Australian Government

Department of Infrastructure, Transport, Regional Development, Communications and the Arts

RPM Portal

User Guide

May 2025

Table of Contents

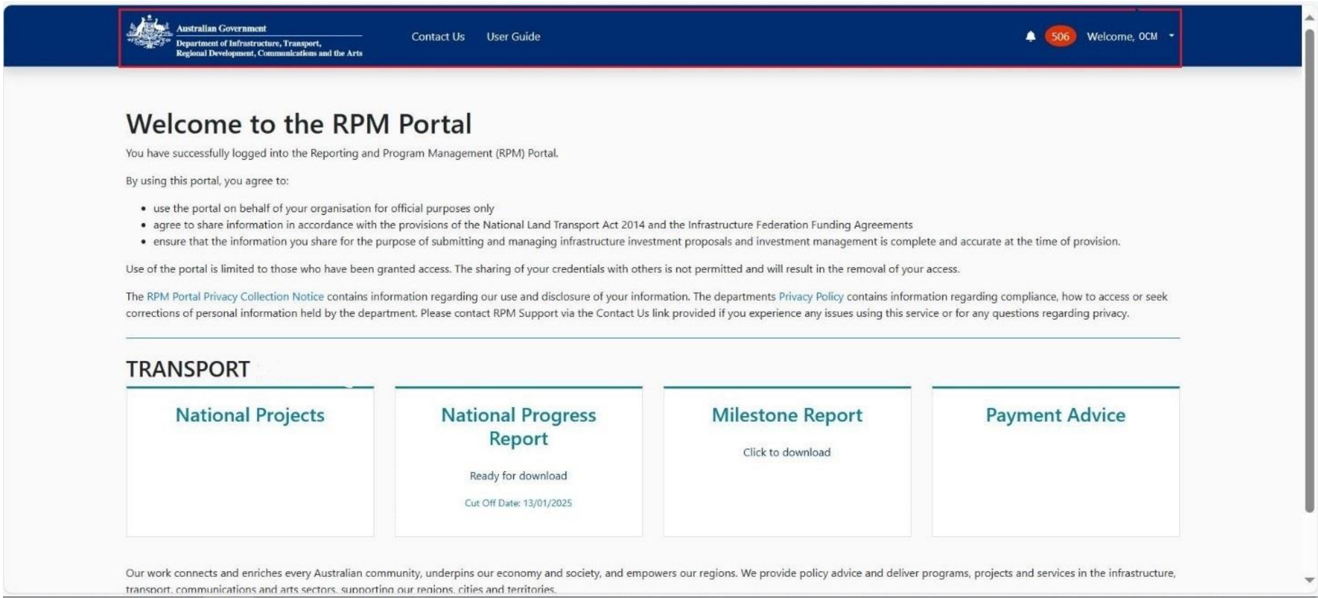
1. RPM Portal – access

Contact [RPM Support] for guidance on how to access the RPM Portal.

2. RPM Portal home page

The **RPM Portal** home page includes the following sections:

- RPM Portal ribbon
- Welcome to the RPM Portal
- four tiles, located beneath the name of your organisation:
  - National Projects
  - National Progress Report
  - Milestone Report
  - Payment Advice.



2.1 RPM Portal ribbon

The RPM Portal ribbon includes:

- department logo
- Contact Us
- User Guide
- notification menu
- account menu.

2.1.1 Department logo

Select the **department logo** on any screen to return to the RPM Portal home page.

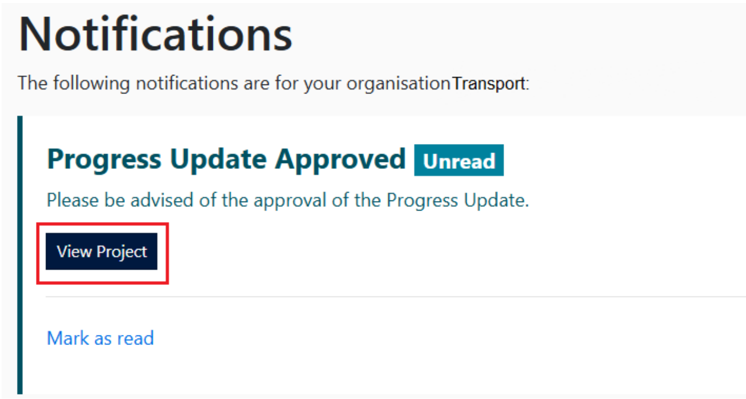
2.1.2 Contact us

Select the **Contact Us** link to view contact details for RPM Support.

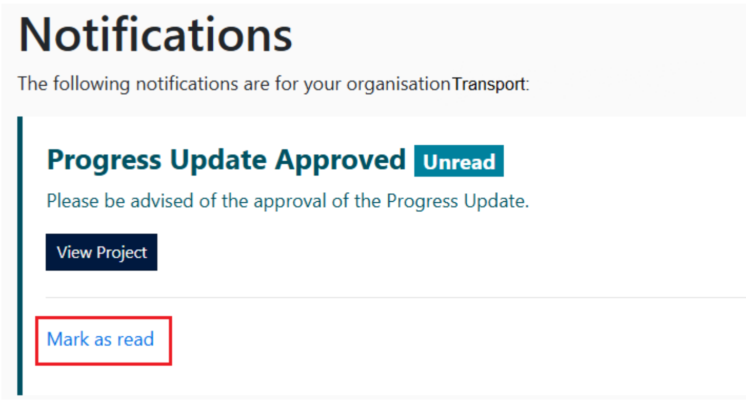
2.1.3 Notification menu

Select the **bell icon** to view notifications. The number next to the bell icon indicates the number of unread messages.

After selecting the **bell icon**, select the **View Project** button to view a notification.



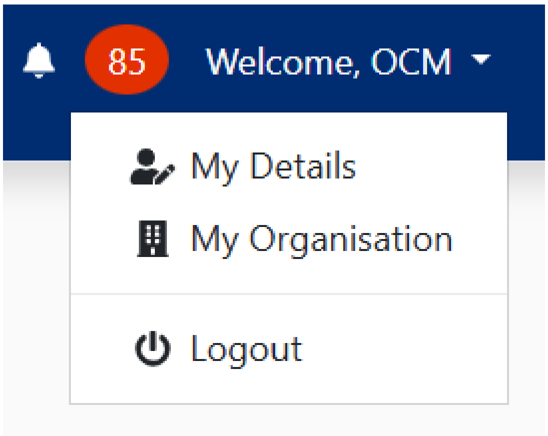
When a notification has been viewed, select the **Mark as read** link. Note that selecting **Mark as Read** means the same notification will be marked as read for other Portal users from your organisation.



2.1.4 Account menu

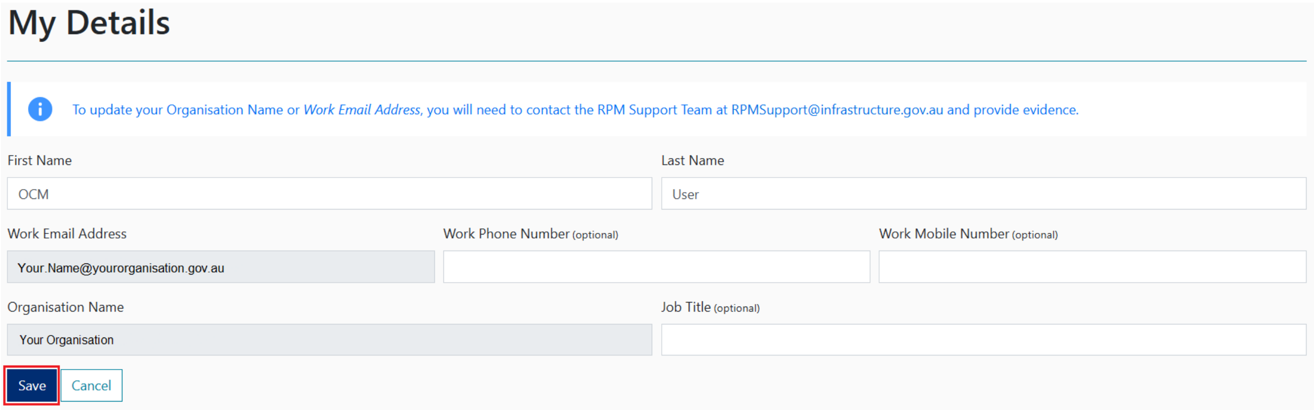
Select the drop down arrow next to your user name to show the following options:

- **My Details**
- **My Organisation**
- **Logout**.



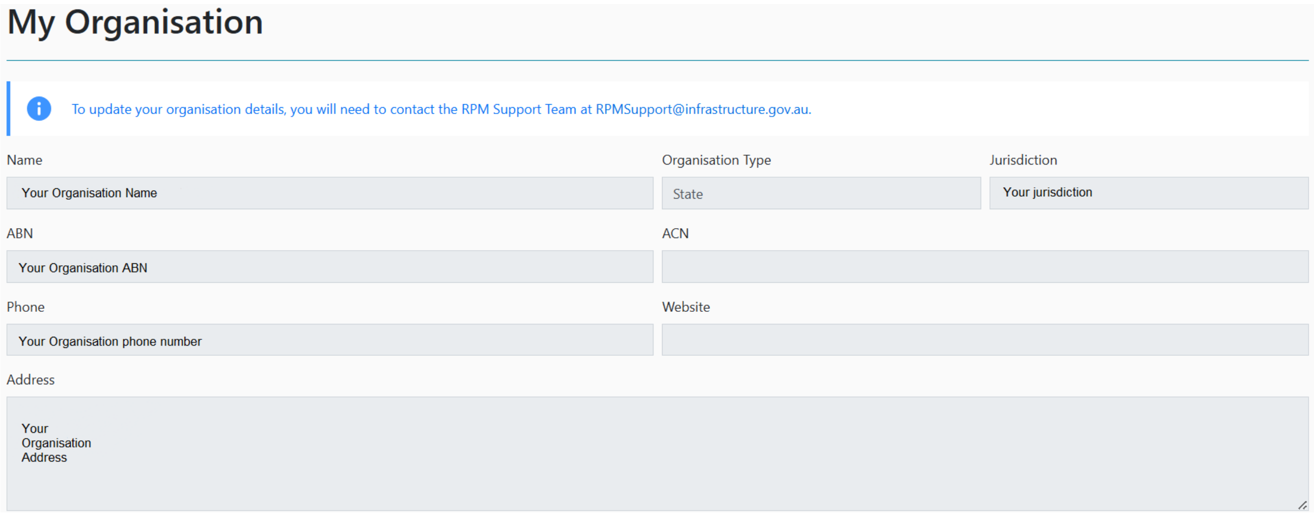
2.1.4.1 My Details

Select the **My Details** drop down menu option to view and update your details. After making any updates, select the **Save** button.



