

RTCCO CLAIM REQUEST INFORMATION

Road Transport Contractual Chain Order (RTCCO)
Fuel Cost Recovery 2026

① About the RTCCO Fuel Cost Recovery Claim Request

The Road Transport Contractual Chain Order (RTCCO) was introduced by the Victorian Government to assist eligible transport operators affected by significant fuel cost increases. As part of the RTCCO, eligible suppliers may be entitled to seek recovery of additional fuel costs incurred during the prescribed claim period.

Claims may only relate to additional fuel costs incurred between 21 April 2026 and 7 June 2026.

Claims must be supported by sufficient evidence demonstrating the contract(s) affected, the fuel cost increase incurred, how the claim amount was calculated and any subcontractor impacts (where applicable).

For further information regarding the RTCCO, eligibility requirements and guidance material, please refer to the relevant Victorian Government resources or seek independent professional advice. [Fuel cost recovery: Road transport order issued - Fair Work Ombudsman](#)

① How to complete your claim

1. Complete all required sections using BLOCK letters
2. Attach supporting documentation
3. Complete declaration and sign
4. Submit

① How to lodge this form

In Person	Sale Service Centre: 18 Desailly Street, Sale (Mon-Fri 8.30am-5.00pm) Yarram Service Centre: 156 Grant Street, Yarram (Mon, Tues, Thu, Fri 10.00am-2.00pm)
By Post	Wellington Shire Council, PO Box 506, Sale Victoria 3850
By Email	RTCCO_FuelCostProcurement@wellington.vic.gov.au

① What happens next?

Once received, Council officers will review the information provided.

The assessment process may include verification of eligibility requirements, review of supporting evidence, requests for additional information, assessment in accordance with RTCCO requirements and relevant contract provisions.

Submission of a claim does not guarantee approval or payment.

① Important Information and Privacy Statement

Council cannot provide legal, financial, taxation or professional advice regarding RTCCO eligibility. Suppliers are responsible for determining whether the RTCCO applies to their circumstances. Independent advice should be sought where required. Claims must be supported by appropriate evidence. Council reserves the right to request additional information during assessment.

Personal information collected through this claim process is used solely for the assessment and administration of RTCCO related claim requests. Information may be disclosed where required by law or for purposes directly related to assessing the claim. If insufficient information is provided, Council may be unable to assess the request and may seek further details from the supplier.

SUBMISSION FORM & CHECKLIST RTCCO CLAIM REQUEST

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▼ Supplier Details

Please provide the details of the business submitting this claim eligibility checklist.

Business / Supplier Name:

ABN:

Contact Person Name:

Contact Person Position:

Contact Phone:

Contact Email:

▼ Contract Information

Please list all Wellington Shire Council contract numbers in which this claim **relates** to.
Please describe the service that was affected.

Contract Number(s)

Contract Name(s)

▼ Eligibility Checklist

Please indicate whether your claim meets each of the eligibility requirements listed below.

- ☐ Claim relates to a Wellington Shire Council contract
- ☐ Claim relates to RTCCO claim period (**21 April 2026 to 7 June 2026**)
- ☐ Claim reflects increased fuel costs incurred in **providing road transport services**, either directly or through subcontractors
- ☐ Costs not recovered elsewhere.

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▼ Supporting Documentation

Please ensure that the following supporting documentation is attached/lodged with your claim form.

- ☐ Claim amount included
- ☐ Methodology/calculations worksheet
- ☐ Fuel invoices
- ☐ Subcontractor details included (if applicable)
- ☐ Subcontractor supporting evidence (if applicable)

i Please ensure all supporting documentation is attached before submission. Late or incomplete responses may delay assessment.

▼ Declaration

I declare that the information supplied in this form and any supporting documentation is true and correct.

I am authorised to submit this claim.

Required supporting evidence has been attached/lodged with this form.

I acknowledge that Council may request further information to evidence this claim request.

I understand that lodgement of this form does not guarantee approval or payment.

Name:

Position:

Signature:

Date:

Disclaimer

Suppliers are encouraged to review the RTCCO, consider eligibility, and seek independent legal, financial, taxation or professional advice where required. Council can assist with submission requirements and administrative enquiries only.

Council does not provide legal advice regarding the RTCCO. Suppliers are responsible for determining eligibility and compliance obligations. Any disputes relating to claim assessments will be managed in accordance with the relevant contract dispute resolution provisions and applicable legislation.