



Australian Government

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

RPM Portal User Guide

Safer and Local Roads Infrastructure Program /
Active Transport Fund

October 2026

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Introduction

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

- Safer Local Roads and Infrastructure Program (SLRIP), including Projects that have transitioned from the Heavy Vehicle Safety & Productivity Program and Bridges Renewal Program
- Active Transport Fund (ATF).

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



This user guide provides steps for:

- Viewing SLRIP/ATF Projects
- SLRIP/ATF Project Applications
- Completing Progress Reports
- Viewing Payment Advice.

Note: Activities related to milestones will continue to be managed offline. For any queries, contact your SLRIP representative.

Additional resources

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

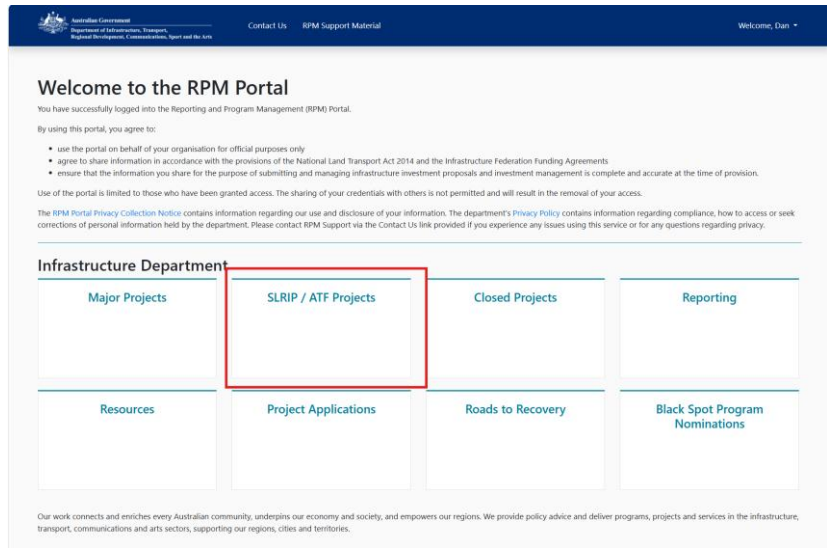
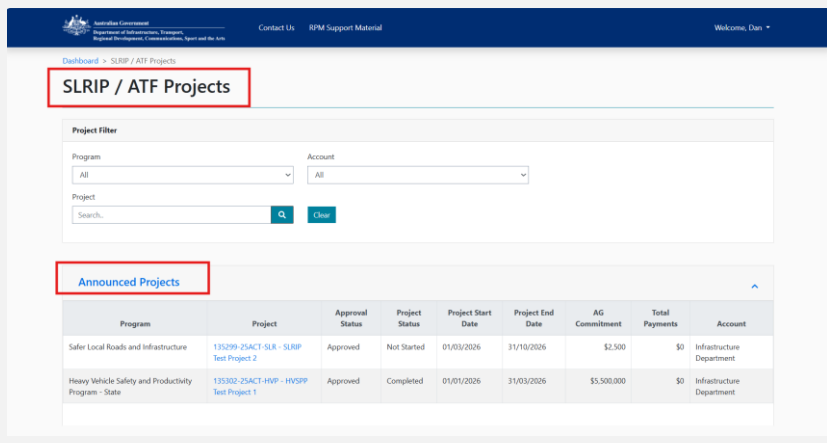
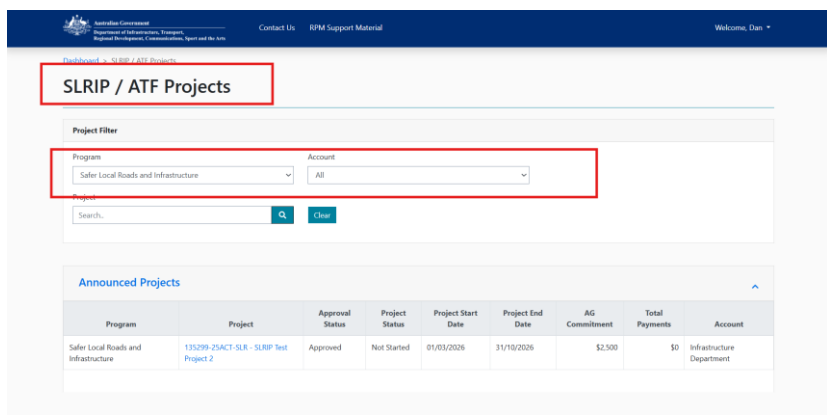
Support

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

Any queries on the RPM portal, including access requests or feedback, can be sent to RPMSupport@infrastructure.gov.au

