



# Claim Form

## Road Transport Contractual Chain Order

What you need to do for your application



### Complete the form

Make sure all sections are complete on this form before submitting



### Supporting Documents

Please ensure you attach all supporting documents to your claim



### Submit Form

Submit this form and supporting documents to Council by email: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au)

### Claiming Fuel Cost Adjustment

Only **one fuel cost adjustment claim** may be submitted per adjustment period under this contract.

That claim may include **multiple transport activities, deliveries, subcontractor costs or transport cost reference portions**, provided all relate to road transport work performed during the same adjustment period, all claims use the same baseline fuel price and fuel price index specified in schedule a, and the total of the claim for all activities does not result in duplication or double recovery of the same transport cost.

### Contractor and Contract Details

Contract Title

Contract Number

Contract Variation Reference *(if applicable)*

Contractor Name

ABN

Primary Contact Name

Position

Phone

Email

***This Schedule does not vary the Contract.***  
*It documents the method Council will use to discharge its statutory obligations under the RTCCO*

# Claim Form - Road Transport Contractual Chain Order

## Part B - Adjustment Period

Adjustment Period covered by this claim (this claim may form part of one or more activities submitted for the same Adjustment Period):

FROM:

TO:

Confirm if claiming fortnightly of twice monthly

- Fortnightly
- First half of month
- Second half of month

## Part C - Road Transport Work Description

This claim represents:

- A single transport activity
- One of multiple activities submitted for this Adjustment Period

Description of road transport activity:

1	<input type="text"/>
1	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>

Please specify Work Activity:

- Delivery of materials to site
- Removal of materials/spoil from site
- Other: (*specify*)

## Part D - Transport Cost Reference Portion

OPTION A

- The Contract separately identifies transport or haulage costs.

Where multiple transport activities or subcontractor claims occur within the same Adjustment Period, the Contractor may list **multiple Transport Cost Reference Portions** in the table below.

	Description of Road Transport Work	Subcontractor/Provider ( <i>if applicable</i> )	Transport Cost Reference Portion (\$)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<b>TOTAL:</b>	<input type="text"/>

Return your completed forms by post: PO Box 283, Colac, 3250, email: [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au) or call into one of our service centres.

Colac Shire Offices, 2-6 Rae St, Colac | GORVIC 100 Great Ocean Rd, Apollo Bay

**Part D - Transport Cost Reference Portion**

**OPTION B**

Transport costs are embedded within contract rates and are not separately itemised.

Itemised transport (preferred, where practicable): Transport / haulage cost identified from invoice, docket or subcontract:

	Description of Road Transport Work	Subcontractor/Provider (if applicable)	Transport Cost Reference Portion (\$)
1			
2			
3			
4			
		<b>TOTAL:</b>	

Itemised transport provided (**must be attached to claim**)

**OR (only where itemisation is not reasonably practicable)**

AGREED TRANSPORT PROXY: (must be agreed in writing with Council)

Basis for proxy (e.g. typical haulage rates, delivery distance, historic data):

	Description of Road Transport Work	Subcontractor/Provider (if applicable)	Transport Cost Reference Portion (\$)
1			
2			
3			
4			
		<b>TOTAL:</b>	

Agreed transport proxy provided (**must be attached to claim**)

**Option A and Option B only determine how the transport cost is identified; the fuel uplift calculation is identical in all cases and always measures the increase from the 6 March 2026 baseline.**

Each RTCCO fuel cost adjustment claim will be assessed on its individual merits.

Approval or rejection of any claim does not constitute approval or rejection of any future claim and does not create a precedent.

Council may request further information or evidence reasonably required to verify compliance with the Road Transport Contractual Chain Order.

Claims may be refused where Council reasonably determines that:

- the services or works do not constitute Road Transport Work; or
- the contract does not form part of a road transport contractual chain; or
- the claimed costs do not represent an increase in fuel costs attributable to Road Transport Work.

**Part E - Fuel Price Details**

**Baseline Fuel Price:** \$1.843 per litre (as specified in the Schedule A)  
*(6 March 2026)*

**Current Fuel Price for Adjustment Period:** \$  per litre

**Fuel price index used:** The Terminal Gate Price for Melbourne for the relevant fuel type as at 6 March 2026.

**Part F - Fuel Adjustment Calculation**

**Fuel Adjustment Factor:** (Current Fuel Price - Baseline Fuel Price) ÷ Baseline Fuel Price

**Calculation:** (\$  - \$1.843) ÷ \$1.843 =

**Fuel Adjustment Amount:** Fuel Cost Adjustment Factor × Fuel Cost

**Calculation:** \$  ×  = \$

**Part G - Total Claim Amount**

**Fuel Cost Adjustment Claimed for this Period:** \$   
*(excl. GST)*

**GST:** \$   
*(if applicable)*

**Total Claim (incl. GST):** \$

**Part H - Pass-Through Declaration (MANDATORY)**

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**Part I - Contractor Declaration**

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Name  Position

Signature  Date

**Invoicing Instructions (RTCCO Fuel Cost Adjustments)**

Once your RTCCO fuel cost adjustment claim has been **reviewed and approved by Council**, you will be notified of the relevant **Purchase Order number**.

You must then **submit a separate invoice** in accordance with the instructions below.

**INVOICE SUBMISSION:**

- Invoices must be emailed to **accountspayable@colacotway.vic.gov.au**
- The invoice must clearly quote the **Purchase Order number** which will be supplied separately to you for all Fuel Levy Claims
- The invoice must reference **Road Transport Contractual Chain Order (RTCCO) – Fuel Cost Adjustment**
- **Reasonable Evidence** to be provided to support claims

**Part J - COUNCIL USE ONLY**

Assessed by  Position  Date

**Outcome**

- Claim Approved
- Claim Approved (*amended*) - Amount \$
- Claim Rejected (*reason*):

**Adjustment Period Tracking**

Claim No:  1st  2nd  3rd (*etc.*) *claim assessed for contract*

Cumulative adjustment value to date: \$

**IMPORTANT NOTES**

- RTCCO fuel cost adjustment payments are administered under a **separate statutory Purchase Order** and **do not vary or amend the underlying Contract**.
- Invoices that do not comply with these requirements may be returned for correction or clarification prior to payment.
- must be **separate and distinct** from any invoices or claims submitted under the Contract;
- must relate **only** to approved RTCCO fuel cost adjustments;
- must not include amounts for works, services, materials, labour, plant, equipment, margins, or preliminaries claimed under the Contract;
- must align exactly with the **approved claim amount** for the relevant Adjustment Period(s); and
- must not duplicate any amounts previously claimed or paid