

NSW Cattle Underpass Scheme Guidelines and Application Form

Scheme Overview

Round 1 of the NSW Cattle Underpass Scheme (CUPS) will provide grants to farmers as a financial contribution towards the cost of constructing underpasses beneath public roads to allow cattle to move safely from paddock to paddock or to facilities. A lower cost option to install cattle crossing warning signs with flashing lights to alert motorists, is also included as part of the Scheme.

Cattle underpasses remove the need for farmers to herd cattle across roads to access facilities such as dairies, thereby eliminating traffic delays and reducing the risk of collisions with vehicles, damage to the road surface and adverse impacts on the health and welfare of farmers, their employees and to the cattle. Underpasses also improve farm productivity by allowing freer movement of stock, including voluntary cow traffic, and reducing the time cattle spend off pasture waiting to be herded across the road.

The CUPS aims to achieve the following outcomes:

- Reduced risk of fatalities and injuries due to vehicles colliding with farmers, farm employees and cattle at crossing sites.
- Reduced risk of near-misses where vehicles swerve or brake to avoid colliding with farmers, farm employees and cattle at crossing sites.
- Reduced traffic delays for commuters, freight vehicles and tourists at cattle crossing sites.
- Improved productivity and profitability for farms with cattle crossing sites.

The CUPS will offer grants for half (50 percent) of the cost of an underpass, up to a maximum of \$70,000 plus GST. The farmer is responsible for the remaining cost.

As an alternative to an underpass grants for signs and flashing lights to warn motorists they are nearing a cattle crossing site, are available for half (50percent) of the cost of their purchase and installation, up to a maximum of \$10,000 plus GST. The farmer is responsible for the remaining cost.

The underpass or signals and lights design and construction, traffic management during construction, planning approvals and certification will be the responsibility of the applicant (i.e. the farmer), their contractor and the relevant road authority*.

Whilst the Cattle Underpass Scheme is a Department of Primary Industries (DPI) program it will be administered by Roads and Maritime Services. A Steering Committee with representatives from the DPI, Roads and Maritime, Local Government NSW (LGNSW) and NSW Farmers developed the Guidelines and oversees the program.

An Assessment Panel with representatives from Roads and Maritime and DPI will review applications to determine eligibility.

The application period for Round 1 opens in July 2018 and close Wednesday 31 October 2018. Eligible applications will be approved in the order in which they are received.

The grant for a successful application is paid to the contractor after the underpass has been constructed and certified, or after the signs and flashing lights have been installed and certified.

Note: for the purpose of the CUPS, a 'farm' refers to the property that will be connected by the proposed underpass. If the underpass connects two different properties, the applicant should ensure that the eligibility criteria are met for both properties. For example, if the properties on either side of the road are owned by different people, the application should show that the owners of both properties have given permission for an underpass to be built.

Eligibility Criteria for Underpass or Signs and Flashing Lights

The Assessment Panel is responsible for assessing each application against the eligibility criteria and has full discretion to determine whether an application meets the criteria.

Applicants will be notified if their application is ineligible. Applicants may amend unsuccessful applications and re-submit for assessment. For example, an application for an underpass that was ineligible could be amended and re-submitted for signs and flashing lights.

To be eligible for a grant for an underpass, or signs and flashing lights, the applicant must meet the following eligibility criteria.

Criteria	Evidence required
Both the farm and the site where the works are proposed to be built are located entirely within NSW.	Address of the farm and GPS coordinates of the proposed site.
The main purpose of the works will be to allow the movement of livestock.	Applicant details the current operation of their farm and the intended use of the underpass.
The applicant is the owner of the property or has permission from the property owner to build the underpass or signs and flashing lights.	Proof of land ownership such as rates notice. If the applicant is not the farm owner, written permission from the farm owner.
The applicant holds an Australian Business Number (ABN) for the dairy or livestock operation and is registered for GST.	ABN provided.
Secure necessary works permits and approvals needed to undertake the activity.	At a minimum provide a copy of related correspondence with local council or Roads and Maritime to show the process has commenced.
Dial Before You Dig has been contacted to clarify if any infrastructure will be affected.	Signed statement on the application form.
The applicant must undertake to complete the works within 12 months of approval of the grant.	Signed statement on the application form.
The applicant must commit to maintaining the underpass or signs & flashing lights on completion of the construction as required by the road authority.	Signed statement on the application form.
The applicant must demonstrate capacity to fund the balance of costs associated with the works.	Signed statement on the application form.
<p>For construction of a cattle underpass: The applicant has received at least two quotes for the underpass from different contractors (or one quote from your local council).</p> <p>For installation of signs and flashing lights: The applicant has received at least one quote for the installation (quote can be from your local council).</p>	<p>Copy of quote(s) attached to the application with a breakdown of costs</p> <p>The road authority will indicate if only pre-qualified contractors can be used to undertake the works.</p> <p>A list of all Pre-Qualified contractors can be found at: http://www.austroads.com.au/images/Prequalification/20180326_NPS_Prequalified_Contractors.pdf</p>