1. View SLRIP/ATF Projects

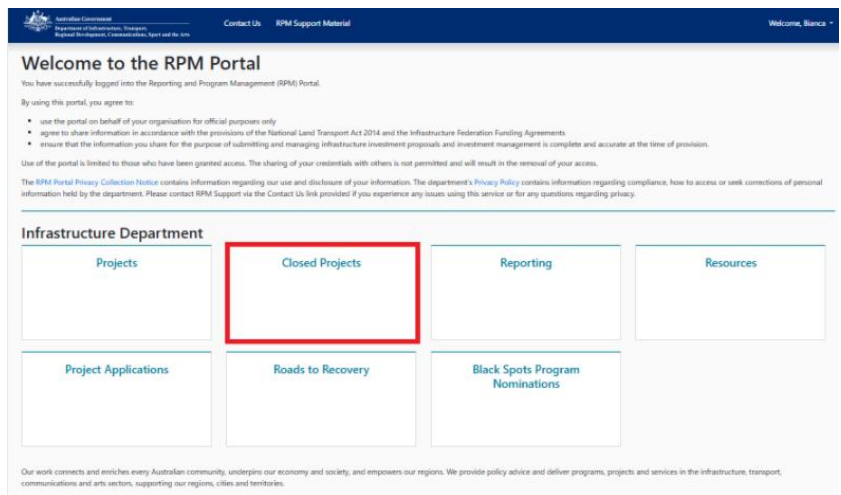
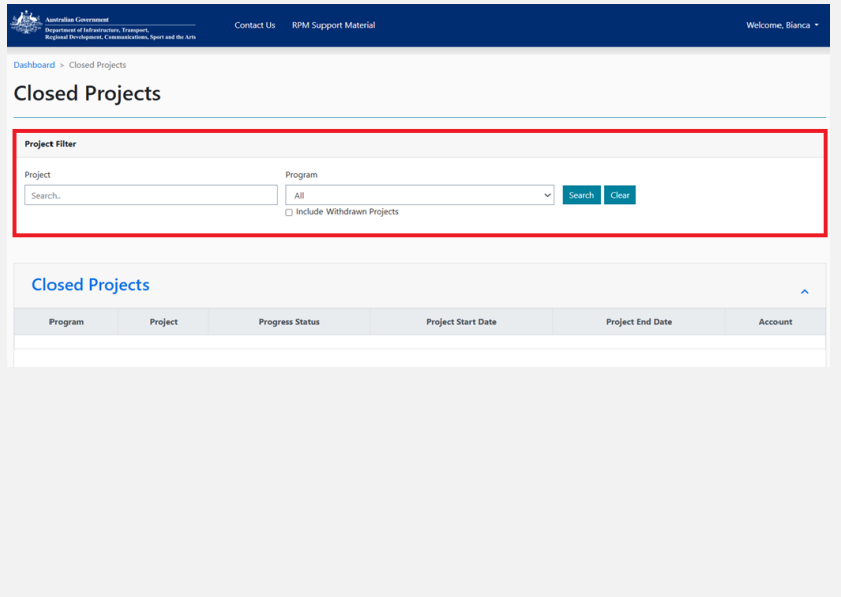
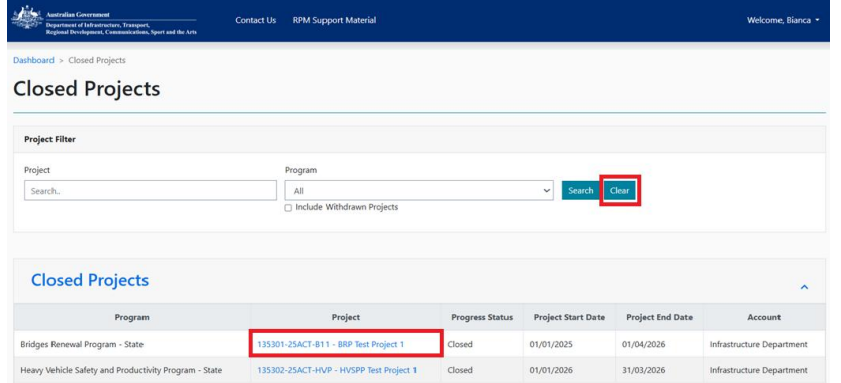
All users can view approved SLRIP/ATF projects in the RPM portal. Council users will see all projects delivered by their organisation, while state and territory users see all projects within their jurisdiction.

Step	Task	Screenshot																											
1.	Select the SLRIP / ATF Projects tile on the portal homepage.	 The screenshot shows the RPM Portal homepage. At the top, there's a navigation bar with 'Contact Us' and 'RPM Support Material'. Below this, a 'Welcome to the RPM Portal' message is displayed. A grid of tiles is shown, with 'SLRIP / ATF Projects' highlighted by a red box. Other tiles include 'Major Projects', 'Closed Projects', 'Reporting', 'Resources', 'Project Applications', 'Roads to Recovery', and 'Black Spot Program Nominations'.																											
2.	A SLRIP / ATF Projects page is displayed. If you are a State or Territory user, this page lists all the projects within your state or territory. If you are a Council user, this will show your projects.	 The screenshot shows the 'SLRIP / ATF Projects' page. The heading 'SLRIP / ATF Projects' is highlighted with a red box. Below it, there's a 'Project Filter' section with dropdowns for 'Program' and 'Account', and a search bar. The 'Announced Projects' section is also highlighted with a red box, showing a table of projects. <table><tr><th>Program</th><th>Project</th><th>Approval Status</th><th>Project Status</th><th>Project Start Date</th><th>Project End Date</th><th>AG Commitment</th><th>Total Payments</th><th>Account</th></tr><tr><td>Safer Local Roads and Infrastructure</td><td>135299-25ACT-SLR - SLRIP Test Project 2</td><td>Approved</td><td>Not Started</td><td>01/03/2026</td><td>31/10/2026</td><td>\$2,500</td><td>\$0</td><td>Infrastructure Department</td></tr><tr><td>Heavy Vehicle Safety and Productivity Program - State</td><td>135302-25ACT-HVP - HVSP Test Project 1</td><td>Approved</td><td>Completed</td><td>01/01/2026</td><td>31/03/2026</td><td>\$5,500,000</td><td>\$0</td><td>Infrastructure Department</td></tr></table>	Program	Project	Approval Status	Project Status	Project Start Date	Project End Date	AG Commitment	Total Payments	Account	Safer Local Roads and Infrastructure	135299-25ACT-SLR - SLRIP Test Project 2	Approved	Not Started	01/03/2026	31/10/2026	\$2,500	\$0	Infrastructure Department	Heavy Vehicle Safety and Productivity Program - State	135302-25ACT-HVP - HVSP Test Project 1	Approved	Completed	01/01/2026	31/03/2026	\$5,500,000	\$0	Infrastructure Department
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3.	The Project Filter section can be used to view a list of all Announced Projects for a Program. Select the Program dropdown menu, then select the Program. Select the Account dropdown, then select the Account. For this example, the Safer Local Roads and Infrastructure has been selected, and the Announced Projects list has been updated.	 The screenshot shows the 'SLRIP / ATF Projects' page with filters applied. The 'Program' dropdown is set to 'Safer Local Roads and Infrastructure' and the 'Account' dropdown is set to 'All'. The 'Announced Projects' table is updated accordingly. <table><tr><th>Program</th><th>Project</th><th>Approval Status</th><th>Project Status</th><th>Project Start Date</th><th>Project End Date</th><th>AG Commitment</th><th>Total Payments</th><th>Account</th></tr><tr><td>Safer Local Roads and Infrastructure</td><td>135299-25ACT-SLR - SLRIP Test Project 2</td><td>Approved</td><td>Not Started</td><td>01/03/2026</td><td>31/10/2026</td><td>\$2,500</td><td>\$0</td><td>Infrastructure Department</td></tr></table>	Program	Project	Approval Status	Project Status	Project Start Date	Project End Date	AG Commitment	Total Payments	Account	Safer Local Roads and Infrastructure	135299-25ACT-SLR - SLRIP Test Project 2	Approved	Not Started	01/03/2026	31/10/2026	\$2,500	\$0	Infrastructure Department									
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Step	Task	Screenshot
4.	To view a Project, select the Project Name .	
5.	The Project Details page is displayed. Select Supporting Documents to view or add Supporting Documents for the project. Document types include: • Post Completion Report • Project Cost Breakdown • Business Case • Map • Other. Select Download for a copy the Project Details. Note: The Milestone feature is not to be used at this point in time. Continue to provide Milestone updates to your program area.	

