Australian Government

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

RPM portal user guide - RTR

Roads to Recovery

December 2025

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Introduction

This Reporting and Program Management (RPM) portal user guide provides step by step instructions on how to use the portal for the Roads to Recovery (RTR) Program.

This user guide provides steps for:

- RTR Project Applications
- Amending Projects
- Withdrawing Projects
- Completing Progress Reports (Quarterly Expenditure Report)
- Completing Annual Reports
- Viewing Payment Advice.

Additional portal features

The portal platform includes the following new features:

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

Additional resources

Additional resources are available on the RPM portal website.

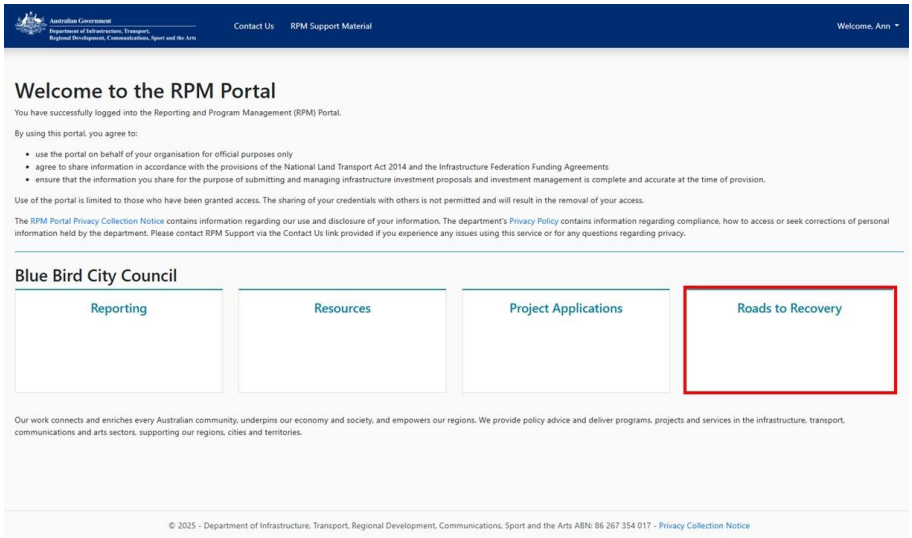
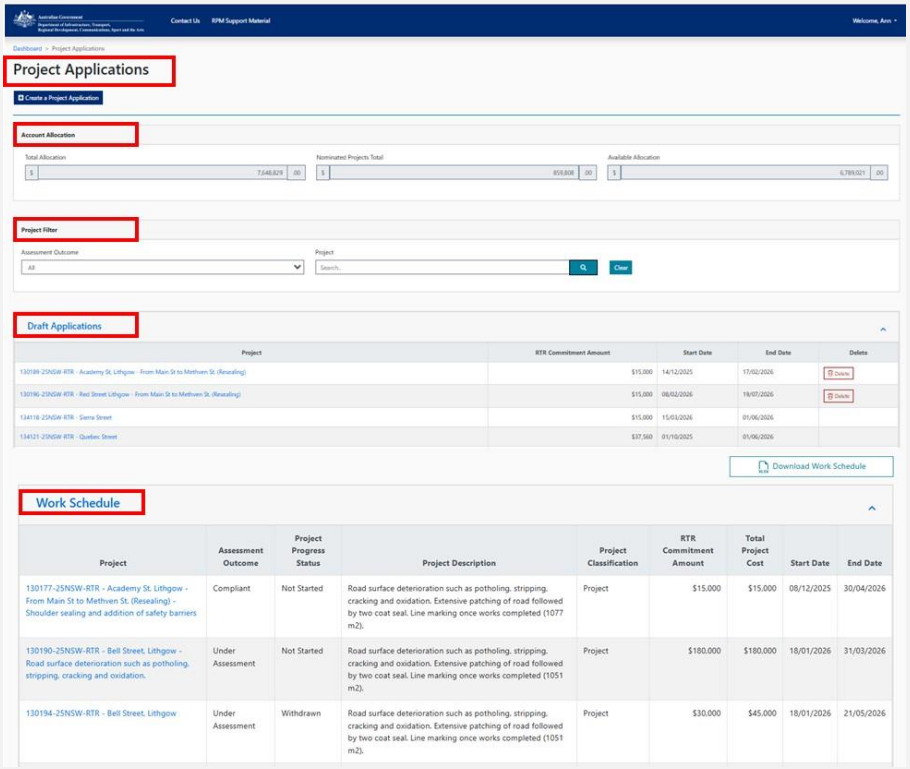
Support

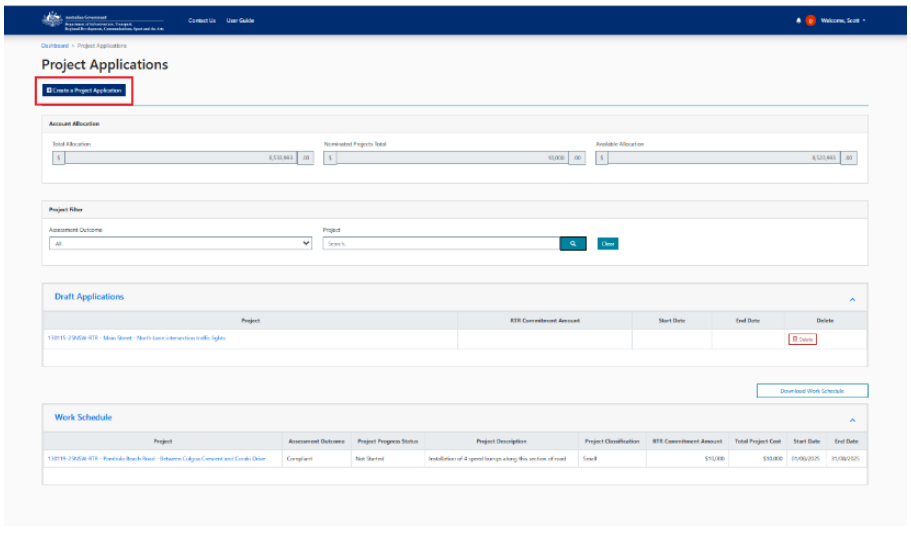
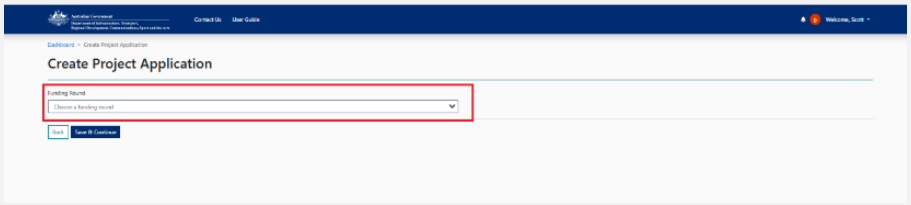
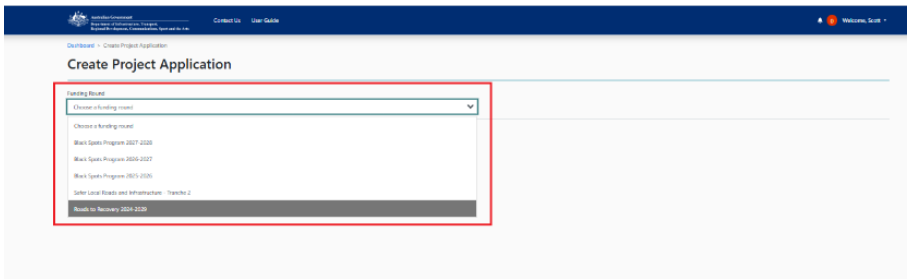
RTR program questions can be sent to Roads.toRecovery@infrastructure.gov.au.

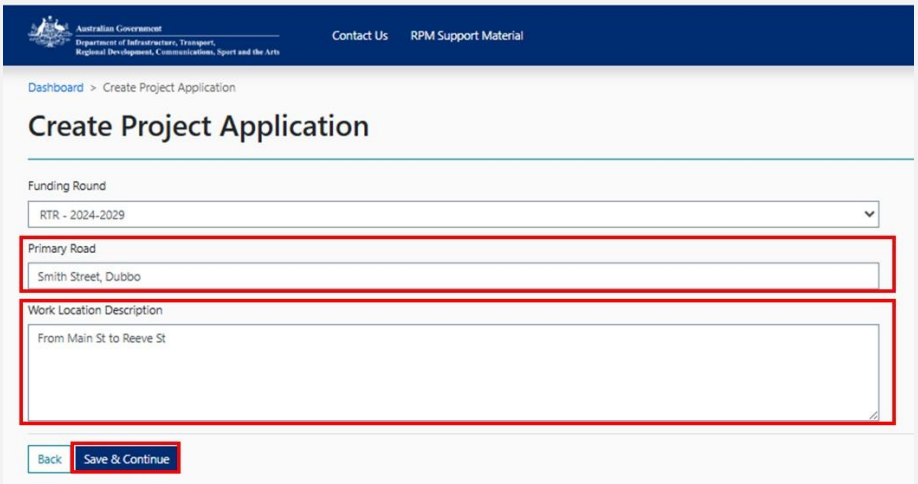
General queries on the RPM portal or feedback on this user guide or other resources can be sent to RPMinfo@infrastructure.gov.au.

