

Schedule 1 - Cattle Underpass Scheme (CUPS) Guidelines and Application Form

What is the Cattle Underpass Scheme?

The safety of farmers and the motoring public on roads where farmers cross stock on a regular basis has been a key concern of the Victorian Farmers Federation (VFF) for many years. The establishment of the Cattle Underpass Scheme (CUPS) is intended to improve the safety of rural roads for the motoring public and farming families and their employees who regularly take stock across arterials.

The VFF is responsible for administering the CUPS program on behalf of Regional Development Victoria (RDV), who has made available \$2 million through the Regional Growth Fund (RGF), to improve the safety of rural roads through the installation of stock underpasses in regional Victoria.

What is the level of funding?

As a result of consultation undertaken by RDV and the VFF, the State Government has approved a new funding formula. The new funding formula applies to any underpass construction commenced after 1 November 2012.

The grant equals 33% of the underpass cost up to a **maximum of \$50,000 plus GST**. For example if the underpass construction costs \$75,000 the maximum contribution will be \$24,750. If the project costs \$151,515 or more, the maximum contribution remains at \$50,000.

Eligible Expenditure for Grants

Expenditure is limited to the cost associated with the excavation (including relocation of utilities) and installation of the underpass structure only.

Eligible project expenditure can include earthworks, culverts, disconnection and reconnection of services, crash barriers, drainage, tracks and reasonable fencing essential to the usability of the underpass and any other works deemed a requirement by the relevant authority, including costs associating with obtaining permits. Additions not outlined in this document may not be considered in the overall project cost.

Construction of dual underpasses

The construction of an underpass on a duplicated carriageway (eg Hume Hwy) will be considered as the construction of two separate underpasses.

The construction of a dual underpass under a single carriageway will be considered as the construction of one underpass.

What is funding available for?

Funding is available for stock underpasses on any road or rail line. Other circumstances may be considered on a case by case basis. Funding is generally not available for channel crossings.

How will funding be allocated?

In allocating the funds priority may be given on the basis of the head of stock per crossing, the frequency of crossings, traffic volumes and other special factors justifying individual applications based on public benefit.

When must construction have commenced to be eligible for funding?

To be eligible for a grant of up to \$50,000, construction must have commenced after 1 November 2012 and within 12 months of approval being received.

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Will multiple applications applying to the same business enterprise be considered?

A separate application must be submitted for each underpass. Multiple applications applying to the same farm business enterprise or a farm business under the same ownership will be considered as discrete applications and assessed on the same criteria as other applications.

Reviewing Projects

As part of the implementation of CUPS, the State Government and the VFF recently undertook a review of underpasses built in Victoria. With the assistance of dairy farmers who invested in underpasses, a report identifying the positive outcomes of the program was produced. This report and the input from participating dairy farmers was a core driver of the improved funding now available for higher cost underpasses.

All applicants must give approval to be contacted by a representative of the VFF to participate in a post-construction interview 12 months after installation of the cattle underpass to evaluate the benefit of the underpass. This interview will be approximately 30 minutes to 1 hour in length and will require the applicant to assess the relevant farming operations prior to the underpass installation, and again at current time. This is to determine the benefit or otherwise of having a cattle underpass in regards to profitability, road safety and workplace safety, among others.

How is 'regional' defined?

Regional Victoria is defined as the area within the municipal districts of the following councils established under the Local Government Act 1989, therefore only stock underpasses in these councils are eligible.

Alpine Shire Council	Macedon Ranges Shire Council
Ararat Rural City Council	Mansfield Shire Council
Ballarat City Council	Mildura Rural City Council
Bass Coast Shire Council	Mitchell Shire Council
Baw Baw Shire Council	Moira Shire Council
Benalla Rural City Council	Moorabool Shire Council
Buloke Shire Council	Mount Alexander Shire Council
Campaspe Shire Council	Moyne Shire Council
Central Goldfields Shire Council	Murrindindi Shire Council
Colac-Otway Shire Council	Northern Grampians Shire Council
Corangamite Shire Council	Pyrenees Shire Council
East Gippsland Shire Council	Borough of Queenscliffe
Gannawarra Shire Council	South Gippsland Shire Council
Glenelg Shire Council	Southern Grampians Shire Council
Golden Plains Shire Council	Strathbogie Shire Council
Greater Bendigo City Council	Surf Coast Shire Council
Greater Geelong City Council	Swan Hill Rural City Council
Greater Shepparton City Council	Towong Shire Council
Hepburn Shire Council	Wangaratta Rural City Council
Hindmarsh Shire Council	Warrnambool City Council
Horsham Rural City Council	Wellington Shire Council
Indigo Shire Council	West Wimmera Shire Council
LaTrobe Shire Council	Wodonga Rural City Council
Loddon Shire Council	Yarriambiack Shire Council

Regional Victoria also includes the Alpine Resorts area, which is not included in any municipal district.

