

(VIRTUAL) TEA PARTY TOOLKIT

Why have another meeting when you can have a (virtual) tea party?! You might be looking for an extra activity for your next Zoom get-together: be it with friends, family, neighbours, colleagues, your parents' group, sports or book club, or any group you might be involved in.

Follow these seven easy steps - it'll be a piece of cake! 🍰



1. Organise the guest list

If this is for a regular meeting you've already been running for the past year and half, this might be super easy! With no limits on the size of the table or number of chairs, you might even be tempted to invite your whole neighbourhood. But keep in mind, the goal of the tea party is to get to know people better and hear more about their thoughts on the neighbourhood. If this is your first get-together, 6 might be a good number to start with!



2. Choose a date/time and set-up Zoom

Check out this [step-by-step guide](#) if you need some extra help with Zoom.



3. Invite your friends

Email the Zoom link and get it in people's diaries. If you're using the free version of Zoom, you can start off with a 40 minute session, and if you're having heaps of fun you can all log back in. If you want to go all out, you could even send your guests a care package so that you're all enjoying the same food on the day.



4. Organise a note-taker

Print off the questions on the following pages or jump on the survey on the Participate 3000 page. If you feel you'll be too busy being the host to also jot things down, you can nominate someone else to have some paper and pens handy to take notes or fill out the survey directly via Participate Melbourne.



5. Pick your tea and snacks

This party is BYO - choose whatever floats your teacup!



6. Log on and enjoy your tea party!

If everyone attending is comfortable with it, don't forget to get a screenshot of your group and use the hashtag #participate3000 to share your tea party with us on social media.



7. Share your feedback with us

Make sure you share your feedback with us so we can use it to inform our planning. Check out all the details on how to do this on the last page of this toolkit.

DISCUSSION GUIDE

Additional notes

1. Do you live / work / own a business /study in the Melbourne CBD?

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2. How long have you lived / worked / owned a business / studied in the Melbourne CBD?

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3. What attracted you to live / work / own a business / study in the Melbourne CBD?

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4a. Do you think Melbourne is headed in the right direction?

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4b. Why do you say that?

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DISCUSSION GUIDE

please write in the number of
participants in each relevant box

Additional notes

5. Which of the following services, facilities, open spaces in the Melbourne CBD have you used in the past 2 years?

- | | |
|--|---|
| <input type="checkbox"/> City Library | <input type="checkbox"/> La Trobe and Exhibition St Reserve |
| <input type="checkbox"/> Melbourne Town Hall | <input type="checkbox"/> Merritts Place Reserve |
| <input type="checkbox"/> Multicultural Hub | <input type="checkbox"/> City Gallery |
| <input type="checkbox"/> Drill Hall | <input type="checkbox"/> ArtPlay |
| <input type="checkbox"/> Batman Park | <input type="checkbox"/> SIGNAL |
| <input type="checkbox"/> Cohen Place Plaza | <input type="checkbox"/> Visitor Information Centre |
| <input type="checkbox"/> Customs Square | <input type="checkbox"/> Melbourne City Baths |
| <input type="checkbox"/> Eight Hour Reserve | <input type="checkbox"/> Northbank |
| <input type="checkbox"/> Enterprize Park | <input type="checkbox"/> Royal Society |

- ☐ Other:
- ☐ Other:
- ☐ Other:

6. Are there any services or facilities or types of open spaces that you feel are missing in the Melbourne CBD?

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7. What do you see as being the top three priorities for the Melbourne CBD?

- ☐ Aboriginal Melbourne
- ☐ Access and affordability
- ☐ Climate and biodiversity emergency
- ☐ Economy of the future
- ☐ Melbourne's unique identity and place
- ☐ Safety and wellbeing

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DISCUSSION GUIDE

please make a mark on the
scale for every participant!

Additional notes

8. Are there any initiatives that you think are missing that could address these top three priorities?

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9. How strongly do you agree or disagree with the following statements?

City of Melbourne understands the needs of the community

.....

1	2	3	4	5
Strongly disagree				Strongly agree

I feel connected to my local community

.....

1	2	3	4	5
Strongly disagree				Strongly agree

It is important that I'm connected to my local community

.....

1	2	3	4	5
Strongly disagree				Strongly agree

I am informed about what's happening in the community

.....

1	2	3	4	5
Strongly disagree				Strongly agree

I feel empowered to participate in community life

.....

1	2	3	4	5
Strongly disagree				Strongly agree

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DISCUSSION GUIDE

please make a mark on the scale for every participant!

Additional notes

10. How do you define safety? In your own words, describe what it means for you to feel safe.

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11a. Thinking about your answer to the question above, how safe do you feel in the CBD on a scale of 1-5?

1 2 3 4 5
Not very safe Very safe

11b. Why do you feel this way?

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12. Which of the following people could you get help from, during a disaster or emergency situation?

☐ family ☐ neighbours
☐ friends ☐ none

13. Do you have an emergency plan or emergency kit to utilise in the event of a disaster?

☐ yes ☐ no

14. How confident are you that people in your neighbourhood would pull together during a disaster or emergency situation?

1 2 3 4 5
Don't know/
Not at all Very
confident confident

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DISCUSSION GUIDE

Additional notes

15. How did you find out about Participate 3000?

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16. How would you like to receive information about what's happening in your neighbourhood?


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
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17. Any other comments?

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How to return the feedback gathered at your tea party

 Thank you for taking the time to host a conversation and contribute to the development of our Neighbourhood Plan for the Melbourne CBD. We hope you got to know some of your neighbours and friends better and had some fun!

 There are a couple of ways you can return the notes from your conversation to the City of Melbourne. Please make the notes as clear as possible (dot points around key themes are great!) to enable us to easily collate and analyse them.

 Scan or take photos of your notes and email to michellejames@melbourne.vic.gov.au

 Mail them to GPO Box 1603 Melbourne
VIC 3001, addressed to Michelle James,
Community Development.

 Please ensure your feedback is returned by 10 December 2021.

WHAT HAPPENS NEXT?

All of the information provided during this consultation period will be collated and will help us shape the development of a new Neighbourhood Plan for the Melbourne CBD. Click the follow button on the Participate 3000 page to receive updates.

Your feedback may also be used to inform other Council planning and projects.

Enter our prize draw!

If everyone who attended the tea party is comfortable with it, share your screenshot on our community wall and enter our prize draw! (full T&Cs are on our website)



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