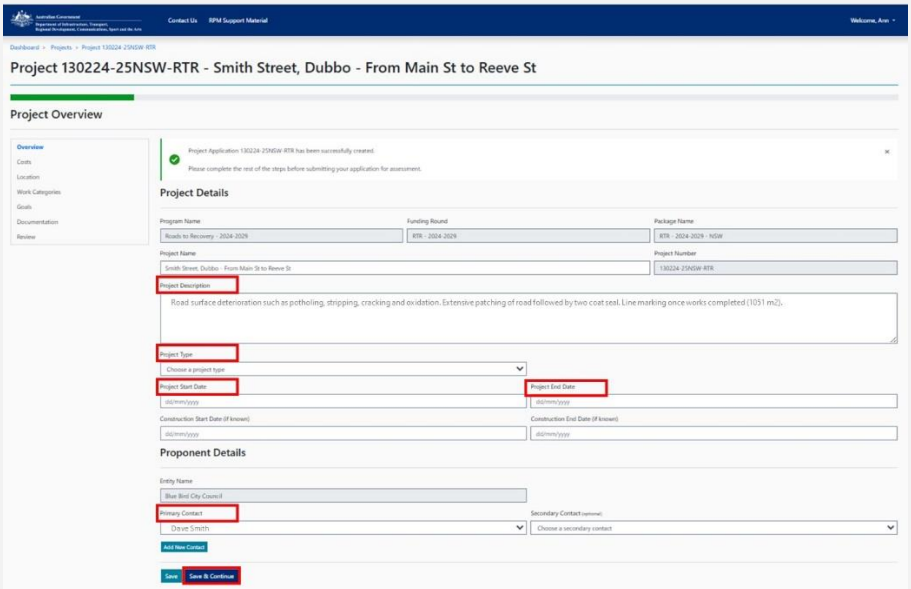
RPM portal technical queries (such as access to the system) can be sent to RPMSupport@infrastructure.gov.au.

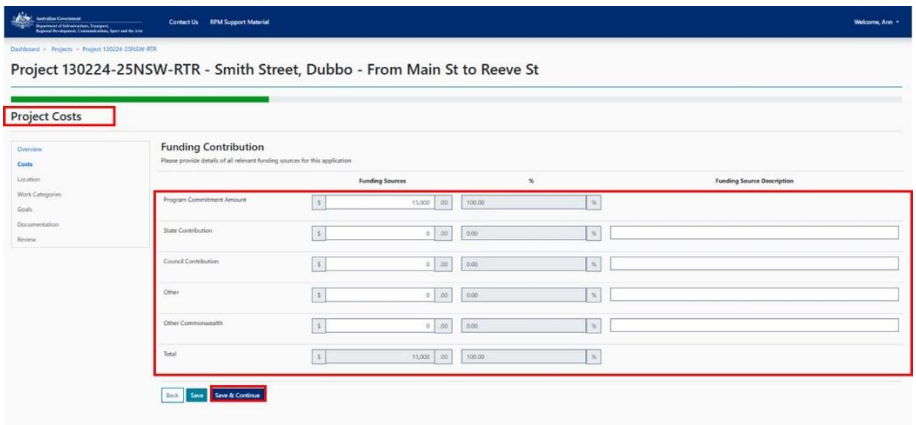
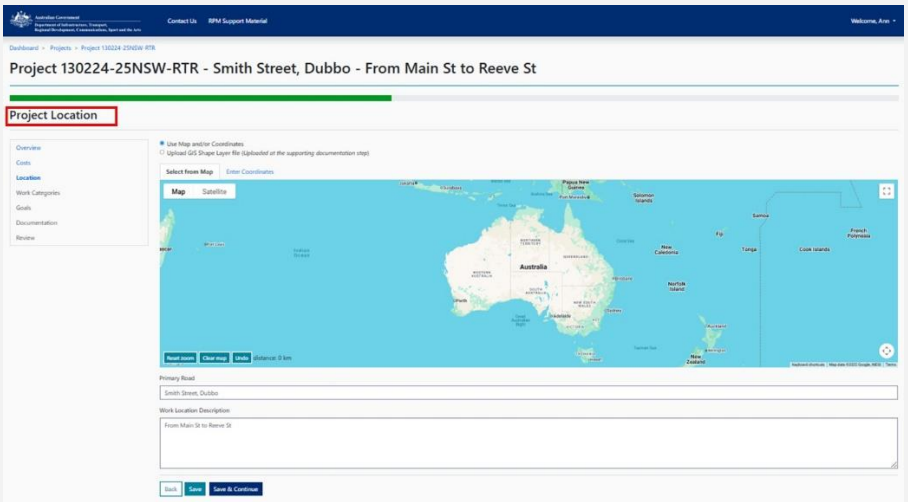
1. Create an RTR Project Application

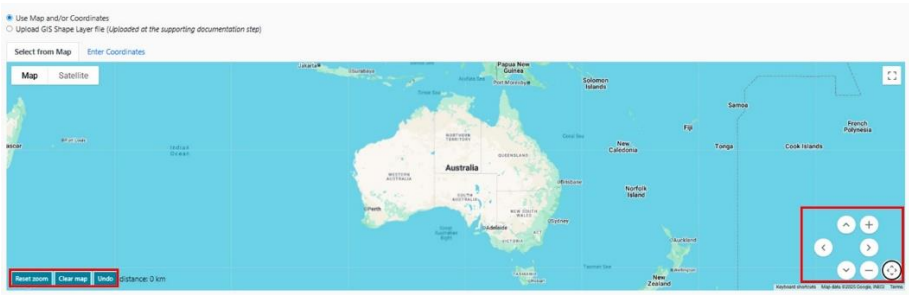
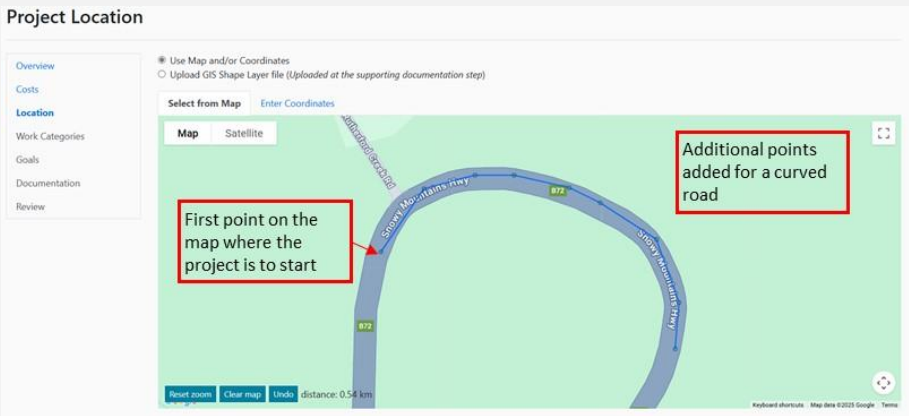
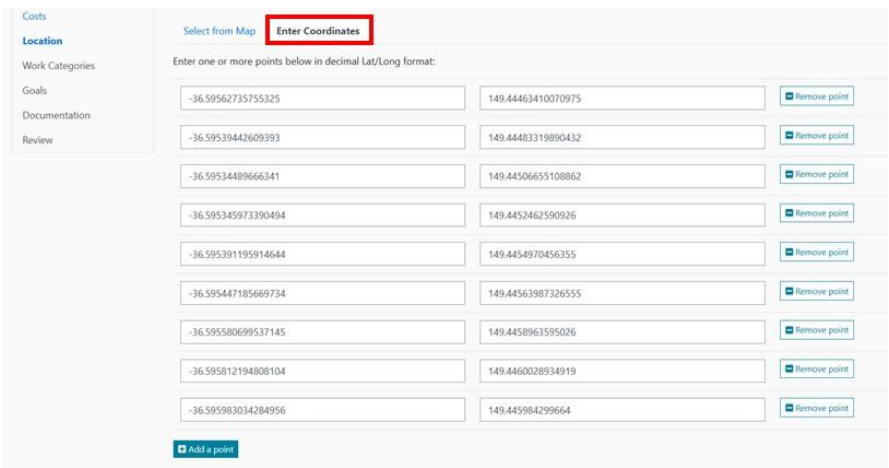
Step	Task	Screen shot
1.	Select the **Roads to Recovery** tile.	
2.	The **Project Applications** page is displayed. This page presents the following information: • **Account Allocation** includes the Total Allocation, Nominated Projects Total (all projects exc. Withdrawn) and Available Allocation (Total Allocation less Nominated Projects Total) • **Project Filter** allows you to search for projects based on Assessment Outcome or Project name • **Draft Applications** includes a list of applications that have not been submitted. You have the option to delete these **Draft Applications**. This section also includes a list of submitted applications that have been amended and not submitted for re-assessment. As these applications have been previously submitted, they cannot be deleted so an ongoing record is retained.	

