



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

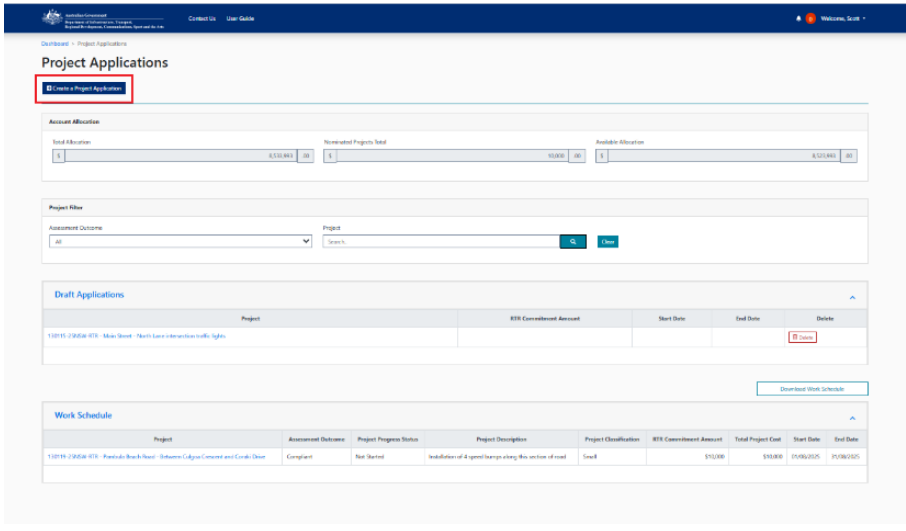
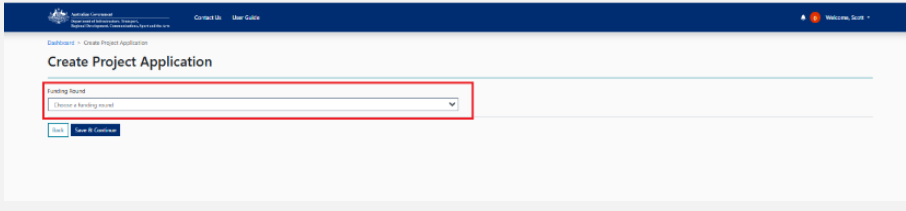
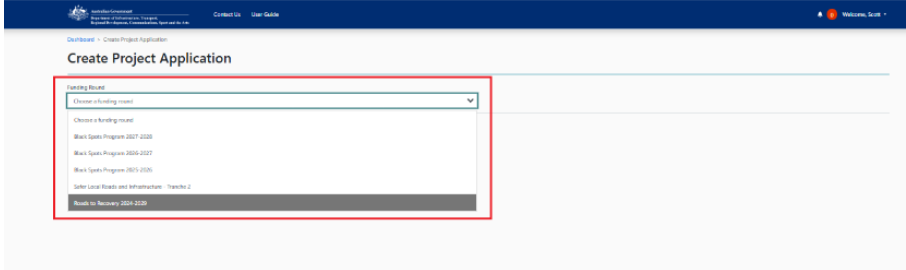
Additional resources are available on the [RPM portal website](#).

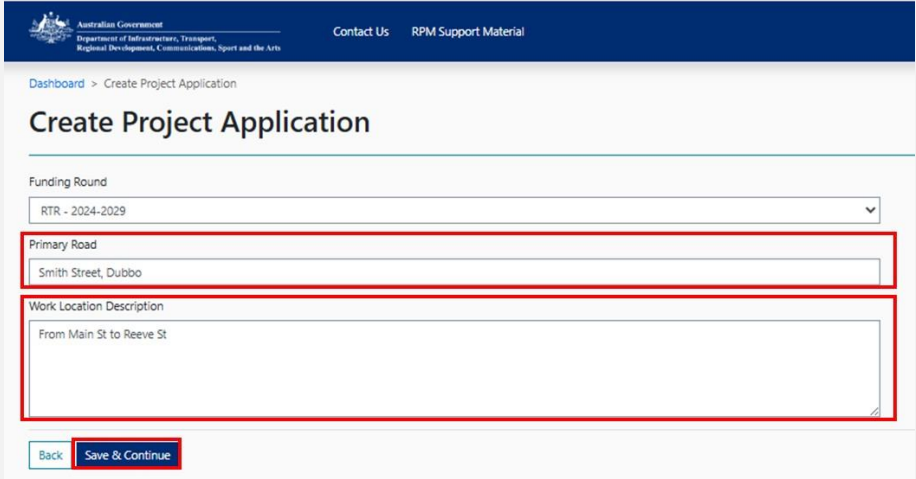

Support

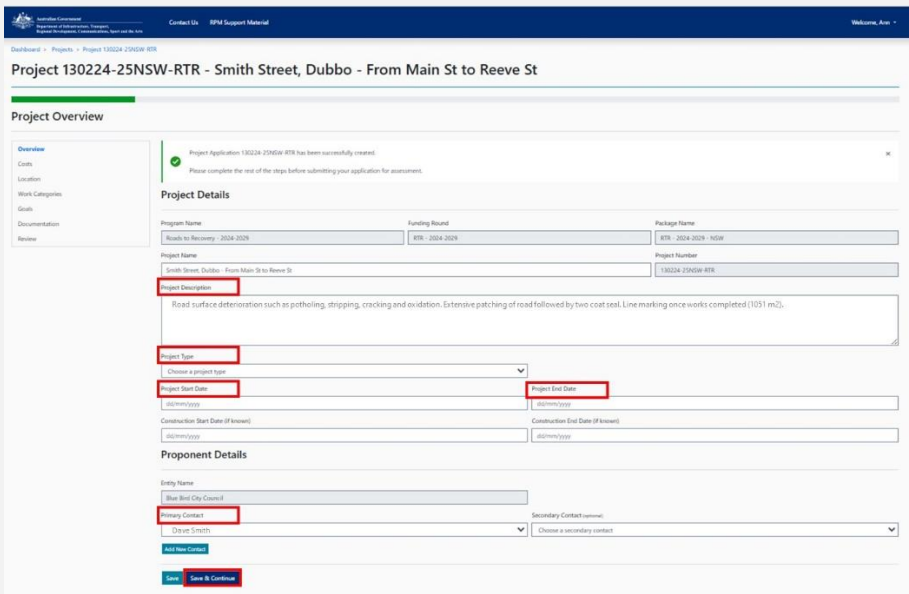
RTR program questions can be sent to Roads.toRecovery@infrastructure.gov.au.

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

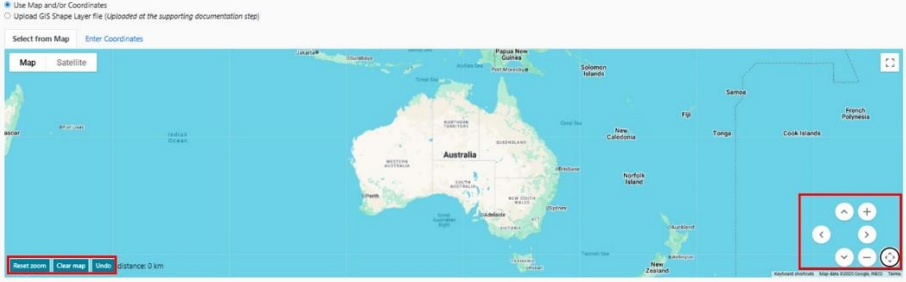
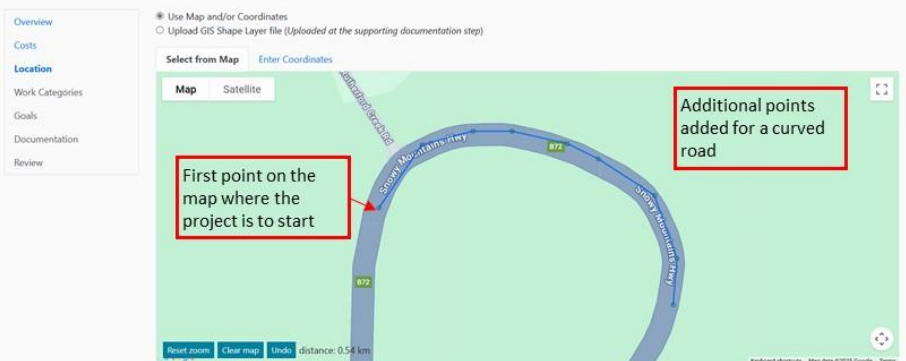
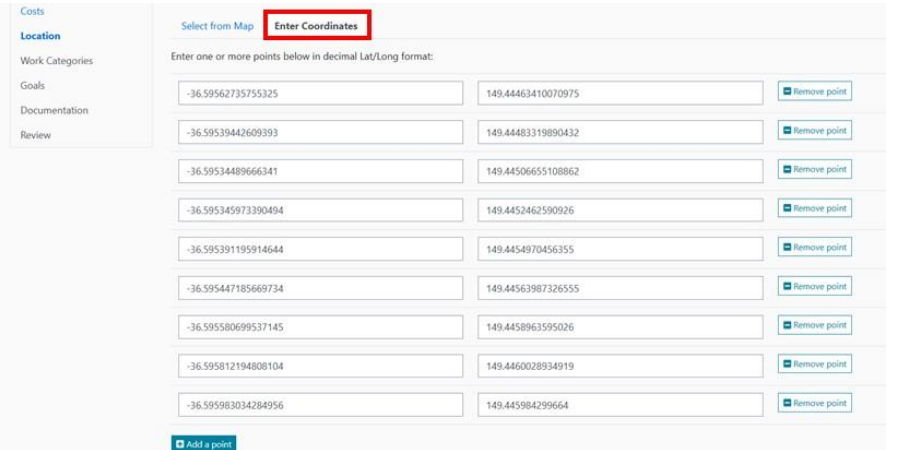
RPM portal technical queries (such as access to the system) can be sent to RPMSupport@infrastructure.gov.au.

