



Australian Government

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

RPM portal user guide – Black Spots Program

State and territory users

December 2025

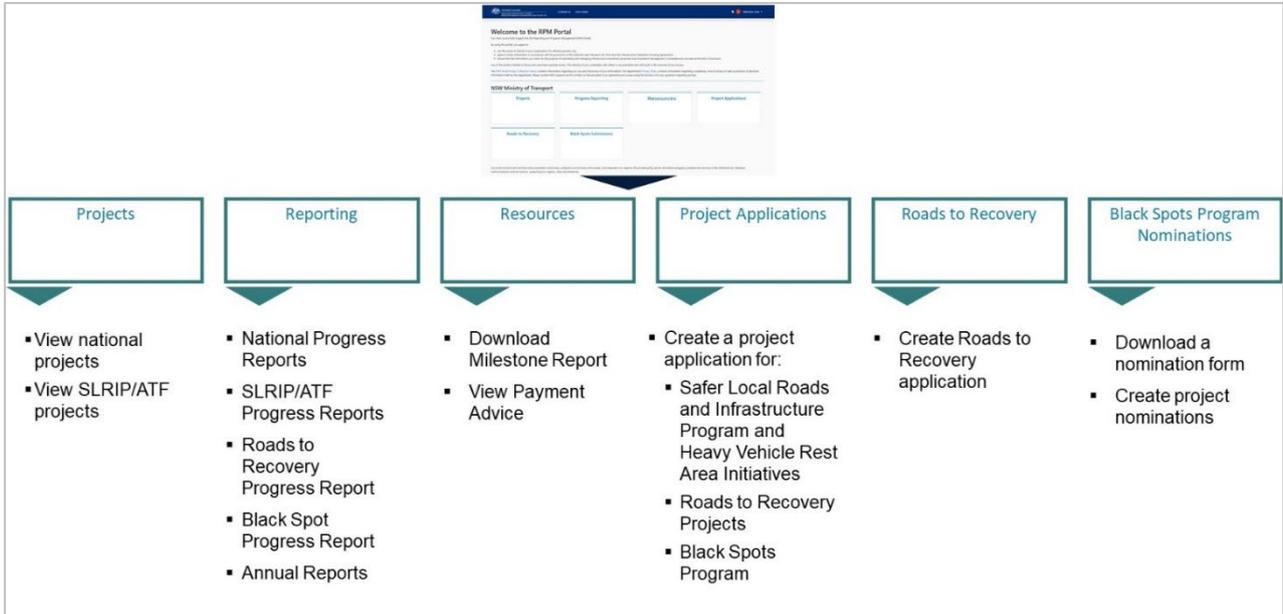
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1. Introduction

The Reporting and Program Management (RPM) portal user guide provides step by step instructions on how to use the portal for the Black Spots Program.

The RPM portal feature map below, provides a high-level overview of the portal features available to state and territory users.



This guide will include step by step instructions for:

- Black Spots Program Nominations
- Submitting a Progress Report (previously known as quarterly reports)

Additional portal features

The portal platform includes the following new features:

- Validation checks with prompts to complete fields or update errors
- Confirmation checks on submission activities
- Option to save changes progressively

Support

Programs questions are to be sent to the relevant program area.

General queries on the RPM portal or feedback on this user guide or other resources can be sent to RPMinfo@infrastructure.gov.au.

RPM portal technical queries are to be sent to RPMsupport@infrastructure.gov.au.