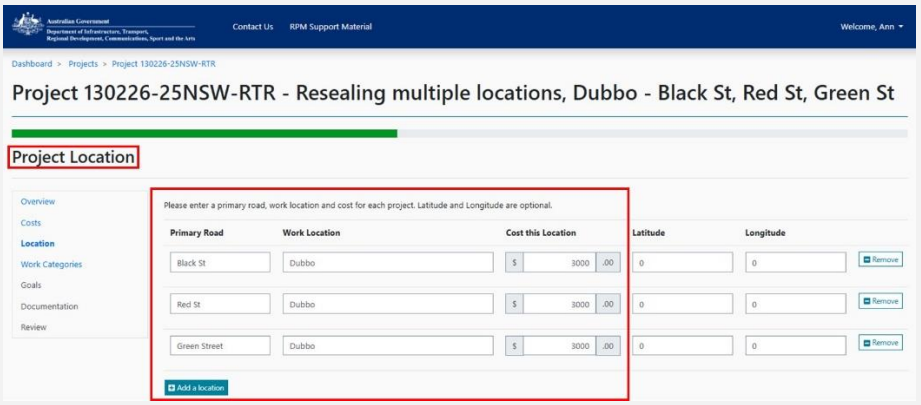
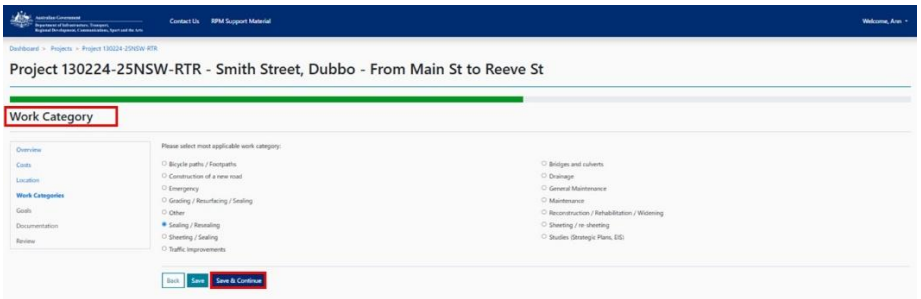
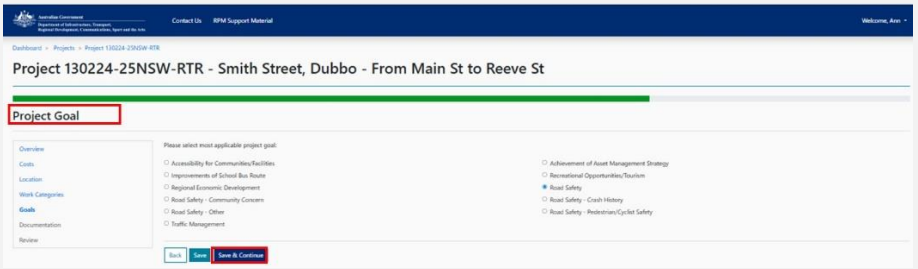
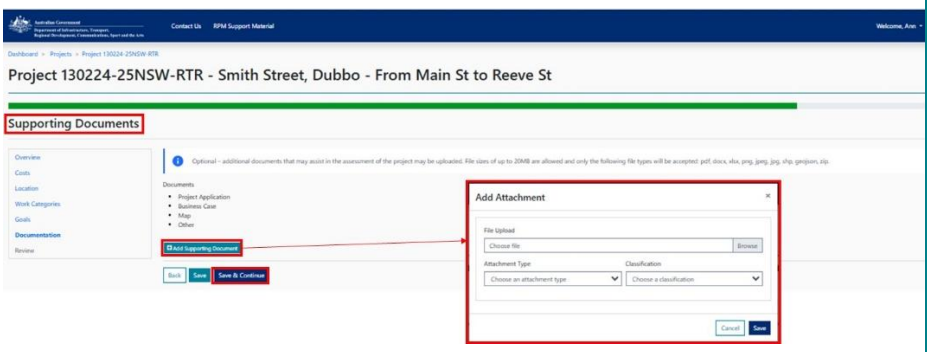
Step	Task	Screen shot
	• **Work Schedule** lists all projects that have been submitted.	
3.	Select **Create a Project Application**.	
4.	The **Create Project Application** page opens, and the **Funding Round** drop down menu is displayed.	
5.	Select the **Funding Round** drop down menu, then select the Funding Round and select **Save & Continue**. In this example, **Roads to Recovery 2024-2029** has been chosen from the list of options. The **Funding Round** dropdown includes a list of current program Funding Rounds. Progressing an application will be based on the Funding Rounds available for your account. If you are unable to find the Roads to Recovery funding round, contact RPM Support.	

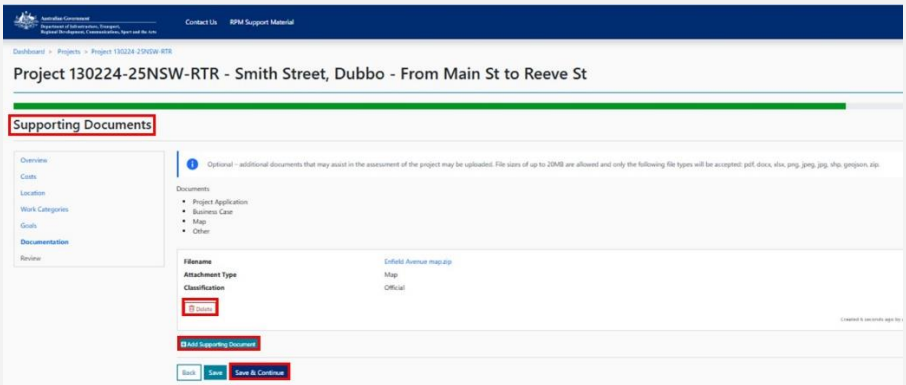
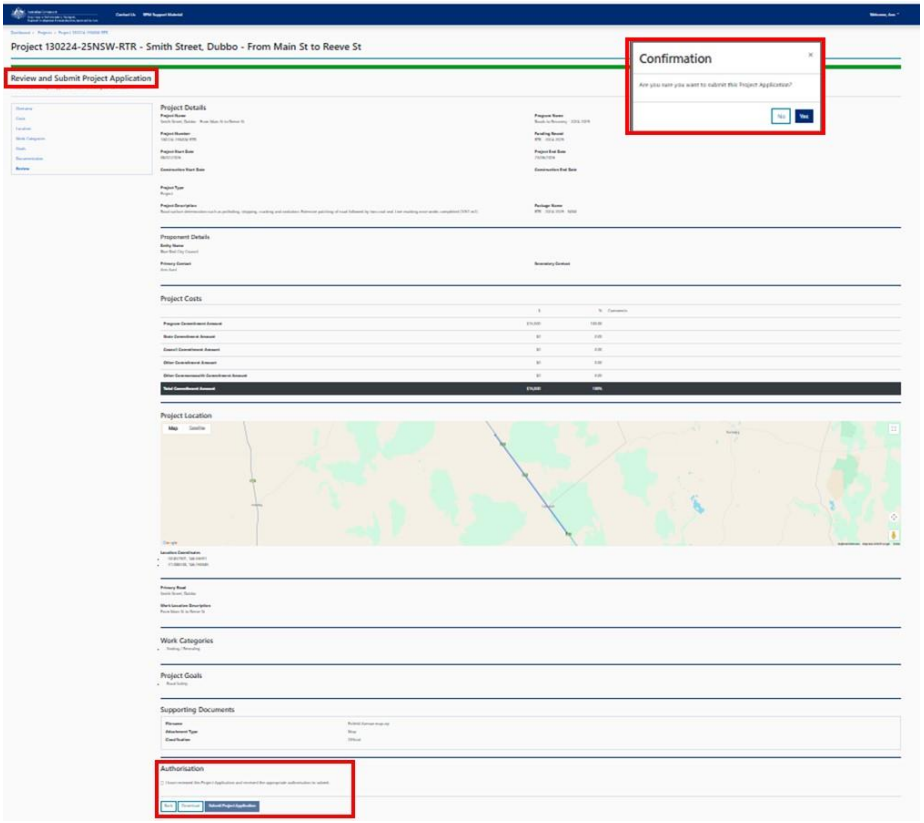
Step	Task	Screen shot
6.	Select the **Primary Road** field, then enter the name of the road and the suburb or town. For those roads in areas without a suburb/town include "(Rural Road)" instead. Select the **Work Location Description** field, then enter the location details. For example, From Main St to Reeve St. Select **Save and Continue**. Note: When the **Create Project Application** page is saved, the text entered in the **Primary Road** field and **Work Location Description** field is combined. The combined text then appears in the **Project Name** at the top of the page, and in the **Project Name** field in the **Project Overview** (see Step 9).	
7.	A Project Application is created and the **Project Overview** page is displayed. The **Project Number (formerly known as Project ID)** and **Project Name** are displayed at the top of the page.	

Step	Task	Screen shot
8.	Complete the following fields: • **Project Description**: select the field, then enter text describing the problem to be addressed and works to be completed. • **Project Type**: select the drop down menu, then select from the list of options: – **Project** – for projects with a total project cost greater than $10,000 – **Small** – for projects receiving less than $10,000 in RTR program funding – **Grouped** – for several **Small** projects of similar works (if selected, the option to select the number of projects is displayed. Update this field with the number of Projects) – **Special** – only available to Western Australian funding recipients**.** • **Project Start Date**: select the field, then select a date from the calendar. This date must reflect the start of the project including any design/tender works. • **Project End Date**: select the field, then select a date from the calendar. This date must reflect the end date of the project where all costs/works will be realised. Note: Project Start and End Dates must fall within the Program Start and End Dates.	

Step	Task	Screen shot
	For the RTR 2024-29 funding period this is 1 July 2024 to 30 June 2029. • The **Primary Contact** field can be updated if required Select **Save and Continue**.	
9.	The **Project Costs** page will be displayed. Enter the **Contribution Amounts** (and Funding Source Descriptions where necessary) for each funding source. The Total and Funding Split Percentage fields will automatically calculate as the amounts are entered. Select **Save and Continue**.	
10.	The **Project Location** page will be displayed. One or all of the following three options can be used: • **Select from Map**, by selecting a point on the map, then selecting another point on the map. A line will be drawn between these points • Enter coordinates manually via the **Enter Coordinates** tab • Select the **Upload GIS Shape Layer file** radio button. You can then upload this and other file types at the Documentation stage. Note: The left-hand navigation menu will have progressed to **Location**.	