2. View Closed SLRIP/ATF Projects

This section contains closed projects. Project closure occurs once a project has either been physically and financially completed or withdrawn. For information regarding closed projects, please contact the relevant program delivery team.

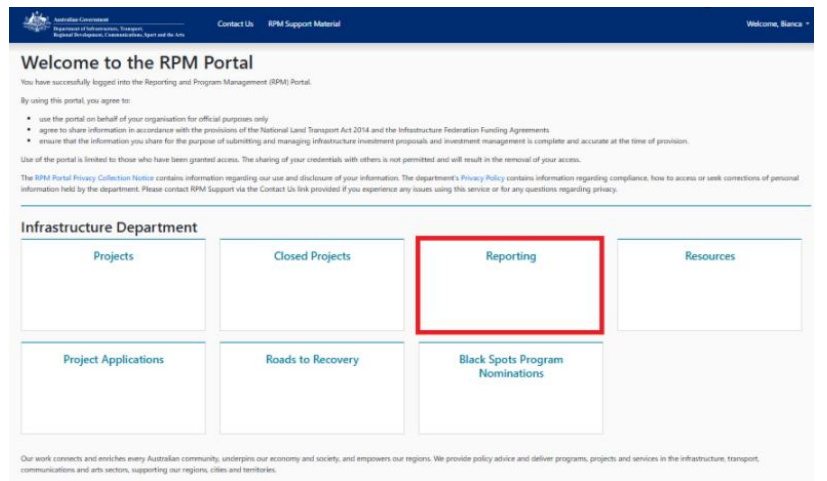
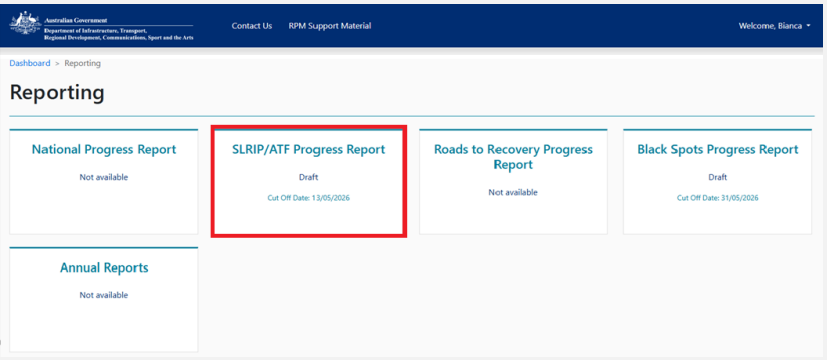
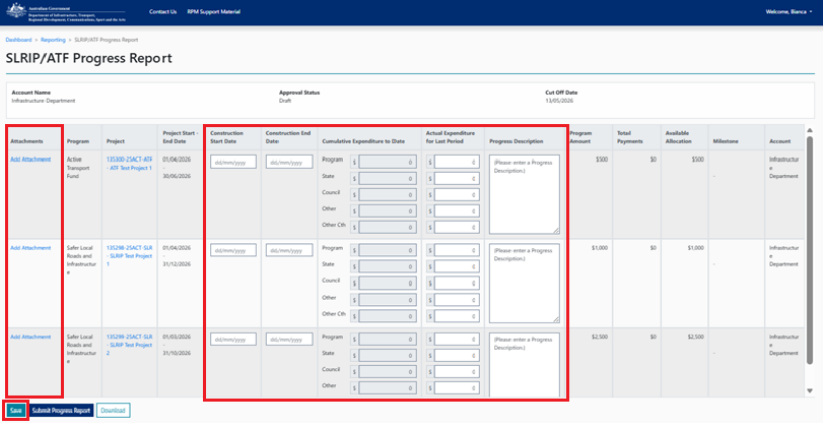
Step	Task	Screenshot
1.	Select the Closed Projects tile on the portal homepage.	
2.	The Closed Projects page is displayed. The Project Filter section can be used to view a list of all Closed or Withdrawn Projects. Select the Program dropdown menu, then select All or a specific Program displayed in the list. Once a Program is selected, the Project search can optionally be used for a specific project. Optionally select the Include Withdrawn Projects checkbox, if required. Select the Search button.	
3.	Any Projects matching the filter criteria will be displayed in the grid. To view a Project, select the Project Name. Alternatively, select the Clear button to return to the default filter options.	

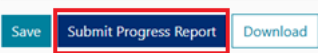
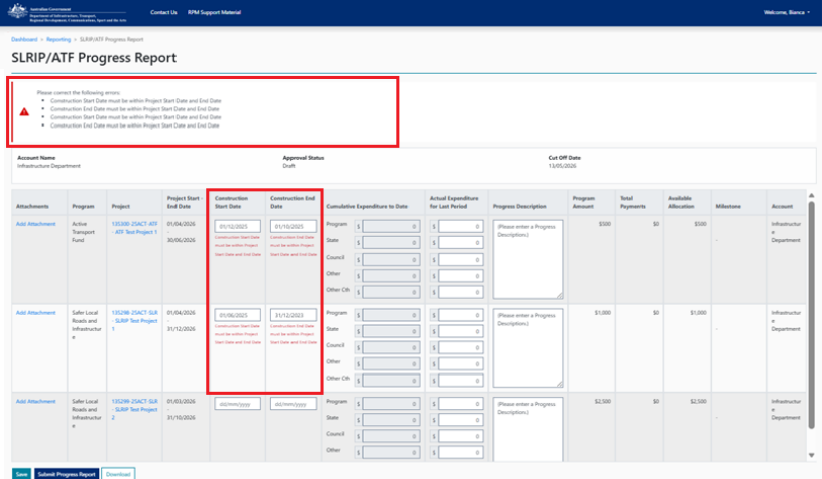
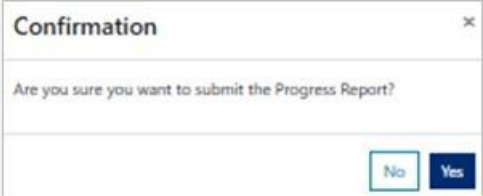
3. Submit SLRIP/ATF Progress Report

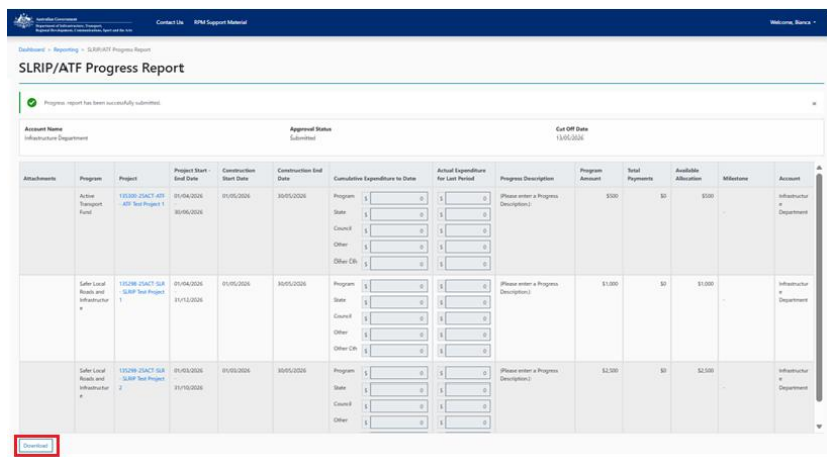
Proponents are required to provide quarterly reports in February, May, August and November. Monthly submission is optional unless a milestone claim is being made.