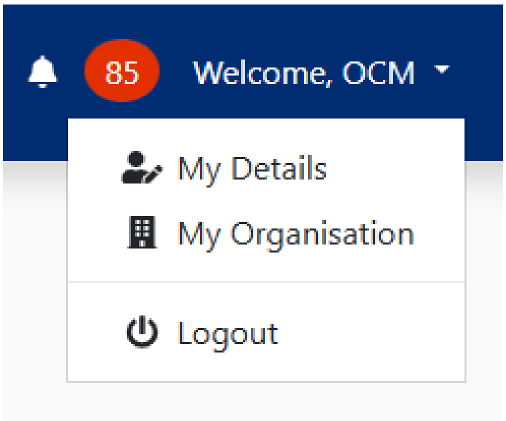
2.1.4.2 My Organisation

Select the **My Organisation** drop down menu option to view the details for your organisation.



2.1.4.3 Logout button

Select the **Logout** button to log out of the **RPM Portal**.



3. National Projects

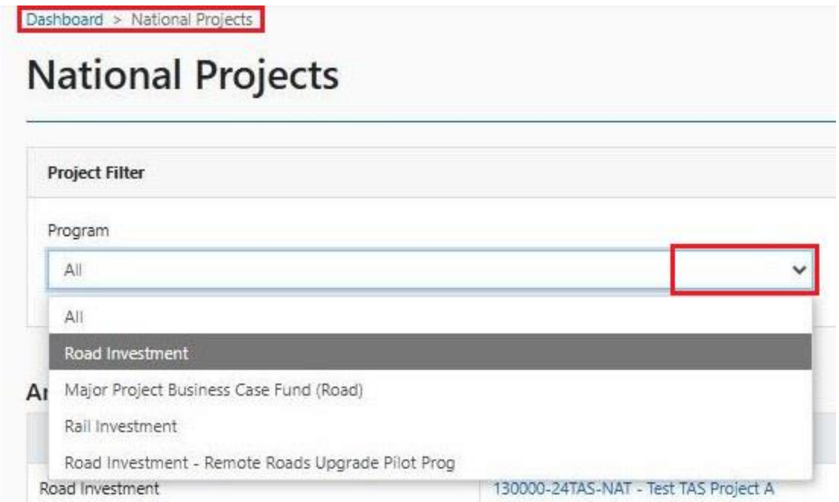
The National Projects tile shows all Announced Projects that are associated with your organisation.

3.1 Find a Project

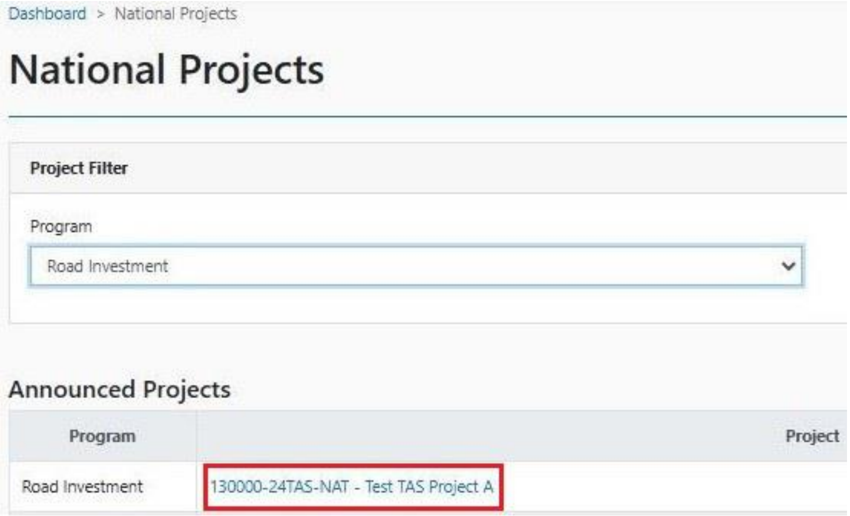
Step 1: From the home page, select the **National Projects** tile.

Step 2: To filter by Program, select the drop down arrow next to **All**, then select one of the Programs from the list. The Projects will be filtered by the selected Program. The default sorting of projects is by the assigned project number, from highest to lowest.

The words **Dashboard** > **National Projects** are shown at the top of the image. These are 'breadcrumbs', and they appear at the top of all RPM Portal pages, with the exception of the home page. In this example, select **Dashboard** to go back to the Home page.



Step 3: To view a specific project, select the link under the **Project** column.

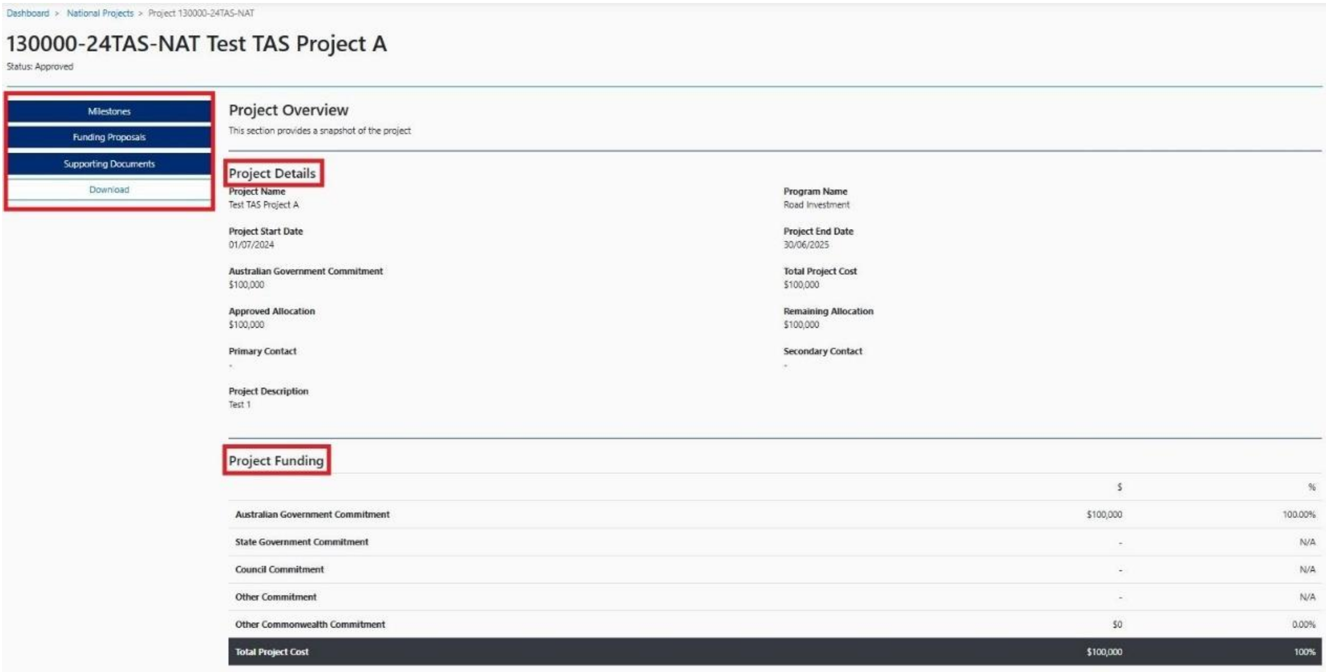


The selected project will open.

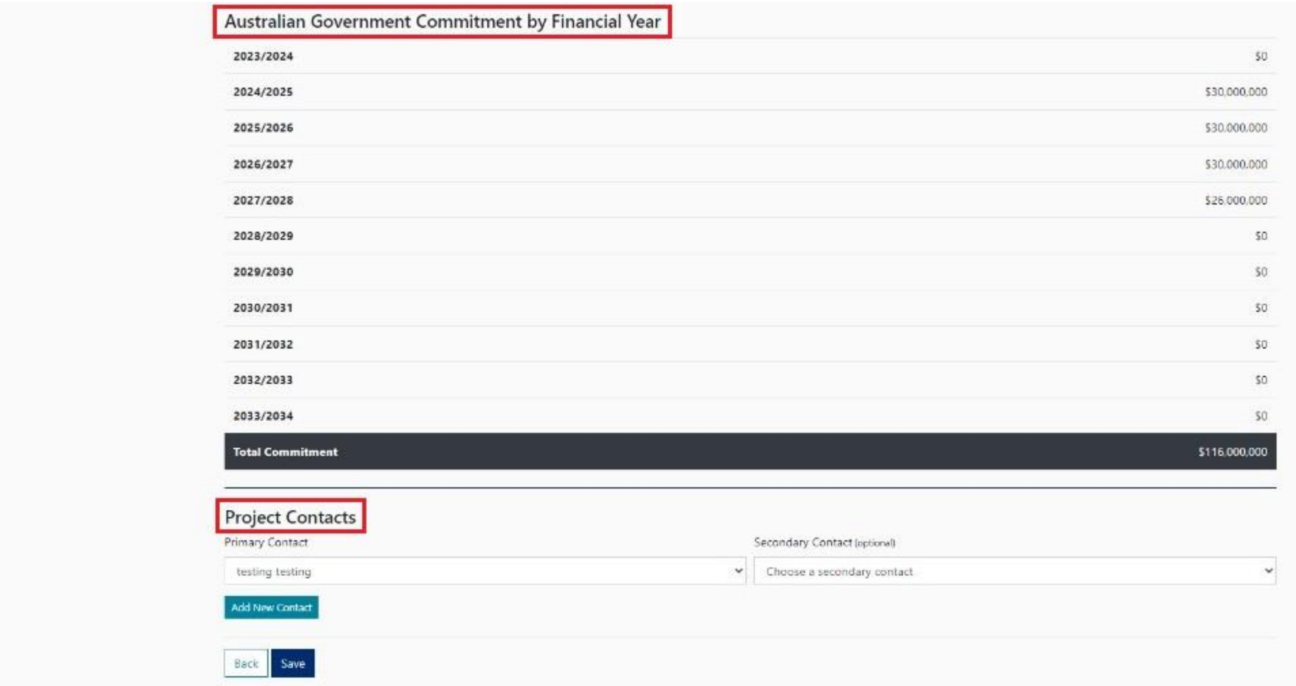
3.2 Project overview

The **Project Overview** displays information about the project, including:

- Left hand menu:
  - Milestones
  - Funding Proposals
  - Supporting Documents
  - Download.
- **Project Details**. This section provides general information about the project.
- **Project Funding**. This section details the commitment amounts per funding source for the Project.



