



Reporting and Program Management (RPM) Portal

General overview

December 2025

This Quick Reference Guide (QRG) provides a general overview of common features of the RPM portal.

1. RPM portal home page

The **RPM portal** home page which is also referred to as the dashboard will present once you have successfully logged into the portal.

The layout of the home page includes the following sections:

The screenshot shows the RPM portal home page layout with the following sections annotated:

- Portal ribbon:** The top navigation bar containing the Australian Government logo, department name, 'Contact Us', 'RPM Support Material', and a user greeting 'Welcome, Ann'.
- Welcome message:** A section titled 'Welcome to the RPM Portal' stating 'You have successfully logged into the Reporting and Program Management (RPM) Portal.' It includes a list of terms of use:
 - use the portal on behalf of your organisation for official purposes only
 - agree to share information in accordance with the provisions of the National Land Transport Act 2014 and the Infrastructure Federation Funding Agreements
 - ensure that the information you share for the purpose of submitting and managing infrastructure investment proposals and investment management is complete and accurate at the time of provision.
 It also states: 'Use of the portal is limited to those who have been granted access. The sharing of your credentials with others is not permitted and will result in the removal of your access.' and 'The RPM Portal Privacy Collection Notice contains information regarding our use and disclosure of your information. The department's Privacy Policy contains information regarding compliance, how to access or seek corrections of personal information held by the department. Please contact RPM Support via the Contact Us link provided if you experience any issues using this service or for any questions regarding privacy.'
- Homepage tiles:** A section titled 'Blue Bird City Council' containing four tiles: 'Reporting', 'Resources', 'Project Applications', and 'Roads to Recovery'.

At the bottom of the page, there is a footer: 'Our work connects and enriches every Australian community, underpins our economy and society, and empowers our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.' and '© 2025 - Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts ABN: 86 267 354 017 - Privacy Collection Notice'.

2. RPM portal ribbon

The RPM portal ribbon includes:



1. Department logo

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

2. Contact us

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

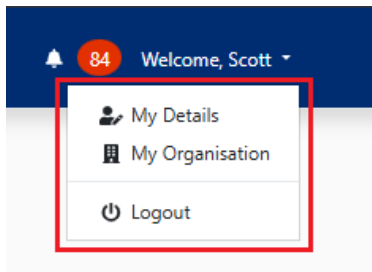
3. RPM Support Material

The RPM Support Material links to the RPM portal website where you will find resources such as user guides, placemats, fact sheets, videos and FAQs. The RPM portal website will open in a new browser tab.

4. Account menu

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

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



– **My Details**

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

A screenshot of the 'My Details' form. The title 'My Details' is at the top. Below it is a blue information icon and a message: 'To update your Organisation Name or Work Email Address, you will need to contact the RPM Support Team at RPMSupport@infrastructure.gov.au and provide evidence.' The form has several input fields: 'First Name' (containing 'OCM'), 'Last Name' (containing 'User'), 'Work Email Address' (containing 'Your Name@yourorganisation.gov.au'), 'Work Phone Number (optional)', 'Work Mobile Number (optional)', 'Organisation Name' (containing 'Your Organisation'), and 'Job Title (optional)'. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red border.

– **My Organisation**

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

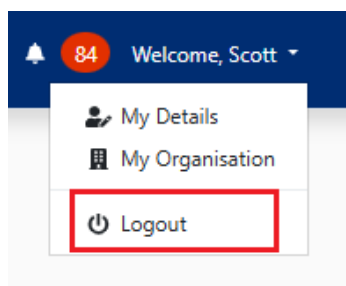
My Organisation

 To update your organisation details, you will need to contact the RPM Support Team at RPMSupport@infrastructure.gov.au.

Name	Organisation Type	Jurisdiction
Your Organisation Name	State	Your jurisdiction
ABN	ACN	
Your Organisation ABN		
Phone	Website	
Your Organisation phone number		
Address		
Your Organisation Address		

– Logout button

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



3. Welcome to the RPM Portal

The RPM portal welcome message includes:

- The portal usage agreement
- The link to the RPM portal privacy collection notice
- The link to the departments privacy policy.

4. Home page tiles

The features available on the home page will be dependent on the type of account you have and this follows current state and territory practices.

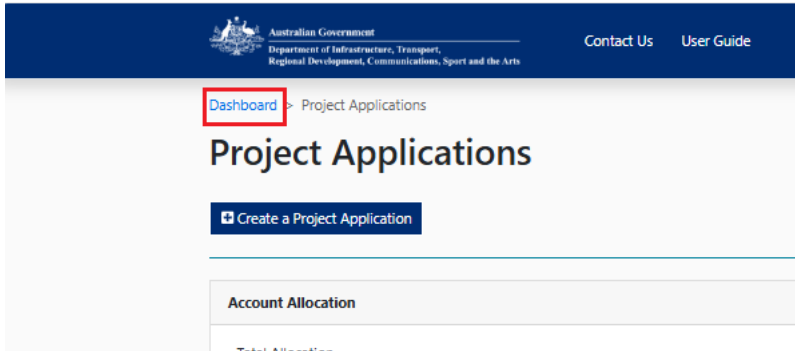
The following placemats provide a summary of features available in each tile

- [RPM portal features placemat – councils and other authorities](#) [update with website link]
- [RPM portal features placemat – states and territories](#) [update with website link]

5. Navigation

5.1 Breadcrumbs

Breadcrumbs appear on every page in the RPM portal, with the exception of the portal home page.

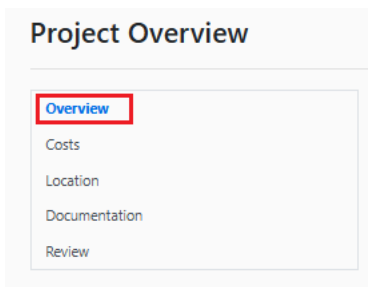


5.2 Left-hand navigation pane

A left-hand navigation pane is displayed on many pages in the RPM portal. The Application navigation pane includes the following:

- Overview
- Costs
- Location
- Documentation
- Review.

The image below shows the navigation pane for a newly created application. Note that only the Overview page is active, because the other pages of the application have not yet been created.



As each page of the application is created, the link to that page in the navigation pane becomes active.

6. Support

- Contact RPMinfo@infrastructure.gov.au for any general queries as well as feedback on the portal resources
- Contact RPMSupport@infrastructure.gov.au for any technical issues with the RPM portal.