Reports outside February, May, August and November appear as read-only. These reports require submission if a milestone claim is due that month as confirmation the milestone is proceeding and to trigger the payment process.

The following steps outline the process for submitting a progress report during the months of February, May, August, November. To submit a report outside these months, skip to step 5.

Step	Task	Screenshot
1.	Select the Reporting tile on the portal homepage.	 The screenshot shows the RPM Portal homepage. At the top, there's a navigation bar with 'Contact Us' and 'RPM Support Material'. Below the header, a welcome message is displayed. A grid of tiles is shown, including 'Projects', 'Closed Projects', 'Reporting' (highlighted with a red box), 'Resources', 'Project Applications', 'Roads to Recovery', and 'Black Spots Program Nominations'.
2.	The Reporting page is displayed. The SLRIP/ATF Progress Report tile shows: - The status of the report - The Cut Off Date for submission. Select the SLRIP/ATF Progress Report tile.	 The screenshot shows the 'Reporting' page. It features a 'Reporting' header and a grid of report tiles. The 'SLRIP/ATF Progress Report' tile is highlighted with a red box. It shows a status of 'Draft' and a 'Cut Off Date: 13/05/2026'. Other tiles include 'National Progress Report' (Not available), 'Roads to Recovery Progress Report' (Not available), 'Black Spots Progress Report' (Draft, Cut Off Date: 31/05/2026), and 'Annual Reports' (Not available).
3.	The SLRIP/ATF Progress Report is displayed. For each Project, updates can be made to the following fields: Construction Start Date Construction End Date Actual Expenditure for Last Period Progress Description. Milestone evidence can be submitted via the Add Attachment link. Note: only Projects with Approved Milestones may receive payment.	 The screenshot shows the 'SLRIP/ATF Progress Report' form. It includes a table with columns for 'Attachments', 'Project', 'Project Start End Date', 'Construction Start Date', 'Construction End Date', 'Cumulative Expenditure to Date', 'Actual Expenditure for Last Period', 'Progress Description', 'Program Amount', 'Total Payments', 'Available Allocation', 'Milestone', and 'Account'. The first three rows of the table are highlighted with a red box, showing details for 'Active Transport Fund', 'Safe Local Roads and Infrastructure 1', and 'Safe Local Roads and Infrastructure 2'.

Step	Task	Screenshot
	Project details can be accessed by selecting the Project name in the left column. Select the Save button to work on the report progressively.	
4.	The Progress Report can be downloaded, allowing you to work on the report offline or circulate as needed. Select the Download button at the bottom of the page. An excel file will download to the user's browser. Note: The downloaded file captures any saved changes. Please ensure you save your report before downloading to reflect changes.	 
5.	Selecting the Submit Progress Report button will show any validation issues with the data in the report. Any validation issues will be listed at the top of the screen and in red against the specific field in the report which requires action.	 
6.	Once the report is finalised, select Submit Progress Report . A pop-up window will be displayed, with the question Are you sure you want to submit the Progress Report? Select Yes .	 