- **Australian Government Commitment by Financial Year.**



Australian Government Commitment by Financial Year

2023/2024	$0
2024/2025	$30,000,000
2025/2026	$30,000,000
2026/2027	$30,000,000
2027/2028	$26,000,000
2028/2029	$0
2029/2030	$0
2030/2031	$0
2031/2032	$0
2032/2033	$0
2033/2034	$0
Total Commitment	$116,000,000

Project Contacts

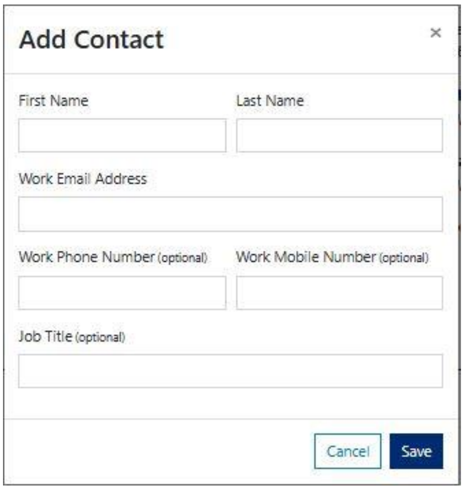
Primary Contact: testing testing

Secondary Contact (optional): Choose a secondary contact

Add New Contact

Back Save

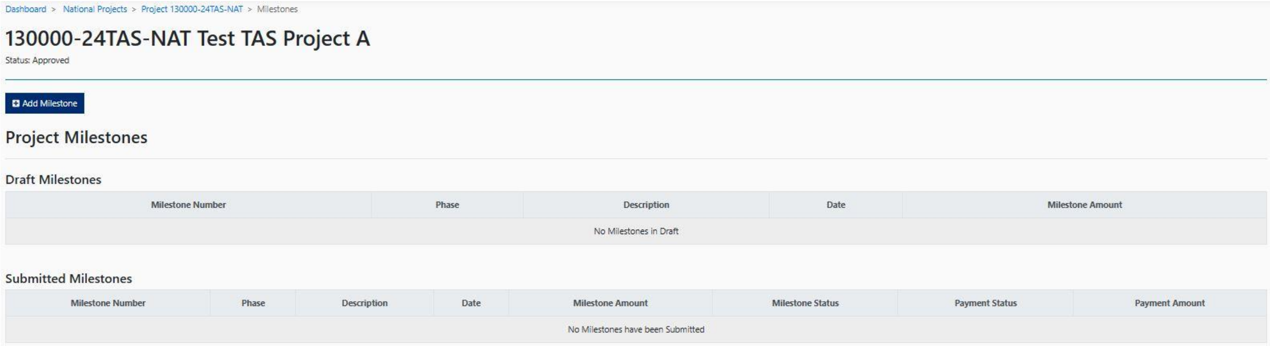
- **Project Contacts** shows the **Primary** and **Secondary** Contacts for the Project.
  - To change the **Primary Contact** and **Secondary Contact** project contacts, select the field and choose a contact from the list that appears.
  - To add a new contact, select the **Add new Contact** button and complete the fields in the pop-up window.



3.3 Milestones

Select the **Milestones** button to view the Milestones for a Project.

The **Project Milestones** page shows two grids – **Draft Milestones** and **Submitted Milestones**.



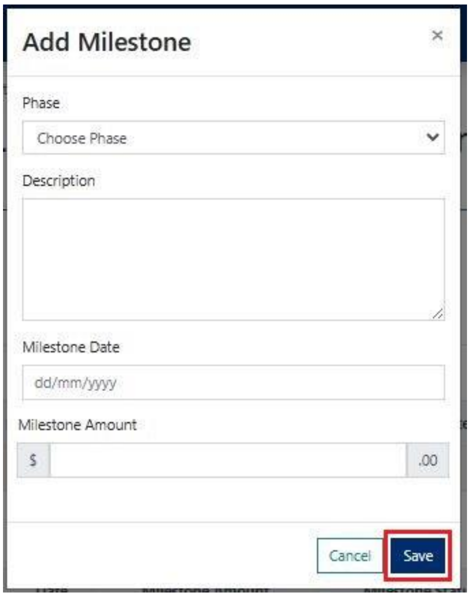
3.3.1 How to create a new Milestone

Step 1: To create a new Milestone, select the **Add Milestone** button.

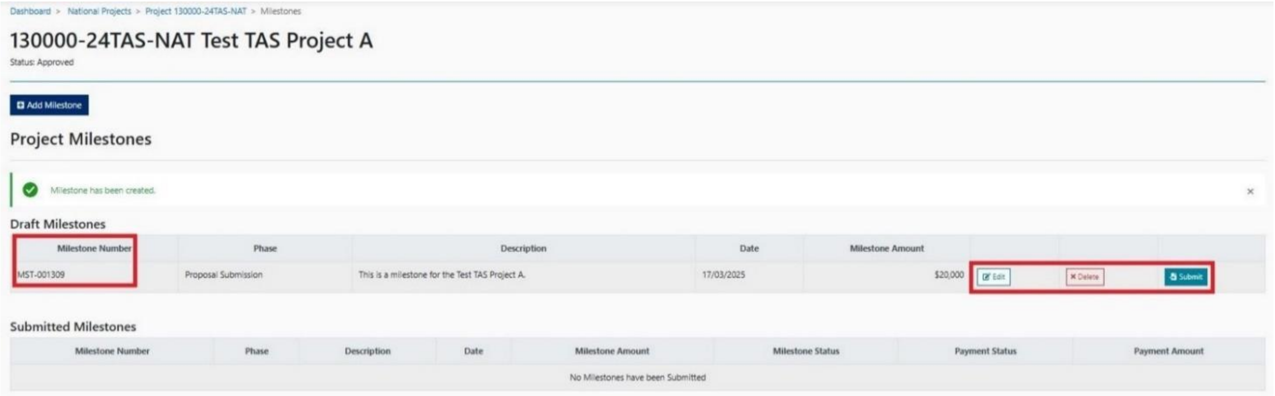
Step 2: Complete the mandatory fields in the **Add Milestone** pop-up window:

- **Choose Phase** drop down menu. Choose from the following options:
  - Proposal Submission
  - Planning
  - Early Works
  - Procurement
  - Construction
  - Completion
  - Post-Completion
  - Other.
- **Description** field. Select the field and enter text.
- **Milestone Date** field. Select the field, then:
  - select the date, or
  - enter the date manually (using the format dd/mm/yyyy).
- **Milestone Amount** field. Enter the amount.

Then select the **Save** button.



Step 3: The Milestone will be saved in the **Draft Milestones** grid, with a unique **Milestone Number**. **Edit**, **Delete** and **Submit** buttons are located on the right hand side of the grid.



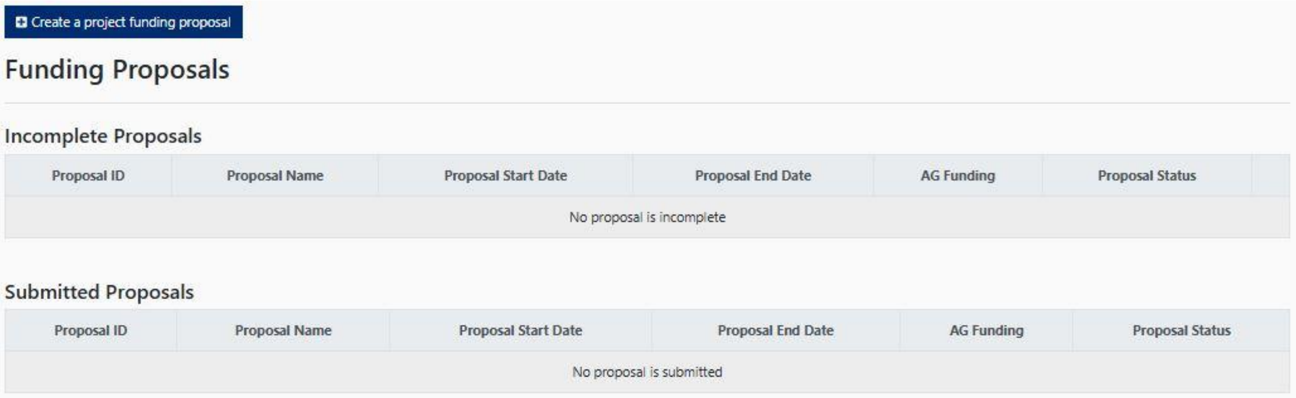
Step 4: To submit a Milestone for review, select the **Submit** button in the **Draft Milestones** grid.

A pop-up window will appear. Select the **Yes** button to submit the Milestone to the department. The Milestone will then appear in the Submitted Milestones grid.

3.4 Funding Proposals

Select the **Funding Proposals** button.

The Funding Proposals page shows two grids – **Incomplete Proposals** and **Submitted Proposals**.



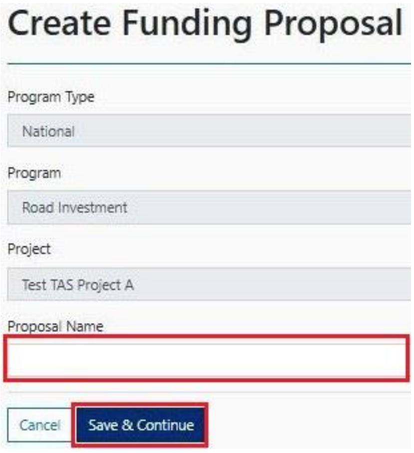
3.4.1 Create a project funding proposal

Step 1: Select the **Create a project funding proposal** button.

