

**MAPLETON & DISTRICT  
COMMUNITY ASSOCIATION INC**

**M A D C A**

*Connecting Community*



**Strategic Plan  
2021 - 2024**

# Mapleton and District Community Association Inc Strategic Framework - Our Action Plan for the future

## Strategic Plan September 2021 – September 2024

*We acknowledge the traditional custodians of this part of the Sunshine Coast, the Jinibara People and the people of the coastal and lowland areas the Kabi Kabi whose tracks crossed this land. We pay our respect to the keepers of their stories and traditions, their elders, past, present and emerging.*

### Who we are

The Mapleton and District Community Association Inc (MADCA) is a group of volunteer local residents and others who have an interest in preserving the amenity and heritage of Mapleton and the surrounding district as well as promoting the area.

Council and other statutory groups regard MADCA as the peak local body able to reflect and articulate community views.

### Our aims

MADCA aims to:

1. Provide a forum for residents and ratepayers of Mapleton and District to express their opinion on any matter affecting the Community.
2. Act in the interest of residents and ratepayers in dealing with various levels of Government, other parties and organizations.
3. Foster the balanced development of Mapleton and surrounding areas.
4. Promote the social, cultural, sporting and economic welfare of the community.
5. Be non-political and non-sectarian.

### Our vision

To support and be a voice, for a thriving, connected and inclusive Mapleton and District Community.

### Our mission

We work collectively and inclusively with our community and others to support and enable opportunities that enrich the lives of our diverse community.

### Our values

Mapleton and District is

1. A friendly, caring, village and rural community that values the connection and inclusion of all residents.
2. Valued for its serenity, outstanding landscapes, green space, and the associated flora and fauna of the surrounding natural ecosystems.
3. A community that celebrates its heritage and strives to maintain and enhance the individual character of the District.
4. A community that embraces and fosters an economic, environmental, social, and culturally sustainable future.

# Mapleton and District Community Association Inc Strategic Framework - Our Action Plan for the future

SUMMARY		
<p><b>Goal 1</b></p> <p style="text-align: center;"><b>We are Engaged and Connected</b></p> <p>MADCA has ongoing positive relationships with other community groups, the three tiers of government and the wider community .</p> <p><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>• Community is connected and valued</li> <li>• Community is informed</li> <li>• Community participation is inclusive</li> </ul> <p><i>Actions</i></p> <ol style="list-style-type: none"> <li>1.1 Increase visibility by developing, implementing and reviewing a marketing strategy to promote Mapleton.</li> <li>1.2 Engage in a broad range of consultation strategies and seek feedback for relevancy.</li> <li>1.3 Community is aware of, and participates in local activities.</li> <li>1.4 Community feels supported through sub-committees and working groups in areas of interest to community.</li> </ol>	<p><b>Goal 2</b></p> <p style="text-align: center;"><b>We are Responsive to Need</b></p> <p>Community has the capacity and support to enable effective local responses to current and emerging needs.</p> <p><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>• Partnerships and collaborations are strong and create opportunities</li> </ul> <p><i>Actions</i></p> <ol style="list-style-type: none"> <li>2.1 Facilitate opportunities that maximize and utilize community strengths and expertise.</li> <li>2.2 Strengthen community capacity through providing support to aligned organizations, sub-committees and working groups.</li> <li>2.3 Provide a culture and environment that promotes and embraces diversity.</li> <li>2.4 Our community work is informed through identifying and monitoring current and emerging needs and trends.</li> </ol>	<p><b>Goal 3</b></p> <p style="text-align: center;"><b>We are Sustainable and Resilient</b></p> <p>Financial sustainability, strong governance and leadership are critical to our longevity.</p> <p><i>Outcomes</i></p> <ul style="list-style-type: none"> <li>• MADCA is financially secure</li> <li>• We value our partnerships with local and state governments and continue to foster new partnerships that benefit our community.</li> <li>• We have long term security in our physical facility.</li> <li>• We have strong governance and leadership</li> </ul> <p><i>Actions</i></p> <ol style="list-style-type: none"> <li>3.1 Meet standards of governance and management required of NFP Incorporated organisations.</li> <li>3.2 Manage our grants responsibly.</li> <li>3.3 Responsible management of The Old School House (TOSH).</li> </ol>

# Mapleton and District Community Association Inc Strategic Framework - Our Action Plan for the future

## Goal 1

### We are Engaged and Connected

**MADCA has ongoing positive relationships with other community groups, the three tiers of government and the wider community.**