Step	Task	Screen shot
	<ul style="list-style-type: none"> 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.	<p>Select the Funding Round drop down menu, then select the Funding Round and select Save & Continue.</p> <p>In this example, Roads to Recovery 2024-2029 has been chosen from the list of options.</p> <p>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.</p> <p>If you are unable to find the Roads to Recovery funding round, contact RPM Support.</p>	

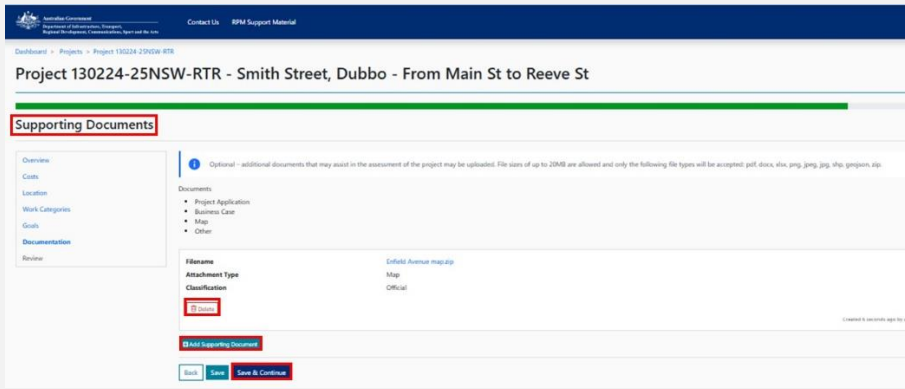
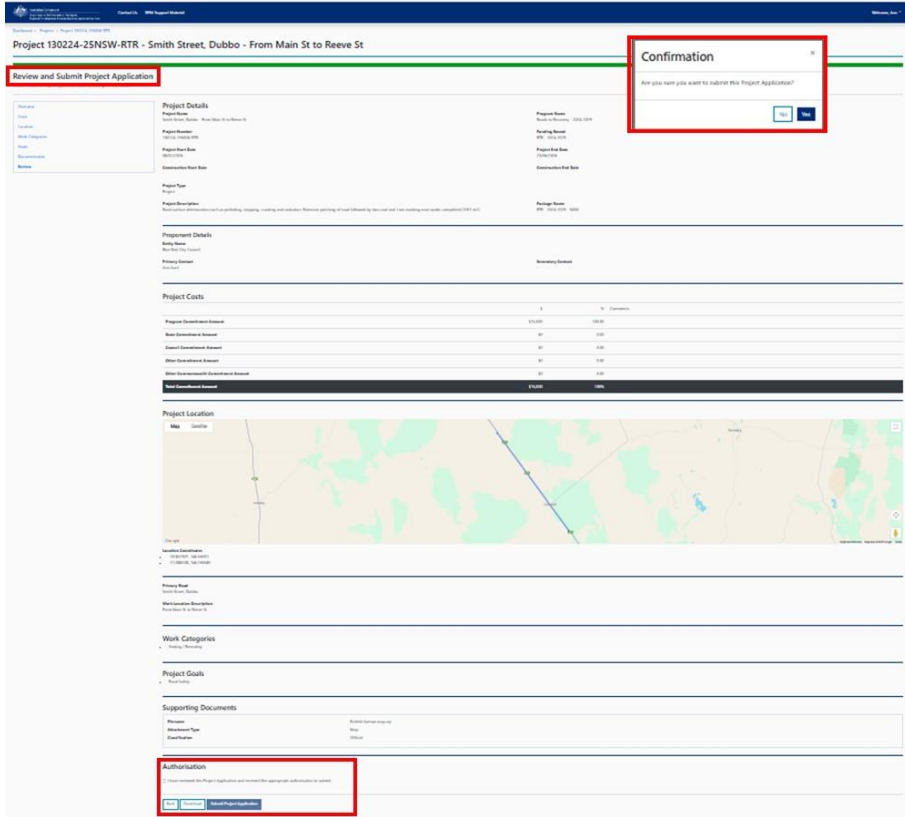
Step	Task	Screen shot
6.	<p>Select the Primary Road field, then enter the name of the road and the suburb or town. For those roads in areas without a suburb/town include “(Rural Road)” instead.</p> <p>Select the Work Location Description field, then enter the location details. For example, From Main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

Step	Task	Screen shot
8.	<p>Complete the following fields:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> – 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. <p>Note: Project Start and End Dates must fall within the Program Start and End Dates.</p>	 <p>The screenshot shows the 'Project Overview' page for 'Project 130224-25NSW-RTR - Smith Street, Dubbo - From Main St to Reeve St'. The form includes sections for 'Project Details' and 'Proponent Details'. Red boxes highlight the following fields: 'Project Description', 'Project Type', 'Project Start Date', 'Project End Date', and 'Primary Contact'. The 'Project Description' field contains the text: 'Road surface deterioration such as potholing, stripping, cracking and oxidation. Extensive patching of road followed by two coat seal. Line marking once works completed (1031 m2)'. The 'Project Type' dropdown is set to 'Project'. The 'Project Start Date' and 'Project End Date' are both set to 'dd/mm/yyyy'. The 'Primary Contact' is 'Dylan Smith'.</p>

Step	Task	Screen shot
	<p>For the RTR 2024-29 funding period this is 1 July 2024 to 30 June 2029.</p> <ul style="list-style-type: none"> The Primary Contact field can be updated if required <p>Select Save and Continue.</p>	
9.	<p>The Project Costs page will be displayed.</p> <p>Enter the Contribution Amounts (and Funding Source Descriptions where necessary) for each funding source.</p> <p>The Total and Funding Split Percentage fields will automatically calculate as the amounts are entered.</p> <p>Select Save and Continue.</p>	
10.	<p>The Project Location page will be displayed.</p> <p>One or all of the following three options can be used:</p> <ul style="list-style-type: none"> 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. <p>Note: The left-hand navigation menu will have progressed to Location.</p>	

Step	Task	Screen shot
11.	<p>There are two options to using the map feature to find the specific location:</p> <ul style="list-style-type: none"> 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. <p>At any time you can:</p> <ul style="list-style-type: none"> 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.	<p>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.</p>	<p>Project Location</p> 
13.	<p>The Enter Coordinates tab shows a list of coordinates corresponding the latitude and longitude of the marked area on the map.</p> <p>You also have the option to Enter Coordinates manually. Once you have completed the map details, select Save and Continue.</p>	