Step	Task	Screen shot
11.	There are two options to using the map feature to find the specific location: • Use the navigation buttons on the right-hand side of the map • Use the CTRL button on your keyboard and the scroll button on your mouse to zoom in and out. At any time you can: • **Reset zoom** will reset the zoom out to the national level • **Clear map** will erase all marks on the map • **Undo** will remove the most recent mark made on the map.	
12.	To mark the beginning of the area of work, press the mouse button on the map. A blue/green dot will appear. Continue to add points as required.	
13.	The **Enter Coordinates** tab shows a list of coordinates corresponding the latitude and longitude of the marked area on the map. You also have the option to **Enter Coordinates** manually. Once you have completed the map details, select **Save and Continue**.	

Step	Task	Screen shot
14.	If the **Project Type** selected is **Grouped** (Step 8), additional Project details are required. To add each Group Project component, select **Add Location**. Enter a primary road, work location and cost for each project. Latitude and Longitude are optional. Note: The sum of each Group Project must equal the Total Project Cost entered on the Cost screen. Select **Save & Continue.**	
15.	Once the Location details have been completed, the **Work Categories** form is displayed. Select the applicable Work Category. Select **Save & Continue.**	
16.	The **Project Goal** form is displayed. Select one **Project Goal**, that best suits the type of project. Select **Save & Continue.**	
17.	The **Supporting Documents** page will be displayed. To add a document, select **Add Supporting Document.** The Add Attachment panel will be displayed. Select **Browse** to upload the file. Select the **Attachment Type,** where you have the option to attach: • Project Application • Business Case • Map	

Step	Task	Screen shot
	• Other. If you are uploading a map, you may upload mapping documents via a zip file). Select the document **Classification** and **Save**. Select **Save & Continue**. Note – the RTR program does not require supporting documents to be provided, except where a GIS/Map file is selected at Step 10.	
18.	The uploaded document can be deleted and additional **Supporting Documents** can be added. Select **Save & Continue**.	
19.	The **Review and Submit Project Application** page is displayed. The left-hand navigation menu can be used to navigate to different sections of the Application. To submit the application, select the Authorisation checkbox and select **Submit Project Application**. A **Confirmation** window will display, with the question **'Are you sure you want to submit this Project Application?'** Select the **Yes** button. The message '**Project Application has been successfully submitted'** will be displayed. Once submitted, your project will be added to your **Work**	

Step	Task	Screen shot
	Schedule and will appear as Under Assessment.	

2. Amend a Project Application

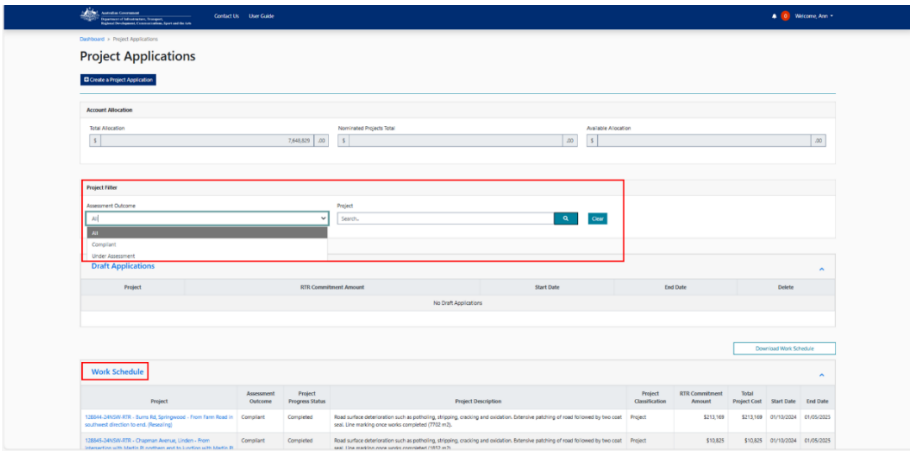
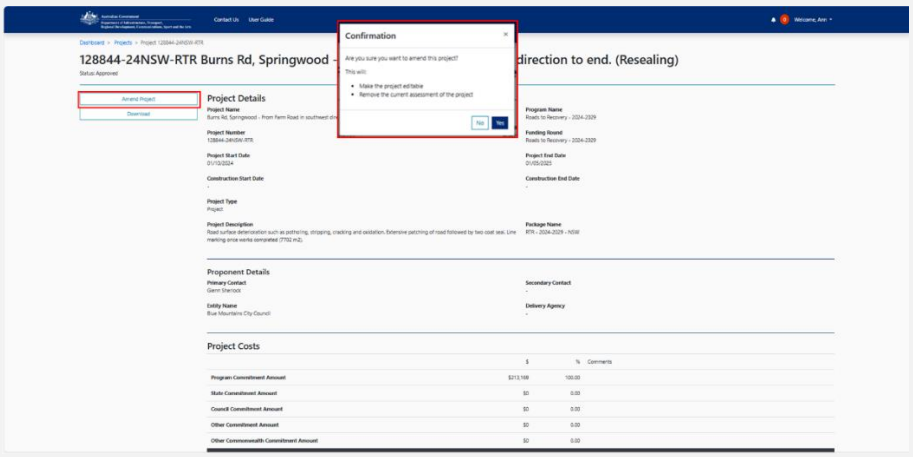
RTR projects must be amended where project costs, delivery timeframes or work scope changes.

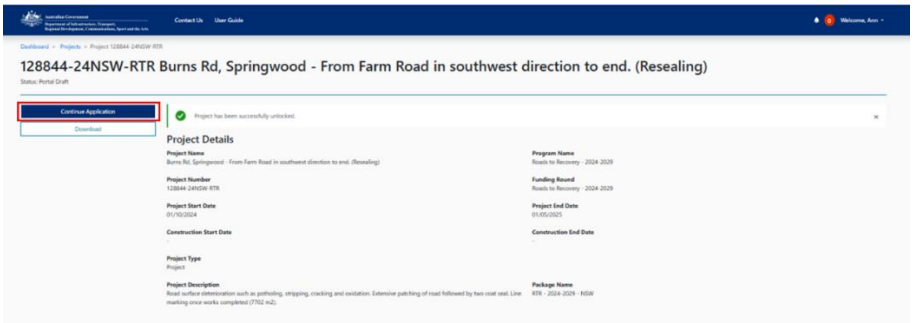
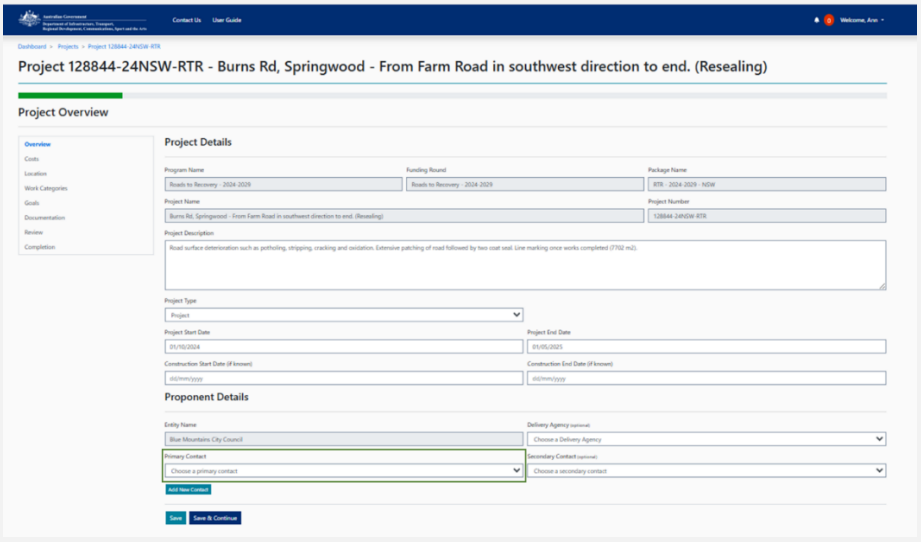
Projects that can be amended

- Draft projects
- Active (planned and under construction) projects
- Completed projects in the current funding period.

Projects that cannot be amended

- Withdrawn projects.

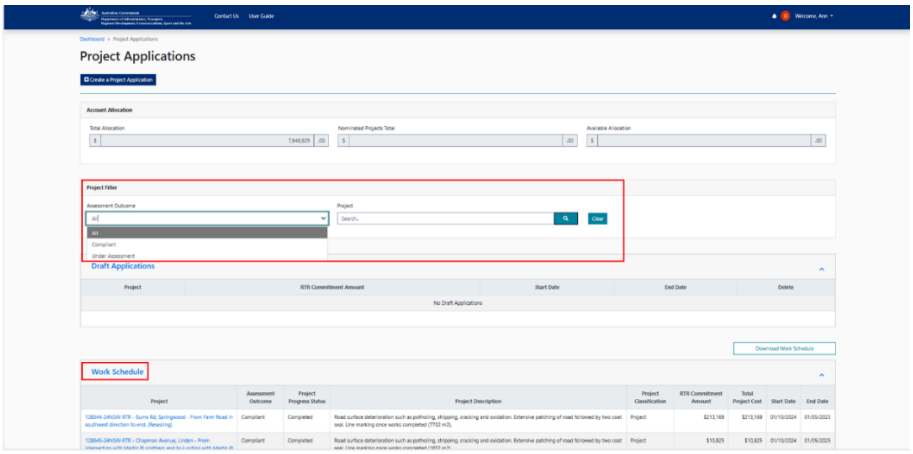
Step	Task	Screen shot
1.	To amend a Project Application: • Search for the project to be amended, either use the **Project Filter,** or • Scroll down the **Work Schedule**, then select the required project.	
2.	The **Project Details** page is displayed. Select **Amend Project**. Select the **Confirmation** option to: • Make the project editable • Remove the current assessment of the project. Note: Selecting this option will change the project status to **Draft**.	