Application Process

Step	Instructions
1. Contact your Local Council	<p>The applicant must contact their local council to identify the road classification for the crossing site. If on a state road council will assist in contacting the correct section of the Regional Roads and Maritime office. The local council and/or Roads and Maritime will guide the applicant and/or contractor through the process of planning and obtaining appropriate permits / approvals for construction of the underpass (or installation of the sign and flashing lights).</p> <p>Design drawings will be required to show the structure meets required standards and will be the basis for contractor quotes. Standard drawings for underpasses are available from the DPI website.</p> <p><i>Note:</i> As the works will occur underneath a public road or within the public road reserve, the applicant will most likely need to enter into an agreement relating to maintenance with the relevant road authority. The applicant should seek clarification when initial contact is made.</p>
2. Contact Dial Before You Dig	<p>Either the applicant or contractor must contact Dial Before You Dig (www.1100.com.au) to determine if there is any infrastructure such as Telstra cables in the area of construction. Dial Before You Dig is a FREE national referral service designed to assist in preventing damage and disruption to Australia's infrastructure networks.</p>
3. Obtain quotes	<p>For an underpass the applicant requests quotes for construction of an underpass from at least two qualified contractors <u>OR</u> one quote from the local council if it agrees to undertake the work.</p> <p>For a sign and flashing lights, the applicant requests at least one quote from a qualified contractor or local council if it agrees to undertake the work.</p>
4. Contractors provide quotes	<p>The contractor(s) will issue quotes to the applicant showing total construction costs and an itemised breakdown of materials and labour costs for the underpass (or purchase and installation cost of a sign and flashing lights).</p>
5. Farmer applies for funding	<p>The applicant will fill out an application form, with the quote(s) & other required documents attached and send it to Roads and Maritime. It is preferred that the applicant has approval/permits from the relevant authorities including the local council (see step 1) at this time or shows the process has been initiated. The grant will generally be based on the lower of the two quotes.</p>
6. Contractor to initiate work	<p>Roads and Maritime will advise by letter both the applicant and the successful contractor if funding has been approved and the amount to be made available as a grant. Construction work cannot commence until the contractor & applicant have received an approval letter from Roads and Maritime.</p>
7. Six monthly reporting of activity	<p>The farmer or contractor must provide to Roads and Maritime CUPS Program Coordinator six monthly Activity Reports on the status of the project consisting of a description of progress of the works including an explanation of the cause of any delay in commencing or progressing the works, likely completion date; and photos.</p>
8. Completion of works	<p>The applicant has 12 months to complete the underpass or signs and flashing lights, or provide evidence that it has been started and nearing completion. If this has not been met, the application may be cancelled and the applicant may reapply for a grant if another round of funding is offered.</p>
9. Final inspection	<p>When construction has been completed, a representative from Roads and Maritime (if the works are on a state controlled road) or the local council will undertake a final inspection to verify that all conditions have been met.</p>
10. Contractor forwards tax invoice to Roads and Maritime to verify total cost.	<p>The contractor will submit a tax invoice to Roads and Maritime for the amount of the grant and the GST payable, with the following paperwork attached:</p> <ul style="list-style-type: none"> • A copy of the inspection certificate/document from Roads and Maritime or the local council to verify completion of contracted works. • Copy of the tax invoice issued to farmer showing balance of project costs. • A signed statement of claim by the contractor in the form of a letter verifying total cost. <p>These documents can either be posted or emailed to Roads and Maritime. The applicant should retain the original copies of any inspection certificates from Roads and Maritime or the Council.</p>

Frequently asked questions

What are the opening and closing dates?

Applications open in July 2018 and close Wednesday 31 October. Emails sent and letters post marked before 11:59pm 31 October will be accepted.

How will DPI decide which applications receive funding?

