and Secretary

Matthew Bowen CA
Director of Syracuse
Open House Melbourne Board Member and Treasurer

Sally Dobell
CEO, Cornwell
Open House Melbourne Board Member

Danielle Johnston
Consultant
Open House Melbourne Board Member

Alison Cleary
Consultant
Open House Melbourne Board Member

In addition to the Management Committee, Open House was supported by two Association Member Councils who provided building program and volunteer management guidance and support:

BUILDING COUNCIL

Anna O'Sullivan (Chair)
Adam Pustola
John Bahoric
Kat Smith
Kieran Leong
Laura Phillips
Leo Martin
Lynne Pepper
Steve Stefanopoulos

VOLUNTEER COUNCIL

Damian Butler
Damian Sabatini
Eleni Kaponis
Joy Villalino
Laura Sullivan
Liz Cyarto
Maryla Juchnowski
Neil Harkness (Chair)

Thank you to Anna Sullivan and Neil Harkness
Inaugural Building + Volunteer Council Chairs

Damian Sabatini
Retiring from the Volunteer Council

Leo Martin and John Bahoric
Retiring from the Building Council

ORDINARY ASSOCIATION MEMBERS

(Members who are not currently serving on the Management Committee or Councils)

Ben Morgan
Charles Tremlett
Emma Appleton
Jacqueline Di Blasi
Marcia Gray
Mark Davis
Mary Dougherty
Nathan Milesi
Nic Culnane
Nick Rouse
Paul Borella
Rohan Trollepe
Sophie Newing
Steven Neave

MANAGEMENT COMMITTEE GOVERNANCE

The Management Committee met every two months to review operations and provide strategic input.

MEMBER	FEB 18	APRIL 18	JUNE 18	AUG 18	OCT 18	NOV 18 special meeting	DEC 18
Tim Leslie	Y	Y	Y	Y	N	Y	Y
Shaun Newing	Y	N	Y	Y	Y	Y	Y
Von Slater	Y	Y	Y	N	Y	Y	Y
Matthew Bowen	Y	Y	Y	Y	Y	Y	Y
Sally Dobell	Y	N	Y	N	N	Y	Y
Danielle Johnston	N	Y	Y	Y	Y	Y	Y
Alison Cleary	Y	Y	N	Y	Y	Y	Y

Each Management Committee member also sat on at least one of two working groups:

BRAND

Tim Leslie, Sally Dobell, Shaun Newing, Alison Cleary

PHILANTHROPY

Tim Leslie, Von Slater, Matthew Bowen, Danielle Johnston

COMPOSITION

It is proposed that the Management Committee move to a two-year term with the option to extend by one year (three years total) – this idea was put forward to ensure that members had sufficient time to understand the business and then be able to implement new initiatives. This also assists with staggering retirement dates, mitigating risk associated with loss of organisational knowledge.

In addition, the Management Committee is proposing to have eight members rather than seven members and to have an additional +one position, taking the board to nine, for a specialist member who will assist with key initiatives. The +one position will be a direct Management Committee appointment for one year duration and will not rely on nomination through the Association Members at the Annual General Meeting. The rationale for this is to allow for the Management Committee to fine tune the composition of the group to allow for focused initiatives. The Management Committee can elect to fill this position, or not, at their discretion. The timing of appointment is also at the discretion of the Committee and does not need to align with the AGM.

There is a strong desire for the Management Committee to grow to be a highly desirable not for profit board position, attracting top talent across industries. The current Committee are putting in place guidelines to assist in the future selection of members with the preference to move to a gender balance of 40/40/20 and with a variety of expertise.

We will be seeking to have members who have either: exceptional architectural knowledge, financial training, legal expertise, marketing experience and other core skills and play an active role in connecting Open House to appropriate opportunities.

RETIRING MANAGEMENT COMMITTEE MEMBERS

This year we have two members stepping down. We would like to sincerely thank both Sally and Danielle for volunteering their time and expertise to the Management Committee. It has been wonderful to work alongside them and to benefit from their insights. We wish them all the best with their future endeavors and hope they remain close to Open House over the future years – we will always welcome their contribution and support.

Sally Dobell

Sally has been one of the great advocates for Open House. As the CEO of Cornwell, Sally has been providing significant graphic design support and brand strategy for Open House on a pro-bono basis. As a Management Committee member she has graciously hosted and led numerous strategy workshops at her studio and is always considering new partnerships and alignments for the organisation. She is enthusiastic, strategic and inclusive – her knowledge of business as a CEO has also been of great benefit. It has been a delight to work with Sally and she will be greatly missed from the board table. Sally has kindly offered to continue the re-brand exploration throughout 2019.