Step	Task	Screen shot
14.	<p>If the Project Type selected is Grouped (Step 8), additional Project details are required.</p> <p>To add each Group Project component, select Add Location.</p> <p>Enter a primary road, work location and cost for each project. Latitude and Longitude are optional.</p> <p>Note: The sum of each Group Project must equal the Total Project Cost entered on the Cost screen.</p> <p>Select Save & Continue.</p>	
15.	<p>Once the Location details have been completed, the Work Categories form is displayed.</p> <p>Select the applicable Work Category.</p> <p>Select Save & Continue.</p>	
16.	<p>The Project Goal form is displayed.</p> <p>Select one Project Goal, that best suits the type of project.</p> <p>Select Save & Continue.</p>	
17.	<p>The Supporting Documents page will be displayed.</p> <p>To add a document, select Add Supporting Document.</p> <p>The Add Attachment panel will be displayed.</p> <p>Select Browse to upload the file.</p> <p>Select the Attachment Type, where you have the option to attach:</p> <ul style="list-style-type: none"> Project Application Business Case Map 	

Step	Task	Screen shot
	<ul style="list-style-type: none"> Other. <p>If you are uploading a map, you may upload mapping documents via a zip file).</p> <p>Select the document Classification and Save.</p> <p>Select Save & Continue.</p> <p>Note – the RTR program does not require supporting documents to be provided, except where a GIS/Map file is selected at Step 10.</p>	
18.	<p>The uploaded document can be deleted and additional Supporting Documents can be added.</p> <p>Select Save & Continue.</p>	
19.	<p>The Review and Submit Project Application page is displayed.</p> <p>The left-hand navigation menu can be used to navigate to different sections of the Application.</p> <p>To submit the application, select the Authorisation checkbox and select Submit Project Application.</p> <p>A Confirmation window will display, with the question 'Are you sure you want to submit this Project Application?'</p> <p>Select the Yes button.</p> <p>The message 'Project Application has been successfully submitted' will be displayed.</p> <p>Once submitted, your project will be added to your Work</p>	

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.

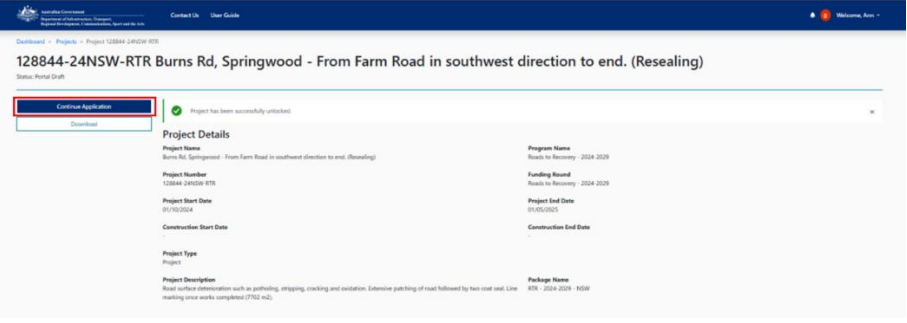
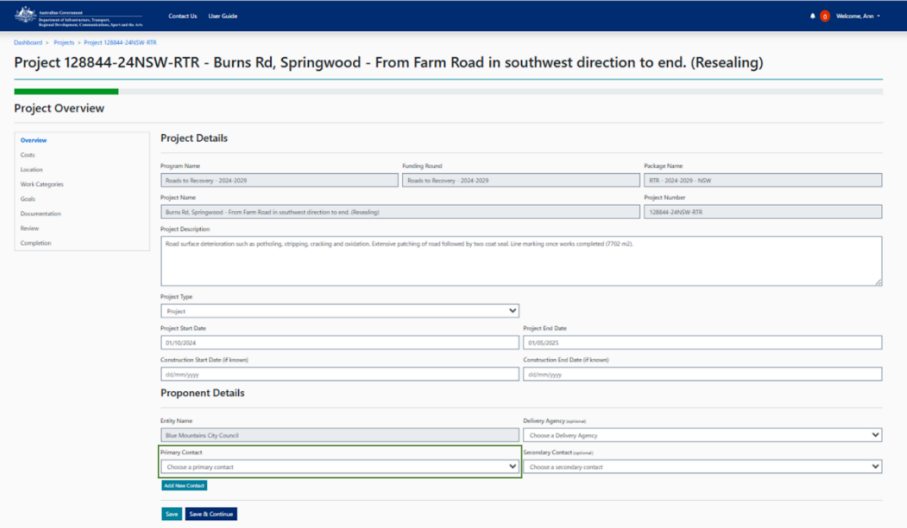
Projects that can be amended

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

Projects that cannot be amended

- Withdrawn projects.

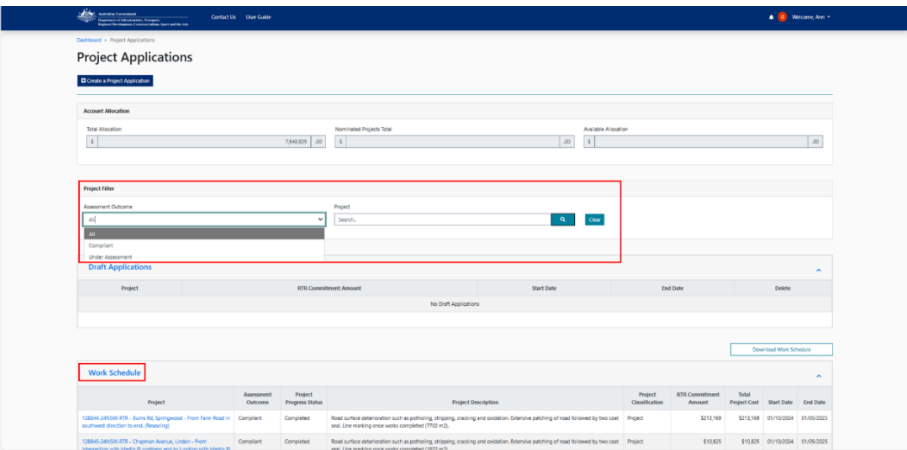
Step	Task	Screen shot
1.	<p>To amend a Project Application:</p> <ul style="list-style-type: none"> • Search for the project to be amended, either use the Project Filter, or • Scroll down the Work Schedule, then select the required project. 	
2.	<p>The Project Details page is displayed.</p> <p>Select Amend Project.</p> <p>Select the Confirmation option to:</p> <ul style="list-style-type: none"> • Make the project editable • Remove the current assessment of the project. <p>Note: Selecting this option will change the project status to Draft.</p>	

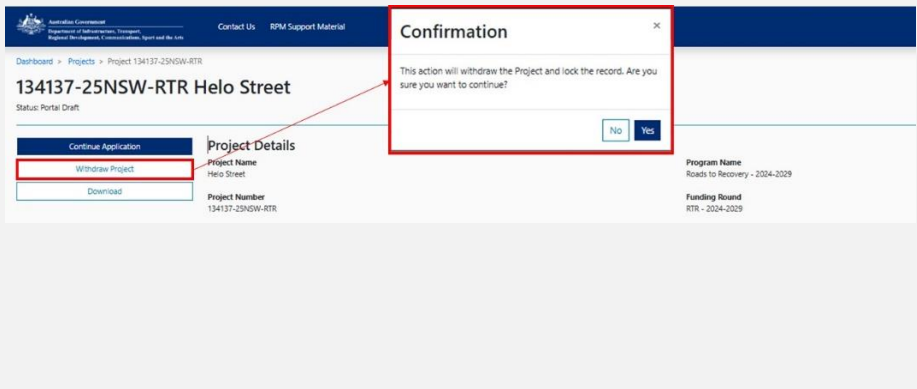
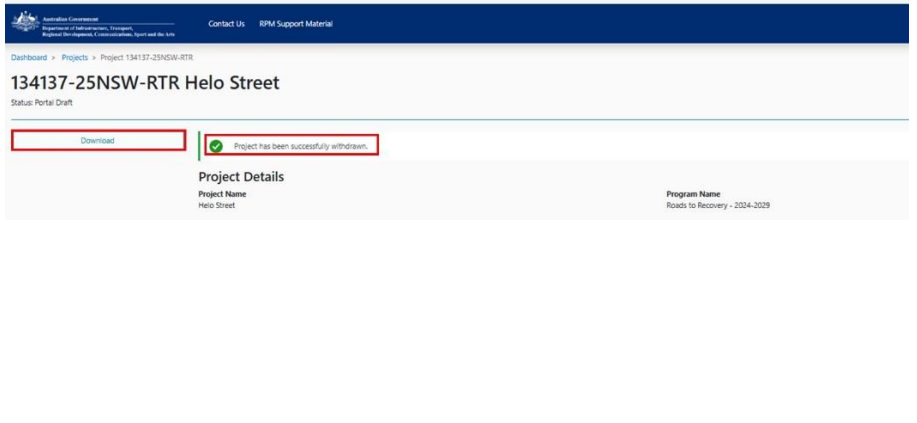
Step	Task	Screen shot
3.	Select Continue Application .	
4.	<p>The Project can now be amended and follows the same process as 1. Create a Project Application.</p> <p>Update the required fields.</p> <p>Note: Changes to Projects imported from IMS for the first time will require the following updates:</p> <ul style="list-style-type: none"> The primary contact field Project Location details. 	