Step 2: In the **Create Funding Proposal** page, the following fields are populated with information from the Project:

- **Program Type**
- **Program**
- **Project.**

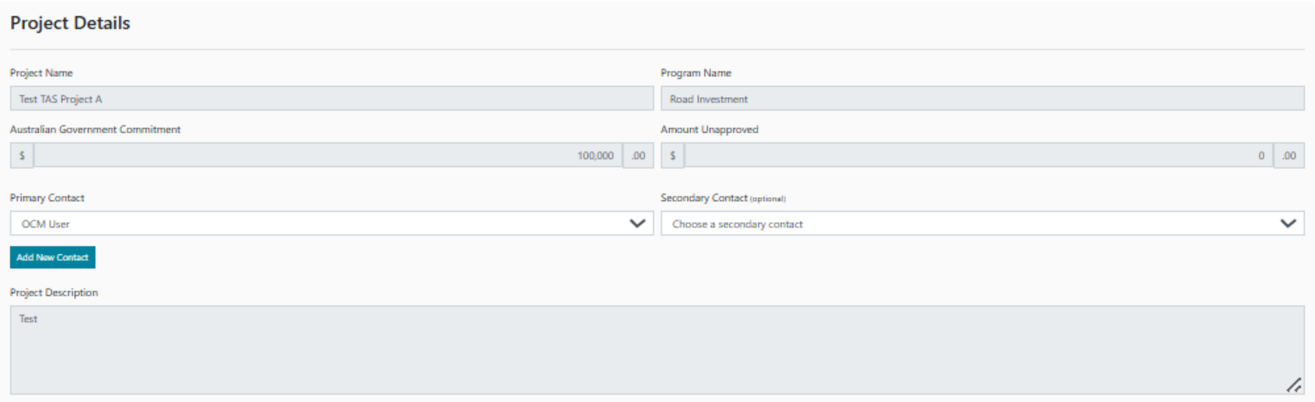
Select the **Proposal Name** field and enter the name of the proposal. Then select the **Save & Continue** button.



The Funding Proposal is saved in the **Incomplete Proposals** grid and a unique **Proposal ID** is generated. The Funding Proposal is created and the first section – **Proposal Overview** – is displayed.

3.4.2 Proposal Overview

The **Proposal Overview** contains **Project Details** fields in grey. These cannot be changed.



The Proposal Details section is located below the Project Details section.

Step 1: Select the **Proposal Start Date** and **Proposal End Date** fields: To enter dates, either:

- select a date field, then choose a date from the calendar pop-up window
- select a date field, then enter the date manually, in the format dd/mm/yyyy.

The Start and End dates are indicative and can be changed by the department afterwards, and must fall within the Start and End dates for the parent project.

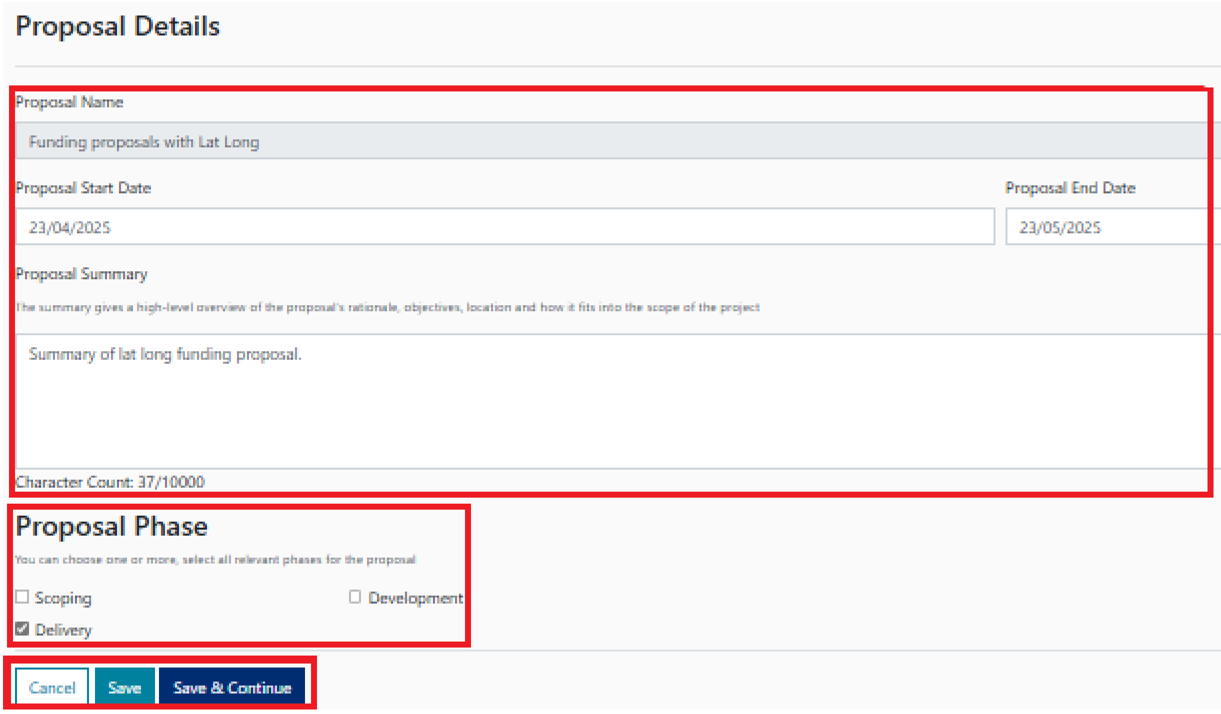
Step 2: Select the **Proposal Summary** field and enter text.

Step 3: Select one or more of the **Proposal Phase** checkboxes:

- **Scoping**
- **Delivery**
- **Development**.

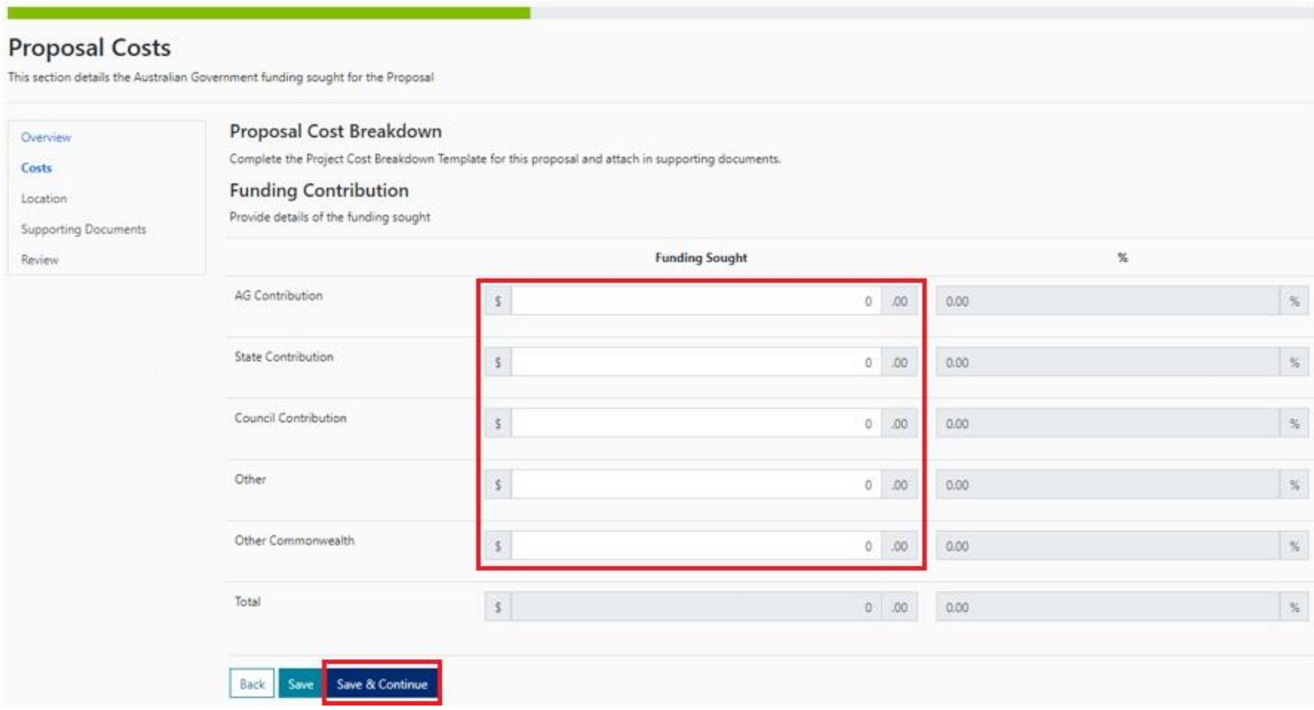
Step 4: Select either:

- **Save** to save the information.
- **Save & Continue** to save the Proposal and proceed to the next section – **Proposal Costs**.



3.4.3 Proposal Costs

Step 1: Select the fields in the **Funding Sought** column, then enter the funding amounts for the Proposal.



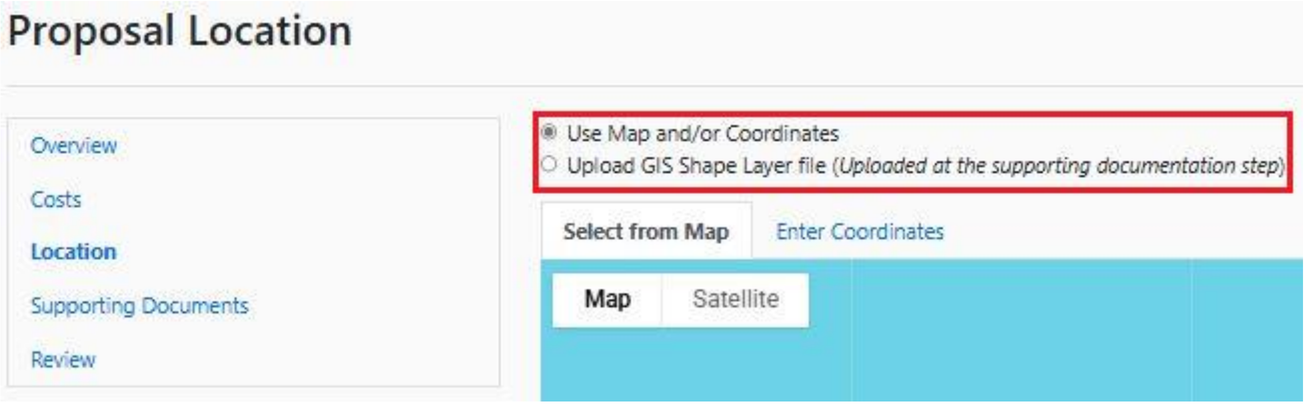
Note: The **Total Funding** and **Funding Percentage** fields will calculate automatically as you enter information.