Danielle Johnston

Danielle has been closely linked with Open House from the very beginning, introducing Tim Leslie to Steven Cornwell, which led to the start of pro-bono relationship with Cornwell. Danielle led the Future Focus Group and was a great inspiration to our founding team, providing networks, strategy and support in our infancy. As a Management Committee member, Danielle has always been willing to assist in whatever capacity including attendance at all our public facing functions to ensure Management Committee representation. She is kind, fair and thoughtful and provides a graceful balance to debate around the board room table.





2018 PARTNERS, FUNDING AND FINANCE

We could not do what we do without the generous support from our partners, many of whom have been with us since the beginning. Their continued investment provides the foundation for considered growth in organisational capacity and program reach.

MAJOR PARTNERS

City of Melbourne
ARBV
Cornwell
Efront
City of Greater Bendigo

SPONSORS

Creative Victoria
CitiPower
DELWP
Heritage Council of Victoria
Space Furniture
RACV

PRECINCT PARTNERS

La Trobe
Monash University
City of Greater Dandenong
City of Maribyrnong

PRACTICE PARTNERS

Bates Smart
Grimshaw
GJM Heritage
Lovell Chen
Modscape
Rothelowman
Urbis
Fender Katsalidis Architects

PROGRAM PARTNERS

ACMI
ArchiTeam
Jane's Walk
Koorie Heritage Trust
Hassell
Melbourne Metro Rail Authority
MPavilion
Naomi Milgrom Foundation
EmAGN
Melbourne School of Design
RMIT University

MEDIA PARTNERS

The Age
Architecture Media
Readings

IN-KIND PARTNERS

Zilla & Brook
Ellikon
EWG
Griffith Hack

SUPPORTERS

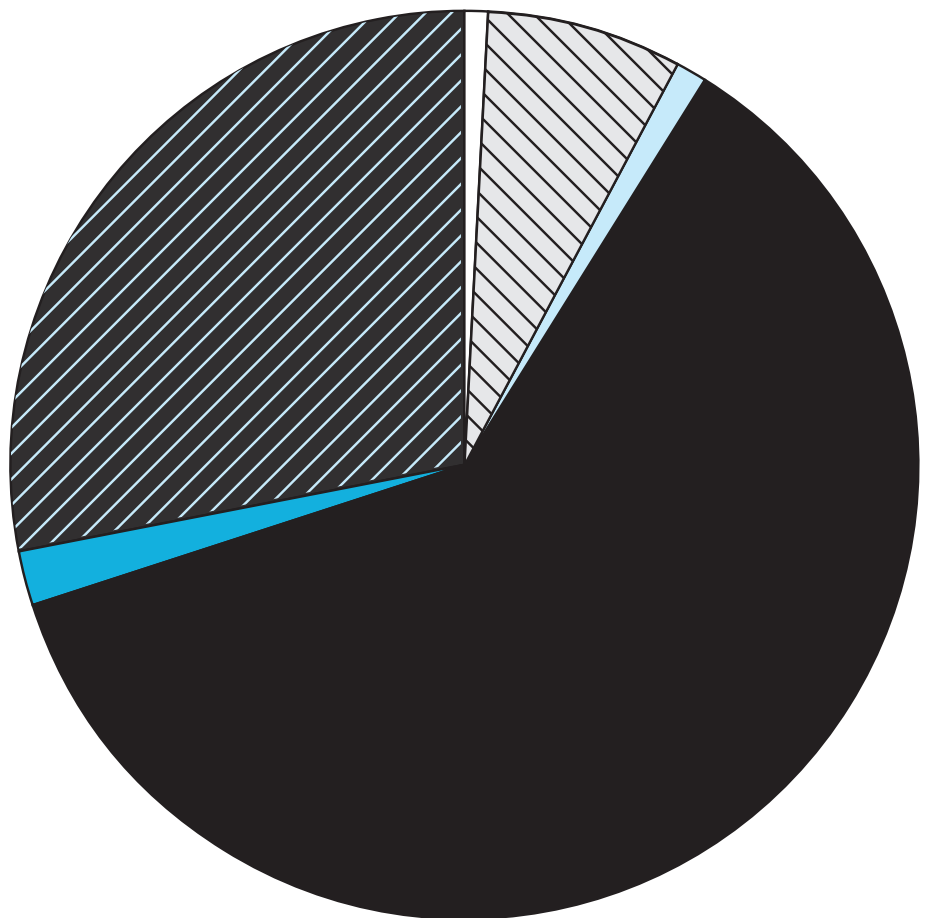
National Trust
Committee for Melbourne
OVGA
AIA
PIA
AILA
OHWW

