



MEMORANDUM OF UNDERSTANDING

FOR THE

CRANBROOK REGIONAL COMMUNITY HUB

MEDICAL ROOMS

SHIRE OF CRANBROOK

AND

PLANTAGENET MEDICAL

Purpose

The purpose of this Memorandum of Understanding (MOU) is to document the conditions under which Plantagenet Medical will occupy the Medical Centre reception area, Doctors Room 1, adjoining Doctors Room 2 and the Community Health Room located in the Cranbrook Regional Community Hub (The Hub), 3 Dunn Street, Cranbrook. The MOU outlines in detail the roles and responsibilities of each of the signatories to the document, being the Shire of Cranbrook (the Shire) and Plantagenet Medical.

Term

The MOU will begin 1 August 2025 and remain in force until modified, or replaced by another agreement, through the mutual agreement of both parties.

Amendment Process

Either party wishing to request amendment to this agreement shall provide the other party with a minimum of twenty-one (21) days written notice. No amendment will be made to the MOU without the written agreement of both parties.

BOTH PARTIES ACKNOWLEDGE THAT:

- The Hub is a shared facility and will be used by various individuals and groups.
- The Medical Centre reception area is a communal area that may be used by health professionals other than Plantagenet Medical.
- The Doctors Room 2 and the Community Health Room may be booked by other users when it is not booked by Plantagenet Medical.
- The Doctors Room 1 will be used by Plantagenet Medical employees only and
- In the event of an emergency, some areas of The Hub may not be available for use.

THE SHIRE OF CRANBROOK IS RESPONSIBLE FOR:

- Insurance of The Hub building and contents.
- Public liability insurance.
- All water, electricity and sewerage charges of The Hub.
- All building maintenance of The Hub.
- Payment of all taxes and charges relating to The Hub such as ESL levy, property rates and rubbish charges.
- Building security.
- Cleaning of The Hub.
- Ensuring the Doctors Room 1, Doctors Room 2 and the Community Health Room is available to Plantagenet Medical on their nominated days; with all parties understanding it may not be available during times of a declared local emergency.
- Advising Plantagenet Medical immediately if the Medical Centre reception area or Doctors Room 1 or 2 and Community Health Room is not available.
- Providing one (1) key to the nominated Plantagenet Medical employee
- Providing an Internet service to The Hub.
- Supply and pay for a support/r person for the Medical Practitioners, to be on site at each clinic.
- Providing a landline telephone service to Doctors 1 and Doctors Room 2.

PLANTAGENET MEDICAL IS RESPONSIBLE FOR:

- Insurance of Plantagenet Medical owned items (if required) when not located in The Hub building.
- Ensuring the Medical Centre reception area, Doctors Room 1, Doctors Room 2, and Community Health Room is clean and tidy after each use and placing all rubbish in bins provided by the Shire.
- Advising the Shire in writing prior to the beginning of each calendar year, of regular Plantagenet Medical Health days.
- Advising the Shire of extra days that Plantagenet Medical require the Hub, as soon as practicable.
- Advising the Shire of any cancellations of bookings as soon as practicable.
- Advising the Shire immediately of any damage to the building or contents or any suspected pest infestation.
- Ensuring the communal areas, kitchen, toilets, and function area are kept clean and tidy.
- Ensuring the building is secured after each use.
- Ensuring every endeavour is taken to look after the contents that belong to the Shire and advise of any malfunction or damage immediately and
- Providing a computer for the Medical Centre reception area, Doctors Room 1, and Doctors Room 2 for Plantagenet Medical purposes only.

PLANTAGENET MEDICAL AGREE THAT:

- They will not duplicate any key that they have access to.
- They will not disclose The Hub's security code to others.
- They will not assign or sublet any portion of this document.
- They will not do anything which is offensive, illegal or causes a nuisance or damage to any person.
- They will not make any alterations to the building, or affix anything to the walls without prior consent of the Shire.
- They will not remove any item from The Hub that belongs to the Shire; and
- They will use the Medical Centre reception area, Doctors Room 1, Doctors Room 2 and Community Health Room for Community Health purposes only.

SIGNATORIES

Linda Gray
Chief Executive Officer
Shire of Cranbrook

Plantagenet Medical

Name

Date _____

Date _____