



Guiding Principles

Richmond Valley Youth Network



Acknowledgment of Country

Richmond Valley Youth Network acknowledges the people of the Bundjalung Nation as the Traditional Owners of the land on which we live and work. We honour the First Nations peoples culture and connection to land, sea and community. We pay our respect to Elders past, present and emerging. We would also like to recognise the strength, resilience, and culture that continues to inspire generations to come.

1. Purpose

The Richmond Valley Youth Network (RVYN) aims to bring together youth, youth service providers, educators, community members, and businesses. Through collaboration, resource-sharing, advocacy and the development of action-oriented initiatives, the RVYN strives to empower and support young people in the Richmond Valley community. The RVYN promotes youth and community participation, employing a coordinated approach to raise awareness of and address local youth issues and opportunities.

2. Role

The Network is dedicated to fostering an inclusive space that promotes active participation, creativity, and collaboration. Members are encouraged to:

- **Drive Change:** The network is action-oriented, encouraging members to initiate projects which support and empower young people.
- **Foster Collaboration:** Members collaborate, share resources, and assist each other in achieving common goals.
- **Encourage Youth Leadership:** Place youth at the centre, nurture their leadership skills and support their initiatives.
- **Be Accountable:** Members are accountable for their actions, emphasising open communication and respecting others' time and resources.

The role of RVYN includes, but is not limited to the following functions:

- Providing a forum for agencies and the community to address key youth issues and identify service gaps.
- Enhancing communication between services and the community, including improving referral pathways.
- Establishing partnerships for key events such as Youth Week and Mental Health Month.
- Collaborating on Network activities, plans, and projects to support youth in the Richmond Valley.
- Proposing opportunities for youth and community engagement; improving outcomes for young people in the Richmond Valley LGA.

3. Governance Model

Facilitated by Richmond Valley Council the Network is community-owned, with structure and outcomes determined by Richmond Valley stakeholders.

There will be a rotating chair for meetings. Members can volunteer to chair upcoming meetings.

Richmond Valley Council will provide secretariat support.

4. Membership

Members must:

- Be living or working in the Richmond Valley LGA or have networks in that community.
- Be 16 years of age and over (exceptions can be made for younger applicants however parent/guardian support must be obtained).
- Be able to communicate the potential issues facing young people, families and communities living in the Richmond Valley LGA.
- Demonstrate a basic understanding or willingness to learn about youth and community participation principles.

- Act honestly and respectfully, avoid conflicts of interest and not undertake improper use of information.

Members over 18 years will be required to hold a current working with children check.

RVYN may revoke the appointment of a member if a member does not act ethically or in the best interests of the young people of the Richmond Valley LGA.

Responsibilities of Members

The effective functioning of RVYN is dependent on the active participation of its members, including a commitment to:

- Attend meetings.
- Send apologies prior to meetings if unable to attend.
- Actively contribute to discussions and initiatives.
- Participate in accordance with these Guiding Principles.
- Maintain confidentiality and privacy.

5. Meetings

The network will meet monthly. Members may at times be requested to undertake business out of session.

RVYN may establish working groups as considered necessary to discharge their role and functions. Any working group will report directly to the Network.

A notice of each meeting confirming the date, time, and venue will be forwarded to each member as soon as practicable prior to the meeting date.

Formal minutes will be taken, including summary of discussion and actions, and circulated to RVYN members as soon as possible following each meeting.

6. Confidentiality

RVYN members are responsible for ensuring that confidential information provided to them as members is kept confidential.

7. Conflict of Interest

RVYN members must act with honesty and integrity, be open and transparent in dealings, and avoid conflicts of interest. Any actual or potential conflicts of interest must be reported if it is likely to have an impact on a discussion, feedback, recommendation or decision being made by the group.

8. Evaluation and Review

To ensure the RVYN is fulfilling its role, it will undertake an annual assessment of its performance against the Guiding Principles and annual Action Plan.