FINANCE

Revenue in 2018 is recorded at \$522,435, similar to 2017 (\$551,319). A number of investments were made in the future of the organisation and a modest surplus of \$2,696 was recorded (see the Financial report on page 24). Investments included:

- The Age part paid, part in-kind partnership, resulting in a free guide for the Melbourne Weekend and over \$50,000 in additional advertising
- Filantropia consultancy
- International professional development
- Computer equipment

FUNDING MIX



2018 INITIATIVES AND IMPROVEMENTS

BRAND REVIEW

We are uniquely positioned to take the lead on public engagement, discourse and debate in architecture and urban planning in Victoria. With this ambition in mind, and for the organisation to continue to grow in line with the strategic vision including growth and diversity in funding, is it critical we review our brand position. Open House has evolved from the Weekend only event into an organisation that runs year-round programming on a broad range of city-making topics and issues. With this evolution comes the challenge of shifting audience and stakeholder perception.

The Brand Working Group has been exploring the following options under the guidance of Don O'Sullivan, a brand expert from the Melbourne Business School who has been working with Open House in a pro bono capacity.

1. Continue expanding operation under Open House Melbourne/no change
2. Tweak Open House Melbourne to Open Melbourne/Architecture and strengthen sub-brands for program elements e.g. Open Talks, Open Tours, Open House Weekend, etc
3. Umbrella brand plus Open House Melbourne e.g. Open House Melbourne, presented by City Architecture Foundation/Centre, etc
4. Completely new brand

The Working Group ruled out option 4 (completely new brand) due to the goodwill built up in Open House Melbourne and the connection to the Worldwide Network.

Focusing on 'open' would amplify our public focus and work. Don thought emphasising our openness – open access to sites and knowledge and open debate and discussion – would be the best outcome. The Brand Working Group is continuing the review in partnership with Cornwell and will finalise the direction early in 2019.



2018 INITIATIVES AND IMPROVEMENTS (CONTINUED)

FOCUS ON PHILANTHROPY

We engaged the support of Filantropia, a consultancy focused on philanthropy. Through a series of workshops with the Philanthropy Working Group, Filantropia developed the compelling narrative Open House will use to engage with donors, particularly high net worth (HNW) philanthropists.

The compelling narrative work will underpin our future fundraising campaigns. Filantropia has also provided advice on how to successfully engage with HNW philanthropists and how to develop sustainable relationships through donor stewardship efforts.

Whilst developing relationships with philanthropists can be a lengthy process, developing the giving strategy and donor stewardship plan is a critical focus for the 2019 Management Committee and Executive Director.

MEMBERSHIP

Subscribing to Kevin Kelly's 1000 True Fans theory (see kk.org/thetechnium/1000-true-fans), we launched a membership program prior to the July program, successfully exceeding our target of 75 memberships (family and individual).

Member benefits included:

- A limited-edition 300+ page Open House Weekend printed program
- A Members-only preview of a new Open House Weekend building, hosted in July prior to the Weekend – this was hosted at Australia 108 by FKA
- A Members-only special building tour, hosted after the July Weekend – this was hosted at Kiah House by Austin Maynard Architects

A target of 150 Members is set for 2019, but more importantly, retention of existing Members is our primary focus.

PRECINCT PARTNER PROGRAM

We improved the Precinct Partnership program and we welcomed the City of Greater Dandenong, City of Maribyrnong, La Trobe University and Monash University as Precinct Partners. Monash University presented an impressive program across two campuses (37 sites), making up over half of the new buildings to this year's program.

INVESTMENT IN PROFESSIONAL DEVELOPMENT AND NETWORK DEVELOPMENT

With the significant growth in the budget in 2017 (and continued in 2018), the team were able to travel to two important conferences that provided professional and network development opportunities:

- In February 2018, Tim Leslie (self-funded), Emma Telfer and Victoria Bennett attended the Open House Worldwide Conference in London where Emma presented Melbourne's approach to expanded programming and fundraising. Feedback was very positive, with many cities citing Melbourne as a point of inspiration.
- In November 2017 and 2018, Emma Telfer travelled to the Association of Architecture Organisations Conference in Chicago and Seattle where she gained invaluable insight into affordable housing/social equity programming and learnt from others running organisations with a similar focus.