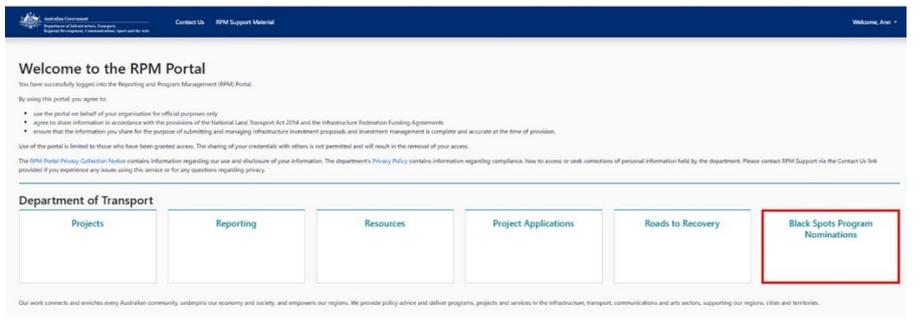
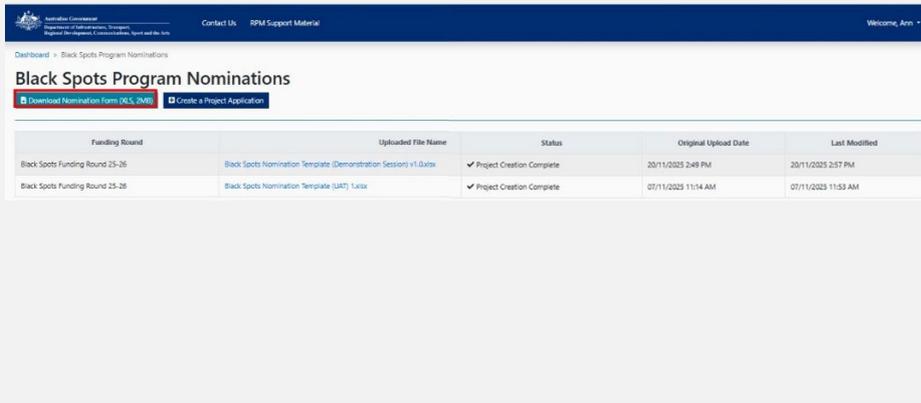
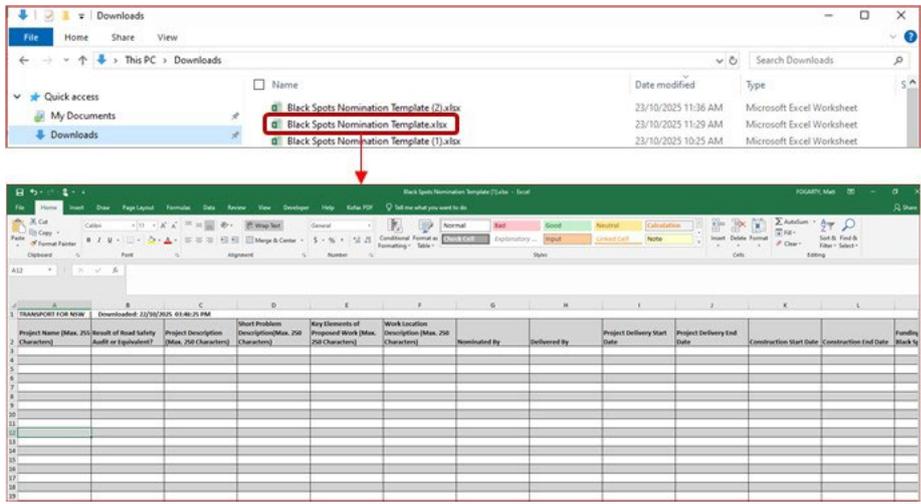
2. Submit Black Spots Program Nominations

