



LAND TRANSPORT INFRASTRUCTURE DIVISION

Reporting and Performance Management (RPM)

Questions and Answers

December 2025

Overview

Below is a list of questions raised during the RPM Portal information and demonstration sessions in October and November 2025. This document will be updated with new questions and answers as they arise. To make it easier to navigate, questions have been grouped based on the topic.

General Queries

- Does the portal work well with any internet browser, or is there a preferred browser?*
The portal will work with any of the common internet browsers, including Microsoft Edge, Google Chrome and Safari.
- Is there any manual available on how to use the portal?*
There are a number of program specific portal user guides available in the resources section of the [RPM website](#). These will assist with understanding how to navigate the portal and perform key activities.
- Can we see who has access from our organisation?*
No, users will not see who from their organisation can access the portal. RPM Support can provide this advice if required.
- When are we expected to receive our sign-in information/passwords?*
You will be notified once you have been given access to the RPM portal. You will receive email instructions on how to set up and log into your account for the first time.
- Will existing projects be transitioned into RPM from IMS?*
Yes.
- Will all historical reports and payment information be transferred from IMS into RPM?*
Yes. All historical project, reporting and payment information will be migrated to RPM.

Safer Local Roads and Infrastructure Program (SLRIP), Heavy Vehicle Rest Area (HVRA) Initiative, and Active Transport Fund (ATF)

7. *When the next tranches of SLRIP and the HVRA initiative open, will they appear in the system?*
Yes. When tranches are open, applicants will be able to select the relevant program/funding tranche from the drop down list.
8. *Will the HVRA initiative applications follow the same process in the system as SLRIP applications?*
Yes, noting there are separate funding tranches for SLRIP and HVRA.
9. *What is the package field on the first page of the SLRIP project creation page?*
The Package is a read-only field, not relevant to SLRIP, HVRA and ATF. There is no action required.
10. *Where can I find the SLRIP allocation for my council?*
There are no organisation-based allocations for SLRIP projects. The SLRIP is an application-based, merit-assessed funding program. More information about the SLRIP can be found in the [Program Guidelines](#).
11. *How are applicants notified of the outcome of their application/s?*
The department will contact all applicants by email to advise of the outcome of their application/s following the Minister's decision.
12. *When is quarterly reporting due for SLRIP, HVRA and ATF projects and what is the required information to provide in these reports?*
Quarterly reporting is due on the 10th of February, May, August and November.
The process for collating information and providing quarterly reports to the department will differ between each jurisdiction, and has not changed with the implementation of RPM. If there are questions about the program's reporting requirements, please contact the department at either SLRIP-Projects@infrastructure.gov.au for SLRIP and HVRA projects, or ActiveTransportFund@infrastructure.gov.au for ATF projects.

Roads to Recovery

13. *When should we start submitting projects for the 2025/26 year?*
Funding recipients can nominate projects at any time during the funding period, though all projects must be nominated by 30 April 2029.
14. *If the project goes over the allocated program funding amount, can we increase the amount or amend the project to a Joint Funding project and add a Council contribution?*
Yes. Funding recipients are required to keep project information current and correct at all times, including costs.
15. *Will payments be made if the Quarterly Report is not submitted on time?*
No.
16. *Can councils receive more than their annual allocation in a financial year?*
Yes, Annual Allocations are indicative only. Funding recipients expecting to spend more than their Annual Allocation are encouraged to contact the [Roads to Recovery team](#) to discuss options.
17. *Will reporting to Federal Members of Parliament be embedded into RPM?*
This functionality has not been built due to the complexity associated with some local government areas spanning several electorates. Funding recipients will be contacted directly by the Roads to Recovery team where relevant to remind them of this requirement.

RTR Applications

18. *Will the available budget be revised following the withdrawal of a project from the system?*

The Available Allocation will be revised following the withdrawal of a project, less any payments made for that project.

19. *For grouped projects is there a limit to the amount of projects that can be included or program funding?*

Projects receiving less than \$10,000 in RTR funding, and of similar works, can be grouped into a single project in RPM. Each portion of work must be less than \$10,000, however collectively there is no limit.