Step 2: Select the **Save and Continue** button to proceed to the next section – **Proposal Location**.

3.4.4 Proposal Location

There are multiple ways to complete the **Proposal Location** section. There are two radio button options:

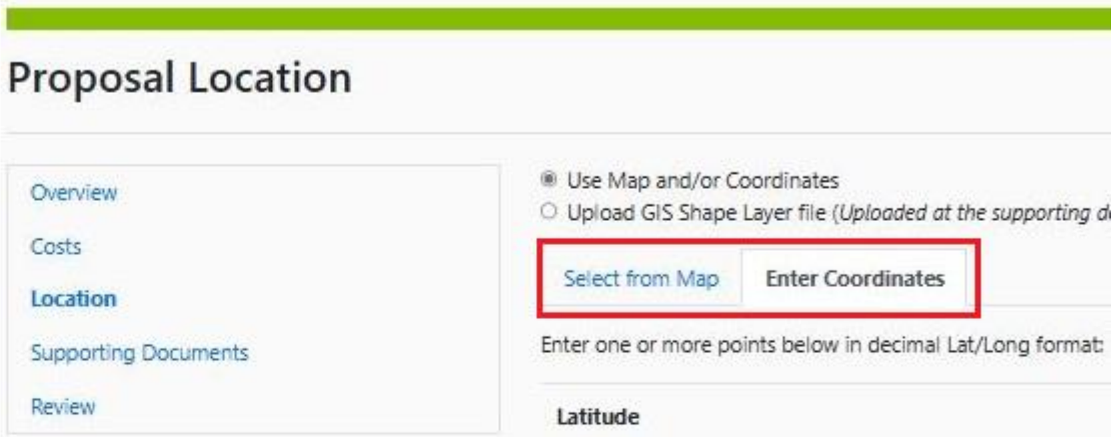
- Use Map and/or Coordinates
- Upload a GIS Shape Layer file.



3.4.4.1 Use Map and/or Coordinates

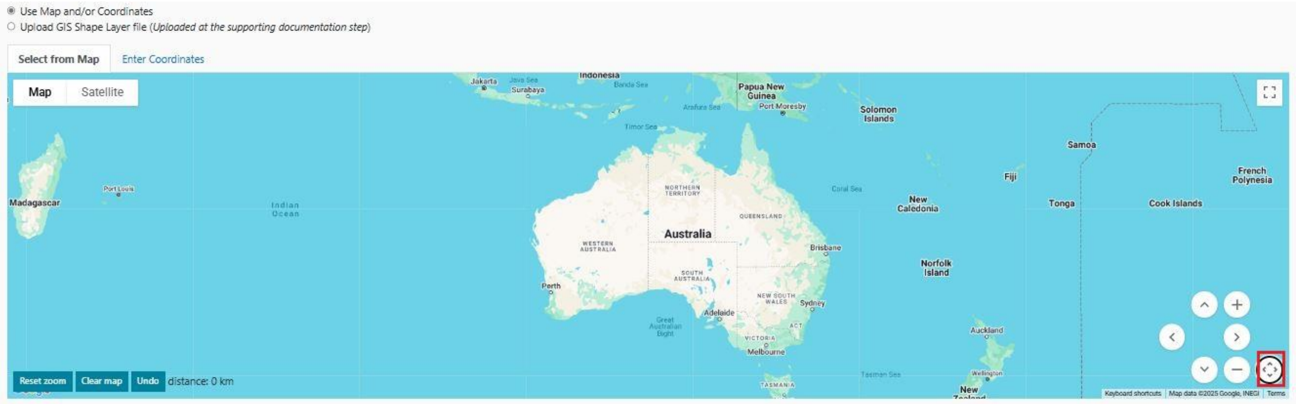
The **Use Map and/or Coordinates** radio button contains two tabs:

- **Select from Map**
- **Enter Coordinates**.



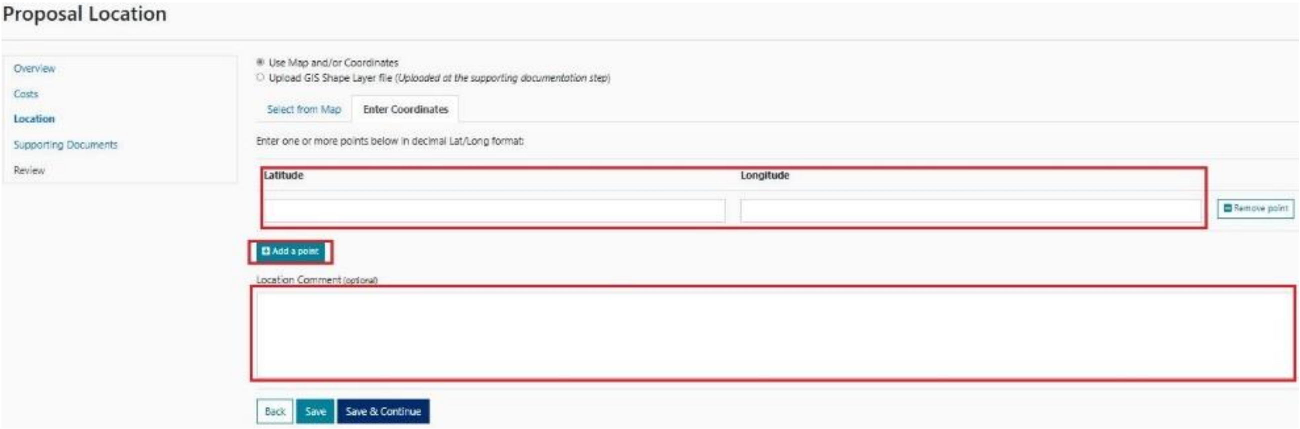
Select from Map:

- Select the **Map camera controls** to access the following controls: Move up, Move down, Move left, Move right, Zoom in and Zoom out.
- **Select and hold** to move the map.
- **Click the map** to drop coordinates for the project.



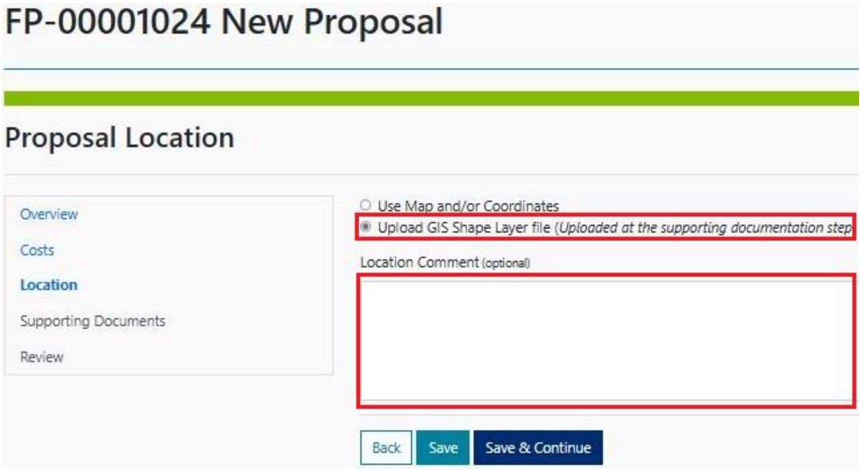
Enter Coordinates:

- Select the **Add a point** button to create **Latitude** and **Longitude** fields. Then select the **Latitude** and **Longitude** fields and enter the coordinates.
- Select the **Location Comment** field and enter text.



3.4.4.2 Upload GIS Shape Layer file

As an alternative, select the **Upload the GIS Shape Layer file** button.



If applicable, select the **Location Comment** field and enter information.

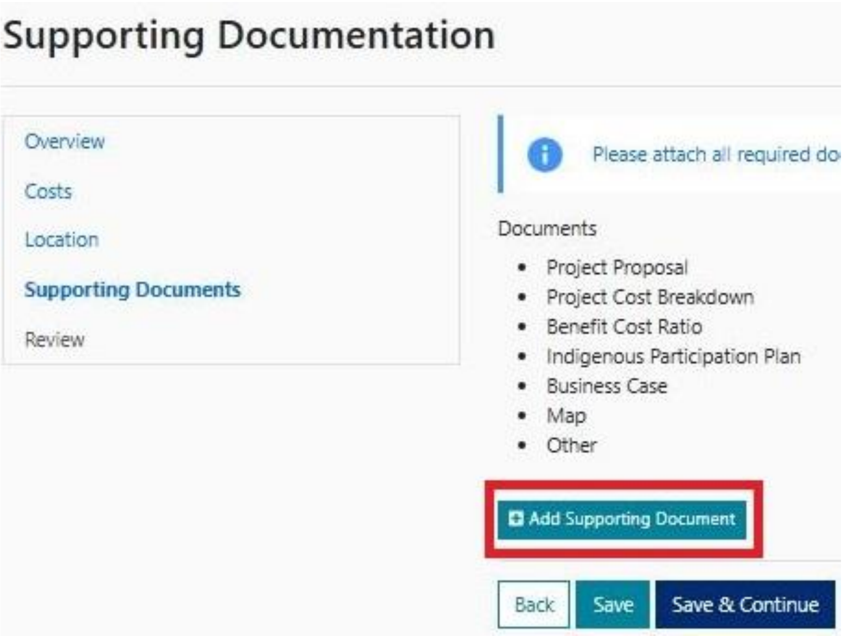
Note: The **GIS Shape Layer file** is uploaded in the next step, **Supporting Documents**.

When you have finished entering Proposal Location information, select the **Save & Continue** button to proceed to the next section – **Supporting Documents**.

3.4.5 Supporting Documents

3.4.5.1 How to add a supporting document

Step 1: Select the **Add Supporting Document** button.