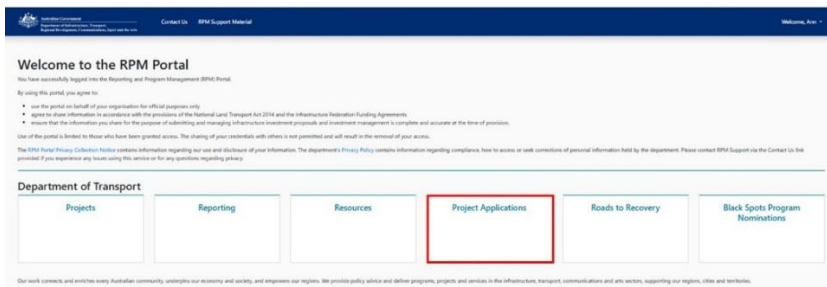
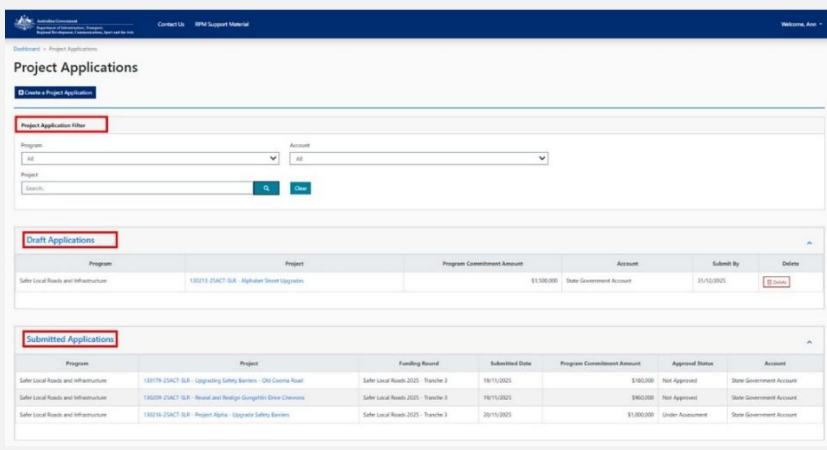
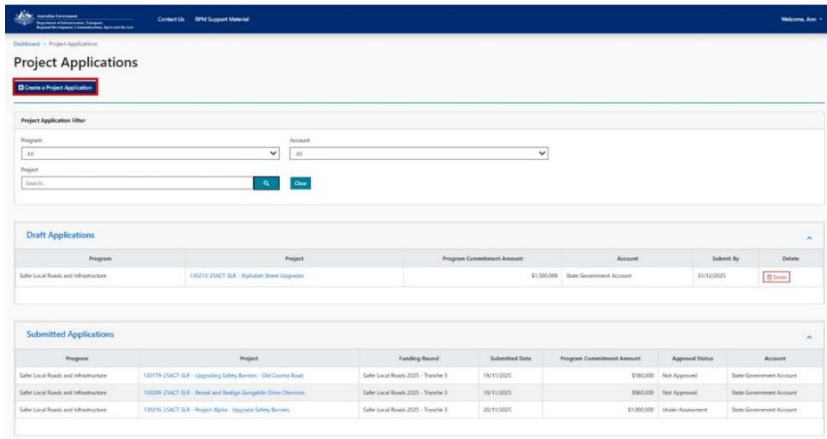
Step	Task	Screenshot																																																								
7.	The submitted Progress Report is displayed. Select Download for a copy of the submitted Progress Report.	 The screenshot displays the 'SLRIP/ATF Progress Report' interface. At the top, a green status bar indicates 'Progress report has been successfully submitted.' Below this, a table lists project details. The table has columns for Attachments, Program, Project, Project Start - End Date, Construction Start Date, Construction End Date, Cumulative Expenditure to Date, Actual Expenditure for Last Period, Progress Description, Program Amount, Total Payments, Available Allocation, Milestone, and Account. Three projects are listed, each with a 'Download' button in the Attachments column. The first project is 'Active Transport Fund', the second is 'Safe Local Roads and Infrastructure #1', and the third is 'Safe Local Roads and Infrastructure #2'. The 'Download' button for the first project is highlighted with a red box. <table><tr><th>Attachments</th><th>Program</th><th>Project</th><th>Project Start - End Date</th><th>Construction Start Date</th><th>Construction End Date</th><th>Cumulative Expenditure to Date</th><th>Actual Expenditure for Last Period</th><th>Progress Description</th><th>Program Amount</th><th>Total Payments</th><th>Available Allocation</th><th>Milestone</th><th>Account</th></tr><tr><td>Download</td><td>Active Transport Fund</td><td>130300-25AC7-ATF - ATF Test Project 1</td><td>01/04/2024 - 30/09/2024</td><td>01/05/2024</td><td>30/05/2024</td><td>Program \$ 0 State \$ 0 Council \$ 0 Other \$ 0 Other CH \$ 0</td><td>\$ 0</td><td>Please enter a Progress Description.</td><td>\$100</td><td>\$0</td><td>\$100</td><td>-</td><td>Infrastructure # Department</td></tr><tr><td>Download</td><td>Safe Local Roads and Infrastructure #1</td><td>130298-25AC7-SLR - SLR Test Project 1</td><td>01/04/2024 - 31/12/2024</td><td>01/05/2024</td><td>30/05/2024</td><td>Program \$ 0 State \$ 0 Council \$ 0 Other \$ 0 Other CH \$ 0</td><td>\$ 0</td><td>Please enter a Progress Description.</td><td>\$1,000</td><td>\$0</td><td>\$1,000</td><td>-</td><td>Infrastructure # Department</td></tr><tr><td>Download</td><td>Safe Local Roads and Infrastructure #2</td><td>130298-25AC7-SLR - SLR Test Project 2</td><td>01/05/2024 - 31/10/2024</td><td>01/05/2024</td><td>30/05/2024</td><td>Program \$ 0 State \$ 0 Council \$ 0 Other \$ 0 Other CH \$ 0</td><td>\$ 0</td><td>Please enter a Progress Description.</td><td>\$2,100</td><td>\$0</td><td>\$2,100</td><td>-</td><td>Infrastructure # Department</td></tr></table>	Attachments	Program	Project	Project Start - End Date	Construction Start Date	Construction End Date	Cumulative Expenditure to Date	Actual Expenditure for Last Period	Progress Description	Program Amount	Total Payments	Available Allocation	Milestone	Account	Download	Active Transport Fund	130300-25AC7-ATF - ATF Test Project 1	01/04/2024 - 30/09/2024	01/05/2024	30/05/2024	Program \$ 0 State \$ 0 Council \$ 0 Other \$ 0 Other CH \$ 0	\$ 0	Please enter a Progress Description.	\$100	\$0	\$100	-	Infrastructure # Department	Download	Safe Local Roads and Infrastructure #1	130298-25AC7-SLR - SLR Test Project 1	01/04/2024 - 31/12/2024	01/05/2024	30/05/2024	Program \$ 0 State \$ 0 Council \$ 0 Other \$ 0 Other CH \$ 0	\$ 0	Please enter a Progress Description.	\$1,000	\$0	\$1,000	-	Infrastructure # Department	Download	Safe Local Roads and Infrastructure #2	130298-25AC7-SLR - SLR Test Project 2	01/05/2024 - 31/10/2024	01/05/2024	30/05/2024	Program \$ 0 State \$ 0 Council \$ 0 Other \$ 0 Other CH \$ 0	\$ 0	Please enter a Progress Description.	\$2,100	\$0	\$2,100	-	Infrastructure # Department
Attachments	Program	Project	Project Start - End Date	Construction Start Date	Construction End Date	Cumulative Expenditure to Date	Actual Expenditure for Last Period	Progress Description	Program Amount	Total Payments	Available Allocation	Milestone	Account																																													
Download	Active Transport Fund	130300-25AC7-ATF - ATF Test Project 1	01/04/2024 - 30/09/2024	01/05/2024	30/05/2024	Program \$ 0 State \$ 0 Council \$ 0 Other \$ 0 Other CH \$ 0	\$ 0	Please enter a Progress Description.	\$100	\$0	\$100	-	Infrastructure # Department																																													
Download	Safe Local Roads and Infrastructure #1	130298-25AC7-SLR - SLR Test Project 1	01/04/2024 - 31/12/2024	01/05/2024	30/05/2024	Program \$ 0 State \$ 0 Council \$ 0 Other \$ 0 Other CH \$ 0	\$ 0	Please enter a Progress Description.	\$1,000	\$0	\$1,000	-	Infrastructure # Department																																													
Download	Safe Local Roads and Infrastructure #2	130298-25AC7-SLR - SLR Test Project 2	01/05/2024 - 31/10/2024	01/05/2024	30/05/2024	Program \$ 0 State \$ 0 Council \$ 0 Other \$ 0 Other CH \$ 0	\$ 0	Please enter a Progress Description.	\$2,100	\$0	\$2,100	-	Infrastructure # Department																																													