20. *What options are available for Project Classification?*

- Project – a single project receiving \$10,000 or more in RTR program funding
- Small – a single project receiving less than \$10,000 in RTR program funding
- Grouped – two or more small projects, of similar works, individually receiving less than \$10,000 in RTR program funding
- Special – only available to Western Australian funding recipients for identified projects receiving Special funding. Relevant funding recipients eligible for this funding have been contacted. If you are unsure contact the [Roads to Recovery team](#).

21. *Once a Project is withdrawn can it later on be edited and re-submitted for review?*

No, a withdrawn project cannot be resubmitted for funding using the same project application. To re-nominate the project for funding a new project application must be submitted.

22. *Is there an option to download a copy of the application prior to submissions?*

Yes, all draft applications can be downloaded in PDF format from the Review page prior to submitting.

23. *Is there the option for multi-year projects?*

Yes, funding recipients can nominate projects that are expected to be delivered over multiple years. This should be a single project nomination with dates recorded appropriately.

Mapping

24. *Is the point to point mapping achieved by pressing control and the left hand mouse click?*

Hold down control on your keyboard and left click your mouse to move around the map. Once you find the desired location, release the control key and left click the mouse to drop a plot point. You can also enter Coordinates which will reflect on the map.

25. *Do all the projects transferring from IMS into RPM need to have their maps redone?*

If you are amending a project that has been migrated to RPM, you will be required to resubmit a map via the virtual map or through uploading a document (such as the original map submitted via the Mapping@infrastructure.gov.au process) in the Supporting Documents section of the portal application.

26. *If you are mapping a crossroads intersection, or if you have multiple locations, can you draw multiple lines or is the mapping one continuous line?*

If you are mapping intersections or multiple points along a selection of roads, it will appear in the map as if they are connected by a single line. This is a limitation of the map interface.

Ensure the coordinates of those project sites are accurate. More detail can be provided in the comment fields in the portal.

27. *When you have a grouped project, are you able to use the map to enter individual project areas or is this preferred through GIS shapefile upload?*

Maps are not required for grouped projects.

28. *Are we still required to develop maps and submitting to mapping@infrastructure.gov.au?*

The location of works can be provided using the map interface contained within the portal, or through uploading a document in the Supporting Documents section of the portal application. There is no need to submit mapping via email.

29. *If you enter the GPS coordinates and have a curve, do you need to enter multiple locations around the curvature?*
Curves can be mapped in detail by selecting multiple points on the map.
30. *I have previously submitted maps in MS Word or MS PowerPoint formats. Can I still continue to do this?*
Both Word and PowerPoint are supported document types in the portal.

RTR Progress Reports (Quarterly Expenditure Reports)

31. *When a project is completed, how do I update the goal has been met?*
Project Goals can be updated to Achieved in the Progress Report.
32. *What funding contributions are we required to report on in the progress report?*
Only the program funding contribution is required to be reported.
33. *Is it possible to save the progress report and finalise the submission at a later date?*
Yes, though progress reports must be submitted by the cut-off date to be processed for payment.
34. *Is it possible to filter the progress report to only display active projects?*
No.
35. *In the RPM portal, do we have the ability to see the previous year reports?*
No.
36. *Does progress status refer to the actual construction of a project or only the planning phase?*
Project Start and End Dates, and Progress Status, should reflect the project in its entirety.
37. *What does 'Forecast Expenditure to Next Period' mean? Is it the next period 3 months, or the remaining financial year, of years remaining for the 5-year program?*
The Forecast Expenditure to Next Period field is your estimated expenditure for the next 3 months, or until the next Progress Report. Refer to the [Roads to Recovery 2024-29 Operating Procedures](#) for more information about specific progress reporting periods.

RTR Annual Reports

38. *Will the key outcomes be pre-populated from the approved projects already listed within that year?*
Councils are expected to manually input the Key Outcomes into the Annual Report.
39. *Who can sign the Annual Report?*
The CEO or General Manager.
40. *Does RPM's Annual Report include a general 'Statement of Outcomes'?*
Yes.
41. *We have already emailed our annual report for 2024/25. Should we upload it in the system as well?*
No.

Resources (Payment Advice)

42. *Will payment remittance advices be available in RPM?*
Formal remittance advices will continue to be sent to recipients via email, though funding recipients can refer to the Payment Advice in RPM Portal.