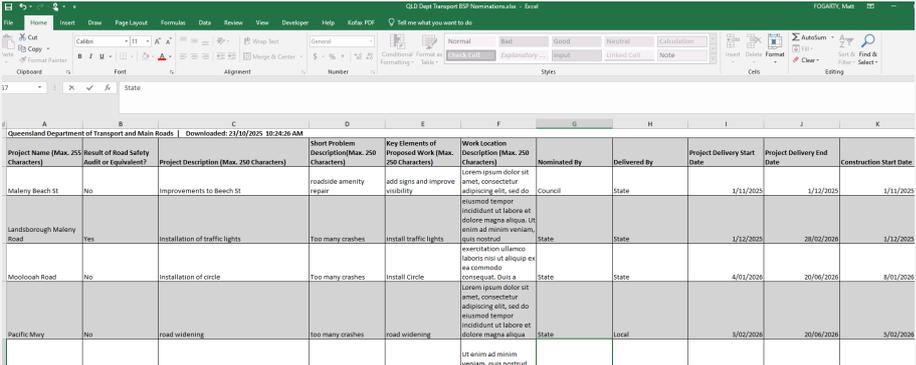
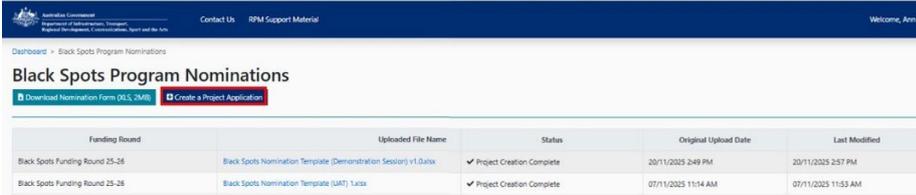
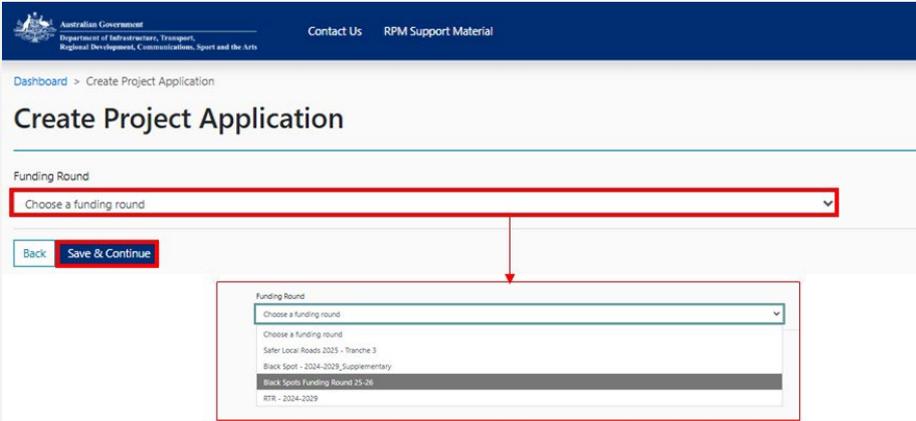
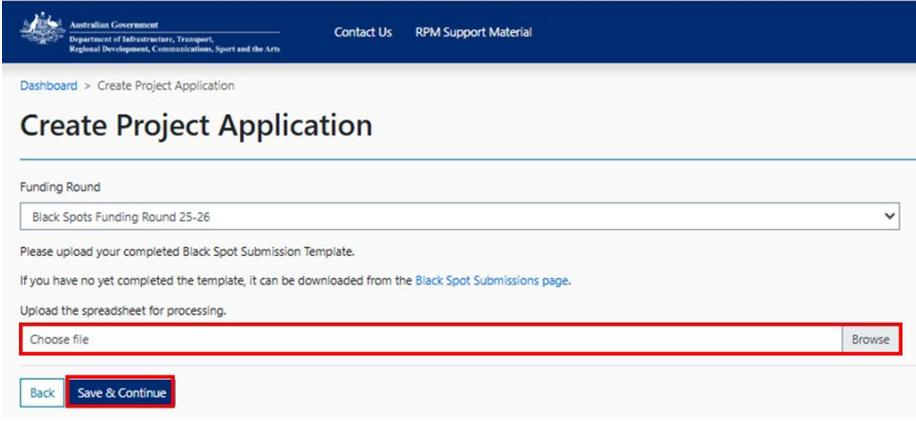
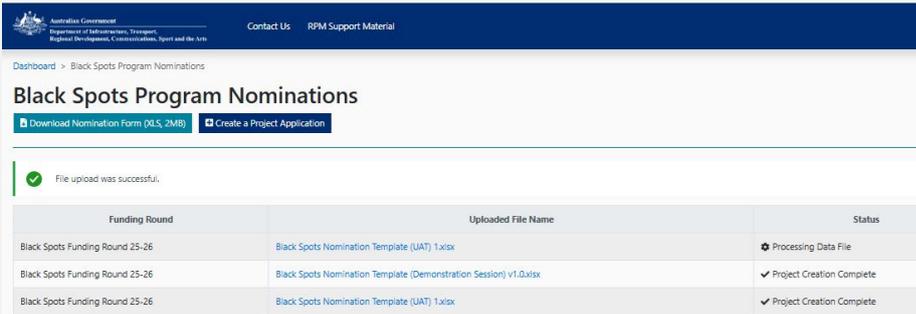
The initial review of projects by the Black Spots tea, prior to the state or territory Black Spots Consultative Panel Meeting will still occur via email and not through RPM. It is expected that states and territory provide draft projects at least 14 days prior to their Black Spots Consultative Panel Meeting.

After the relevant Black Spots Consultative Panel Meeting states and territories will now upload their project nominations directly to the system, unlike IMS where the nominations sheet was sent to the Black Spots team for upload.

Once the upload has been successfully submitted, the system will generate an alert to the Black Spots team for action.

Below are the steps of how to download and upload the nominations spreadsheet, with guidance on what to include in each column found in Appendix A.