Outcome	Our Community is connected and valued		
Activities / strategies	Who is responsible	By when	Are we successful?
<ul style="list-style-type: none"> <li>Update MADCA website</li> </ul>	<ul style="list-style-type: none"> <li>Chair of website committee</li> </ul>	<ul style="list-style-type: none"> <li>Grant requirement</li> </ul>	<ul style="list-style-type: none"> <li>Website has been developed / grant reconciled</li> </ul>
<ul style="list-style-type: none"> <li>Light the Lights event</li> </ul>	<ul style="list-style-type: none"> <li>Chair of LtL committee</li> </ul>	<ul style="list-style-type: none"> <li>December each year</li> </ul>	<ul style="list-style-type: none"> <li>Event held</li> <li>Community feedback</li> </ul>
<ul style="list-style-type: none"> <li>Conduct 10 General meetings each year</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Each month except Jan and Dec</li> </ul>	<ul style="list-style-type: none"> <li>Meetings are held and minutes are distributed</li> <li>Actions from the meetings are actioned</li> </ul>
<ul style="list-style-type: none"> <li>Increase visibility by developing, implementing and reviewing a marketing strategy to promote MADCA and the village.</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Review December, April and June of each year</li> </ul>	<ul style="list-style-type: none"> <li>Number of information pieces published in Pop Up News and other print media each reporting period</li> <li>Number of 'new' hits on website</li> <li>Brochure is updated and distributed</li> </ul>
<ul style="list-style-type: none"> <li>Conduct periodic strategic planning exercises with key stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>2023/4</li> </ul>	<ul style="list-style-type: none"> <li>Community workshops are held</li> </ul>
<ul style="list-style-type: none"> <li>Spare</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## Mapleton and District Community Association Inc Strategic Framework - Our Action Plan for the future

Outcome	Our Community is informed		
Activities / strategies	Who is responsible	By when	Are we successful?
<ul style="list-style-type: none"> <li>• Invitation to guest speakers re topical issues</li> </ul>	<ul style="list-style-type: none"> <li>• Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• As necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Guest speakers are well received</li> <li>• Feedback from members for future speakers / presentations</li> </ul>
<ul style="list-style-type: none"> <li>• Collaboration with other community groups</li> </ul>	<ul style="list-style-type: none"> <li>• Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Receipt of club reports or attendance at meetings</li> </ul>
<ul style="list-style-type: none"> <li>• Digital platforms are used to promote activities</li> </ul>	<ul style="list-style-type: none"> <li>• Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Guidelines for each platform are developed and ratified</li> <li>• Pop Up News, Facebook platforms are accessed</li> </ul>
<ul style="list-style-type: none"> <li>• Members of the three tiers of government are invited to General Meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• 10 times /year</li> </ul>	<ul style="list-style-type: none"> <li>• Politicians turn up</li> </ul>
<ul style="list-style-type: none"> <li>• Community is aware of, and participate in local activities</li> </ul>	<ul style="list-style-type: none"> <li>• Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>• Advertising of events occurs</li> <li>• Minutes of meetings are distributed to members</li> <li>• Information is presented on the MADCA website</li> </ul>
<ul style="list-style-type: none"> <li>• Conduct 'Meet the Candidates' Fora prior to each election</li> </ul>	<ul style="list-style-type: none"> <li>• Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• 4-6 weeks prior to each election day</li> </ul>	<ul style="list-style-type: none"> <li>• Fora are conducted with an engaged audience</li> </ul>
<ul style="list-style-type: none"> <li>• Community information on Disaster Management is provided through articles and/or workshops</li> </ul>	<ul style="list-style-type: none"> <li>• Chair Disaster Management sub-committee</li> </ul>	<ul style="list-style-type: none"> <li>• Each spring and summer</li> </ul>	<ul style="list-style-type: none"> <li>• Information is published in PUN and/or workshop are held</li> </ul>
<ul style="list-style-type: none"> <li>• Spare – Are there other strategies?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

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Outcome	Community participation is inclusive		
Activities / strategies	Who is responsible	By when	Are we successful?
<ul style="list-style-type: none"> <li>Acknowledge the traditional owners of the land on which we meet</li> </ul>	<ul style="list-style-type: none"> <li>President</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>A statement to this effect is made at all public meetings</li> </ul>
<ul style="list-style-type: none"> <li>Ensure that the language we use is non discriminatory</li> </ul>	<ul style="list-style-type: none"> <li>All members</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Language used meets contemporary standards</li> </ul>
<ul style="list-style-type: none"> <li>Attract new members from all demographics</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>New members from a variety of age groups join MADCA.</li> </ul>
<ul style="list-style-type: none"> <li>Spare – Are there other strategies?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## Mapleton and District Community Association Inc Strategic Framework - Our Action Plan for the future