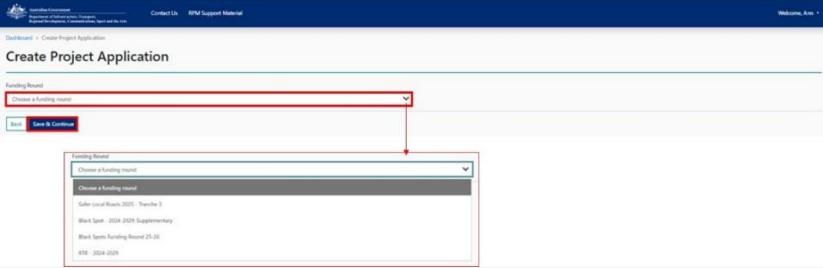
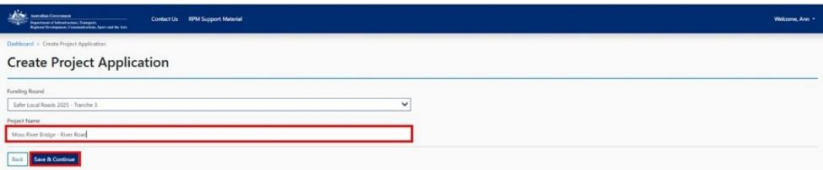
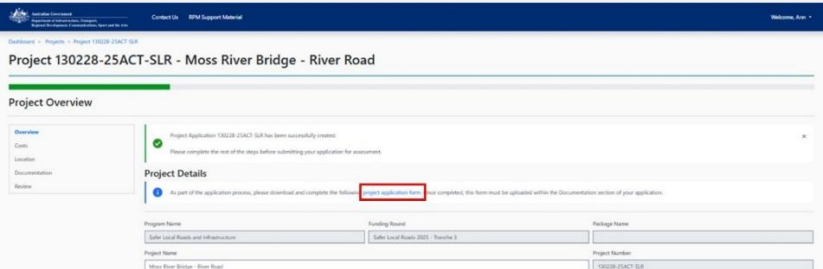
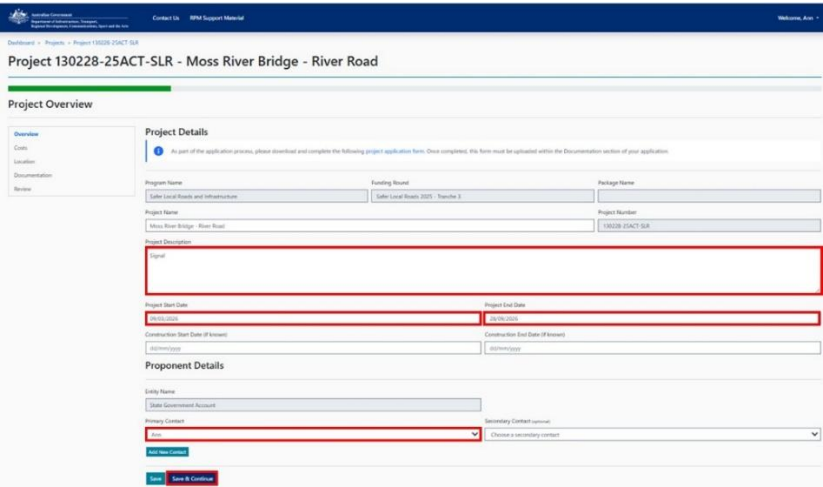
4. Submit SLRIP/ATF Applications

Application submission requires a submission tranche to be open. Tranche dates can be found here [Resources for funding recipients](#).

Once a tranche has closed, users will no longer be able to submit draft applications. Draft applications will remain accessible so that information can be copied to new applications in future tranches.

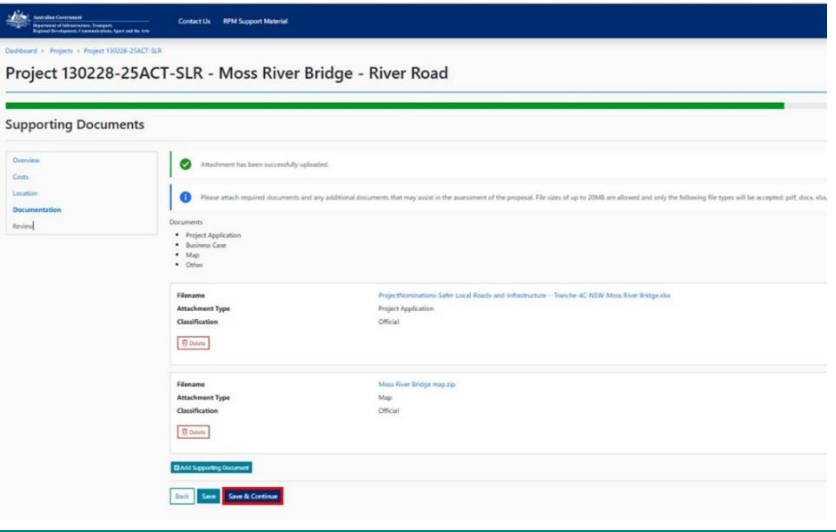
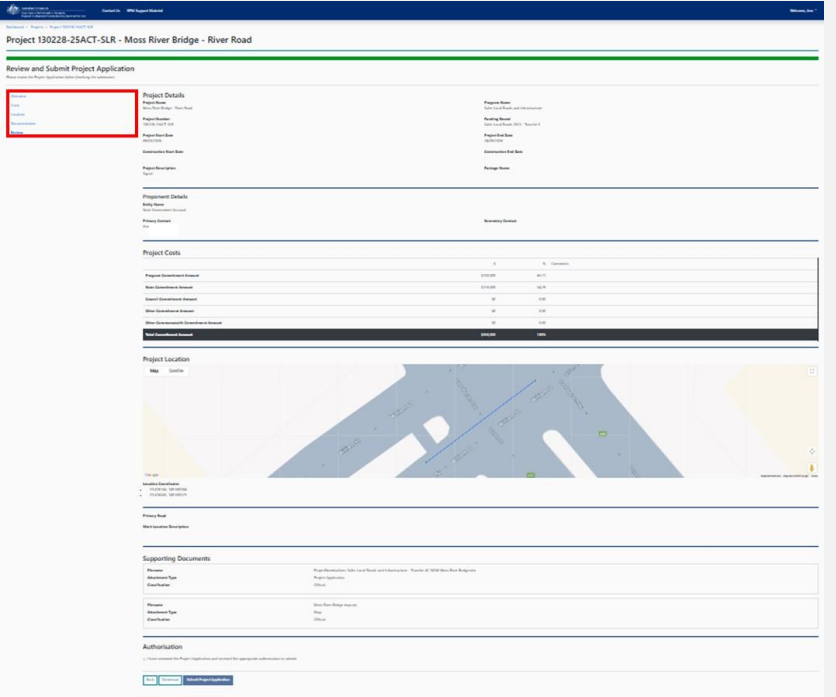
Submitted applications will remain visible in the Project Applications page while under assessment. Successful applications will shift to the SLRIP/ATF Projects page once project approvals are finalised. Unsuccessful applications will remain in the Project Applications page as “Not Approved” to allow users to copy information to future applications. For information regarding the assessment process, please contact the relevant program delivery team.