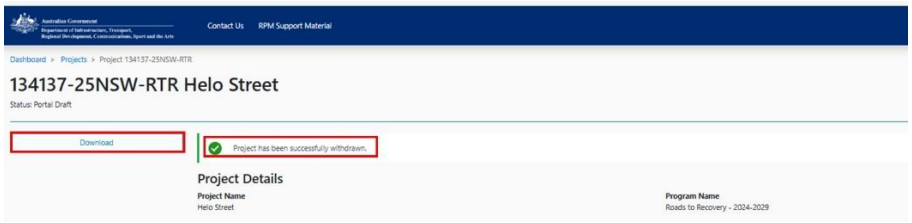
Step	Task	Screen shot
3.	Select **Continue Application**.	
4.	The Project can now be amended and follows the same process as 1. **Create a Project Application**. Update the required fields. Note: Changes to **Projects imported from IMS** for the first time will require the following updates: • The primary contact field • **Project Location** details.	

3. Withdraw a Project

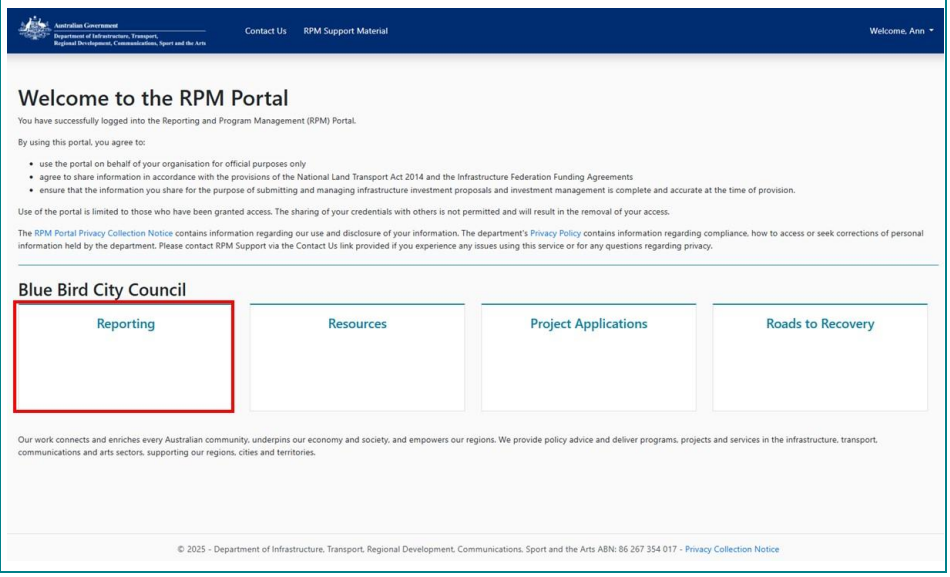
RTR projects may be withdrawn at any time during a funding period.

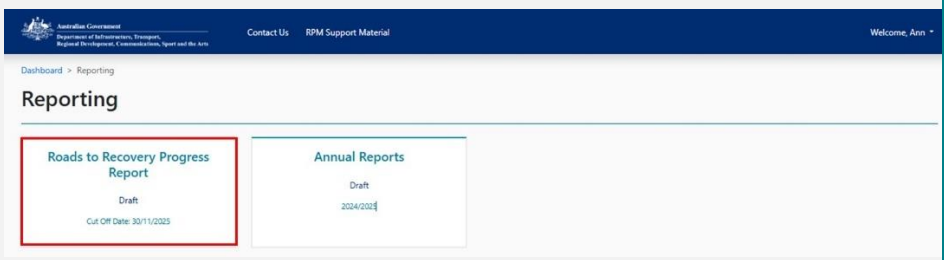
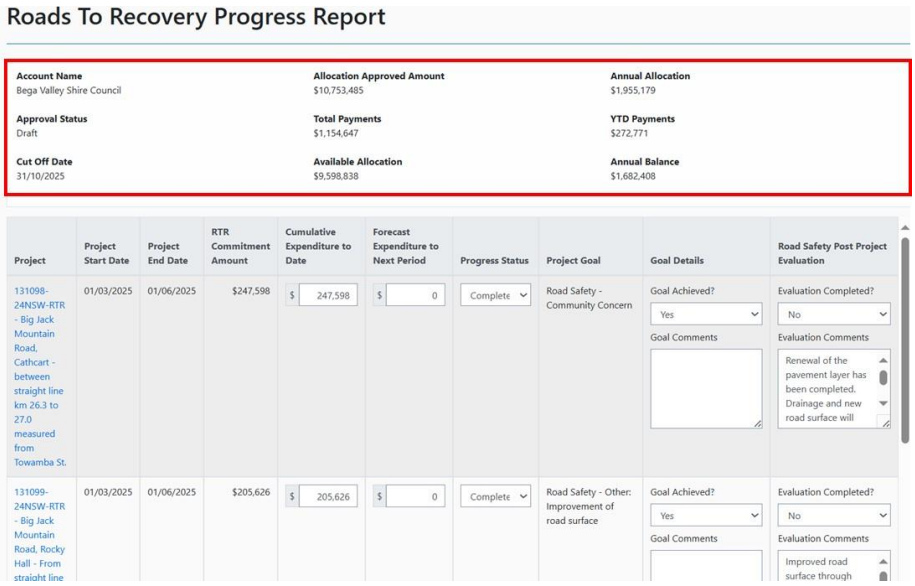
Withdrawn projects will remain in the Work Schedule as a record.

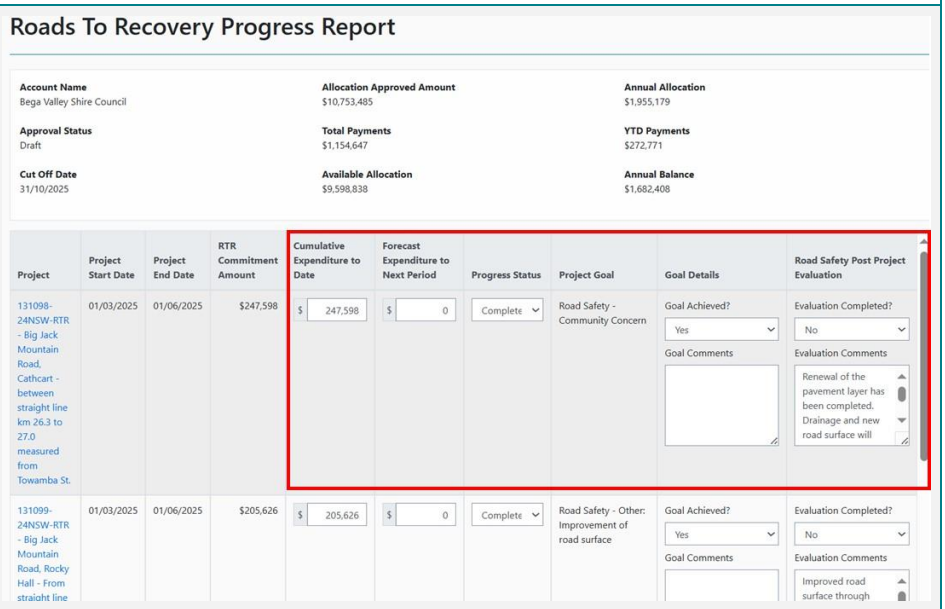
Step	Task	Screen shot
1.	To withdraw a project, search for the project to be withdrawn by: • Using the **Project Filter** or • Scroll down the **Work Schedule**, then select the required project.	

Step	Task	Screen shot
2.	The **Project Details** page is displayed. Select **Withdraw Project**. The Confirmation box will appear. Select **Yes** to withdraw the Project.	
3.	A confirmation message will appear that the '**Project has been successfully withdrawn'**. You have the option to **Download** a copy of this Project. The Project will remain in the Work Schedule and its **Project Progress Status** change to **Withdrawn**.	

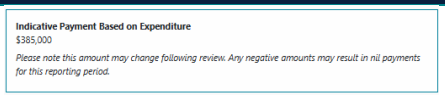
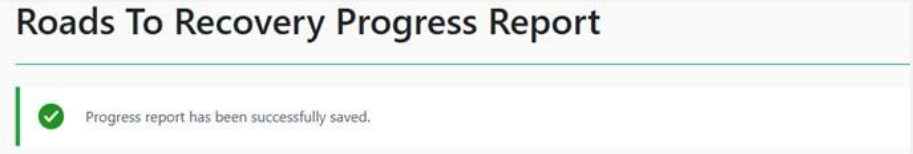
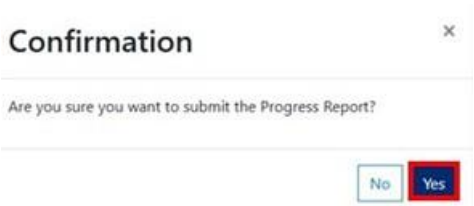
4. Submit a Progress Report (Quarterly Expenditure Report)

Step	Task	Screen shot
1.	Select the **Reporting** tile on the portal homepage.	

