

Operational Plan of Management – The Sikh Temple and Weekend Language School at No.14-24 The River Road, Revesby

Place of Public Worship

1 The Premises

This Plan of Management (“Plan”) relates to the place of public worship located at No.14-24 The River Road, Revesby (“Premises”).

2 Objectives

The objectives to this Plan are to:

- a) ensure that the premises are managed to protect the safety and amenity of the community members attending the facility;
- b) provide operational guidelines with regard to use of indoor and outdoor areas based on the development consent;
- c) ensure the appropriate level of fire safety on the premises;
- d) make available to all relevant persons including the community and regulatory authorities a written record of the management practices and procedures which will be applied in the management and operation of the premises;
- e) provide a mechanism by which the management practices and procedures can be assessed and improved on an ongoing basis to provide an acceptable outcome to all stakeholders;
- f) minimise and where possible eliminate antisocial behaviour within the premises and in the vicinity of the premises;
- g) ensure that the operation of the premises does not unreasonably impact upon or detract from the amenity of the surrounding residences and the neighbourhood.

3 Operational details

• Hours of Operation

- Monday to Friday: The Temple will be used for Worship/Prayers between 5am to 10pm. Typical core activities include recitation of holy sermons from Guru Granth Sahib ‘The Holy Book of Sikh Religion’ by the Temple Priest in the morning and this activity generally runs for 3:30 hours between 5am and 8:30am. The evening religious activities start at 6pm and run till 8:30pm. These activities are generally attended by 20 -25 volunteers participating in various activities pertaining to preparation of meals and other administrative duties and 30-40 worshippers in the prayer hall at any time.

Apart from these core hours, there will be maximum 20-25 people at any time between 8:30am to 5:30pm.

- Saturday and Sunday: The Temple will be used for normal activities between 5am to 10pm with the core activity on Saturdays involving normal morning activity as on weekdays, however the core evening hours will be between

5:30pm to 9:30pm during which the weekend language school also operates with a maximum of 70 students at a time whilst the Temple will have a maximum of 140 devotees within the Prayer hall, as assessed and supported by Council under DA-213/1999 based on Traffic Impact Assessment report prepared by TRAFFIX Traffic & Transport Planner dated May 1999. Accordingly, there will be a maximum of 230 - 250 patrons including the volunteers, students and staff.

On Sundays, the Temple will be having core activity between 10am till 2:30pm during which the premises will be occupied by a maximum of 230 – 250 patrons/devotees including 30 volunteers. School activities will run concurrently during this time.

- Community based activities: There will be a maximum of 70 persons in attendance at the premises from Monday to Friday at any one time for regular prayer and administrative/management services.
- Special Events: Special Events are celebrated throughout the year which include various ceremonies such as performing birth of religious Saints, weddings, birthdays, festival of lights (Diwali) and other functions booked by individuals which may exceed the typical maximum patron/devotes capacity.

4 Hours of Operation: The Temple will be used for Worship/Prayers between 5am to 10pm including weekend language school activity.

5 Staff: There will be 2 full time staff members employed by the Temple Management and 5 part time teaching staff working for the weekend language school.

6 Waste Disposal: Waste bins are kept on the site and the kitchen waste is regularly serviced by Commercial Waste Service Provider.

7 Administration and membership: The Temple will be open to general Public for Prayers and free food will be served. Basic rules such as cleanliness – cleaning of hands & feet with water, covering of head with headgear provided, taking off shoes while entering to the service/prayer hall will be observed as per Sikh tradition. No drugs or smoking is allowed inside the Temple complex.

8 Safety and Security: CCTV cameras are already installed in the complex as well as within the Prayer Hall.

9 Program Management: The Secretary of the Temple Management Committee does weekly time table for the day-to-day activities which are communicated to the members every week. The complex is supervised by 2 full time employees and committee members at various timings with volunteers.

10 Noise Management: There will be spiritual music within the Prayer Hall and Community Kitchen hall during the period of Prayers/ service. No amplified music will be played, and no speakers are provided outside the Prayer Hall or community kitchen hall. The indoor noise will be managed within the acceptable noise level during the service times.

11 Weekend Language Classes: The permission for the weekend language school was granted via DA 213/1999 (condition 81) and the school has been running for the last 20 years as an ancillary use. The main purpose of the school is to teach kids their mother language and the students/kids take lessons on their religious studies as well as learn mother language whilst parents undertake their prayers. This use was carried out within the lower ground level of the approved Temple and now it is proposed to be relocated within lot 100 DP 1183919 where existing sheds are converted into demountable class rooms. Lot 100 DP 1183919 is proposed to be consolidated with the Temple lot which is proposed as lot 1 No. 14 The River Road, Revesby. The approved weekend school is similar to the Sunday Schools which are operated by various Church organisations. The primary landuse of the site is a Place of Public Worship and all other aspects of the site are subordinate and incidental to the primary use.

A BCA Compliance report is submitted to support the use of these structures (demountable class rooms) including accessibility compliance report for Council's consideration. The existing residence on lot 100 DP 1183919 is proposed to be used by Priest to perform Services at Temple.

12 Food Preparation: A community kitchen is already existing and is approved by Council via development consent No. DA 116/2012 and is in operation. The food is prepared by Volunteers under the supervision of an assigned committee member appointed by the Management to look after overall supervision.

13 Site & Building Maintenance: Regular maintenance is being undertaken by the Management Committee and a maintenance register is maintained by the committee with details of action taken such as repairs carried out on the premises.

14 Consideration of amenity impact: The volunteers undertake the task of regulating traffic during weekends and on special occasions when there is large gathering. Deliveries are generally supplied during day time on weekdays and often between 10am and 12pm to avoid any traffic congestion or conflict.

15 Fire precautions: No smoking is permitted on site. Safety provisions are provided as per fire safety schedule which is regularly inspected by the Council. Required smoke alarms are installed as per BCA requirements on the approved premises. Assembly areas are provided, and any evacuation is directed by volunteers to the assembly area. Evacuation procedures are generally provided to the premises.

16 Complaints Management: An 'Incident' includes:

- Any breach of this plan; or
- Any complaint by any person about the operation of the Place of Public Worship/Sikh Temple or conduct of persons on the premises; or
- Any event that may cause alarm or concern to residents or persons passing or in the vicinity of the Sikh Temple as a result of the conduct or act of any person identifiable as patron or visitor of the premises at that time.

The Temple management must maintain a "Complaint Book" recording details of any incident that occurs including the time of the incident, a detailed description of the incident and any actions taken by the management of the premises in response to the incident. All complaints must include details of the person reporting the incident including a contact phone number so that the management may follow up any complaint. The option will be given to a complainant as to whether a complaint is confidential or non-confidential.

The Complaint Book must be updated within 48 Hours of any incident. The owner/operator must review and acknowledge in writing all entries made in the Complaint Book. The Complaint Book must be made available to Council Officer or the NSW Police for inspection upon request. Complaints must remain in the Complaint Book for a minimum of two years from the date of reporting.

If the incident relates to noise, the managing agent must:

- take all reasonable steps to stop or reduce the source to prevent future occurrences;
- attempt to rectify the situation immediately;
- contact the individual who reported the incident to verify that the problem has been addressed.

The owner/operator must review the Complaint Book regularly and where appropriate amend the Plan or any Operational arrangement as to eliminate the possibility of the incident recurring or to minimise the impacts of the incident should it recur.