We also continued our Committee for Melbourne NFP membership, Open House Worldwide Network membership, and we are considering joining the the Association of Architecture Organisations Network in 2019.

PROGRAM IMPACT STUDY

We have partnered with researchers at the University of Melbourne, led by Dr Ryan Perry at the Faculty of Business and Economics, to investigate the impact of our events on attendees and the broader community. It is proposed that strong and positive opportunities for civic engagement – through public events like Open House – confer positive effects on both wellbeing and social attitudes about the broader community and the city.

INITIAL FINDINGS

People that feel satisfied with the relationships they have in their city are more likely to stay informed of events, volunteer, and participate. They also believe that these forms of civic-engagement are important. In part, this happens through a process of feeling solidarity with other Melburnians.

Those with higher relationship satisfaction were also more likely to enjoy their experience of Open House, and this too was associated with valuing civic-engagement.

BUILDING AND VOLUNTEER COUNCIL

Improvements made to the structure of the Building and Volunteer Councils in 2018 include the appointment of Chair positions and creation of the Building Council Operations Manual, bringing both groups closer aligned.

FINDING A HOME FOR OPEN HOUSE

A focus for 2018 was looking into options for a new home for Open House. Not only do we need more office space, we are also looking for a publicly accessible home that will act as a shopfront for our programs. We are currently speaking with the National Trust about a sub-lease of a terrace in the Tasma Terrace complex and potentially in partnership with Uro Publishing.

Computer equipment was purchased to replace personal laptop use and further office furniture upgrades are planned once a new home is settled.



P R O G

R A M



PROGRAM REVIEW

OVERVIEW

2018 was the most extensive year-round program in Open House Melbourne's history. The program calendar launched with the Apple in Federation Square debate in February, event clusters in March for Melbourne Design Week, the second series of Naked Architect workshops, a month-long festival of architecture in July, inaugural Open House Bendigo in October and closing with the MPavilion Slide Night programming in December.

We launched the Open House Members program with a preview tour of Australia 108 in July and tour of Kiah House in November. We coordinated a weekend of tours at Willsmere, with a full day reserved for Open House Volunteers.

2018 program highlights include:

APPLE IN FED SQUARE DEBATE

450 ATTENDEES
LIVE STREAMED

On 13th February, in partnership with the Property Institute of Australia, Australian Institute of Architects, and the Australian Institute of Landscape Architects, Open House Melbourne held a public debate exploring the decision to demolish the Yarra Building at Federation Square to make way for an Apple 'Flagship' Store, the first in Australia. The topics were passionately debated by all speakers, addressing everything from civic and cultural impacts, to the architecture itself, and the economic impacts upon Federation Square and Victoria.

OPEN STATE, MELBOURNE DESIGN WEEK

20 SITES
54 EVENTS
891 ATTENDEES

Open State revealed and celebrated a network of leading Victorian design innovators including commissioners of design, designers, design studios, design researchers, design educators, and manufacturers. Each innovator's design story acted as a catalyst to explore a broad range of associated topics that considered the impact of design on the State and its citizens.

NAKED ARCHITECT

5 WORKSHOPS
16 PEOPLE ATTENDED FULL SERIES
35 ATTENDED SINGLE SESSIONS
5 FILMED INTERVIEWS DISTRIBUTED ONLINE TO INCREASE THE REACH

We hosted the second season of The Naked Architect: a guide to commissioning and working with a residential architect, presented by the ARBV and produced in partnership with ArchiTeam. Using the Open House model of direct experience of good design, workshop attendees were treated to a series of five sessions in architect-designed homes where all key stages of the design and build process were unpacked.

EXPANDED JULY PROGRAM

4,357 PEOPLE PARTICIPATED IN 30 TALKS, EXHIBITIONS AND SCREENINGS AS PART OF OUR EXPANDED JULY PROGRAM

The expansion of our program into a fully-fledged festival of architecture and the city is probably the biggest highlight in 2018. Within the program itself, the Australian Ugliness, a major new video work and installation by Eugenia Lim and WOWOWA, was also a highlight.

In partnership with the Heritage Council of Victoria, we continued our important work in documenting the stories of some of our most significant modernist architects and designers with the Modern Melbourne Series, which formed part of the Modernism at the Movies program with ACMI. The theme of modernism also played out across the Heritage Council's Heritage Address, with comedian and advocate Tim Ross presenting his personal view on mid-century heritage to a sold-out crowd at Deakin Edge.