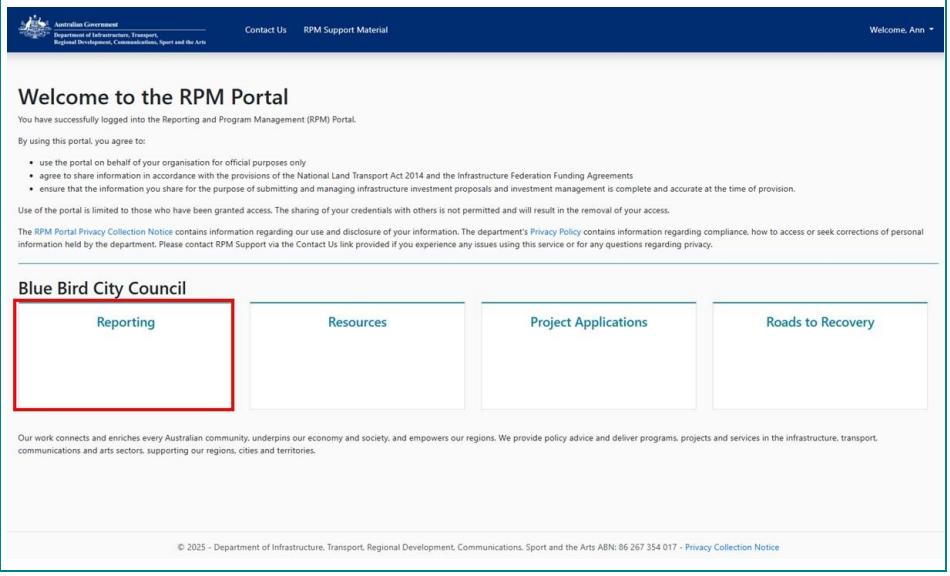
Step	Task	Screen shot
2.	The **Progress Reporting** page is displayed. The **Roads to Recovery Progress Report** tile shows: • The status of the report • The **Cut Off** Date for submission. Select the **Roads to Recovery Progress Report** tile.	
3.	The **Roads to Recovery Progress Report** form will be displayed. At the top of the form is a summary of your account. The first column includes: • Account Name • Approval Status – i.e. status of the report • Cut Off Date The second column refers to the total 5-year funding period and includes: • Allocation Approved Amount – program allocation for the five-year funding period • Total Payments – total paid to date • Available Allocation – 5-year allocation minus total paid to date The third column refers to the current funding period and includes: • Annual Allocation • YTD (Year to Date) Payments • Annual Balance – Annual Allocation minus YTD payments	

Step	Task	Screen shot
	Each Roads to Recovery project with a status of Compliant, Non-Compliant or Under Assessment, will be listed. Details of each project can be accessed by selecting the **Project** name in the left column.	
4.	For each Project, complete all mandatory fields: • **Cumulative Expenditure to Date** • **Forecast Expenditure to Next Period** • **Progress Status** The sum of **Cumulative Expenditure to Date** and **Forecast Expenditure to Next Period** must equal the **RTR Commitment Amount**. Select the **Progress Status** to update the status of the project. Options include: • In Progress • Complete If the **Project End Date** has passed, it will be possible to input **Goal Achieved? (Yes/No)**, **Goal Comments**, **Evaluation Completed (Yes/No)** and **Evaluation Comments** (only required for projects with a Goal of Road Safety). If a Project's Progress Status is Completed, complete the additional mandatory fields: **Goal Achieved? (Yes or No)** **Goal Comments** (only mandatory if **No** was selected)	 Roads To Recovery Progress Report Account Name: Bega Valley Shire Council Allocation Approved Amount: $10,753,485 Annual Allocation: $1,955,179 Approval Status: Draft Total Payments: $1,154,647 YTD Payments: $272,771 Cut Off Date: 31/10/2025 Available Allocation: $9,598,838 Annual Balance: $1,682,408 Project: 131098-24NSW-RTR - Big Jack Mountain Road, Cathcart - between straight line km 26.3 to 27.0 measured from Towamba St. Project Start Date: 01/03/2025 Project End Date: 01/06/2025 RTR Commitment Amount: $247,598 Cumulative Expenditure to Date: $ 247,598 Forecast Expenditure to Next Period: $ 0 Progress Status: Complete Project Goal: Road Safety - Community Concern Goal Details: Goal Achieved? Yes; Goal Comments Road Safety Post Project Evaluation: Evaluation Completed? No; Evaluation Comments: Renewal of the pavement layer has been completed. Drainage and new road surface will 131099-24NSW-RTR - Big Jack Mountain Road, Rocky Hall - From straight line 01/03/2025 01/06/2025 $205,626 $ 205,626 $ 0 Complete Road Safety - Other: Improvement of road surface Goal Achieved? Yes Goal Comments Evaluation Completed? No Evaluation Comments Improved road surface through

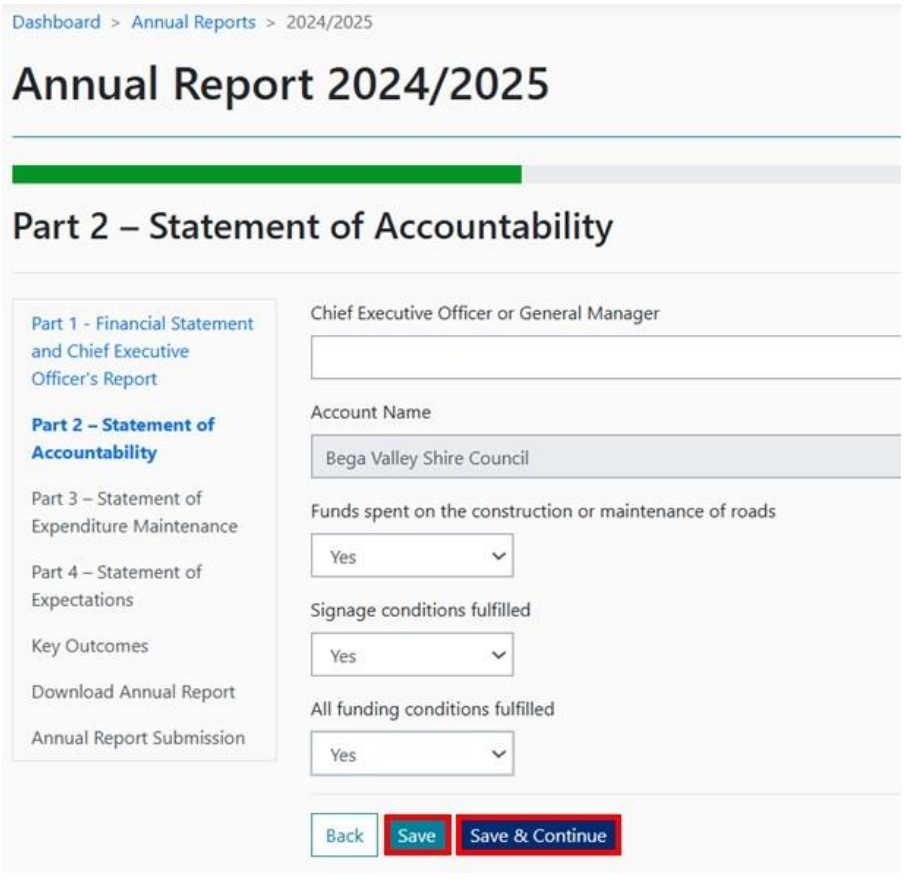
Step	Task	Screen shot
	If a Project's Progress Status is Completed and the Project has a Road Safety Project Goal, complete the additional mandatory fields: **Evaluation Completed? (Yes or No)** **Evaluation Comments** (these are required whether a formal evaluation has been completed or not) Based on the cumulative expenditure and forecast expenditure recorded in the Progress Report, if RPM identifies that a funding recipient has not spent funds it received within 6 months, adjust the expenditure or complete the mandatory field: **Funding Not Spent Explanation**. Note: you can navigate to a project by selecting the project name. Use the back arrow to return to the report.	
5.	The Progress Report can be progressively saved, allowing you to work on the report over a number of days. Selecting **Save** will show any validation issues with the data in the report. Validation issues will be listed at the top of the screen and in red against the specific field in the report which requires action. The Indicative Payment Based on Expenditure is automatically updated with	

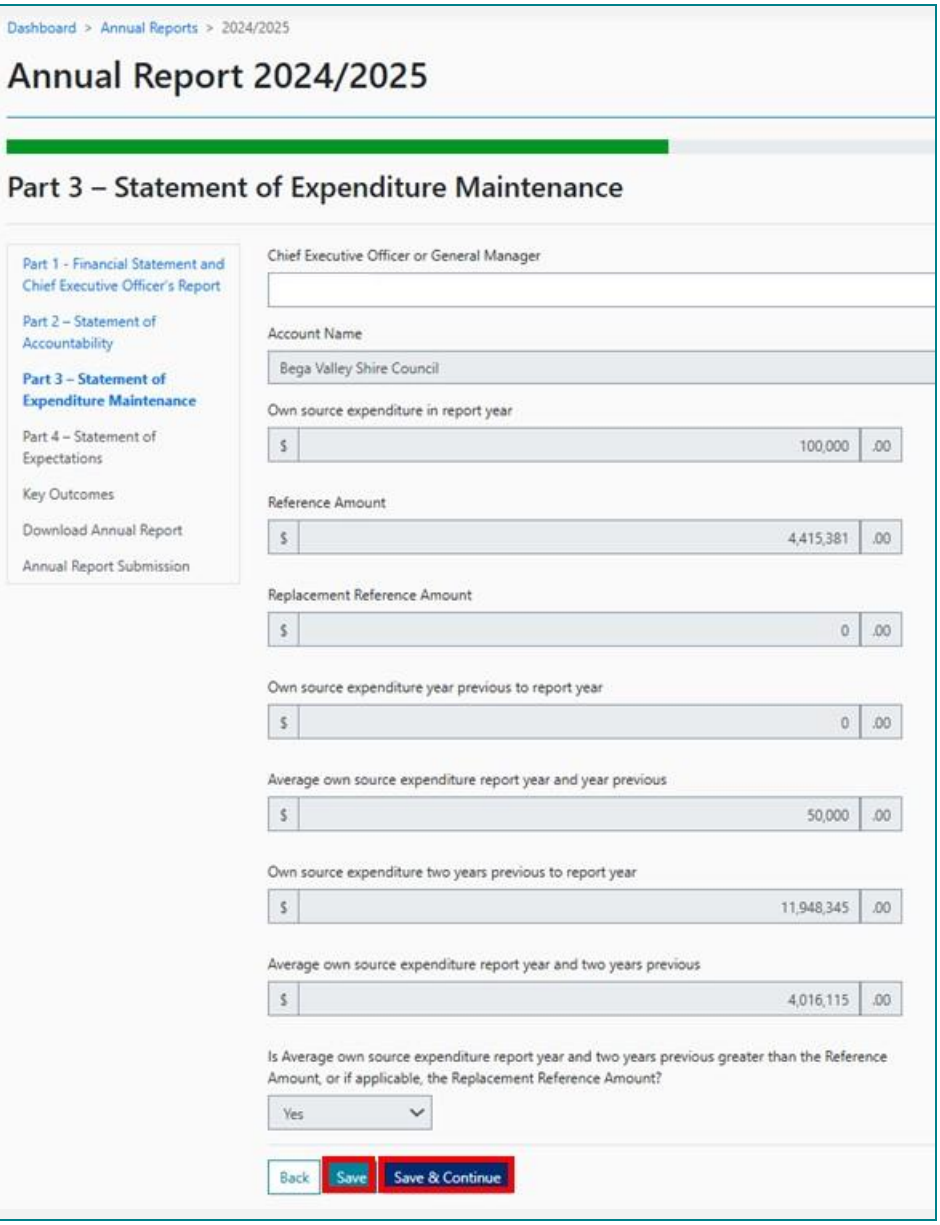
Step	Task	Screen shot
	updates from the **Cumulative Expenditure to Date**, and the **Forecast Expenditure to Next Period**. Note: this amount may change following review. Any negative amounts may result in nil payments for this reporting period. Update the required fields and select **Save**.	
6.	The message **'The Progress Report has been successfully saved.'** will be displayed.	
7.	Select **Submit Progress Report**. A pop-up window is displayed, that contains the message 'Are you sure you want to submit the Progress Report?'. Select **Yes**.	

