



MEMORANDUM OF UNDERSTANDING

FOR THE

FRANKLAND RIVER COMMUNITY CENTRE

MEDICAL ROOM

SHIRE OF CRANBROOK

AND

ST LUKE'S FAMILY PRACTICE

Purpose

The purpose of this Memorandum of Understanding (MOU) is to document the conditions under which St Luke's Family Practice will occupy the Doctors Room located in the Frankland River Community Resource Centre Building, 55 Wingebellup Road, Frankland River. 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 St Luke's Family Practice.

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 Frankland River Community Resource Centre is a shared facility and will be used by various individuals and groups.
- In the event of an emergency, some areas of Frankland River Community Resource Centre may not be available for use.

THE SHIRE OF CRANBROOK IS RESPONSIBLE FOR:

- Insurance of the Frankland River Community Resource Centre building and contents belonging to the Shire.
- Public liability insurance.
- All water and electricity charges.
- All building maintenance of the Frankland River Community Resource Centre.
- Payment of all taxes and charges relating to Frankland River Community Resource Centre such as ESL levy, property rates and rubbish charges.
- Building security.
- Cleaning of the Frankland River Community Resource Centre.
- Ensuring the Doctors Room is available to St Luke's Family Practice on their nominated days; with all parties understanding it may not be available during times of a declared local emergency.
- Advising St Luke's Family Practice immediately if the Doctors Room is not available.
- The Frankland River Community Resource Centre staff will ensure access to the nominated St Luke's Family Practice employee.
- Provide financial assistance to the Frankland River Community Resource Centre to supply and pay for a support person to assist the Medical Practitioners, to be on site at each clinic.
- Provide a landline telephone service to the Doctors Room.

ST LUKE'S FAMILY PRACTICE IS RESPONSIBLE FOR:

- Insurance of St Luke's Family Practice owned items (if required) when not located in The Frankland River Community Resource Centre.
- Ensuring the Doctors Room is clean and tidy after each use and placing all rubbish in bins provided.
- Advising the Shire in writing prior to the beginning of each calendar year, of regular St Luke's Family Practice Health days.
- Advising the Shire and the Frankland River Community Resource Centre staff of extra days that St Luke's Family Practice require at the Frankland River Community Resource Centre, 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 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 Doctors Room for St Luke's Family Practice Medical purposes only.
- Contact the Shire directly regarding any concerns relating to the facilities and services provided.

ST LUKE'S FAMILY PRACTICE AGREE THAT:

- 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 Frankland River Community Resource Centre that belongs to the Shire; and
- They will use the Doctors Room for Community Health purposes only.

SIGNATORIES

Linda Gray
Chief Executive Officer
Shire of Cranbrook

St Luke's Family Practice

Name

Date _____

Date _____