The Living Cities Forum – a partnered forum with Naomi Milgrom Foundation and Creative Victoria – allowed us to deep dive into critical city issues with a number of leading international designers and thinkers. Along with Living Cities Forum, we hosted a number of public talks including the enduring ARBV Speaker Series, where six architects and design professionals presented game-changing projects to a full house at Deakin Edge.

OPEN HOUSE WEEKENDS

The heart of our program continues to be the Open House Weekend in Melbourne and now in Ballarat and Bendigo.

OPEN HOUSE MELBOURNE WEEKEND

72,532 TOTAL WEEKEND VISITS

18% ATTENDING AN OPEN HOUSE EVENT FOR THE FIRST TIME

220 BUILDINGS, WITH 78 NEW TO PROGRAM

MEDIA CAMPAIGN GENERATED PR VALUE OF \$9,546,656 AND REACH OF 19,323,340

92% OF ATTENDEES WERE FROM MELBOURNE

7% FROM ELSEWHERE IN AUSTRALIA

1% OTHER/INTERNATIONAL

OPEN HOUSE BENDIGO WEEKEND

11,013 TOTAL WEEKEND VISITS

250 IN ATTENDANCE AT LA TROBE ART INSTITUTE SPECIAL EVENTS

63% ATTENDING AN OPEN HOUSE EVENT FOR THE FIRST TIME

23 BUILDINGS AND 74 GUIDED TOURS

MEDIA CAMPAIGN GENERATED PR VALUE OF \$760,209 AND REACH OF 3,189,781

ONLINE PROGRAM

Over 180,000 people (unique visitors) access the website on an annual basis. To harness this important audience, we continued to document our major talks and Naked Architect series through video and live streams, and we expanded our documentary-style interviews with new Modern Melbourne interviews with Phyllis Murphy and Allan Powell.

Further filmed interviews and a new podcast series 'This is Public' are in the works for 2019.

REACH + PROFILE

Our three most powerful marketing communications activities were the media campaign, managed by partners Zilla & Brook, our website, managed by Cornwell + Efront, and our email database.

72,532 + 11,013

VISITS RECORDED IN MELBOURNE AND BENDIGO

5,983

PEOPLE PARTICIPATED IN TALKS AND SPECIAL EVENTS

175,519

UNIQUE VISITORS HAVE ACCESSED THE WEBSITE OVER 286,402 SESSIONS (1 Jan-5 Dec 2018)

82,176

PEOPLE ON OUR EMAIL AND SOCIAL MEDIA DATABASES.

Our media campaign generates high visibility for our programs, generating \$9,546,656 in PR value in Melbourne (an increase of 53% from 2017) and \$760,209 total PR value in Bendigo.

Increasing the profile of the Management Committee and Team is critical in realising our ambition as a leading public-facing architecture organisation. We have taken on numerous speaking engagements and media interviews as a profile raising exercise including:

TIM LESLIE

- Moderated 2018 Open House Speaker Series
- Interviews with Australian Design Review, Q&ADR about Open House
- Arts Review, On the Couch with Tim Leslie, Interview about Open House
- Urban, Podcast interview about history of Open House
- Interview with Broadsheet, What to see at Open House this Weekend
- Presented for Open House and MPavilion Slide Night - 165 years of Bates Smart Talk
- Hosted tours of ICI House for Open House
- Hosted tours of Bendigo Hospital for Open House

EMMA TELFER

- Presented at the Open House Worldwide Conference in London
- Moderated Good Design & Heritage Panel for Melbourne Design Week for the Heritage Council of Victoria
- Moderated Let's Talk MCM Heritage for Beaumaris Modern and National Trust Heritage Festival
- Launched Ethical Cities Talk at NGV for July Program
- Moderated Architecture is Everyday Talk at MSD for The Australian Ugliness Program
- Launched The Australian Ugliness Exhibition at MSD for July Program
- Moderated Good Design & Heritage Talk for Open House Bendigo Program
- Moderated Grimshaw Slide Night at MPavilion
- Launched Melbourne and Bendigo Open House programs
- Launched Modern Melbourne screening at ACMI for July Program
- Opened Apple in Fed Square Debate
- Multiple TV, radio and print interviews – see media reports

In addition, Victoria Bennett and Brianna Carroll are now taking media interviews with cultural focused outlets/publications. We are currently looking into formal media training to support their development in this space.