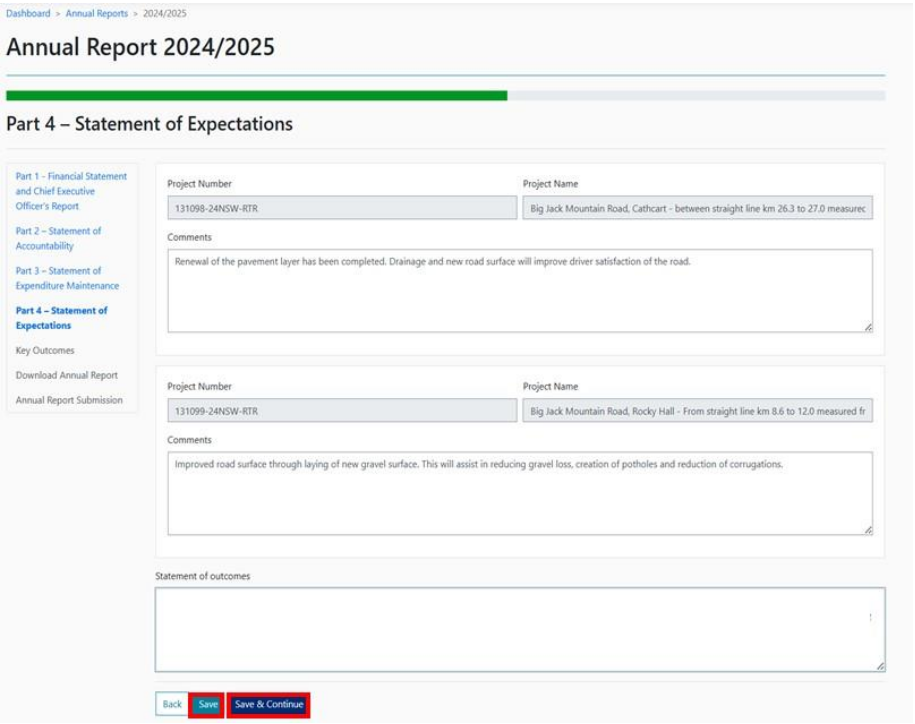
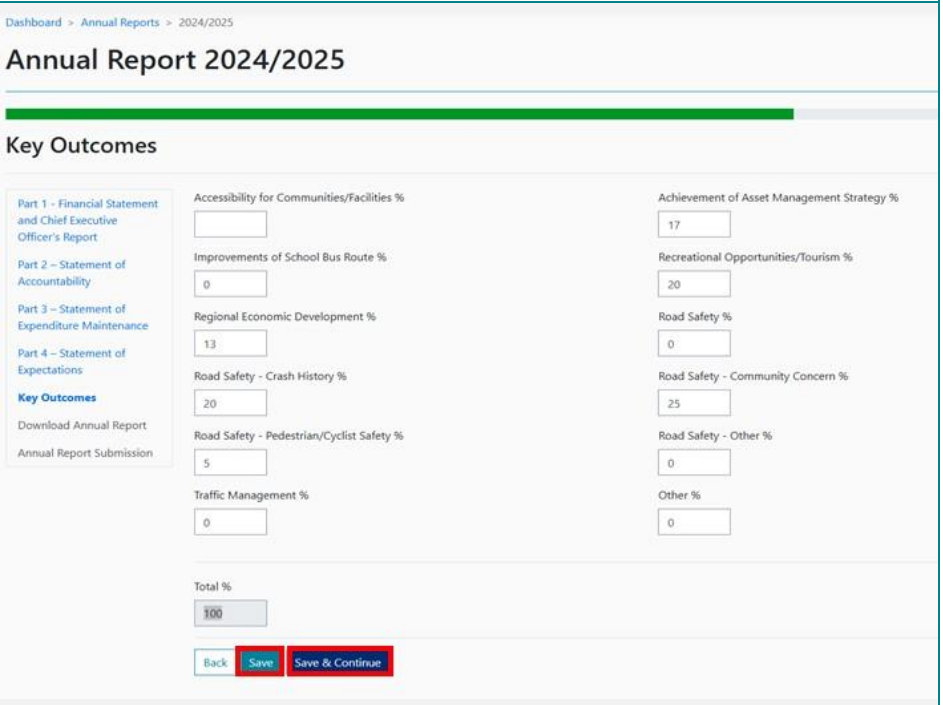
5. Submit Annual Report

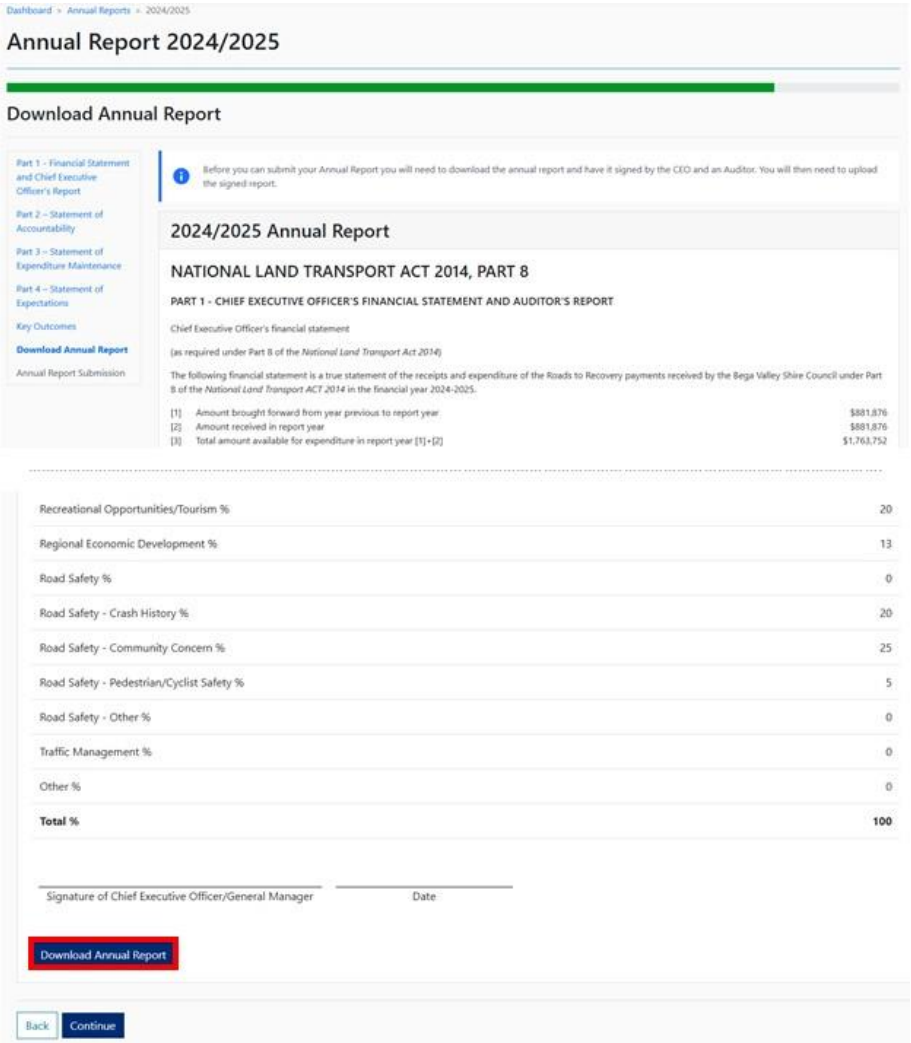
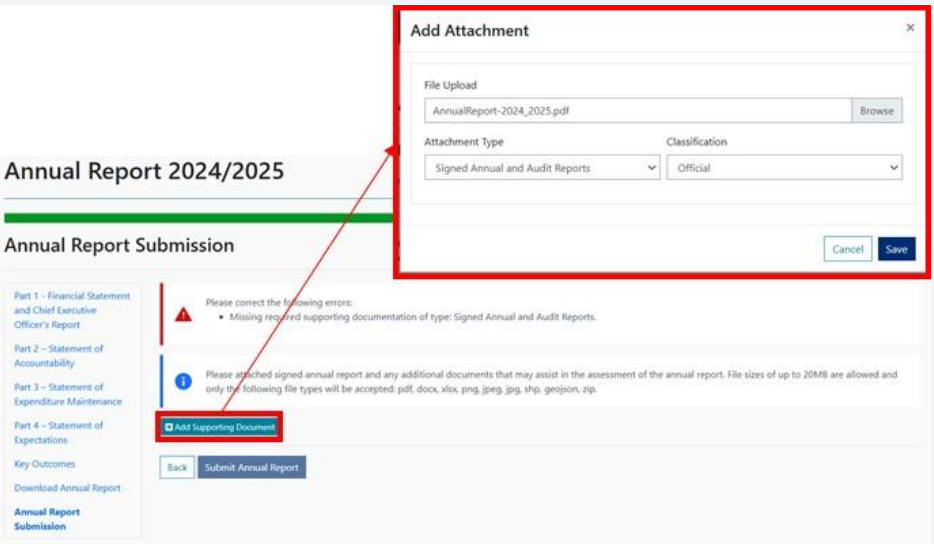
Step	Task	Screen shot
1.	Select the **Reporting** tile on the portal homepage.	

