



Reporting and Program Management System (RPM) Portal User Access Form

Introduction and Overview

This form is to be completed and signed by anyone applying to become an RPM Portal user. By signing this form, the applicant agrees to the Terms and Conditions below.

The applicant must provide their contact details and also the contact details for the organisation access manager. The applicant's identity must be validated by an organisation access manager. This is any person within the applicant's organisation who is able to undertake the validation and provide the certification.

The application must be endorsed by an authorised person. This is a senior officer of the organisation who has the authority to confirm that the applicant is authorised to represent the organisation when using the RPM Portal. The authorised person must be a different person from the organisation access manager.

Verified Identity

The Department of Infrastructure Transport Regional Development Communications and the Arts (the department) needs to confirm the identity of every user of the RPM Portal. The portal's enhanced security and controls enables us to meet new and emerging cyber security and fraud threats.

If you are an employee of your organisation, and have met the Australian citizenship and residency requirements for all ongoing, temporary, term or casual employment requirements when employed by your organisation, your organisation access manager will be able to validate your identity details and that they align with your employment record.

If you are a contractor rather than an employee, you will be required validate your identity with your organisation access manager who will in turn certify the identity check to the department.

To satisfy the identity requirement, you are required to present any two (2) of the following documents to your organisation access manager (these documents must be originals and must be current).

- Birth Certificate
- Australian Passport
- Change of Name
- Driver Licence
- Medicare Card

Where an identity document shows a name different to another identity document, or to the name you are currently known, evidence of the name change needs to be provided (i.e. Australian-issued Marriage Certificate or an Australian-issued Change of Name Certificate).

Terms and Conditions of Your Use of the RPM Portal

By applying for access to the RPM Portal, you are agreeing only to use the RPM Portal for your organisation's official purposes for which you are authorised and to providing the department with accurate and complete information.

You must keep your login credentials safe and never share them with any other person. If you suspect that any other person may know your login details then you must immediately advise RPM Support via email to RPMsupport@infrastructure.gov.au.

Your credential will be audited at least annually.

If at any time you no longer need to use the RPM Portal then you must promptly advise RPM Support.

The department may suspend or remove your access at any time for any reason.

You will be required to download the Microsoft authenticator app to obtain a one-time passcode at each authentication.

Privacy Collection Notice

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (**the department**) is collecting your personal information in accordance with the *Privacy Act 1988* in connection with your request for RPM Portal User Access as the representative of an organisation approved by the department.

The department will use your personal information to process your application to use the RPM Portal as the authorised representative of an approved organisation in connection with activities under *National Land Transport Act 2014* and the Federation Funding Agreement (FFA). This may include verifying your identity and authority to act as a representative of the organisation. The department may also use your personal information to establish you as the contact person for the organisation you represent in respect of infrastructure funding approvals and arrangements. If you provide the name of another person as the contact person for your organisation then you warrant that you have their permission to do so.

The department may disclose your personal information to:

- another government body for the purpose of it communicating with your organisation about a program or project;
- a third party (e.g. a service provider) to enable the department to provide you with RPM Portal registration and access.

The department will not disclose your personal information to overseas entities.

The department will not otherwise use or disclose your personal information except as authorised by law.

There is no legal obligation to provide your personal information but the department cannot give you access to the RPM Portal unless you do so.

The department will store your personal information securely and the department's [privacy policy](#) contains information regarding complaint handling processes and how to access and/or seek correction of personal information held by the department. For more information see [Privacy | Department of Infrastructure, Transport, Regional Development, Communications and the Arts.](#)

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RPM Portal User Access Form

Reason for user access request

Choose one of the following options:

- New RPM Portal User OR Change of details (for existing users)

Section 1: Your Details

Your name must be your legal name and align with your Family Name, Given Name on your employment details.

Given Name

Family Name

Position/Job Title

Contact Details

The email address provided will be your username to the RPM Portal. It must be your work email address, not a shared, group or title-based email. If this email is incorrect, these details will not be able to be used to create an RPM Portal credential.

✓ firstname.lastname@council.state.gov.au ✗ ceo@council.state.gov.au

Work Phone

Mobile Phone

Work email address to login to RPM

Section 2: Your Organisation Details

Organisation Name

ABN

Access Manager Name

State or Territory

Section 3: Signature of Applicant

I confirm, by signing below, that I understand and agree with the **Terms and Conditions** and that I have read and understand the **Privacy Collection Notice**.

Print Name
Signature
Date

Section 4: Confirmation of identity by organisation access manager

- I confirm that I am authorised by my organisation to verify the identity of organisation staff.
- I confirm the applicant, detailed in **Section 1**, is an employee and has met the Australian citizenship and residency requirements for all ongoing, temporary, term or casual employment requirements during their employment by the organisation named in **Section 2**

OR

I have sighted and confirmed the applicants' identity in accordance with [National Identity Proofing Guidelines \(homeaffairs.gov.au\)](https://www.homeaffairs.gov.au). Two of the following original and current identity documents were used to confirm their identity in accordance with the details in **Section 1**:

- | | | |
|--|---|--|
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Driver Licence | <input type="checkbox"/> Medicare Card |
| <input type="checkbox"/> Australian Passport | <input type="checkbox"/> Change of Name | |

Name of Organisation Access Manager
Position/Job Title
Work email address
Phone Number
Signature
Date

Section 5: CEO or Authorised Person Endorsement

By signing this form, I declare as follows:

- the applicant named in Section 1 is authorised to represent the organisation when accessing the RPM Portal; and
- I have the authority to make this declaration.

Print Name
<i>The Authorised Person must be a CEO/General Manager or senior officer of the organisation.</i>
Position/Job Title
Signature
Date

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