### Goal 2

#### We are responsive to need

**Our community has the capacity and support to enable effective local responses to current and emerging needs.**

Outcome	Partnerships and collaborations are strong and create opportunities		
Activities / strategies	Who is responsible	By when	Are we successful?
<ul style="list-style-type: none"> <li>Identify and engage with community groups to identify strengths, expertise and opportunities to address community needs</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>We will have reached out to other community organizations</li> </ul>
<ul style="list-style-type: none"> <li>Work collaboratively with other community organizations to address particular issues</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Memoranda Of Understanding are developed, if required</li> <li>There will be satisfaction of all involved</li> </ul>
<ul style="list-style-type: none"> <li>Work collaboratively with sub-committees to achieve their stated purpose</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from members of the sub-committee on the degree of satisfaction they have with MADCA assistance</li> </ul>
<ul style="list-style-type: none"> <li>Model inclusive practice through our communication with the community and between ourselves</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Those involved report satisfaction with the way that MADCA communicates</li> </ul>
<ul style="list-style-type: none"> <li>Review and amend Sub-committee guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Each February</li> </ul>	<ul style="list-style-type: none"> <li>Chairs of sub-committees are involved in the process</li> <li>Redrafted guidelines are approved</li> </ul>
<ul style="list-style-type: none"> <li>Develop guidelines for Community Groups associated with MADCA</li> </ul>	<ul style="list-style-type: none"> <li>Management committee</li> </ul>	<ul style="list-style-type: none"> <li>October 2021</li> </ul>	<ul style="list-style-type: none"> <li>Document developed and stakeholders are involved in the development of guidelines</li> <li>Guidelines are approved</li> </ul>
<ul style="list-style-type: none"> <li>Spare – Are there other strategies?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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### Goal 3

#### We are Sustainable and Resilient

**MADCA has strong financial stability, strong governance and leadership which are necessary to our sustainability.**

Outcome	MADCA is financially secure		
Activities / strategies	Who is responsible	By when	Are we successful?
<ul style="list-style-type: none"> <li>All positions on the Management Committee are filled</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>October 2021</li> </ul>	<ul style="list-style-type: none"> <li>Positions of President, Vice President, Secretary, and Treasurer are filled.</li> </ul>
<ul style="list-style-type: none"> <li>Appoint a Grants Officer whose role is to apply for and acquit, in conjunction with the Management Committee, for grants to fund MADCA initiatives</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>October 2021</li> </ul>	<ul style="list-style-type: none"> <li>A Grants Officer will be appointed</li> <li>Treasurer is involved in the application and acquittal of grants received.</li> </ul>
<ul style="list-style-type: none"> <li>An inventory of assets is developed</li> </ul>	<ul style="list-style-type: none"> <li>Secretary</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Register is available to members</li> </ul>
<ul style="list-style-type: none"> <li>Spare – Are there other strategies?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Outcome	We value our partnerships with local and state governments and continue to foster new partnerships that benefit our community		
Activities / strategies	Who is responsible	By when	Are we successful?
<ul style="list-style-type: none"> <li>Ensure lines of communication are open and inviting between MADCA and government representatives</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<ul style="list-style-type: none"> <li>Spare – Are there other strategies?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>



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Outcome	We have long term security in our physical facility.		
Activities / strategies	Who is responsible	By when	Are we successful?
<ul style="list-style-type: none"> <li>Establish a TOSH sub-committee to be the first point of contact between RangeCare and MADCA</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>October 2021</li> </ul>	<ul style="list-style-type: none"> <li>A TOSH sub-committee is established</li> </ul>
<ul style="list-style-type: none"> <li>Work collaboratively with SCRC in negotiating new lease arrangements</li> </ul>	<ul style="list-style-type: none"> <li>TOSH sub-committee</li> </ul>	<ul style="list-style-type: none"> <li>November 2021</li> </ul>	<ul style="list-style-type: none"> <li>A new lease is developed that is acceptable to SCRC and MADCA.</li> </ul>
<ul style="list-style-type: none"> <li>A budget and maintenance plan is developed for TOSH</li> </ul>	<ul style="list-style-type: none"> <li>TOSH sub-committee</li> </ul>	<ul style="list-style-type: none"> <li>February 2022</li> </ul>	<ul style="list-style-type: none"> <li>Two documents – budget and maintenance plan are developed</li> </ul>
<ul style="list-style-type: none"> <li>Spare – Are there other strategies?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Outcome	We have strong governance and leadership		
Activities / strategies	Who is responsible	By when	Are we successful?
<ul style="list-style-type: none"> <li>Records of financial receipts and expenditure are kept and presented to each meeting of MADCA</li> </ul>	<ul style="list-style-type: none"> <li>Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>July or each year</li> </ul>	<ul style="list-style-type: none"> <li>Our annual audit shows that we meet the standards for not-for-profit organizations as outlined by the Office of Fair Trading</li> </ul>
<ul style="list-style-type: none"> <li>Policies on conflict of interest, dispute resolution are developed and agreed upon</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>October 2021</li> </ul>	<ul style="list-style-type: none"> <li>Policy documents are adopted.</li> </ul>
<ul style="list-style-type: none"> <li>Minutes of each meeting are kept according to constitutional requirements</li> </ul>	<ul style="list-style-type: none"> <li>Secretary and President</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>Accurate minutes are recorded and filed.</li> </ul>
<ul style="list-style-type: none"> <li>Succession planning is characterized by office bearers giving as much notice as possible</li> </ul>	<ul style="list-style-type: none"> <li>Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>There is a smooth transition</li> </ul>
<ul style="list-style-type: none"> <li>Spare – Are there other strategies?</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

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**Governance Documentation**

**To be added on development and approval**

- **Sub-committee Guidelines**
- **Working and other groups Guidelines**
- **Dispute Resolution Guidelines**
- **Conflict of Interest Guidelines**
- **Plus others**