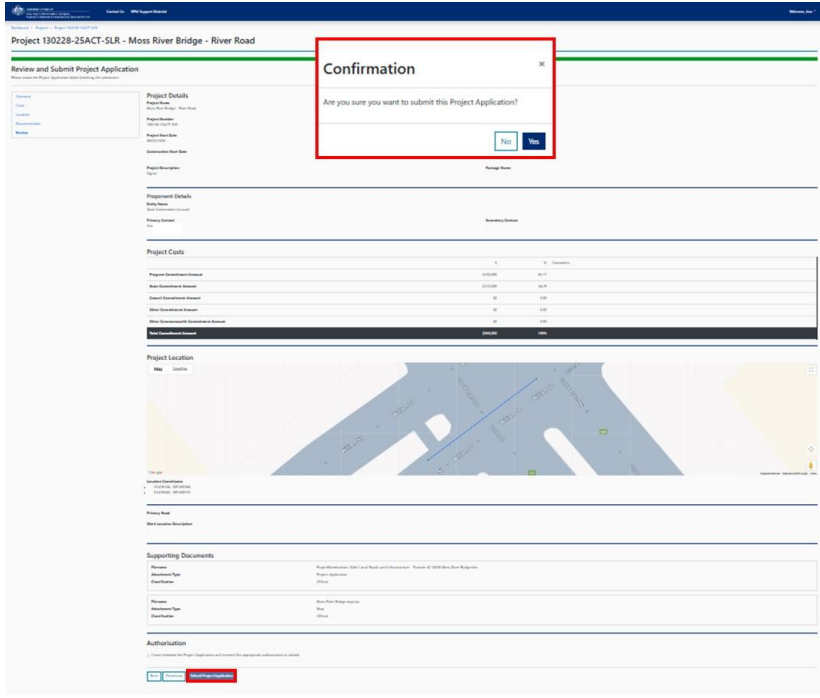
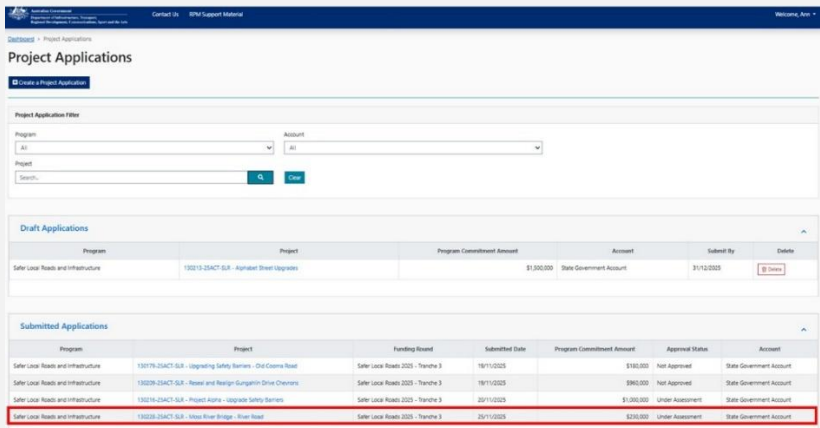
Step	Task	Screenshot
1.	Select the Project Application tile.	
2.	The Project Applications page is displayed. This page presents the following information: Project Application Filter allows you to search for projects by Program, Account or Project. Draft Applications includes a list of draft application that have not been submitted. You have the option to delete these Draft Applications. Submitted Applications and the status of each application. The Project link.	
3.	Select Create Project Application .	

Step	Task	Screenshot
4.	The Create Project Application page opens, and the Funding Round dropdown menu is displayed. Select the Funding Round dropdown menu, then select the Funding Round. Note: The Funding Round dropdown includes a list of current Program Funding Rounds. Progressing an application will be based on your account. Select Save & Continue.	
5.	The Create Project Application page is displayed. Select the Project Name field, then enter a Project Name. Select Save & Continue.	
6.	A Project Application is created and the Project Overview page is displayed. The Project number at the top of the page is auto generated and includes the state or territory, the Funding Program and the entered Project Name. As part of the application process, select the project application link to download and complete the form. Once completed, this form must be uploaded within the Documentation section of your application.	
7.	Complete the following fields: • Project Description: select the field, then enter text • Project Start Date: select the field, then select a date from the calendar • Project End Date: select the field, then select a date from the calendar • Primary Contact: select the contact from the dropdown list. Select Save and Continue. Note: The left-hand navigation menu will progress as you complete each section of the application. You	

Step	Task	Screenshot
	can navigate back to completed sections to review and update.	
8.	The Project Costs page will be displayed. Enter the Contribution Amounts for each funding source. The Total and Funding Split Percentage fields will automatically calculate as the amounts are entered. Where known, enter a description of how other contributions are funded, e.g. a State Government safety initiative. Select Save and Continue.	
9.	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 • Upload GIS Shape Layer file radio button. This file will be uploaded at the documentation stage.	
10.	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 to reset the zoom out to the national level • Clear map to erase all marks on the map • Undo to remove the most recent mark made on the map.	