PEDI
V

VOLUNTEER ENGAGEMENT

Our Team and Volunteer Council made significant improvements to our volunteer management process, with a refined approach to recruitment, training, recognition and reward, resulting in an 8% increase in future volunteer participation.

Improvements included:

- Total re-structure and improvements to training venue, content and additional building tour increased attendance and satisfaction compared to 2017. Training was held over four sessions at the Immigration Museum with 472 attendees, 85% attendance rate. Up from 2017 training with around 60% attendance.
- Continued improvements to communications and user experience through software Rosterfy saw 60% of 2017 return in 2018, an increase of 6% from 2016/17.
- Of the volunteers, 99% said they would volunteer again (an increase of 8% from 2017) and 81.4% reported that they were either very or extremely satisfied with their Open House Melbourne volunteer experience.

OPEN HOUSE PROGRAMS WOULD NOT BE POSSIBLE WITHOUT THE EXTRAORDINARY COMMITMENT OF OUR VOLUNTEERS.

3665

HOURS CONTRIBUTED

733

VOLUNTEERS ACROSS THE 2018 PROGRAM

99%

SAID THEY WOULD VOLUNTEER AT THE MELBOURNE WEEKEND AGAIN (AN INCREASE OF 8% FROM 2017)

30

TRAVELLED TO BENDIGO TO VOLUNTEER

17

CELEBRATE 10 YEARS VOLUNTEERING FOR OPEN HOUSE MELBOURNE





APPENDIX

1. OPEN HOUSE MELBOURNE JULY 2018 PROGRAM REPORT

bit.ly/OHMJulyProgramReport2018

2. OPEN HOUSE MELBOURNE MEDIA REPORT

bit.ly/OHMJulyMediaReport2018

3. OPEN HOUSE BENDIGO 2018 PROGRAM REPORT

bit.ly/OHBendigoProgramReport2018

4. OPEN HOUSE BENDIGO MEDIA REPORT

bit.ly/OHBendigoMediaReport2018



OPEN HOUSE MELBOURNE INC

ABN 68 295 482 310

**FINANCIAL REPORT
FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

TABLE OF CONTENTS

Committee's Report	2
Statement of Profit or Loss and Other Comprehensive Income	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Notes to the Financial Statements	7
Statement by Members of the Committee	10
Review Report	11
Certificate by Member of the Committee	13

**OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

OPEN HOUSE MELBOURNE INC ABN 68 295 482 310

COMMITTEE'S REPORT

Your committee members submit the financial report of Open House Melbourne Inc ABN 68 295 482 310 for the financial year ended 30 September 2018.

Committee Members

The names of the committee members in office at anytime during or since the end of the year are:

Tim Leslie – President
Von Slater – Secretary (Appointed 22 November 2017)
Matthew Bowen – Treasurer
Alison Cleary (Appointed 22 November 2017)
Danielle Johnston
Mark Davis – Vice President (Resigned 22 November 2017)
Mary Dougherty (Resigned 22 November 2017)
Sally Dobell
Shaun Newing – Vice President (Appointed 22 November 2017)
Steven Neave – Secretary (Resigned 22 November 2017)

Significant Changes

No significant change in the nature of these activities occurred during the financial year.

Operating Result

The Profit for the year amounted to \$2,696

Signed in accordance with a resolution of the members of the committee:

.....
Tim Leslie

President

10 December 2018

.....
Matthew Bowen

Treasurer

OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018

Statement of Profit and Loss and Other Comprehensive Income

For the year ended 30 September 2018

	Notes	2018 \$	2017 \$
Revenue	2	522,435	551,319
Consultancy fees		(43,872)	(67,977)
Employee benefits expenses		(277,078)	(272,267)
Printing & stationary expenses		(54,330)	(57,664)
Rental expenses		(7,500)	(6,875)
Depreciation & amortisation expense		(680)	(703)
Finance costs		-	-
Other expenses		<u>(136,279)</u>	<u>(104,581)</u>
Profit/(loss) for the year		<u>2,696</u>	<u>41,252</u>
Other comprehensive income for the year		<u>-</u>	<u>-</u>
Total comprehensive income/(loss) for the year		<u>2,696</u>	<u>41,252</u>

The above Statement of Comprehensive Income should be read in conjunction with the accompanying notes.

OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018

Statement of Financial Position

As at 30 September 2018

	Notes	2018 \$	2017 \$
Current Assets			
Cash and cash equivalents		158,987	285,708
Trade and other receivables	3	153,895	66,000
Prepayments		16,885	1,761
Total Current Assets		<u>329,767</u>	<u>353,469</u>
Non-Current Assets			
Plant and equipment	4	5,341	1,202
Intangible assets	5	72	184
Total Non-Current Assets		<u>5,413</u>	<u>1,386</u>
Total Assets		<u>335,179</u>	<u>354,855</u>
Current Liabilities			
Trade and other payables	6	59,355	83,665
Provision for Annual Leave		13,604	11,665
Total Current Liabilities		<u>72,959</u>	<u>95,330</u>
Non Current Liabilities		-	-
Total Non Current Liabilities		-	-
Total Liabilities		<u>72,959</u>	<u>95,330</u>
Net Assets Position		<u>262,220</u>	<u>259,526</u>
Equity			
Retained earnings		262,220	259,526
Total Equity		<u>262,220</u>	<u>259,526</u>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018

Statement of Changes in Equity
For the year ended 30 September 2018

	Notes	Retained earnings	Total Equity
		\$	\$
Balance at 1 October 2016		221,535	221,535
Total comprehensive profit for the year		41,252	41,252
Prior Period Adjustment		(3,262)	(3,262)
Balance at 30 September 2017		259,526	259,526
Balance at 1 October 2017		259,526	259,526
Total comprehensive profit for the year		2,696	2,696
Prior Period Adjustment		-	-
Balance at 30 September 2018		262,220	262,220

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes.

OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018

Statement of Cash Flows

For the year ended 30 September 2018

	Notes	2018 \$	2017 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers		433,904	487,029
Interest received		636	830
Interest paid		-	-
Payments to suppliers and employees		(556,554)	(438,044)
Net cash provided by/(used in) operating activities	7(b)	<u>(122,013)</u>	<u>49,815</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of Plant & Equipment		(4,707)	-
Net cash provided by/(used in) investing activities		<u>(4,707)</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
Net cash provided by/(used in) financing activities		-	-
Net increase/(decrease) in cash and cash equivalents held		(126,720)	49,815
Cash and cash equivalents at beginning of year		285,708	235,893
Cash and cash equivalents at end of year	7(a)	<u><u>158,987</u></u>	<u><u>285,708</u></u>

The above Statement of Cash Flows should be read in conjunction with the accompanying notes.

OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018

Notes to the Financial Statements

For the year ended 30 September 2018

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Australian Charities and Not-For-Profits Commission (ACNC) Act 2012. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

(a) Income Tax

The Association is exempt from income tax under sub-division 50-B of the Income Tax Assessment Act 1997.

(b) Plant and Equipment

All plant and equipment are measured at cost and depreciated over their useful lives to the association.

Depreciation

The depreciable amount of all fixed assets, including capitalised lease assets, is depreciated on a diminishing value method over the asset's useful life to the association commencing are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

(c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

(d) Cash and cash equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

(e) Interest

Interest revenue is recognised on a receipt basis.

(f) Other Revenue

Other revenue including sponsorship income is recognised when it is received or when the right to receive payment is established

OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018

Notes to the Financial Statements

For the year ended 30 September 2018

	2018	2017
	\$	\$
NOTE 2. REVENUE		
Program sales	11,255	15,085
Sponsorship	463,450	492,689
Other revenue	47,095	42,715
Interest	636	830
	522,435	551,319
 NOTE 3. TRADE AND OTHER RECEIVABLES		
Trade receivables	153,895	66,000
	153,895	66,000
 NOTE 4. PLANT AND EQUIPMENT		
Plant & equipment at cost	40,186	35,479
Less accumulated depreciation	(34,845)	(34,277)
	5,341	1,202
 NOTE 5: INTANGIBLE ASSETS		
Software at cost	7,620	7,620
Less accumulated amortisation	(7,549)	(7,436)
	72	184
 NOTE 6. TRADE AND OTHER PAYABLES		
Accounts Payable	26,961	-
Sundry Creditors	142	2,728
GST payable	19,711	27,790
PAYG Withholdings payable	6,209	36,639
Superannuation Payable	6,333	7,508
Provision for Bonus	-	9,000
	59,355	83,665

OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018

Notes to the Financial Statements

For the year ended 30 September 2018

	2018	2017
	\$	\$

NOTE 7. CASH FLOW INFORMATION

(a) Reconciliation of Cash

Cash at the end of the financial year as shown in the statement of cash flows is reconciled to the related items in the statement of financial position as follows:

Cash and cash equivalents	<u>158,987</u>	<u>285,708</u>
---------------------------	----------------	----------------