3. Withdraw a Project

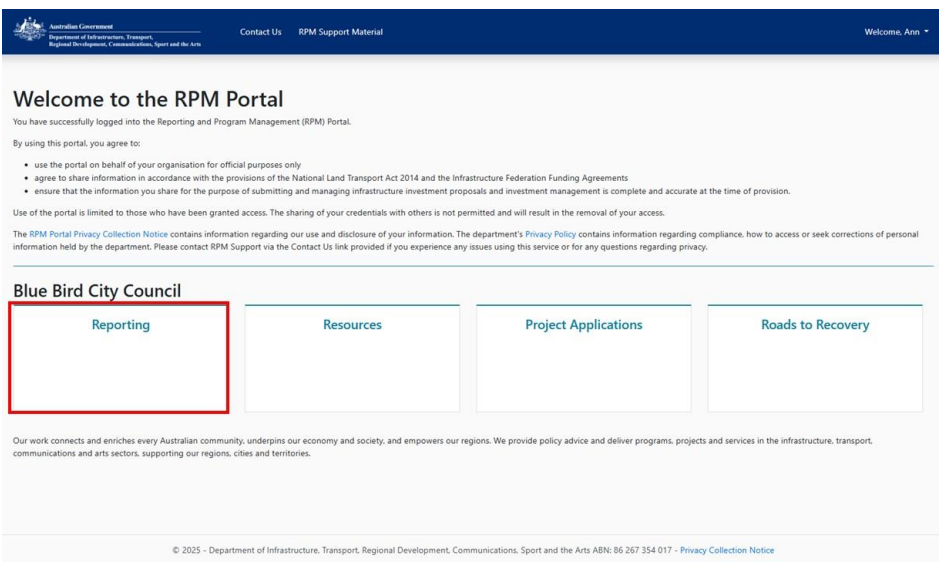
RTR projects may be withdrawn at any time during a funding period.

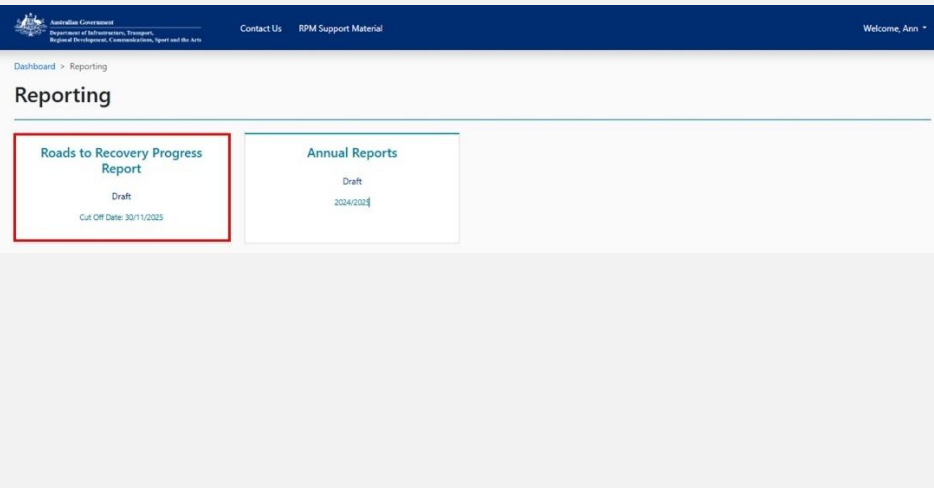
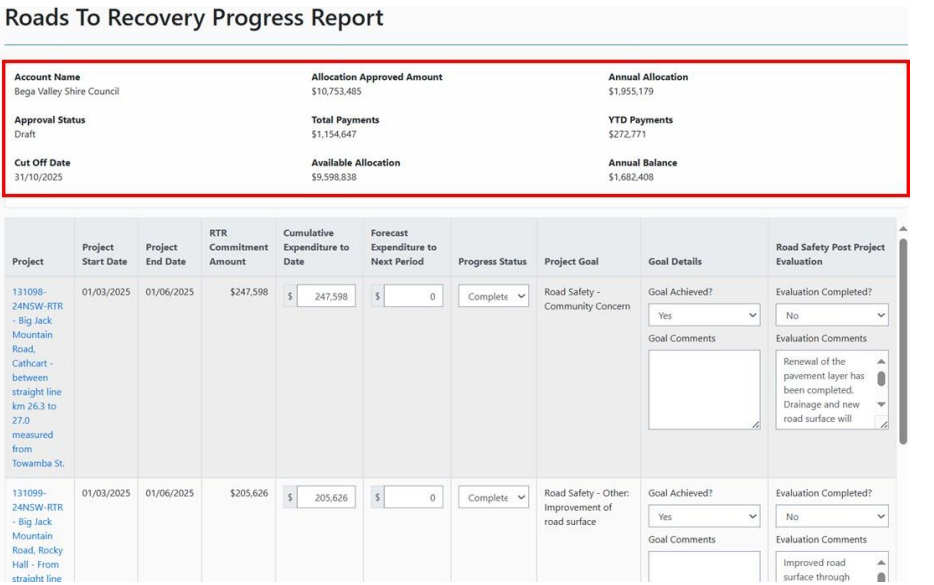
Withdrawn projects will remain in the Work Schedule as a record.

Step	Task	Screen shot
1.	<p>To withdraw a project, search for the project to be withdrawn by:</p> <ul style="list-style-type: none"> Using the Project Filter or Scroll down the Work Schedule, then select the required project. 	

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

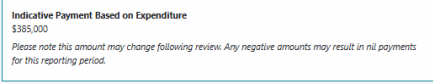
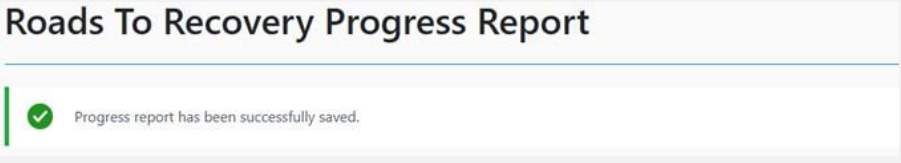

4. Submit a Progress Report (Quarterly Expenditure Report)

Step	Task	Screen shot
1.	<p>Select the Reporting tile on the portal homepage.</p>	