What are my responsibilities with regard to the Underpass?

Before applying for the underpass, either yourself or your contractor you will need to contact VicRoads, Council or the Rail Authority (depending upon the location of the stock underpass). The responsible authority will guide you through the process of planning and obtaining appropriate approvals for construction.

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In each case the underpass will be on a road or rail reserve and you will mostly likely be required to enter into an agreement with the responsible 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 responsible authority. If you are uncertain of any of the requirements advised by the responsible authority, you should discuss these issues with the responsible authority and your contractor before commencing construction of the underpass.

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

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How to apply

Application for funding is made by the farmer. The steps in the process are as follows:

Step	Notes
1. Contact contractor	Farmer requests quote for construction of an underpass from contractor/s.
2. Contractor provides quote	Contractor will issue quote showing total construction cost <u>less</u> the CUPS program funding (if eligible) leaving the amount the farmer must pay.
3. Farmer applies for funding	The farmer will fill out an application form (CUPS01) and send it to the VFF. It is preferred that the farmer has approval from the relevant authority (see step 4) at this time but this is not necessary.
4. Contact VicRoads, Council or Rail Authority for advice	<p>The VFF will advise farmer when/if funding has been approved.</p> <p>Either the farmer or contractor must contact VicRoads, Council or the Rail Authority (depending upon the location of the stock underpass). They will guide the farmer through the process of planning and obtaining appropriate approvals for construction.</p> <p><i>Note:</i> In each case the underpass will be on a road or rail reserve whereby the farmer will mostly likely be required to enter into an agreement with the responsible authority for use of the reserve. Clarification of this requirement should be sought once initial contact is made.</p>
5. Completion of underpass	The applicant has 12 months to complete the underpass or provide evidence that it has been started. If this has not been met the application may be cancelled and the applicant may reapply for a subsidy.
6. Final inspection	When construction has been completed, a representative from VicRoads, Council or the Rail Authority will undertake a final inspection to verify that all conditions have been met.
7. Contractor forward tax invoice to the VFF	<p>Contractor will submit a TAX INVOICE (including GST) outlining the level of expenditure on each underpass to the VFF with the following paperwork attached:</p> <ul style="list-style-type: none">• Inspection notice from VicRoads, Council or the Rail Authority to verify completion of contracted works• Copy of the tax invoice issued to farmer showing overall project costs <p>These documents can be faxed or emailed to expedite the payment, but copies of all paperwork, including the original completion document from the relevant authority must be posted to the VFF.</p>
8. Funds paid	The VFF will pay the contractor a maximum of \$50,000 (plus GST) providing documentary evidence detailed in step 7 is provided.

For further information contact the VFF on 1300 882 833.

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FARMER DETAILS	CONTRACTOR DETAILS
Name:	Name:
Enterprise name:	ABN:
Address:	Address:
Email:	Email:
Phone:	Phone:
Mobile:	Mobile:
Fax:	Fax:
Have you previously applied or received approval for funding? Please provide application number if so:	Road/rail name:
VicRoads map reference:	Shire:
Estimated completion date:	Quotation from contractor (gst exclusive):
Estimated Daily traffic volume (can be obtained through Council or VicRoads)	Head of stock:
What type of enterprise do you run? Eg dairy, livestock:	Frequency of crossing (eg twice daily, daily, x times per week)
How much time is spent crossing cattle per week? (hours)	How many staff members assist with stock crossing?
In the past 5 years has there been an accident or near miss involving staff/cattle? Yes/No If yes, please provide a detailed description	How do you feel the underpass will benefit your enterprise?
Do you agree to participate in a phone interview/evaluation 12 months after the underpass has been installed? Yes/No	Additional information (eg road subject to fog/snow, safety history, council attitude to crossing)
Farmers' signature:	Date:

Please fill in the form and return to VFF along with the Council/VicRoads approval letter by fax to **(03) 9207 5500** or post to:

**VFF Cattle Underpass Scheme
Level 3, 24 Collins Street
Melbourne VIC 3000**