(b) Reconciliation of Cash Flow from Operations with Profit/(Loss) after income tax:

Profit /(loss) after income tax	2,696	41,252
Non-cash flows in ordinary activities:		
Depreciation expense	680	703
Provision for Annual Leave	1,939	11,665
Prior Period Adjustments	-	(3,262)
Changes in assets and liabilities:		
(Increase) / decrease in trade and other receivables	(87,895)	(63,460)
(Increase) / decrease in prepayments	(15,124)	26
Increase/ (decrease) in trade and other payables	(24,310)	62,890
Cash flows from operating activities	<u>(122,013)</u>	<u>49,815</u>

**OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

**OPEN HOUSE MELBOURNE INC ABN 68 295 482 310
STATEMENT BY MEMBERS OF THE COMMITTEE**

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In accordance with a resolution of the committee of Open House Melbourne Inc, the members of the committee declare that the financial statements and notes as set out on pages 3 to 9:

1. Present fairly the financial position of Open House Melbourne Inc as at 30 September 2018 and its performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Australian Charities and Not-For-Profits Commission (ACNC) Act 2012; and
2. At the date of this statement there are reasonable grounds to believe that Open House Melbourne Inc will be able to pay its debts as and when they fall due.

This statement is signed for and on behalf of the committee by:

Tim Leslie

President

10 December 2018



Working as One

**INDEPENDENT REVIEW REPORT
TO OPEN HOUSE MELBOURNE INC
ABN 68 295 482 310**

Report on the Review of the Financial Report

We have reviewed the accompanying special purpose financial statements of OPEN HOUSE MELBOURNE INC, which comprises the Statement of Financial Position as at 30th September 2018, Statement of Profit or Loss and Other Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the period then ended, and notes comprising a summary of significant accounting policies and other explanatory information and the Committee's Report.

Responsibility of the Committee for the Financial Report

The Committee of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the *Australian Charities and Not-For-Profits Commission Act 2012 (ACNC Act)*. The Committees' responsibility also includes such internal control as the Committee determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Our responsibility

Our responsibility is to express a conclusion on the financial report based on our review. We conducted our review in accordance with Auditing Standard on Review Engagements ASRE 2415 Review of a Financial Report: Company Limited by Guarantee or an Entity Reporting under the ACNC Act or Other Applicable Legislation or Regulation, in order to state whether, on the basis of the procedures described, anything has come to our attention that causes us to believe that the financial report does not satisfy the requirements of Division 60 of the ACNC Act including: giving a true and fair view of the Entity's financial position as at 30th September 2018 and its performance for the year ended on that date; and complying with the Australian Accounting Standards and the Australian Charities and Not-for-profits Commission Regulation 2013. ASRE 2415 requires that we comply with the ethical requirements relevant to the review of the financial report.

A review of a financial report consists of making enquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Australian Auditing Standards and consequently does not enable us to obtain assurance that we would become aware of all significant matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

Conclusion

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the financial report of Open House Melbourne Inc does not satisfy the requirements of Division 60 of the Australian Charities and Not-for-profits Act 2012, including:

LDB Audit Services Pty Ltd

ACN 123 774 569 ABN 59 123 774 569

1-3 Albert Street, Blackburn Vic 3130

PO Box 550, Blackburn Vic 3130

Telephone: 03 9875 2900

Facsimile: 03 9875 2999

www.LDB.com.au



Working as One

- a. giving a true and fair view of the entity's financial position as at 30th September 2018 and of its financial performance and cash flows of the year ended on that date, and
- b. complying with Australian Accounting Standards to the extent described in note 1, Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

Basis of Accounting

Without modifying our conclusion, we draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the responsible entity's financial responsibilities under the ACNC Act. As a result, the financial statements may not be suitable for another purpose.

LDB Audit Services Pty Ltd
1 3 Albert Street
BLACKBURN VIC 3130

Hilton Miller
Director

Dated this.....date of2018

**OPEN HOUSE MELBOURNE INC
ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED 30 SEPTEMBER 2018**

CERTIFICATE BY MEMBER OF THE COMMITTEE

I, Von Slater of 2/25 Ross Street South Melbourne, certify that:

- a. I attended the annual general meeting of the association held on 10 December 2018
- b. The financial statements for the year ended 30 September 2018 were submitted to the members of the association at its annual general meeting.

Committee Member: _____
Von Slater

27 Frederick Street, Yarraville VIC 3103

10 December 2018