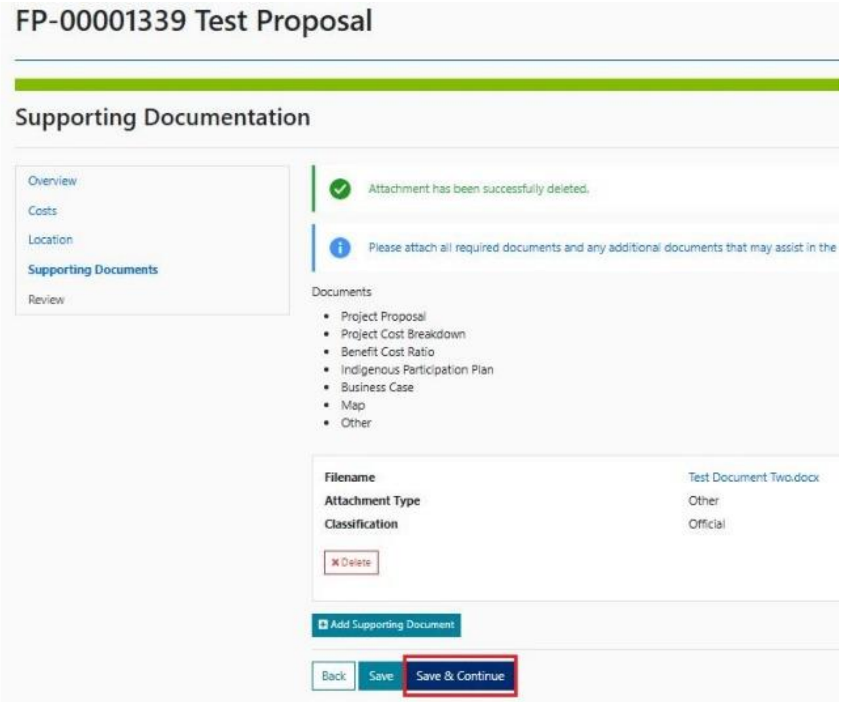


Step 2: Complete the fields in the **Add Attachment** pop-up window, then select the **Save** button.

Note:

- Two **Classification** options are available – **Official** and **Official: Sensitive**. For Commercial-in-Confidence documents, select **Official: Sensitive**. For other documents, select **Official**.
- Files sizes of up to 20MB are allowed, and only the following file types will be accepted: pdf, docx, xlsx, jpeg, jpg, shp, geojson, zip.
- If **Upload GIS Shape Layer file** was selected in the **Proposal Location** section, upload your Shape Layer file using the **Add Attachment** window.

Step 3: Back on the **Supporting Documentation** page, select the **Save & Continue** button to proceed to the next section – **Review and submit proposal**.

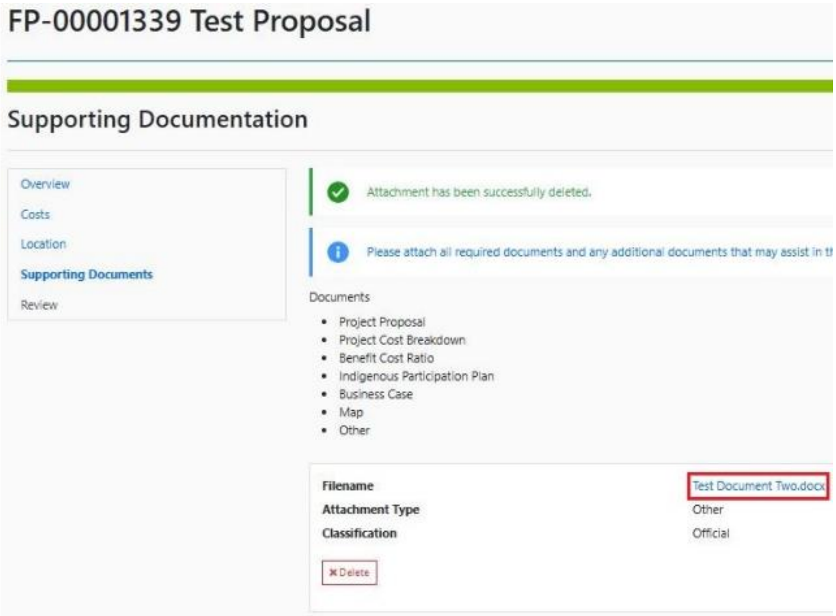


Note that the following options are available:

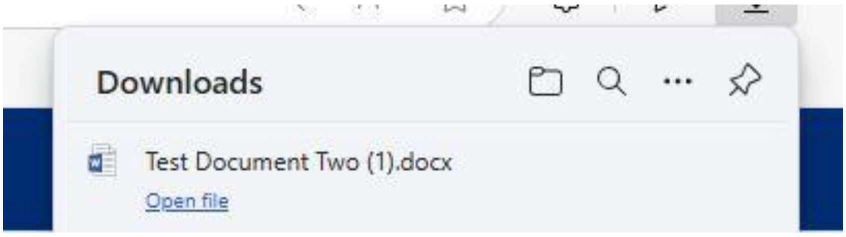
- Download and view a previously uploaded document
- Delete a previously uploaded document.

3.4.5.2 How to download and view a previously uploaded document

Step 1: Select the **Filename** hyperlink for the document.

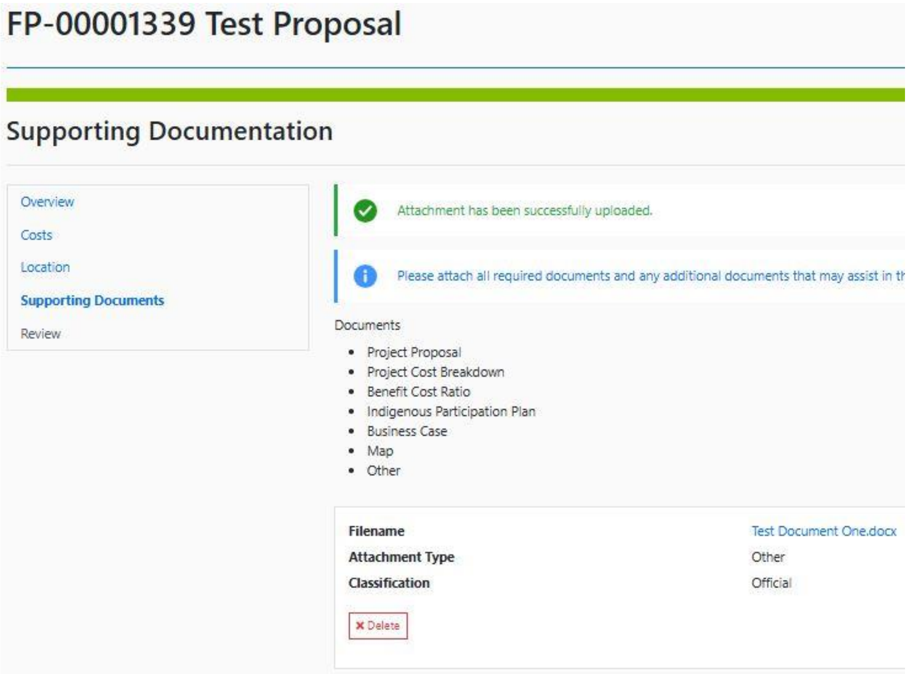


Step 2: The document will download to your computer. Open the file directly from the browser, or from File Explorer.

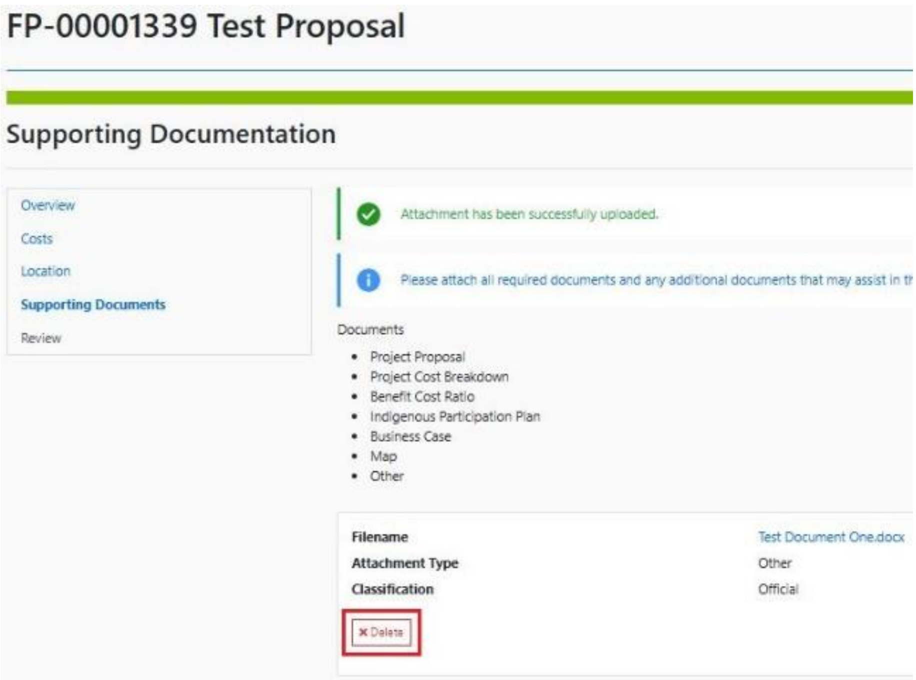


3.4.5.3 How to delete a previously uploaded document

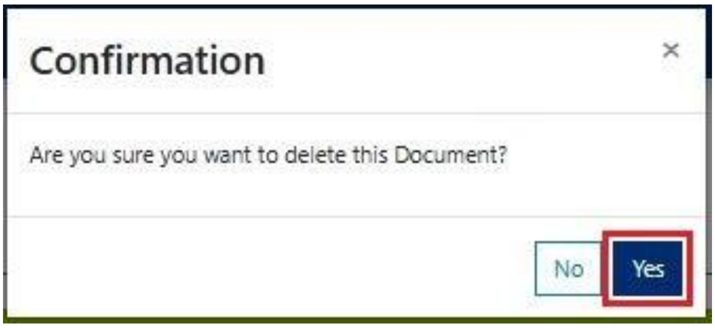
Step 1: Identify the document.



Step 2: Select the **Delete** button.



Step 3: In pop-up window select the **Yes** button.