Every application received will be assessed based on the eligibility criteria by the Assessment Panel. Additionally an assessment will be made of the benefits of an underpass, based on frequency of crossing and traffic counts at the crossing site. The Assessment Panel may decline applications in situations of infrequent crossing and/or low traffic counts. Funding will be awarded to eligible applicants in the order in which the applications are received, up until Round 1 funding is exhausted. Eligible applications cannot be guaranteed funding if the program is over-subscribed during the application period.

Do I need to have permission from the road authority to be eligible for a grant?

Yes. As the underpass will be built under a public road and the signs and flashing lights will be installed on the public road reserve, you need to ensure the relevant road authority has provided written evidence of its permission.

In each case the underpass will be on a road reserve and you will most likely be required to enter into an agreement with the road authority for use of the reserve. While the underpass is likely to be constructed by a contractor, you will be responsible for ensuring that the underpass complies with the terms and standards advised by the road authority. If you are uncertain of any of the requirements advised by the road authority, you should discuss these issues with the road authority and your contractor before commencing construction of the underpass.

The road authority will also provide you with advice regarding the requirement for you to maintain the underpass.

If my application is successful, when will I receive my grant?

Grants will be paid after the underpass has been built and certified, or after the signs and flashing lights have been installed and certified. The grant will be paid directly to the contractor following receipt of a tax invoice and signed statement/letter of claim verifying total cost.

What happens if I can't complete the works within 12 months of approval of the grant?

The applicant needs to provide evidence that the work has been started and nearing completion. If this has not been met, the application may be cancelled and the applicant may reapply for a grant if another round of funding is offered.

What costs will be included in determining the size of a grant?

For underpasses, grants will be calculated as half (50percent) of the costs associated with the purchase of materials and services for construction of the underpass including excavation (including relocation of utilities) and installation of the underpass structure, up to a maximum of \$70,000 plus GST. This can include earthworks, culverts, disconnection and reconnection of services, crash barriers, drainage, tracks and reasonable fencing, costs of special design drawings where standard ones do not apply, traffic management and any other works deemed necessary by the relevant authority, including costs associated with obtaining permits. Standard drawings are available from your local council or Roads and Maritime contact listed on the application form.

For a sign and flashing lights, grants will be calculated as half (50 percent) of the cost of the purchase of materials and services associated with the installation of the authorised standard signs and flashing lights, up to a maximum of \$10,000 plus GST.

Will I need to go through a Development Application process?

It is unlikely, but talk to your council first to clarify what is required.

If your council indicates the works are on a state controlled road you will need to contact the Network and Safety Branch of your local Regional Office of Roads and Maritime to negotiate what is required.

Can I apply for an underpass for other types of livestock?

Yes. Underpasses for beef cattle, sheep or other livestock are eligible for grants but an assessment will be made of the benefits of an underpass, based on frequency of crossing and traffic counts at the crossing site. The Assessment Panel may decline applications in situations of infrequent crossing and/or low traffic counts.

Can the underpass also be used for moving vehicles or other purposes?

Yes. However, the underpass must be predominantly for the movement of livestock.

Can the underpass be under a railway or other types of thoroughfares?

No. The underpass must be under a road.

What happens if a number of applications for Flashing Lights and Signs are received along the same road resulting in a cluster?

If a state road Roads and Maritime will undertake a route assessment to determine the impact on traffic and safety of a cluster of flashing lights.

Applications for Flashing Lights and Signs on local and regional roads will need to be assessed by the Local Traffic Committee as part of the council approval process.

Who is responsible for the maintenance of the structures?

The applicant/farmer is responsible for the maintenance of the structures. For underpasses this will involve the road authority who is likely to charge a fee to inspect and for flashing lights and signs an approved contractor may be required to ensure lights work correctly. Annual inspection and call out fees are likely to apply. Please discuss this with the road authority before making an application.

Will the eligible applicant/farmer have to sign a funding agreement before they commence works?

Yes. This will clarify the roles and responsibilities of both parties.

Why do I need to contact Dial before You Dig?

Experience from other states indicates some works have impacted the Telstra network. By contacting Dial Before You Dig the location of all infrastructure such as phone, internet, gas water and electricity cables will be determined and the cost of relocation included in the contractors' quotes.

Who should contact Dial before You Dig?

Either the applicant or contractor on: www.1100.com.au

What should the contractor's quote contain?

All costs for materials and services including sub-contracted works such as relocation of Telstra cables etc. Copies of any sub-contractors quotes need to be provided.

How will the Australian Tax Office treat the grant and the expenditure?

Please discuss this with your accountant to clarify.