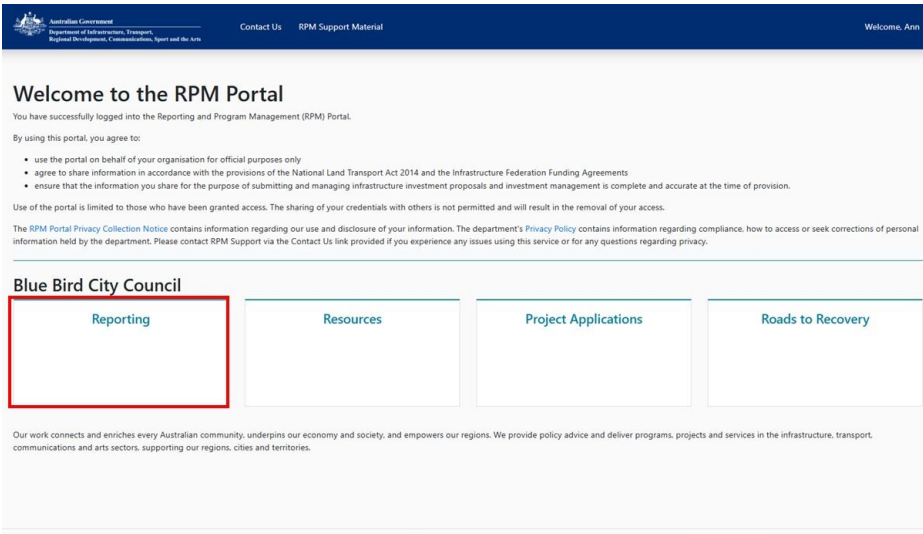
Step	Task	Screen shot																																																
2.	<p>The Progress Reporting page is displayed.</p> <p>The Roads to Recovery Progress Report tile shows:</p> <ul style="list-style-type: none">The status of the reportThe Cut Off Date for submission. <p>Select the Roads to Recovery Progress Report tile.</p>	 <p>The screenshot shows the 'Reporting' section of the RPM portal. Two tiles are visible: 'Roads to Recovery Progress Report' (highlighted with a red box) and 'Annual Reports'. The 'Roads to Recovery Progress Report' tile shows a status of 'Draft' and a 'Cut Off Date: 30/11/2025'.</p>																																																
3.	<p>The Roads to Recovery Progress Report form will be displayed.</p> <p>At the top of the form is a summary of your account.</p> <p>The first column includes:</p> <ul style="list-style-type: none">Account NameApproval Status – i.e. status of the reportCut Off Date <p>The second column refers to the total 5-year funding period and includes:</p> <ul style="list-style-type: none">Allocation Approved Amount – program allocation for the five-year funding periodTotal Payments – total paid to dateAvailable Allocation – 5-year allocation minus total paid to date <p>The third column refers to the current funding period and includes:</p> <ul style="list-style-type: none">Annual AllocationYTD (Year to Date) PaymentsAnnual Balance – Annual Allocation minus YTD payments	 <p>The screenshot shows the 'Roads To Recovery Progress Report' form. At the top, there is a summary table for the account 'Bega Valley Shire Council'. Below this is a table listing projects with columns for Project, Project Start Date, Project End Date, RTR Commitment Amount, Cumulative Expenditure to Date, Forecast Expenditure to Next Period, Progress Status, Project Goal, Goal Details, and Road Safety Post Project Evaluation.</p> <table><tr><th>Account Name</th><th>Allocation Approved Amount</th><th>Annual Allocation</th></tr><tr><td>Bega Valley Shire Council</td><td>\$10,753,485</td><td>\$1,955,179</td></tr></table> <table><tr><th>Approval Status</th><th>Total Payments</th><th>YTD Payments</th></tr><tr><td>Draft</td><td>\$1,154,647</td><td>\$272,771</td></tr></table> <table><tr><th>Cut Off Date</th><th>Available Allocation</th><th>Annual Balance</th></tr><tr><td>31/10/2025</td><td>\$9,598,838</td><td>\$1,682,408</td></tr></table> <table><tr><th>Project</th><th>Project Start Date</th><th>Project End Date</th><th>RTR Commitment Amount</th><th>Cumulative Expenditure to Date</th><th>Forecast Expenditure to Next Period</th><th>Progress Status</th><th>Project Goal</th><th>Goal Details</th><th>Road Safety Post Project Evaluation</th></tr><tr><td>131098-24NSW-RTR - Big Jack Mountain Road, Cathcart - between straight line km 26.3 to 27.0 measured from Towamba St.</td><td>01/03/2025</td><td>01/06/2025</td><td>\$247,598</td><td>\$ 247,598</td><td>\$ 0</td><td>Complete</td><td>Road Safety - Community Concern</td><td>Goal Achieved? Yes Goal Comments</td><td>Evaluation Completed? No Evaluation Comments Renewal of the pavement layer has been completed. Drainage and new road surface will</td></tr><tr><td>131099-24NSW-RTR - Big Jack Mountain Road, Rocky Hall - From straight line</td><td>01/03/2025</td><td>01/06/2025</td><td>\$205,626</td><td>\$ 205,626</td><td>\$ 0</td><td>Complete</td><td>Road Safety - Other: Improvement of road surface</td><td>Goal Achieved? Yes Goal Comments</td><td>Evaluation Completed? No Evaluation Comments Improved road surface through</td></tr></table>	Account Name	Allocation Approved Amount	Annual Allocation	Bega Valley Shire Council	\$10,753,485	\$1,955,179	Approval Status	Total Payments	YTD Payments	Draft	\$1,154,647	\$272,771	Cut Off Date	Available Allocation	Annual Balance	31/10/2025	\$9,598,838	\$1,682,408	Project	Project Start Date	Project End Date	RTR Commitment Amount	Cumulative Expenditure to Date	Forecast Expenditure to Next Period	Progress Status	Project Goal	Goal Details	Road Safety Post Project Evaluation	131098-24NSW-RTR - Big Jack Mountain Road, Cathcart - between straight line km 26.3 to 27.0 measured from Towamba St.	01/03/2025	01/06/2025	\$247,598	\$ 247,598	\$ 0	Complete	Road Safety - Community Concern	Goal Achieved? Yes Goal Comments	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
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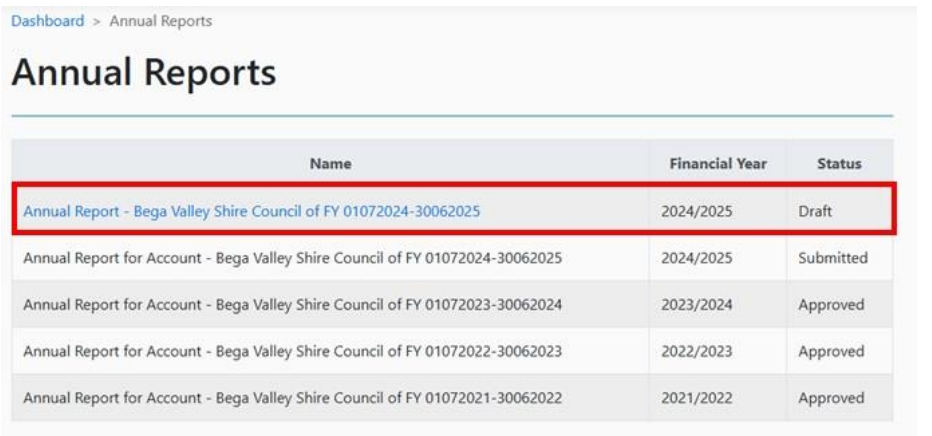

Step	Task	Screen shot
	<p>Each Roads to Recovery project with a status of Compliant, Non-Compliant or Under Assessment, will be listed.</p> <p>Details of each project can be accessed by selecting the Project name in the left column.</p>	
4.	<p>For each Project, complete all mandatory fields:</p> <ul style="list-style-type: none"> Cumulative Expenditure to Date Forecast Expenditure to Next Period Progress Status <p>The sum of Cumulative Expenditure to Date and Forecast Expenditure to Next Period must equal the RTR Commitment Amount.</p> <p>Select the Progress Status to update the status of the project. Options include:</p> <ul style="list-style-type: none"> In Progress Complete <p>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).</p> <p>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)</p>	<p>Roads To Recovery Progress Report</p>

