



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

Introduction and Overview

The Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts are currently building the Reporting and Program Management (RPM) System with a web-based portal. The portal will allow funding recipients, including state and territory governments and local governments, to apply for funding and manage various administrative tasks that support ongoing project management.

The RPM Portal links with the department's RPM System to allow the exchange of project information between recipients and the department.

To gain access to the RPM Portal, a user access form is to be completed and signed by the individual applying to become an RPM Portal user. By completing and signing this form, the individual (applicant) is indicating their agreement to the stated Terms and Conditions below.

Application Endorsement

An application to access the RPM Portal must be endorsed by an authorised person prior to submitting to the department for processing. An "authorised person" is a senior officer of the organisation who can confirm that the applicant is an employee of the organisation, and verify the identity of the applicant.

Verification of Identity

The department is required to confirm the identity of all RPM Portal users. The portal has enhanced security controls designed to bolster the department's defences against evolving cyber threats and fraud.

The applicant must be employed by the organisation, and meet the Australian citizenship and residency requirements for all ongoing, temporary, short term or casual employment requirements.

The verifying "officer" is the nominated person within the applicant's organisation who has the authority to validate, confirm with employments records, and provide certification of the applicant's identity details.

To satisfy identification requirements, any two (2) of the following documents must be presented to the organisation's verification "officer" (these documents must be originals and must be current).

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

Where an identity document shows a name different to the applicant's current name, evidence of a legal name change is to be provided (i.e. Australian-issued Marriage Certificate or an Australian-issued Change of Name Certificate).

In instances where the applicant is both the verifying "officer" and the "authorised person", contact RPM Support at RPMsupport@infrastructure.gov.au for further information.

Terms and Conditions for using the RPM Portal

By applying for RPM Portal access, the user is agreeing to use the portal for an organisation's official purposes, and that documents provided to the department are accurate and complete.

Login credentials, including usernames and passwords, must be kept secure and not shared with other individuals. If you suspect that another individual has knowledge of your login details then you must immediately advise RPM Support via email at RPMsupport@infrastructure.gov.au.

User credentials are audited at least annually.

When RPM Portal access is no longer required the user or organisation must promptly advise RPM Support via email at RPMsupport@infrastructure.gov.au.

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

Privacy Collection Notice

The departments collects personal information in accordance with the Privacy Act 1988, from each individual requesting RPM Portal access.

The department uses personal information to process RPM Portal access requests to confirm the individual is an authorised representative, of an approved organisation, delivering infrastructure projects under the National Land Transport Act 2014 and the Federation Funding Agreement (FFA).

The department may also use personal information to establish a user as the contact person for the organisation represented in respect of infrastructure funding approvals and arrangements. Where another person's name is provided as the contact person for an organisation then it is warranted that that person has given permission to do so.

The department may disclose 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 personal information to overseas entities.

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

There is no legal obligation to provide personal information to the department however, if not provided, the department will deny the request for access to the RPM Portal.

The department stores personal information securely. 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, Sport and the Arts](#).

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Australian Government

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

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 as it appears in employment records.

Given Name:
Family Name:
Position/Job Title:
Work Phone:
Mobile Phone:
Work email address to log onto RPM:

The work email address provided will be your RPM Portal username. It should be individual and not shared or based on a generic group or title.

- ✓ firstname.lastname@council.state.gov.au
- ✓ firstnameinitial.lastname@council.state.gov.au
- ✓ lastname.firstname@council.state.gov.au
- ✓ lastname.firstnameinitial@council.state.gov.au

- ✗ ceo@council.state.gov.au
- ✗ groupmailbox@council.state.gov.au

Section 2: Your Organisation Details

Organisation Name:
ABN:
Organisation Primary Contact Name:
State or Territory:

The Organisation Primary Contact is the point of contact for RPM queries. It cannot be a generic email inbox or phone number.

Section 3: Signature of Applicant

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

OFFICIAL: SENSITIVE

Print Name:
Signature:
Date:

Section 4: Confirmation of identity by Organisation's Verification "Officer"

☐ I **confirm** that I am authorised by my organisation to verify the identity of the organisations staff. I **confirm** the applicant, detailed in **Section 1**, is an employee of the organisation 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 the [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"/> Australian Passport |
| <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Change of Name | |

Name of verifying officer:
Position/Job Title:
Work Email Address:
Phone Number:
Signature:
Date:

Section 5: CEO or Authorised Person Endorsement

By signing this form, I declare I have the authority to make this declaration and the applicant named in Section 1 is authorised to represent the organisation when accessing the RPM Portal.

Print Name:
Position/Job Title:
Work Email Address
Signature:
Date:

The Authorised Person must be a CEO/General Manager or senior officer of the organisation.

Email completed form to RPMSupport@infrastructure.gov.au

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