Enquiries and contact details

Any enquiries about the CUPS should be directed to:

The CUPS Program Coordinator

NSW Roads and Maritime Services

E: CUPScheme@rms.nsw.gov.au

M: 0447 820 682

Application Form

NSW Cattle Underpass Scheme

Application for: Underpass Signs and flashing lights

APPLICANT DETAILS

Applicant name/s:

Applicant business/trading name:

Applicant ABN:

Registered for GST? Yes No

Postal address:

Farm address:

Email:

Phone:

Mobile:

Type of farm (e.g. dairy, sheep):

Head of stock crossing the road:

Is the applicant/s the owner of the property?

Yes No

If No please attach a letter from the land owner authorising these works.

Name and address of land owner/s:
(most recent rate notice will be required)

Phone:

Mobile:

Email:

QUOTES RECEIVED

CONTRACTOR ONE DETAILS	CONTRACTOR TWO DETAILS (if applicable)
Name:	Name:
ABN: Registered for GST? Y / N	ABN: Registered for GST? Y / N
Address:	Address:
Email:	Email:
Phone:	Phone:
Cost quoted by contractor 1, including GST:	Cost quoted by contractor 2, including GST:
Please attach copy of itemised quote showing GST	Please attach copy of itemised quote showing GST

DETAILS OF PROPOSED UNDERPASS / SIGNS AND FLASHING LIGHTS

GPS coordinates of proposed crossing site:	Name of road at proposed crossing site:
Road surface at proposed crossing site: Speed limit at the proposed crossing site:	Road Manager for road: <input type="checkbox"/> Local Council <input type="checkbox"/> Roads & Maritime Services Have you contacted the road authority? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of local council:	Do you have necessary permits or approval? <input type="checkbox"/> Yes <input type="checkbox"/> No Please attach a copy or indicate when they will be obtained (see next page):
Proposed commencement date for construction (or installation):	Proposed finish date for construction (or installation of sign and flashing lights):
Estimated daily traffic volume at current crossing site:	Location of the traffic count if available:
Which agency provided this data?	Approximate dates the data was collected:
Frequency of crossing (per day and week):	Average time per crossing:

How many staff members are needed to assist with stock crossing?

Do your current and expected financial circumstances indicate you will be able to meet the balance of the costs associated with these works? Yes No

DETAILS OF PROPOSED UNDERPASS / SIGNS AND FLASHING LIGHTS

Please briefly describe:

1. The topography of the crossing site (e.g. on steep slope; distance from a crest or curve that restricts view of the crossing).
2. Any collisions or near-misses that have occurred at your crossing site in the past 3 years (when did they occur, what happened, were there injuries?). This may be from your knowledge or provided by council or Roads and Maritime if the data is available. Please indicate the source.
3. Any other issues associated with the proposal and your Local Council or Roads and Maritime Services.

List of required attachments:

<input type="checkbox"/> Most recent rates notice to prove ownership of property	<input type="checkbox"/> Permission from owner of land if not the applicant	<input type="checkbox"/> Quotes from contractor/s & sub-contractor/s
<input type="checkbox"/> Documentation to authorise (or to indicate process to obtain has been initiated) from local council to undertake work; or <input type="checkbox"/> Documentation to authorise (or to indicate process to obtain has been initiated) from Roads and Maritime to undertake work on state road		<input type="checkbox"/> Photos of the site
<input type="checkbox"/> Dial Before You Dig correspondence		<input type="checkbox"/> Drawings if not standard

Declaration:

By accepting a grant under the NSW Cattle Underpass Scheme, you agree the information contained in the application is true and correct and to participate in good faith and cooperate fully in any activities supporting the evaluation, audit or inspection of the scheme, including participation in an evaluation survey or phone interview 12 months after the underpass has been installed. I will notify Roads and Maritime of any changes to the information supplied, and any other circumstances arising that may affect this application. I understand that Roads and Maritime & DPI are subject to the Government Information (Public Access) Act 2009 and that if a Freedom of Information request is made, Roads and Maritime &/or DPI will consult, where practicable, with the applicant before any decision is made to release the application or supporting documentation

Applicant name/s signature/s:

Name: _____ Signature: _____ Date: _____
 Name: _____ Signature: _____ Date: _____
 Name: _____ Signature: _____ Date: _____
 Name: _____ Signature: _____ Date: _____

After this form has been filled out, it can be submitted along with the necessary attachments through email to CUPScheme@rms.nsw.gov.au or posted to Roads and Maritime Services Northern Regional Office PO Box 576 Grafton NSW 2460 marked "CUPS Application – Attention CUPS Program Coordinator"