Step	Task	Screen shot																														
	<p>If a Project's Progress Status is Completed and the Project has a Road Safety Project Goal, complete the additional mandatory fields:</p> <p>Evaluation Completed? (Yes or No)</p> <p>Evaluation Comments (these are required whether a formal evaluation has been completed or not)</p> <p>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.</p> <p>Note: you can navigate to a project by selecting the project name.</p> <p>Use the back arrow to return to the report.</p>																															
5.	<p>The Progress Report can be progressively saved, allowing you to work on the report over a number of days.</p> <p>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.</p> <p>The Indicative Payment Based on Expenditure is automatically updated with</p>	<div><h3>Roads To Recovery Progress Report</h3><div>Please correct the following errors:<ul style="list-style-type: none">The Goal Comments field is required when Goal Achieved? is 'No'.The Evaluation Comments field is required when 'Completed'.The Goal Comments field is required when Goal Achieved? is 'No'.The Evaluation Comments field is required when 'Completed'.</div><table><thead><tr><th>Project</th><th>Project Start Date</th><th>Project End Date</th><th>RTR Commitment Amount</th><th>Cumulative Expenditure to Date</th><th>Forecast Expenditure to Next Period</th><th>Progress Status</th><th>Project Goal</th><th>Goal Details</th><th>Road Safety Post Project Evaluation</th></tr></thead><tbody><tr><td>- Eden St, Bega - From Chainage 5 metres to Chainage 230 metres measured from Upper Street.</td><td></td><td></td><td></td><td></td><td></td><td></td><td>surface</td><td><div>Goal Achieved? No</div><div>Goal Comments Project is still in progress</div></td><td><div>Road Safety Post Project Evaluation No</div><div>Evaluation Comments The evaluation has not been completed yet</div></td></tr><tr><td>131101-24NSW-RTR - Inlay Street, Eden - Between Chandos Street and Albert Terrace.</td><td>01/03/2025</td><td>01/10/2025</td><td>\$300,000</td><td>\$ 12,794</td><td>\$ 75,000</td><td>Complete</td><td>Road Safety - Other: Improvement of road surface</td><td><div>Goal Achieved? No</div><div>Goal Comments The project is still in progress.</div></td><td><div>Evaluation Completed? No</div><div>Evaluation Comments The evaluation is not complete yet</div></td></tr></tbody></table></div>	Project	Project Start Date	Project End Date	RTR Commitment Amount	Cumulative Expenditure to Date	Forecast Expenditure to Next Period	Progress Status	Project Goal	Goal Details	Road Safety Post Project Evaluation	- Eden St, Bega - From Chainage 5 metres to Chainage 230 metres measured from Upper Street.							surface	<div>Goal Achieved? No</div> <div>Goal Comments Project is still in progress</div>	<div>Road Safety Post Project Evaluation No</div> <div>Evaluation Comments The evaluation has not been completed yet</div>	131101-24NSW-RTR - Inlay Street, Eden - Between Chandos Street and Albert Terrace.	01/03/2025	01/10/2025	\$300,000	\$ 12,794	\$ 75,000	Complete	Road Safety - Other: Improvement of road surface	<div>Goal Achieved? No</div> <div>Goal Comments The project is still in progress.</div>	<div>Evaluation Completed? No</div> <div>Evaluation Comments The evaluation is not complete yet</div>
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Step	Task	Screen shot
	<p>updates from the Cumulative Expenditure to Date, and the Forecast Expenditure to Next Period.</p> <p>Note: this amount may change following review. Any negative amounts may result in nil payments for this reporting period.</p> <p>Update the required fields and select Save.</p>	
6.	The message 'The Progress Report has been successfully saved.' will be displayed.	
7.	<p>Select Submit Progress Report.</p> <p>A pop-up window is displayed, that contains the message 'Are you sure you want to submit the Progress Report?'.</p> <p>Select Yes.</p>	

5. Submit Annual Report

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

2.	<p>Select the Annual Reports tile.</p>	 <p>The screenshot shows the 'Reporting' dashboard with two tiles: 'Roads to Recovery Progress Report' and 'Annual Reports'. The 'Annual Reports' tile is highlighted with a red border. It shows a 'Draft' status and a 'Cut Off Date: 30/11/2025'.</p>																		
3.	<p>The Annual Reports page will be displayed.</p> <p>The list of Annual Reports is displayed for your account as well as the status.</p> <p>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.</p> <p>New/unsubmitted Annual Reports will be visible on the portal.</p>	 <p>The screenshot shows the 'Annual Reports' page with a table of reports. The first row, 'Annual Report - Bega Valley Shire Council of FY 01072024-30062025', is highlighted with a red border. The table has columns for Name, Financial Year, and Status.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Financial Year</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Annual Report - Bega Valley Shire Council of FY 01072024-30062025</td> <td>2024/2025</td> <td>Draft</td> </tr> <tr> <td>Annual Report for Account - Bega Valley Shire Council of FY 01072024-30062025</td> <td>2024/2025</td> <td>Submitted</td> </tr> <tr> <td>Annual Report for Account - Bega Valley Shire Council of FY 01072023-30062024</td> <td>2023/2024</td> <td>Approved</td> </tr> <tr> <td>Annual Report for Account - Bega Valley Shire Council of FY 01072022-30062023</td> <td>2022/2023</td> <td>Approved</td> </tr> <tr> <td>Annual Report for Account - Bega Valley Shire Council of FY 01072021-30062022</td> <td>2021/2022</td> <td>Approved</td> </tr> </tbody> </table>	Name	Financial Year	Status	Annual Report - Bega Valley Shire Council of FY 01072024-30062025	2024/2025	Draft	Annual Report for Account - Bega Valley Shire Council of FY 01072024-30062025	2024/2025	Submitted	Annual Report for Account - Bega Valley Shire Council of FY 01072023-30062024	2023/2024	Approved	Annual Report for Account - Bega Valley Shire Council of FY 01072022-30062023	2022/2023	Approved	Annual Report for Account - Bega Valley Shire Council of FY 01072021-30062022	2021/2022	Approved
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4.	<p>Select the Annual Report and the Annual Report form will be displayed.</p> <p>The Part 1 - Financial Statement and Chief Executive Officer's Report page will be displayed.</p> <p>Several fields are auto-populated based on information contained within RPM.</p> <p>Complete all mandatory fields:</p> <ul style="list-style-type: none"> • 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. 	 <p>The screenshot shows the 'Annual Report 2024/2025' form, specifically 'Part 1 - Financial Statement and Chief Executive Officer's Report'. The form includes several input fields for financial data, with some values pre-filled. The 'Save' and 'Save & Continue' buttons are highlighted with red boxes.</p> <p>Part 1 - Financial Statement and Chief Executive Officer's Report</p> <p>Amount brought forward from year previous to report year</p> <p>\$ 881,876 .00</p> <p>Amount received in report year</p> <p>\$ 881,876 .00</p> <p>Total amount available for expenditure in report year [1]-[2]</p> <p>\$ 1,763,752 .00</p> <p>Amount expended in report year</p> <p>\$ 1,250,000 .00</p> <p>Amount carried forward to next report year [3]-[4]</p> <p>\$ 513,752 .00</p> <p>Own source expenditure in report year</p> <p>\$ 100,000 .00</p> <p>Save Save & Continue</p>																		

	<p>You have the option to Save the report and come back to it or select Save & Continue to progress the form.</p>	
5.	<p>The Part 2 - Statement of Accountability page will be displayed.</p> <p>Provide name of the Chief Executive Officer or General Manager.</p> <p>Complete the following fields by selecting Yes or No:</p> <ul style="list-style-type: none"> Funds spent on the construction or maintenance of roads Signage conditions fulfilled All funding conditions fulfilled <p>You have option to Save the report and come back to it or select Save & Continue to progress the form.</p>	<p>Dashboard > Annual Reports > 2024/2025</p> <h2>Annual Report 2024/2025</h2> <hr/> <h3>Part 2 – Statement of Accountability</h3> <div> <div> <p>Part 1 - Financial Statement and Chief Executive Officer's Report</p> <p>Part 2 – Statement of Accountability</p> <p>Part 3 – Statement of Expenditure Maintenance</p> <p>Part 4 – Statement of Expectations</p> <p>Key Outcomes</p> <p>Download Annual Report</p> <p>Annual Report Submission</p> </div> <div> <p>Chief Executive Officer or General Manager</p> <p>Account Name</p> <p>Bega Valley Shire Council</p> <p>Funds spent on the construction or maintenance of roads</p> <p>Yes</p> <p>Signage conditions fulfilled</p> <p>Yes</p> <p>All funding conditions fulfilled</p> <p>Yes</p> <p>Back Save Save & Continue</p> </div> </div>

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.

Dashboard > Annual Reports > 2024/2025

Annual Report 2024/2025

Part 3 – Statement of Expenditure Maintenance

[Part 1 - Financial Statement and Chief Executive Officer's Report](#)
[Part 2 – Statement of Accountability](#)
[Part 3 – Statement of Expenditure Maintenance](#)
[Part 4 – Statement of Expectations](#)
[Key Outcomes](#)
[Download Annual Report](#)
[Annual Report Submission](#)