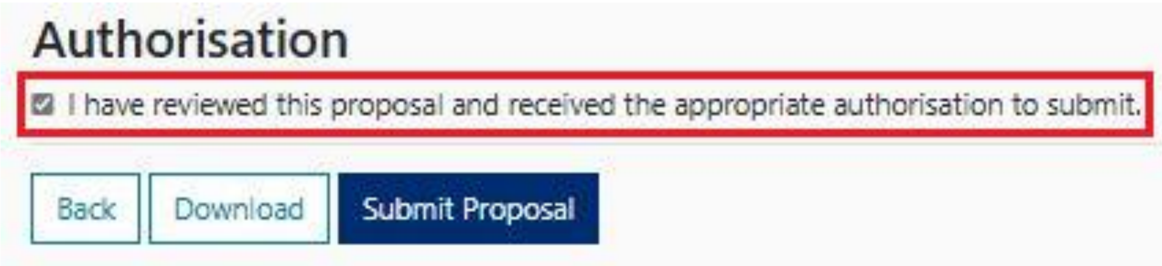


The document is deleted and no longer shows in the **Supporting Documentation** screen.

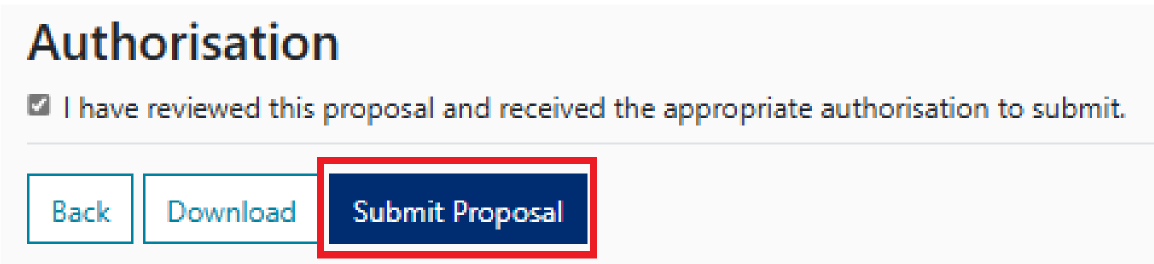
3.4.6 How to review and submit a proposal

The **Review and submit proposal** page states 'Please review the proposal before finalising the submission'. This section provides an overview of all information entered in the Proposal – including any uploaded documents – in addition to relevant Project information.

Step 1: If all information is correct and appropriate authorisation has been provided by your organisation, select the **I have reviewed this proposal and received the appropriate authorisation to submit** checkbox.



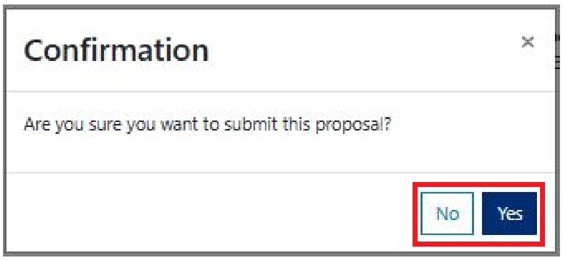
Step 2: Select the **Submit Proposal** button to submit the Funding Proposal, including all supporting documents.



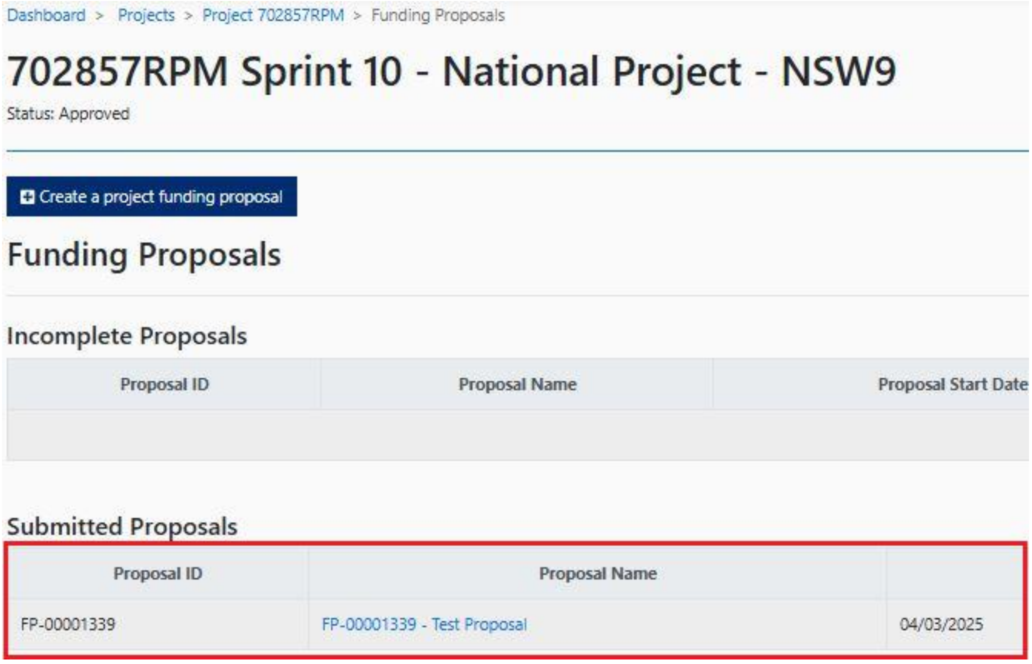
Step 3: In the Confirmation pop-up window:

- Select the **No** to leave the Proposal in the **Incomplete Proposals** grid with no changes

Select **Yes** to submit the Proposal to the department.



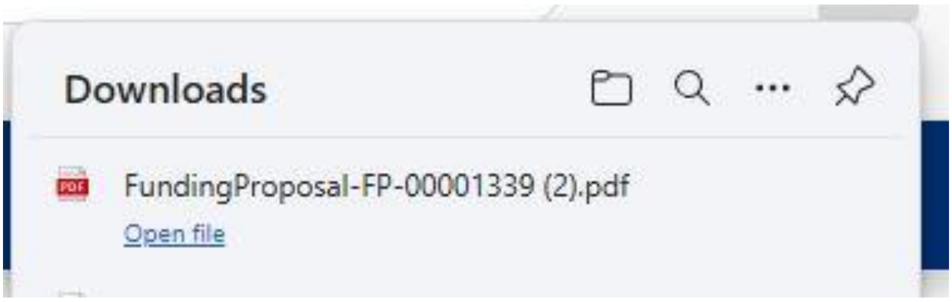
The Proposal appears in the **Submitted Proposals** grid.



3.4.7 How to download and view the submitted Proposal

Step 1: From the screen for the **Funding Proposal**, select the **Download** button.

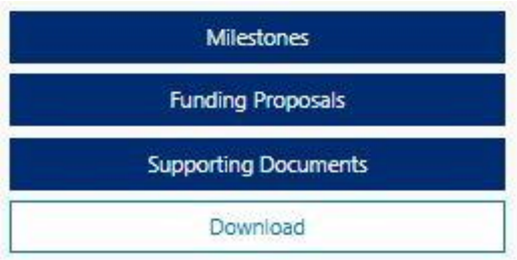
Step 2: The document will download to your computer. Open the file directly from the browser, or from File Explorer.



3.5 Supporting Documents

3.5.1 How to add supporting documents to a Project

Step 1: To add supporting documents to a project, select the **Supporting Documents** button.

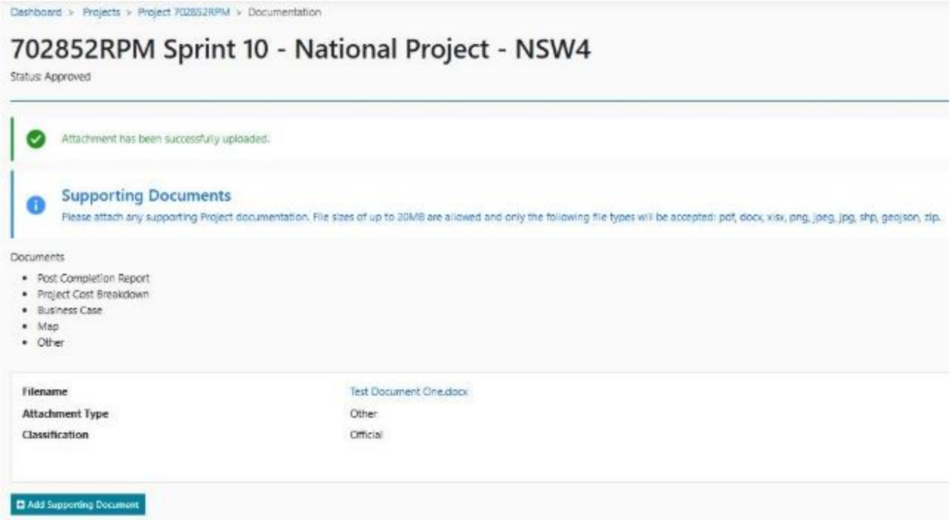


Step 2: Select the **Add Supporting Document** button.

Step 3: Complete the fields in the **Add Attachment** pop-up window, then select the **Save** button. To choose a classification:

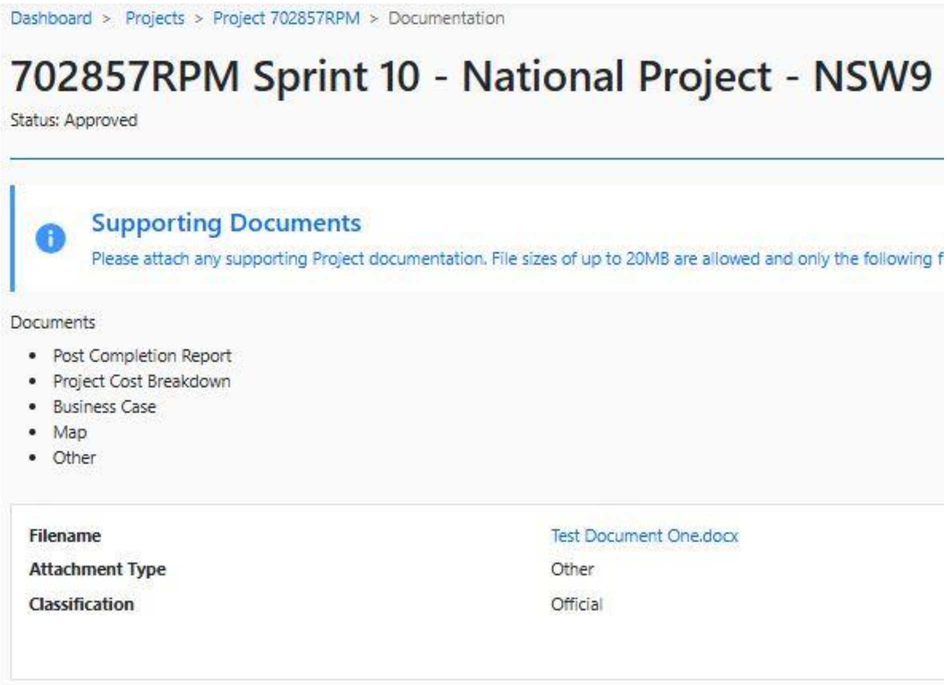
- Use **Official: Sensitive** for Commercial-in-Confidence documents
- Use **Official** for other documents.

