

Operational Management Plan

Purpose

The aim of this organisation is to serve the Sikh community and the community at large. It aims to provide a platform where Sikh religion can flourish and propagate. The organisation will always aim to act altruistically and work towards the enhancement of society as per the Sikh principle of 'There being One father and all being his children'.

Background

Sikhs from across Newcastle region have to travel to Sydney for important religious events. Sikhs also often have to travel to Sydney for key services such as birth, marriage and death. Sikh Sangat Charitable Association Newcastle was formed in November 2020 to address many issues faced by the Sikh community. It started by organising weekly events where Sikhs could come together and enjoy Sangat (a Sikh congregation). Later when the Sangat started to grow and it was becoming hard to accommodate the Sangat, organisation felt the need to have a designated place where it could continue its activities and started looking for place that would also be central to the Sikh community. So with the help of Sikh community, land was bought in Rutherford to construct a Gurdwara (a Sikh place of worship).

This document is a part of the DA application for the construction of a Gurdwara. It addresses the Operation Management Plan and how some of the day to day to activities will be managed as well as the benefits of having a Gurdwara (a place to also coordinate) for the larger community.

Benefits to the broader community

In April this year we coordinated with Sikh Volunteers Australia (a Victoria based organisation that provides free food for homeless and during the time of emergency). As part of the collaboration, our organisation provided facilities and coordinated to distribute free meals twice a day and other essential items to flood affected region in Taree. The organisation will seek to continue working on projects like these especially in the local community and when and/or where there is a greater need.

At the Gurdwara during the weekly Sangat, free communal kitchen (Langar) will be run

and free food will be offered. Anyone from any community will be welcomed to share a meal with Sangat. Along with this, we hope to work on many other projects which directly benefit the broader community. Some of these projects along with the Taree project can be view on the organisation's facebook page.

Key Ceremonies for a Sikh

There are various ceremonies which a Sikh needs to conduct at a Gurdwara at different parts of his/her life.

Naming of Kids (*Naam Karan*): As soon as the mother and child are able to travel, the family visits the Gurdwara. There they recite prayers to celebrate the birth of the new child. After the Hukamnama (word of Guru) is recited, the first letter of the first word of the hukamnama is chosen. The child's name is than chosen beginning with that letter and is announced to the congregation.

Marriage (*Anand Karaj*): Marriage ceremony is incomplete without a visit to the Gurdwara for a Sikh couple. During a marriage, the *Ragi* (Spiritual Singers) will recite the keertan (hymns) and then the couple take a round around Guru Granth Sahib Ji four times in order to tie the knot permanently in the presence of Guru.

Antim Sankar (the last rite of passage):

It is important for the family and relatives of the deceased to go to a Gurdwara after someone passes away. Final prayers are recited their for the deceased's rest in peace. For Sikhs, death is considered as a natural process so by the way of this ceremony, support and blessings are sought from the Guru at a tough time.

The rest of the document addresses some of the points that need some clarification from the pre-DA meeting and other day to day operations of the Gurdwara.

Expected operation times and congregation numbers

The expected peak business operation times are on Sunday afternoons. This is because this is when most of the participants are free from work or other commitments and usually this is the time reserved for Sangat. The estimates provided in the table on next page also only reflect projected numbers for a foreseeable future.

Day	Use	Hours	Maximum Attendees	Frequency
Monday to Friday	Early Morning (Staff and Committee members)	4:00 AM to 6:00 AM	5-10	Daily
	Morning Programs and Langar	6:00 AM to 8:00 AM	10-20 approx at any one time	Daily
	Evening Programs and Langar	6:00 PM to 9:00 PM	20-30 approx at any one time	Daily
Saturday and Sunday	Early Morning (Staff and Committee members)	4:00 AM to 6:00 AM	5-10	Weekly
	Morning Programs and Langar	6:00 AM to 11:00 AM	20-30 approx at any one time	Weekly
	Evening Programs and Langar	5:00 PM to 9:00 PM	40-50 approx at any one time	Weekly
Sikh Festivals				
Gurpurabs (Sikh Gurus Birth ceremony and Martyrdom)	If any of these events come on a weekday, they are expected to be moved to the closest weekend and the afternoon or evening of above, as a general rule of availability of participants' times.		100 approx at any one time	Annually
Sikh New Year (April)				
Vaisakhi (Birthday of Sikh religion)				
Hola Mahala (Holi) Diwali				

Noise management

Organisation is aware that there are few residences nearby and will take necessary measures to minimise noise when there is any chanting. In Gurdwaras chanting audio level is kept to the minimum so that only participants inside hear it and can focus on the what is being said. Furthermore, with shut windows and closed doors there is very little room for audio to escape. Organisation will also seek soundproofing advice from developers and planners to structurally improve the sound management.

Daily operations, security and waste management

Organisation will get an onsite security connected to a security company's base along with CCTV surveillance and solid fencing for a safer premise. Organisation expects to always have an onsite manager that will help with the security and other activities as needed during the day and night. In case of any graffiti organisation will consult relevant authorities, and get it professionally removed.

Organisation will also take care of any waste that results from the construction at the premise, if it hasn't already been taken care of by the contractors. Organisation will also maintain operational waste such as recycle, organics and general waste through council services. This will be scaled in terms of the number of bins required as per the organisation's overall waste deposit.