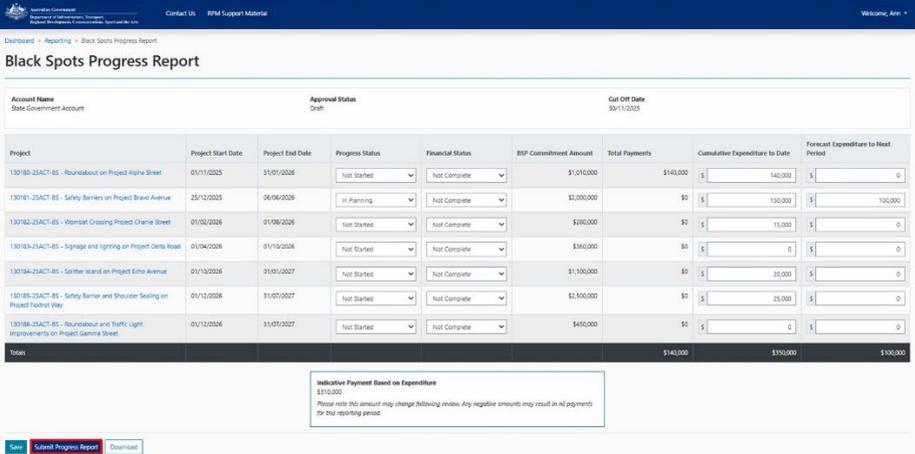
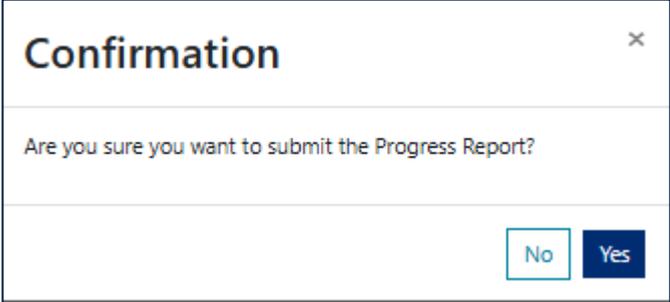
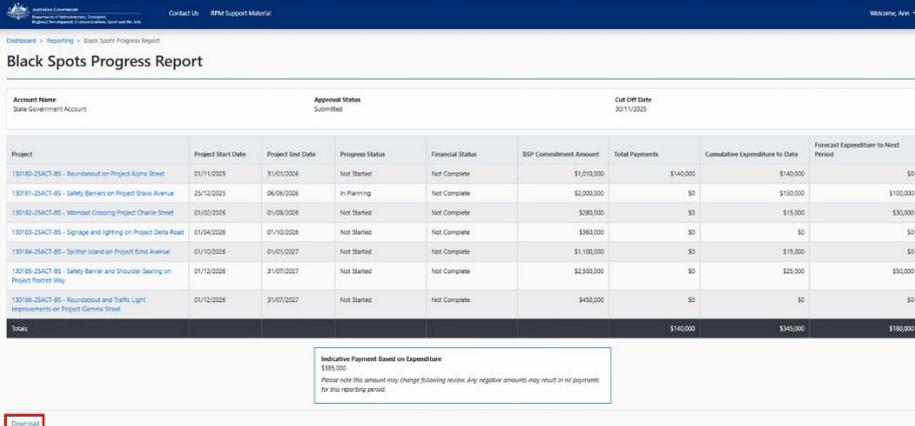
Step	Task	Screen shot															
1.	Select the Black Spots Program Nomination tile on the portal homepage.																
2.	A Black Spots Program Nomination page is displayed. Select the Download Submission Template button. The spreadsheet will download to your nominated Downloads folder.	 <table border="1"> <thead> <tr> <th>Funding Round</th> <th>Uploaded File Name</th> <th>Status</th> <th>Original Upload Date</th> <th>Last Modified</th> </tr> </thead> <tbody> <tr> <td>Black Spots Funding Round 25-26</td> <td>Black Spots Nomination Template (Demonstration Session) v1.xlsx</td> <td>✓ Project Creation Complete</td> <td>20/11/2025 2:49 PM</td> <td>20/11/2025 2:57 PM</td> </tr> <tr> <td>Black Spots Funding Round 25-26</td> <td>Black Spots Nomination Template (LART) 1.xlsx</td> <td>✓ Project Creation Complete</td> <td>07/11/2025 11:14 AM</td> <td>07/11/2025 11:53 AM</td> </tr> </tbody> </table>	Funding Round	Uploaded File Name	Status	Original Upload Date	Last Modified	Black Spots Funding Round 25-26	Black Spots Nomination Template (Demonstration Session) v1.xlsx	✓ Project Creation Complete	20/11/2025 2:49 PM	20/11/2025 2:57 PM	Black Spots Funding Round 25-26	Black Spots Nomination Template (LART) 1.xlsx	✓ Project Creation Complete	07/11/2025 11:14 AM	07/11/2025 11:53 AM
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3.	Open the Black Spots Program Nomination template.																