Step 4: The uploaded file appears in the Portal.

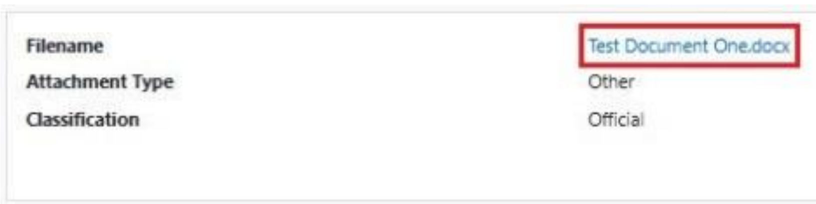


3.5.2 How to download and view a document that was previously uploaded

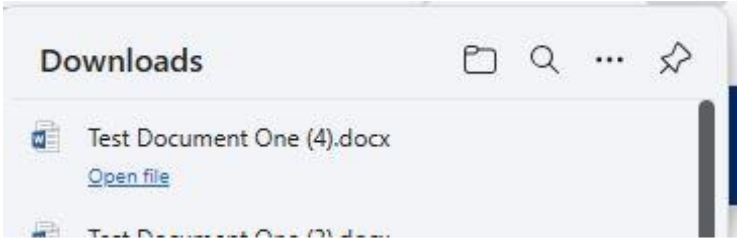
Step 1: Identify the document.



Step 2: Select the Filename hyperlink.



Step 3: The document will download to your computer. Open the file directly from the browser, or from File Explorer.



3.6 How to download a Project Overview

To download a copy of the Project Overview, select the **Download** button, located on the left hand side of the Project Overview page.

The **Project Overview .pdf** file will be downloaded to your computer.

4. National Progress Report

Step 1: From the [RPM Portal Home Page](), select the **National Progress Report** tile.

Note:

- In this example, the text in the National Progress Report tile reads:

  Ready for download.

  Cut Off Date 13/01/2025

- The following month, this will read:

Cut Off Date 13/02/2025

- When the Progress Report has been submitted, the text will change to:

Processed successfully

When the Progress Report has been approved by the department, the text will change to:

Approved

Step 2: Select the **Download Template** button.

The report will be downloaded to your computer.

Step 3: Open the Progress Report and start completing all blank fields. This includes:

- The **Actual Expenditure** columns – enter the total expenditure for the previous month.
- The **Forecast Expenditure** columns – enter the estimated expenditure for this month and the next.

This is only an excerpt from the National Progress Report spreadsheet.

Actual Expenditure Month-1 AG	Actual Expenditure Month-1 State	Actual Expenditure Month-1 LGA	Actual Expenditure Month-1 Other

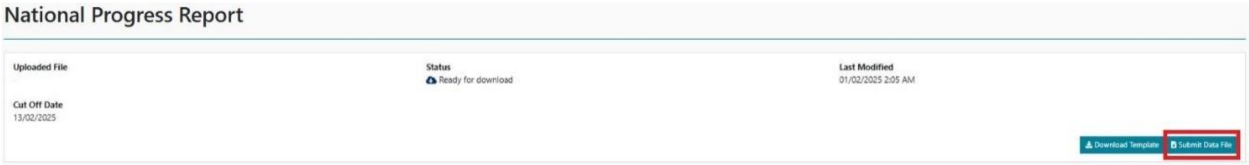
Some fields, like the Progress Description, will populate with data from the previous month. These fields only need to be updated if there have been changes since the last report.

The Cumulative Expenditure field is there for reference only and calculates the total expenditure to date, based on the reported actual expenditure from previous months. Any updates made by proponents to these fields in the template will cause an error message in the RPM system once it is processed.

H	I	J	K
Cumulative Expenditure Month-2 AG	Cumulative Expenditure Month-2 State	Cumulative Expenditure Month-2 LGA	Cumulative Expenditure Month-2 Other
0.00	0.00	0.00	0.00
0.00	[illegible]	0.00	0.00
21.00	[illegible]	1.00	1.00
21.00	1.00	1.00	1.00
21.00	1.00	1.00	1.00

Step 4: When you have completed the report, save the document ready for submission.

Step 5: Go back to the RPM Portal. To submit the Progress Report, select the **Submit Data File** button.



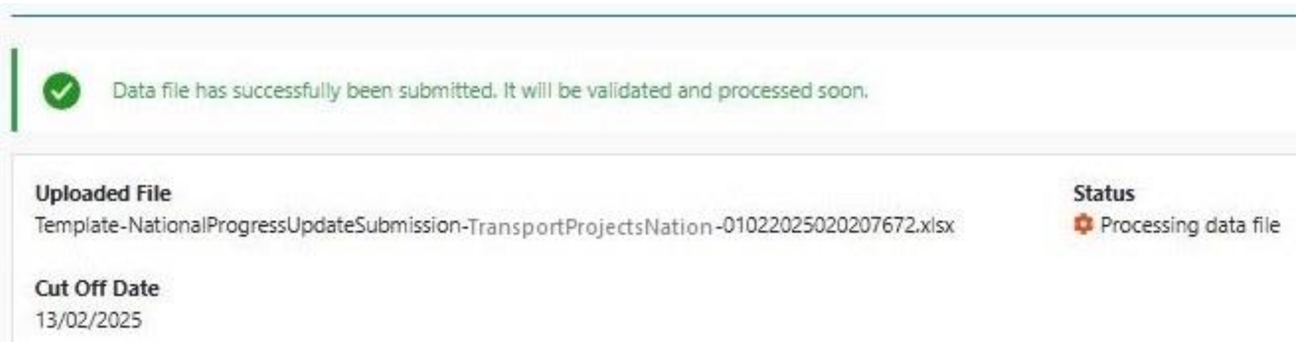
Step 6: In the **Submit Data File** pop-up window, select the **Choose file** field to select a file to upload.

Step 7: Find the required file from your file explorer folder and select **Open**.

The selected file will appear in the **Submit Data File** pop-up window.

Step 8: Select the **Submit** button.

Step 9: The Progress Report Status will update to **Processing data file** and RPM will begin to validate the submission. This can be a lengthy process, and can take up to 30 minutes for large organisations with a lot of projects.



Step 10: If the validation is unsuccessful, the Progress Report Status will update to **Processing failed**.

To view errors, select the **View Details** button.

Resolve any errors within the template.

To resubmit the report, select the **Submit New Data File** button.

Step 11: If the validation is successful, the Progress Report Status will update to **Processed successfully** and an overview grid will load.

Select the **Add Attachment** hyperlink to upload supporting documentation.

You are required to upload 'Evidence' if a Project has a **Requested Payment** in the Progress Report. The RPM Portal does not currently have a feature for downloading Progress Reports from previous months.

5. Milestone Report

Step 1: From the RPM Portal home page, select the **Milestone Report** tile.

The report will download to your computer.

Step 2: The **Milestone Report** is for information only and does not need to be resubmitted. The Report details all scheduled Milestones by Project for the current and next financial year.

Once a Milestone is **Approved**, the amount will appear in the relevant month column.

Project Number	Project Name	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025

Unpaid Approved Milestones	YTD Payments Total	FY Allocation

Additional columns provide the following information from the Project:

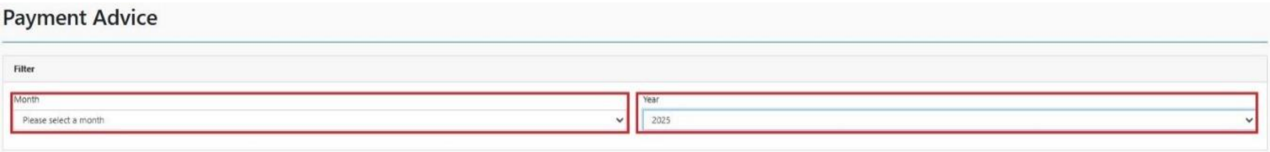
- Total of Unpaid Approved Milestones
- Total Year to Date (YTD) Payments
- The AG Commitment Amount for this financial year.

6. Payment Advice

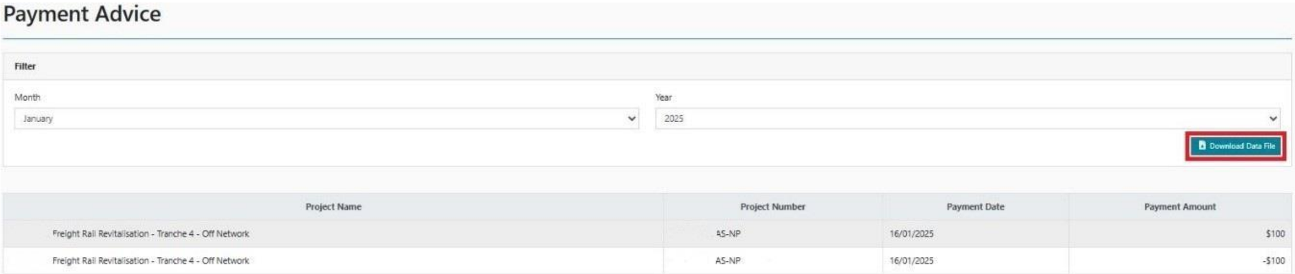
Payment Advice can be downloaded month-by-month, and also part way through the month.

Step 1: From the [RPM Portal home page](), select the **Payment Advice** tile.

Step 2: Use the drop down menus to filter by **Month** and **Year**.



Step 3: In this example, Payment Advice has been filtered to show January 2025. You can also download the filtered **Payment Advice** as a data file. To do this, select the **Download Data File** button.



The Project numbers have been obscured in this example.

Step 4: To download a Payment Advice part way through the month, select the drop down menu next to **Please select a month**. In this example, **Payment Advice** for February (to date) has been chosen.