



Endorsement of the Charter – Steps

1. Organisation reviews the information on OGCYP's website and decides whether the Charter is applicable or relevant to their business. The organisation may contact OGCYP for further information on (08) 8226 8570.
2. Prior to submitting an application, organisation needs to:
 - ensure the organisation's policies, procedures and practices adhere to the principles of the Charter
 - ensure the organisation includes a unit or activity on the Charter in the induction process
 - ensure the organisation includes a reference to the Charter in its staff and volunteer handbooks or operation manuals
 - promote the Charter through its website, by providing visitors with a link to the OGCYP Charter page by or having its own page about the Charter.
3. Organisation submits an endorsement application which must include:
 - Letter of endorsement (see template)
 - URL (web link) to the organisation's web page which promotes the Charter
 - a JPG/PNG file of their logo, for inclusion on OGCYP's website as part of our list of endorsing agencies, and –

AND

if an organisation has **5 or less sites**, it needs to:

- nominate a Charter Champion for each site (there is no limit to the number of Charter Champions allowed for each site)
- ensure each Charter Champion completes and signs a Charter Champion Agreement which must be attached to the endorsement application

OR

if an organisation has **more than five sites**, it needs to:

- nominate at least one Charter Champion for its head office (there is no limit on the maximum number of Charter Champions allowed)

- ensure every nominated Charter Champion completes and signs a Charter Champion Agreement which must be attached to the endorsement application
- provide OGCYP with a list of contact details for each of their sites so we can liaise with them directly, inviting their employees to become a Charter Champion for their specific site – this list will need to be attached to the endorsement application.

All documentation to be emailed to gcyp@gcyp.sa.gov.au

4. The Guardian then:

- checks the application for completeness
- considers the suitability of the application

5. If approved, OGCYP:

- prepares and sends Certificate of Endorsement to organisation
- uploads the organisation's logo and URL on the OGCYP web page of endorsing organisations
- emails Charter Champions and adds their emails to the OGCYP email distribution database
- (for organisations with more than 5 sites), emails each site's contact to enlist/recruit Charter Champions for their specific site
- sends a welcome pack to each site with a Charter Champion.

6. If not approved, OGCYP will advise the organisation as to why and what is required for OGCYP to be able to consider the application again.

Please allow up to 3 months for your endorsement application to be processed. This may take longer during periods when re-endorsement of all organisations is required (ie after a legislated review of the Charter).

Once your organisation is an Endorsed Organisation, endorsement is generally valid up until any changes to the Charter are tabled in Parliament (eg after a legislated review, which is conducted at least every 5 years)