Step	Task	Screen shot
4.	<p>Complete the Black Spots Program Nomination template and save.</p> <p>Note the data validation rules as specified in Appendix A: Data Validation Rules for Black Spots Bulk Upload.</p>	
5.	<p>Go back to the Black Spot Nominations page.</p> <p>Select Create a Project Application.</p>	
6.	<p>The Create Project Application page is displayed.</p> <p>Select the Black Spots Funding Round from the drop-down list.</p> <p>Select Save and Continue.</p>	
7.	<p>Select the Black Spot Nomination file to upload.</p> <p>Select Save and Continue.</p>	
8.	<p>The file has been added to the list of Nominations.</p>	

Step	Task	Screen shot
9.	<p>Completed nomination uploads will have a Status of Project Creation Complete.</p> <p>Note: If you have not met the validation rules, you will receive an error message and be required to reupload amended templates until all issues are resolved.</p>	

3. Submit Black Spots Program Progress Report

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1.	Select the Black Spots Program Nomination tile on the portal homepage.																																																																																		
2.	Select the Black Spots Progress Report tile.																																																																																		
3.	<p>The latest Black Spots Progress Report for the Account is displayed.</p> <p>For each Project, input the Progress Status, Financial Status, Cumulative Expenditure to Date, and the Forecast Expenditure to Next Period.</p> <p>The Indicative Payment Based on Expenditure is automatically calculates based on the sum of the Cumulative Expenditure to Date, and the Forecast</p>	<table border="1"> <thead> <tr> <th>Project</th> <th>Project Start Date</th> <th>Project End Date</th> <th>Progress Status</th> <th>Financial Status</th> <th>BSP Commitment Amount</th> <th>Total Payments</th> <th>Cumulative Expenditure to Date</th> <th>Forecast Expenditure to Next Period</th> </tr> </thead> <tbody> <tr> <td>130780-25ACT-05 - Roundabout on Project Alpha Street</td> <td>01/11/2025</td> <td>31/01/2026</td> <td>Not Started</td> <td>Not Complete</td> <td>\$1,010,000</td> <td>\$140,000</td> <td>\$140,000</td> <td>\$0</td> </tr> <tr> <td>130781-25ACT-05 - Safety Barriers on Project Bravo Avenue</td> <td>25/12/2025</td> <td>06/06/2026</td> <td>In Planning</td> <td>Not Complete</td> <td>\$2,000,000</td> <td>\$0</td> <td>\$100,000</td> <td>\$100,000</td> </tr> <tr> <td>130782-25ACT-05 - Roadside Crossing Project Charlie Street</td> <td>01/02/2026</td> <td>01/06/2026</td> <td>Not Started</td> <td>Not Complete</td> <td>\$200,000</td> <td>\$0</td> <td>\$15,000</td> <td>\$0</td> </tr> <tr> <td>130783-25ACT-05 - Signage and lighting on Project Delta Road</td> <td>01/04/2026</td> <td>01/10/2026</td> <td>Not Started</td> <td>Not Complete</td> <td>\$300,000</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>130784-25ACT-05 - Splitter Island on Project Echo Avenue</td> <td>01/10/2026</td> <td>01/01/2027</td> <td>Not Started</td> <td>Not Complete</td> <td>\$1,100,000</td> <td>\$0</td> <td>\$20,000</td> <td>\$0</td> </tr> <tr> <td>130785-25ACT-05 - Safety Barrier and Shoulder Sealing on Project Foxtrot Way</td> <td>01/12/2026</td> <td>31/05/2027</td> <td>Not Started</td> <td>Not Complete</td> <td>\$2,500,000</td> <td>\$0</td> <td>\$25,000</td> <td>\$0</td> </tr> <tr> <td>130786-25ACT-05 - Roundabout and Traffic Light Improvements on Project Gamma Street</td> <td>01/12/2026</td> <td>31/07/2027</td> <td>Not Started</td> <td>Not Complete</td> <td>\$450,000</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> <td></td> <td>\$146,000</td> <td>\$140,000</td> <td>\$100,000</td> <td>\$100,000</td> </tr> </tbody> </table>	Project	Project Start Date	Project End Date	Progress Status	Financial Status	BSP Commitment Amount	Total Payments	Cumulative Expenditure to Date	Forecast Expenditure to Next Period	130780-25ACT-05 - Roundabout on Project Alpha Street	01/11/2025	31/01/2026	Not Started	Not Complete	\$1,010,000	\$140,000	\$140,000	\$0	130781-25ACT-05 - Safety Barriers on Project Bravo Avenue	25/12/2025	06/06/2026	In Planning	Not Complete	\$2,000,000	\$0	\$100,000	\$100,000	130782-25ACT-05 - Roadside Crossing Project Charlie Street	01/02/2026	01/06/2026	Not Started	Not Complete	\$200,000	\$0	\$15,000	\$0	130783-25ACT-05 - Signage and lighting on Project Delta Road	01/04/2026	01/10/2026	Not Started	Not Complete	\$300,000	\$0	\$0	\$0	130784-25ACT-05 - Splitter Island on Project Echo Avenue	01/10/2026	01/01/2027	Not Started	Not Complete	\$1,100,000	\$0	\$20,000	\$0	130785-25ACT-05 - Safety Barrier and Shoulder Sealing on Project Foxtrot Way	01/12/2026	31/05/2027	Not Started	Not Complete	\$2,500,000	\$0	\$25,000	\$0	130786-25ACT-05 - Roundabout and Traffic Light Improvements on Project Gamma Street	01/12/2026	31/07/2027	Not Started	Not Complete	\$450,000	\$0	\$0	\$0	Total					\$146,000	\$140,000	\$100,000	\$100,000