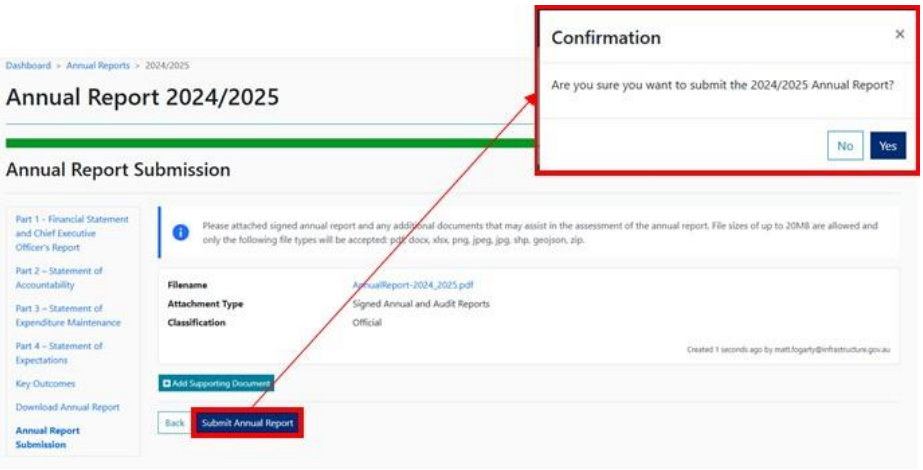
2.	Select the **Annual Reports** tile.	
3.	The **Annual Reports** page will be displayed. The list of Annual Reports is displayed for your account as well as the status. Previously approved or submitted Annual Reports are not available on the portal. To obtain historical reports refer to your own internal records or contact the RTR team. New/unsubmitted Annual Reports will be visible on the portal.	
4.	Select the **Annual Report** and the Annual Report form will be displayed. The **Part 1 - Financial Statement and Chief Executive Officer's Report** page will be displayed. Several fields are auto-populated based on information contained within RPM. Complete all mandatory fields: • **Amount expended in report year**. Note, this can be smaller or larger than, or equal to, the amount available for expenditure in report year. • **Own source expenditure in report year.**	

	You have the option to **Save** the report and come back to it or select **Save & Continue** to progress the form.	
5.	The **Part 2 - Statement of Accountability** page will be displayed. Provide name of the **Chief Executive Officer** or **General Manager**. Complete the following fields by selecting **Yes** or **No**: • **Funds spent on the construction or maintenance of roads** • **Signage conditions fulfilled** • **All funding conditions fulfilled** You have option to **Save** the report and come back to it or select **Save & Continue** to progress the form.	

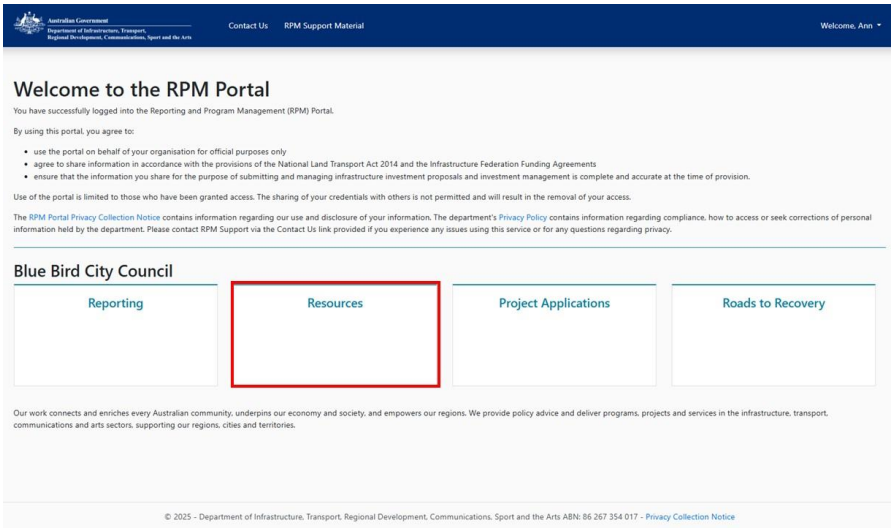
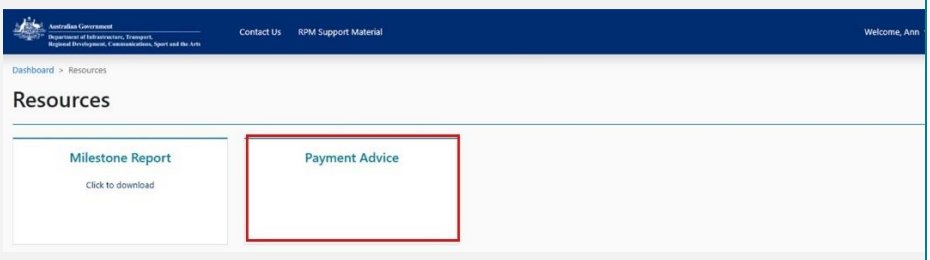
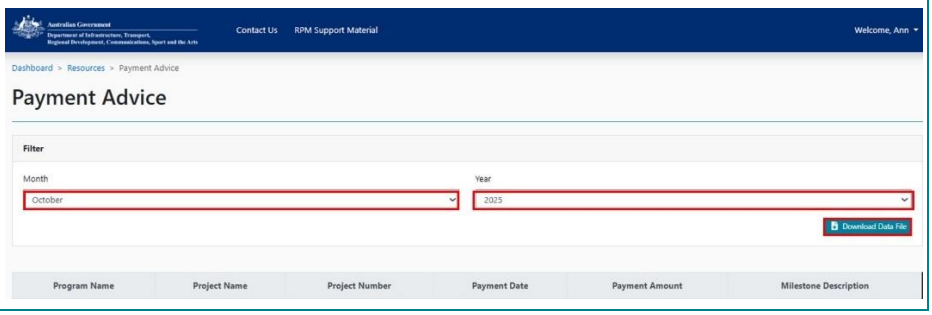
6.	The **Part 3 - Statement of Expenditure Maintenance** page will be displayed. All figures will be auto-populated by the portal. If the expenditure reported is not satisfactory, complete the mandatory field: **Shortfall Reason**, explaining why council's own source expenditure did not meet the reference amount. If the expenditure reported is satisfactory, review the information to ensure it is correct. You have the option to **Save** the report and come back to it or select **Save & Continue** to progress the form.	

7.	The **Part 4 - Statement of Expectations** page will be displayed. Any projects with a Road Safety project goal that were completed in the report year will display. Complete the mandatory **Post Project Evaluation Comments** for any relevant projects. Complete the mandatory field: **Statement of outcomes**. You have option to **Save** the report and come back to it or select **Save & Continue** to progress the form.	
8.	The **Key Outcomes** page will be displayed. Enter the percentage figure for any relevant **Key Outcomes**. Note: The Total must equal 100% in order to progress. Select **Save & Continue**. You have option to **Save** the report and come back to it or select **Save & Continue** to progress the form.	

9.	The **Download Annual Report** page will be displayed. Review all entered information. At the bottom of the page, select the **Download Annual Report** button. A PDF version of the Annual Report will be downloaded to the user's browser. Select **Continue**.	
10.	The Annual Report needs to be signed by the Chief Executive Officer or General Manager, and audited by the relevant Audit Office/third-party. Once the audit is completed, progress with the following: Select the **Add Supporting Document** Button to upload the signed Annual Report and Audit Certificate. Upload supporting documentation by: 1. Selecting **the Add Supporting Document** button 2. Browsing for the required file	

	3. Selecting the relevant **Attachment Type** and **Classification** 4. Selecting **Save** Note: A document with an Attachment Type of Signed Annual and Audit Reports must be uploaded to progress.	
11.	Select **Submit Annual Report** A confirmation window will be displayed. Select **Yes**	
12.	The Annual Report Status is now Submitted. A successful submission message is displayed at the top of the page and the item will no longer be accessible.	

6. View Payment Advice

Step	Task	Screen shot
1.	Select the **Resources** tile on the portal homepage.	
2.	The **Resources** page is displayed. Select the **Payment Advice** tile.	
3.	Select the **Month** and the **Year**. The list of Payment Advices is displayed. Select **Download Data File** to download the Payment Advice.