Chief Executive Officer or General Manager

Account Name

Bega Valley Shire Council

Own source expenditure in report year

\$ 100,000 .00

Reference Amount

\$ 4,415,381 .00

Replacement Reference Amount

\$ 0 .00

Own source expenditure year previous to report year

\$ 0 .00

Average own source expenditure report year and year previous

\$ 50,000 .00

Own source expenditure two years previous to report year

\$ 11,948,345 .00

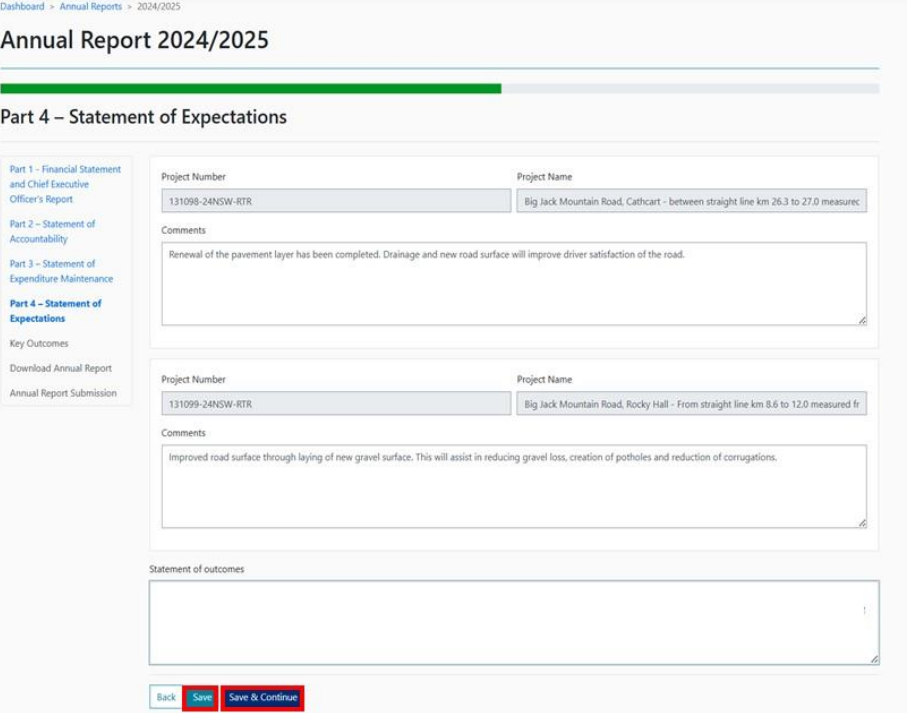
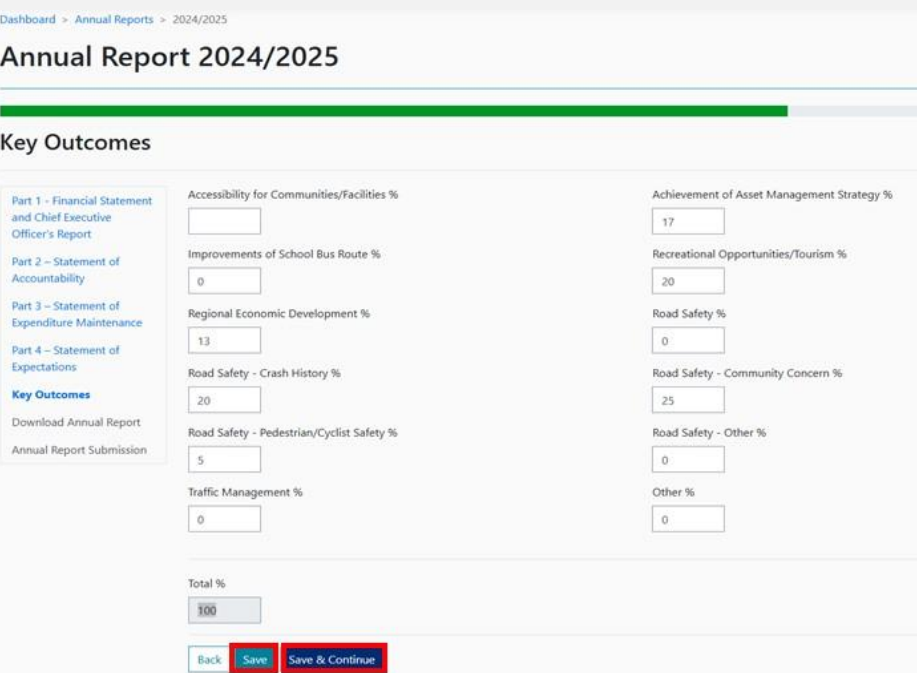
Average own source expenditure report year and two years previous

\$ 4,016,115 .00

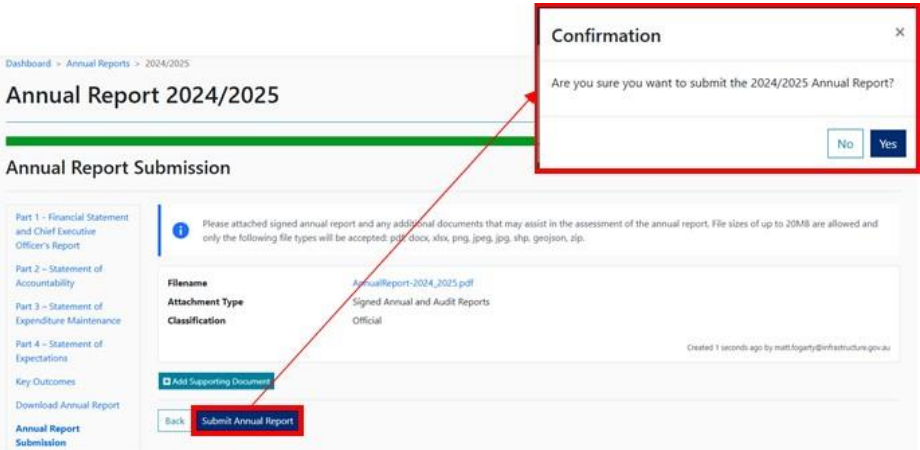

Is Average own source expenditure report year and two years previous greater than the Reference Amount, or if applicable, the Replacement Reference Amount?

Yes

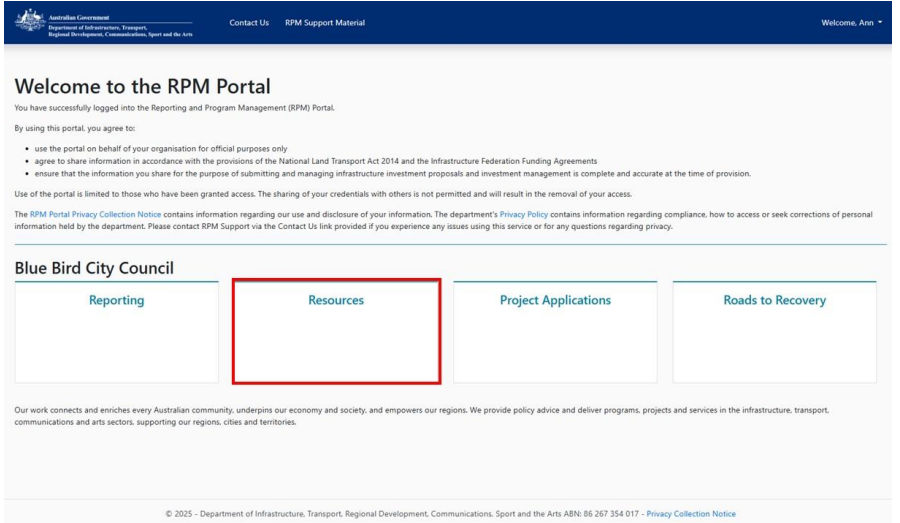
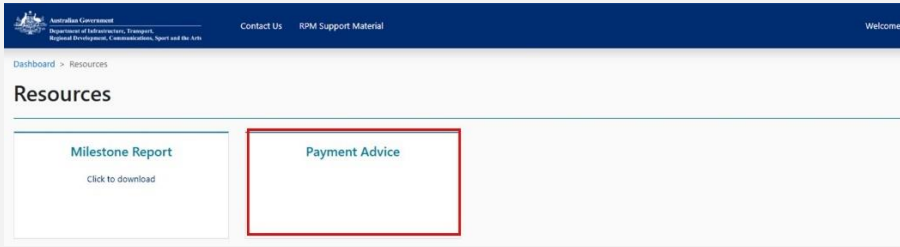
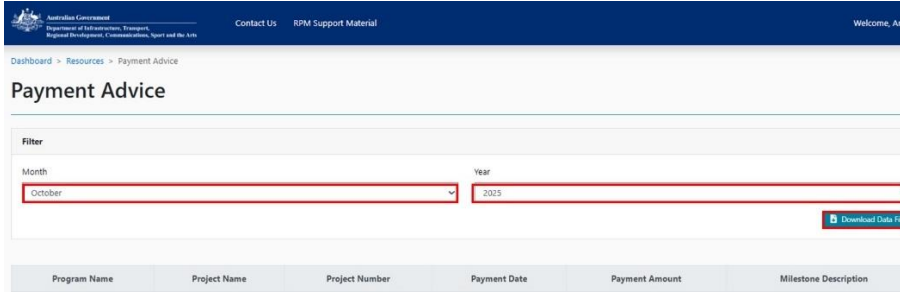
Back Save Save & Continue