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<p>5.</p>	<p>A pop-up window will be displayed, asking "Are you sure you want to submit the Progress Report?".</p> <p>Select 'Yes'.</p> <p>The Progress Report is then submitted.</p>	 <p>Confirmation</p> <p>Are you sure you want to submit the Progress Report?</p> <p>Buttons: No, Yes</p>																																																																																	
<p>6.</p>	<p>The updated Black Spots Progress Report is displayed.</p> <p>Select Download for a Microsoft Excel copy of the Progress Report.</p>	 <p>Account Name: State Government Account Approval Status: Submitted Cut Off Date: 30/11/2025</p> <table border="1"> <thead> <tr> <th>Project</th> <th>Project Start Date</th> <th>Project End Date</th> <th>Progress Status</th> <th>Financial Status</th> <th>BSP Commitment Amount</th> <th>Total Payments</th> <th>Cumulative Expenditure to Date</th> <th>Forecast Expenditure to Next Period</th> </tr> </thead> <tbody> <tr> <td>130180-25ACT-85 - Roundabout on Project Alpha Street</td> <td>01/11/2025</td> <td>31/01/2026</td> <td>Not Started</td> <td>Not Complete</td> <td>\$1,010,000</td> <td>\$140,000</td> <td>\$140,000</td> <td>\$0</td> </tr> <tr> <td>130181-25ACT-85 - Safety Barriers on Project Bravo Avenue</td> <td>25/12/2025</td> <td>06/06/2026</td> <td>In Planning</td> <td>Not Complete</td> <td>\$2,000,000</td> <td>\$0</td> <td>\$150,000</td> <td>\$100,000</td> </tr> <tr> <td>130182-25ACT-85 - Wombat Crossing Project Charlie Street</td> <td>01/02/2026</td> <td>01/06/2026</td> <td>Not Started</td> <td>Not Complete</td> <td>\$200,000</td> <td>\$0</td> <td>\$15,000</td> <td>\$50,000</td> </tr> <tr> <td>130183-25ACT-85 - Signage and lighting on Project Delta Road</td> <td>01/04/2026</td> <td>31/10/2026</td> <td>Not Started</td> <td>Not Complete</td> <td>\$160,000</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>130184-25ACT-85 - Splitter Island on Project Echo Avenue</td> <td>01/10/2026</td> <td>31/01/2027</td> <td>Not Started</td> <td>Not Complete</td> <td>\$1,100,000</td> <td>\$0</td> <td>\$15,000</td> <td>\$0</td> </tr> <tr> <td>130185-25ACT-85 - Safety Barrier and Shoulder Sealing on Project Foxtrot Way</td> <td>01/12/2026</td> <td>31/07/2027</td> <td>Not Started</td> <td>Not Complete</td> <td>\$1,500,000</td> <td>\$0</td> <td>\$25,000</td> <td>\$50,000</td> </tr> <tr> <td>130186-25ACT-85 - Roundabout and Traffic Light improvements on Project Gamma Street</td> <td>01/12/2026</td> <td>31/07/2027</td> <td>Not Started</td> <td>Not Complete</td> <td>\$450,000</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> </tr> <tr> <td>Totals</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$140,000</td> <td>\$190,000</td> <td>\$100,000</td> </tr> </tbody> </table> <p>Indicative Payment Based on Expenditure: \$150,000</p> <p>Please note this amount may change following review. Any negative amounts may result in nil payments for this reporting period.</p> <p>Buttons: Download</p>	Project	Project Start Date	Project End Date	Progress Status	Financial Status	BSP Commitment Amount	Total Payments	Cumulative Expenditure to Date	Forecast Expenditure to Next Period	130180-25ACT-85 - Roundabout on Project Alpha Street	01/11/2025	31/01/2026	Not Started	Not Complete	\$1,010,000	\$140,000	\$140,000	\$0	130181-25ACT-85 - Safety Barriers on Project Bravo Avenue	25/12/2025	06/06/2026	In Planning	Not Complete	\$2,000,000	\$0	\$150,000	\$100,000	130182-25ACT-85 - Wombat Crossing Project Charlie Street	01/02/2026	01/06/2026	Not Started	Not Complete	\$200,000	\$0	\$15,000	\$50,000	130183-25ACT-85 - Signage and lighting on Project Delta Road	01/04/2026	31/10/2026	Not Started	Not Complete	\$160,000	\$0	\$0	\$0	130184-25ACT-85 - Splitter Island on Project Echo Avenue	01/10/2026	31/01/2027	Not Started	Not Complete	\$1,100,000	\$0	\$15,000	\$0	130185-25ACT-85 - Safety Barrier and Shoulder Sealing on Project Foxtrot Way	01/12/2026	31/07/2027	Not Started	Not Complete	\$1,500,000	\$0	\$25,000	\$50,000	130186-25ACT-85 - Roundabout and Traffic Light improvements on Project Gamma Street	01/12/2026	31/07/2027	Not Started	Not Complete	\$450,000	\$0	\$0	\$0	Totals						\$140,000	\$190,000	\$100,000
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Appendix A - Data Validation Rules and Description for Black Spots Bulk Upload

Column	Column Title	Mandatory?	Format	Input Character limit/ values lists	Validation rules RPM	Descriptions
A	Project Name (Max. 255 Characters)	Yes	Text	255 characters	Must have data Projects with the same name must not already exist in the same funding round	Project name should include the main treatment and the impacted street names. For example: Roundabout on Smith Street and Franklin Street or Safety Barriers along Smith Street.
B	Result of Road Safety Audit or Equivalent?	Yes	Drop down list	Yes No	Must be Yes or No	
C	Project Description (Max. 250 Characters)	Yes	Text	250 characters	Must have data	Formally: treatment
D	Short Problem Description (Max. 250 Characters)	Yes	Text	250 characters	Must have data	Formally: problem description
E	Key Elements of Proposed Work (Max. 250 Characters)	Yes	Text	250 characters	Must have data	Formally: treatments Provide the key road safety treatments being undertaken. For example: roundabout on Smith Street, safety barriers on Franklin Street, signage along Smith, Franklin and Edwards Streets in Preston.
F	Work Location Description (Max. 250 Characters)	Yes	Text	250 characters	Must have data	Please provide a description of where exactly the works will be undertaken. For example: Smith Street between 123 Smith Street and 456 Smith Street or 1km along the Bruce Highway between Carmila and Ilbilbie.

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G	Nominated By	Yes	Drop down list	State Council Community Police MP	Must be a value selected from the list	Who nominated the project to begin with, if a member of the public initially nominated the project prior to the council or state undertaking work on it, please select 'community'. State: nominated by the state government Council: nominated by the local council Community: nominated by a community group or individual Police: nominated by the state police force MP: nominated by a local Member of Parliament
H	Delivered By	Yes	Drop down list	State Local	Must be a value selected from the list	Who is undertaking or managing the construction of the works.
I	Project Delivery Start Date	Yes	Date dd/mm/YYYY	date	Must contain a valid date	The 1 st of July of the relevant financial year.
J	Project Delivery End Date	Yes	Date dd/mm/YYYY	date	Must contain a valid date Project End date cannot equal or precede the Project start date	The 30 th of June of the financial year two years after the Project Delivery Start Date.
K	Construction Start Date	Yes	Date dd/mm/YYYY	date	Must contain a valid date Must be after or equal to Project Start date Must be less than Construction End Date and Project End Date	The date physical construction is scheduled to commence. Please continuously update this date prior to construction commencing. This date should not contradict the physical status of the project. I.e: if a project is listed as 'not started' but it is within the provided construction dates.

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L	Construction End Date	Yes	Date dd/mm/YYYY	date	Must contain a valid date Must be equal to or after the Project End Date Must be after the Construction Start Date and Project Start Date	The date physical construction is scheduled to be complete. Please continuously update this date during construction. This date should not contradict the physical status of the project. I.e: if a project is listed as 'in progress' after the provided construction end date.
M	Funding Sought from Black Spots Program	Yes	Currency	Funding limit	Must be a positive number with no decimal places (i.e. no cents), greater than 0	Must be under the \$3 million funding limit as per the Program Guidelines.
N	State Commitment Amount	No	Currency	\$922,337,203,685,477.00 (RPM limit)	Must be 0 or a positive number No decimal places (i.e. no cents)	This is the co-contribution amount, noting that co-contributions are not a requirement of the Program.
O	Council Commitment Amount	No	Currency	\$922,337,203,685,477.00 (RPM limit)	If entered must, be 0 or a positive number No decimal places (i.e. no cents)	This is the co-contribution amount, noting that co-contributions are not a requirement of the Program.
P	Other Commitment Amount	No	Currency	\$922,337,203,685,477.00 (RPM limit)	If entered must be 0 or a positive number No decimal places (i.e. no cents)	This is the co-contribution amount, noting that co-contributions are not a requirement of the Program.
Q	Other Commonwealth Commitment Amount	No	Currency	\$922,337,203,685,477.00 (RPM limit)	If entered must be 0 or a positive number No decimal places (i.e. no cents)	If the project is receiving funding from another Australian Government program, please include that amount. The programs funding may be sought from programs such as the Roads to Recovery program.