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

<div>9.</div> <div>The Download Annual Report page will be displayed.</div> <div>Review all entered information.</div> <div>At the bottom of the page, select the Download Annual Report button.</div> <div>A PDF version of the Annual Report will be downloaded to the user’s browser.</div> <div>Select Continue.</div>	<div><div>Dashboard > Annual Reports > 2024/2025</div><div>Annual Report 2024/2025</div><div>Download Annual Report</div><div><div><div>Part 1 - Financial Statement and Chief Executive Officer's Report</div><div>Part 2 - Statement of Accountability</div><div>Part 3 - Statement of Expenditure Maintenance</div><div>Part 4 - Statement of Expectations</div><div>Key Outcomes</div><div>Download Annual Report</div><div>Annual Report Submission</div></div><div><div>Before you can submit your Annual Report you will need to download the annual report and have it signed by the CEO and an Auditor. You will then need to upload the signed report.</div><div>2024/2025 Annual Report</div><div>NATIONAL LAND TRANSPORT ACT 2014, PART 8</div><div>PART 1 - CHIEF EXECUTIVE OFFICER'S FINANCIAL STATEMENT AND AUDITOR'S REPORT</div><div>Chief Executive Officer's financial statement</div><div>(as required under Part 8 of the National Land Transport Act 2014)</div><div>The following financial statement is a true statement of the receipts and expenditure of the Roads to Recovery payments received by the Bega Valley Shire Council under Part 8 of the National Land Transport ACT 2014 in the financial year 2024-2025.</div><div><table><tr><td>[1] Amount brought forward from year previous to report year</td><td>\$881,876</td></tr><tr><td>[2] Amount received in report year</td><td>\$881,876</td></tr><tr><td>[3] Total amount available for expenditure in report year [1] + [2]</td><td>\$1,763,752</td></tr></table></div></div></div><div><table><tr><td>Recreational Opportunities/Tourism %</td><td>20</td></tr><tr><td>Regional Economic Development %</td><td>13</td></tr><tr><td>Road Safety %</td><td>0</td></tr><tr><td>Road Safety - Crash History %</td><td>20</td></tr><tr><td>Road Safety - Community Concern %</td><td>25</td></tr><tr><td>Road Safety - Pedestrian/Cyclist Safety %</td><td>5</td></tr><tr><td>Road Safety - Other %</td><td>0</td></tr><tr><td>Traffic Management %</td><td>0</td></tr><tr><td>Other %</td><td>0</td></tr><tr><td>Total %</td><td>100</td></tr></table></div><div><div>Signature of Chief Executive Officer/General Manager</div><div>Date</div></div><div>Download Annual Report</div><div><div>Back</div><div>Continue</div></div></div>	[1] Amount brought forward from year previous to report year	\$881,876	[2] Amount received in report year	\$881,876	[3] Total amount available for expenditure in report year [1] + [2]	\$1,763,752	Recreational Opportunities/Tourism %	20	Regional Economic Development %	13	Road Safety %	0	Road Safety - Crash History %	20	Road Safety - Community Concern %	25	Road Safety - Pedestrian/Cyclist Safety %	5	Road Safety - Other %	0	Traffic Management %	0	Other %	0	Total %	100
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Other %	0																										
Total %	100																										
<div>10.</div> <div>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:</div> <div>Select the Add Supporting Document Button to upload the signed Annual Report and Audit Certificate.</div> <div>Upload supporting documentation by:</div> <div><div>1. Selecting the Add Supporting Document button</div><div>2. Browsing for the required file</div></div>	<div><div>Annual Report 2024/2025</div><div>Annual Report Submission</div><div><div><div>Part 1 - Financial Statement and Chief Executive Officer's Report</div><div>Part 2 - Statement of Accountability</div><div>Part 3 - Statement of Expenditure Maintenance</div><div>Part 4 - Statement of Expectations</div><div>Key Outcomes</div><div>Download Annual Report</div><div>Annual Report Submission</div></div><div><div>Please correct the following errors:</div><div>Missing required supporting documentation of type: Signed Annual and Audit Reports.</div><div>Please attach signed annual report and any additional documents that may assist in the assessment of the annual report. File sizes of up to 20MB are allowed and only the following file types will be accepted: pdf, docx, xlsx, png, jpeg, jpg, shp, geotiff, zip.</div><div>Add Supporting Document</div><div><div>Back</div><div>Submit Annual Report</div></div></div></div></div> <div><div>Add Attachment</div><div><div>File Upload</div><div>AnnualReport-2024_2025.pdf</div><div>Browse</div></div><div><div>Attachment Type</div><div>Signed Annual and Audit Reports</div><div>Classification</div><div>Official</div></div><div><div>Cancel</div><div>Save</div></div></div>																										

	<p>3. Selecting the relevant Attachment Type and Classification</p> <p>4. Selecting Save</p> <p>Note: A document with an Attachment Type of Signed Annual and Audit Reports must be uploaded to progress.</p>													
11.	<p>Select Submit Annual Report</p> <p>A confirmation window will be displayed.</p> <p>Select Yes</p>	 <p>The screenshot shows the 'Annual Report Submission' page. A red box highlights a 'Confirmation' dialog box asking 'Are you sure you want to submit the 2024/2025 Annual Report?' with 'No' and 'Yes' buttons. Another red box highlights the 'Submit Annual Report' button at the bottom of the page. The page also shows a list of parts to be submitted and a table of attachments.</p>												
12.	<p>The Annual Report Status is now Submitted.</p> <p>A successful submission message is displayed at the top of the page and the item will no longer be accessible.</p>	 <p>The screenshot shows the 'Annual Reports' page. A green checkmark icon and a message 'Annual Report has been successfully submitted.' are displayed at the top. Below is a table with columns 'Name', 'Financial Year', and 'Status'. The first row is highlighted with a red box.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Financial Year</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Annual Report - Bega Valley Shire Council of FY 01072024-30062025</td> <td>2024/2025</td> <td>Submitted</td> </tr> <tr> <td>Annual Report for Account - Bega Valley Shire Council of FY 01072024-30062025</td> <td>2024/2025</td> <td>Submitted</td> </tr> <tr> <td>Annual Report for Account - Bega Valley Shire Council of FY 01072023-30062024</td> <td>2023/2024</td> <td>Approved</td> </tr> </tbody> </table>	Name	Financial Year	Status	Annual Report - Bega Valley Shire Council of FY 01072024-30062025	2024/2025	Submitted	Annual Report for Account - Bega Valley Shire Council of FY 01072024-30062025	2024/2025	Submitted	Annual Report for Account - Bega Valley Shire Council of FY 01072023-30062024	2023/2024	Approved
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6. View Payment Advice

Step	Task	Screen shot
1.	Select the Resources tile on the portal homepage.	 <p>The screenshot shows the RPM Portal homepage. At the top is a blue header with the Australian Government logo, navigation links (Contact Us, RPM Support Material), and a user greeting (Welcome, Ann). Below the header, a welcome message states: 'Welcome to the RPM Portal. You have successfully logged into the Reporting and Program Management (RPM) Portal. By using this portal, you agree to: 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. 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. 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.' Below this, a section for 'Blue Bird City Council' displays four tiles: Reporting, Resources (highlighted with a red border), Project Applications, and Roads to Recovery. At the bottom, a footer contains the copyright notice: '© 2025 - Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts ABN: 86 267 354 017 - Privacy Collection Notice'.</p>
2.	The Resources page is displayed. Select the Payment Advice tile.	 <p>The screenshot shows the RPM Portal Resources page. The header is the same as the previous screenshot. Below the header, the breadcrumb trail is 'Dashboard > Resources'. The main heading is 'Resources'. Below this, there are two tiles: 'Milestone Report' with a 'Click to download' link, and 'Payment Advice' (highlighted with a red border).</p>
3.	Select the Month and the Year . The list of Payment Advices is displayed. Select Download Data File to download the Payment Advice.	 <p>The screenshot shows the RPM Portal Payment Advice page. The breadcrumb trail is 'Dashboard > Resources > Payment Advice'. The main heading is 'Payment Advice'. Below this, there is a 'Filter' section with two dropdown menus: 'Month' (set to 'October') and 'Year' (set to '2023'). Both dropdown menus are highlighted with red borders. To the right of the 'Year' dropdown is a 'Download Data File' button. Below the filter section is a table with the following columns: Program Name, Project Name, Project Number, Payment Date, Payment Amount, and Milestone Description.</p>