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R	Is this a Proactive Project?	Yes	Drop down list	Yes No	Must be Yes or No	
S	Benefit Cost Ratio	No	Number with 2 decimal places	0 - 999.99	If supplied must be a number greater than or equal to 0 less than or equal to 999.99	
T	Crash Period Years (Enter 0 if Proactive)	No	Integer (whole number with no decimal places)	0 - 99	If supplied must be a number greater than or equal to 0 less than or equal to 99	
U	Final Year of Crash Measurement (YYYY)	No	Integer (whole number with no decimal places)	1900 to current year	If supplied must be number greater than 1900 and not a future year	
V	Fatal Crashes (Enter 0 if Proactive)	No	Integer (whole number with no decimal places)	0 - 999	If supplied must be a number greater than or equal to 0 less than or equal to 999	
W	Injury Crashes (Enter 0 if Proactive)	No	Integer (whole number with no decimal places)	0 - 999	If supplied must be a number greater than or equal to 0 less than or equal to 999	
X	Project Classification	Yes	Drop down list	Length Spot	Must be a value selected from the list	

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Y	Length in KM (Minimum Value 0.1)	Yes	Number with 2 decimal places	Max value in RPM 100,000,000,000	<p>Must be populated</p> <p>Must be a number</p> <p>Max value in RPM 100,000,000,000</p> <p>If Project classification = Length, must be greater than or equal to 3</p> <p>If Project classification = Spot, must be greater than or equal to 0.1 and less than 3</p>	
Z	Is In Top 10 Percent Of Roads?	Yes	Drop down list	Yes No	<p>Must be a value selected from the list.</p> <p>If Project Classification= Spot, must be No</p>	
AA	Point 1 Latitude	Yes	Number with 6 decimal places	valid values -48.000000 to -8.999999	<p>Must be populated</p> <p>Must be a number</p> <p>Must be greater than or equal to -48 and less than or equal to -8</p>	Please check this coordinate via Google maps.

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AB	Point 1 Longitude	Yes	Number with 6 decimal places	valid values 105.500000 to 161.500000	<p>Must be populated</p> <p>Must be a number</p> <p>Must be greater than or equal to 105.5 and less than or equal to 161.5</p>	Please check this coordinate via Google maps.
AC	Point 2 Latitude	Conditional	Number with 6 decimal places	valid values -48.000000 to -8.999999	<p>Can be blank if project classification = Spot AND Point 2 Longitude is also blank</p> <p>Must be populated if Project Classification = Length</p> <p>Must be populated if Point 2 Longitude is populated</p> <p>If populated: - must be a number - must be greater than or equal to -48 and less than or equal to -8</p>	Please check this coordinate via Google maps.

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AD	Point 2 Longitude	Conditional	Number with 6 decimal places	valid values 105.500000 to 161.500000	<p>Can be blank if project classification = Spot AND Point 2 Longitude is also blank</p> <p>Must be populated if Project Classification = Length</p> <p>Must be populated if Point 2 Latitude is populated IF populated: - must be a number - must be greater than or equal to 105.5 and less than or equal to 161.5</p>	Please check this coordinate via Google maps.
AE	Primary Road (Max. 100 Characters)	Yes	Text	100 characters	<p>Must have data</p> <p>Max 100 Characters</p>	Name of the road that the majority of the works be undertaken on.
AF	Regional or Urban Location?	Yes	Drop down list	Regional Urban Both	Must be a value selected from the list	
AG	Local Government Area	Yes	Text	255 characters	Must match the name of the Local Government Area in which the project is to be located	<p>This will be a text box to begin with, with plans for it to be a drop down in later releases.</p> <p>Please include the title of the council as described via: Local Government Areas Australian Bureau of Statistics</p>
AH	Suburb /Town (Max. 100 Characters)	Yes	Text	100 characters	<p>Must have data</p> <p>Max 100 Characters</p>	

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AI	Postcode	Yes	Number	4-digit number	Must have data Must be 4-digit number	
AJ	On National Network	Yes	Drop down list	Network Off-Network	Must be a value selected from the list	
AK	Additional Supporting Information (Max 1000)	No	General Text	1000 characters	Max 1000 Characters	Please provide any information which would be of use, including links to previous media reports or local petitions which demonstrate the need for the project.

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