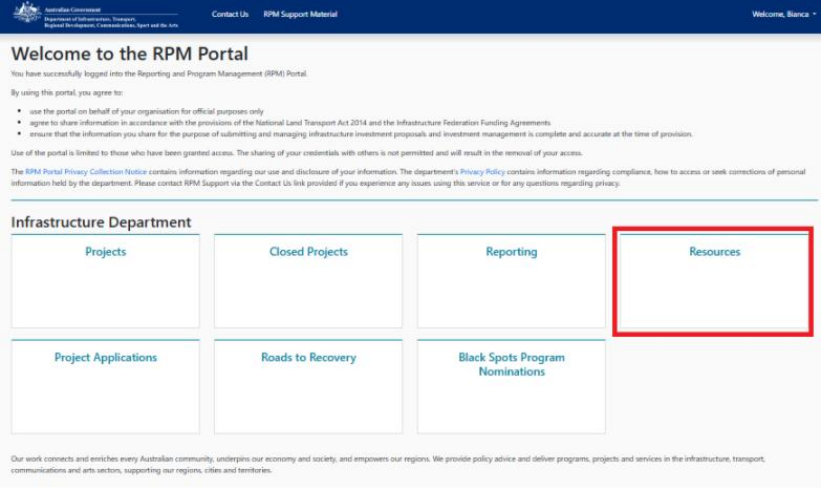
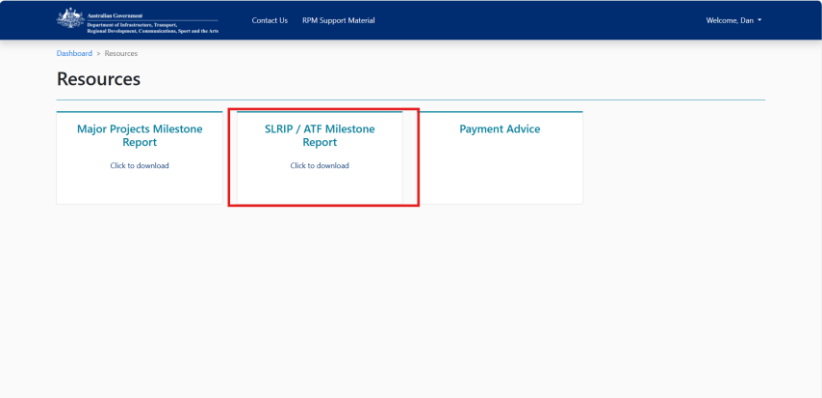
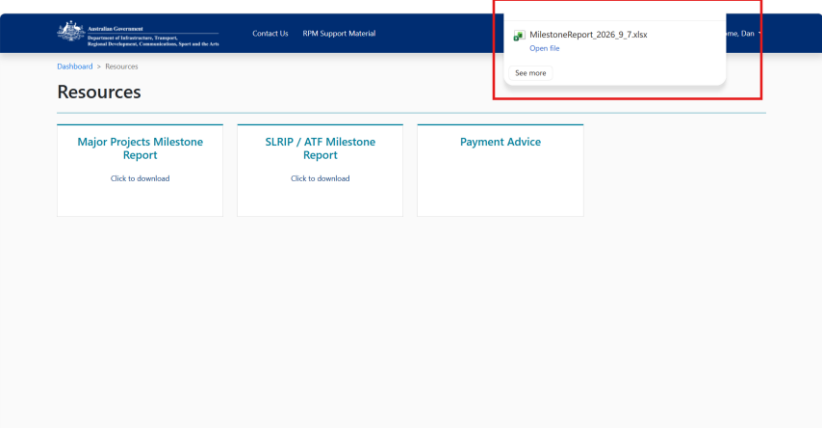
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Step	Task	Screenshot
	types will be accepted: pdf, docx, xlsx, png, jpeg, jpg, zip.	
15.	The Supporting Documents page is updated with your attachments. You have the option to Delete attachments and/or Add Supporting Document. Select Save and Continue.	
16.	The Review and Submit Project Application page is displayed. This includes a summary of the previous sections. - Overview - Costs - Location - Documentation - Review. The left-hand navigation menu can be used to navigate to different sections of the Application.	

Step	Task	Screenshot
17.	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 Yes. The message ‘Project Application has been successfully submitted’ will be displayed.	
18.	Once submitted, your Project will be added to Submitted Applications list on the Project Applications page. Note: As SLRIP/HVRA initiatives are part of a competitive funding round, these applications are not visible to other organisations using the portal.	

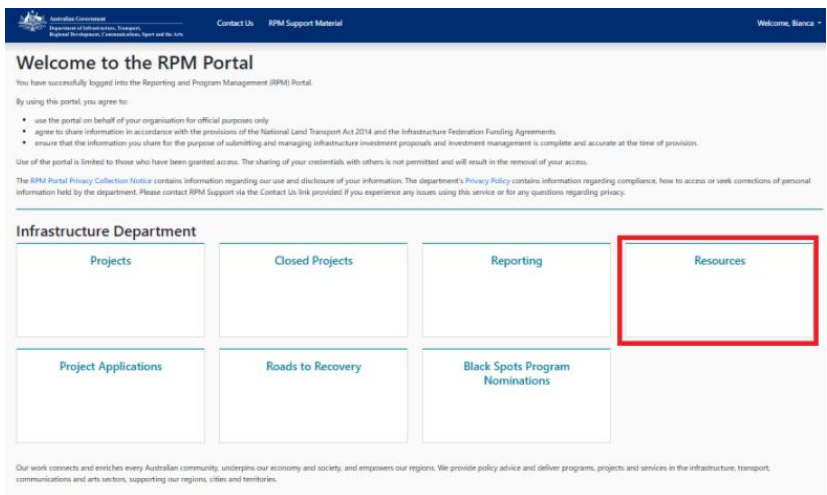
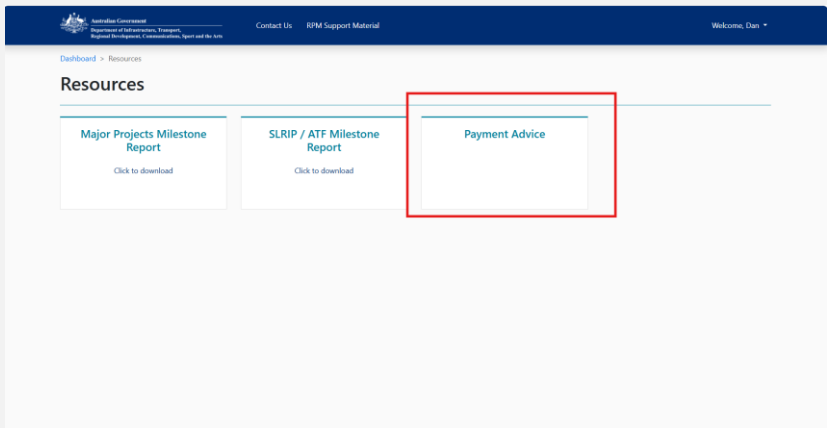
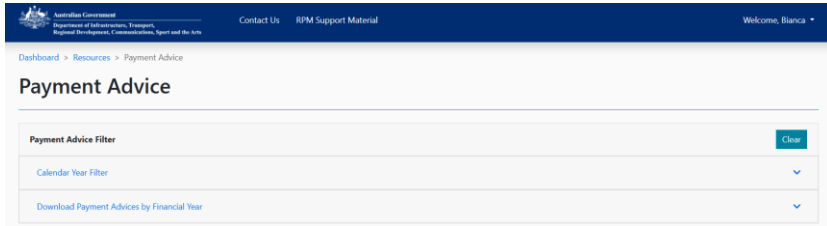
5. View Milestone Report

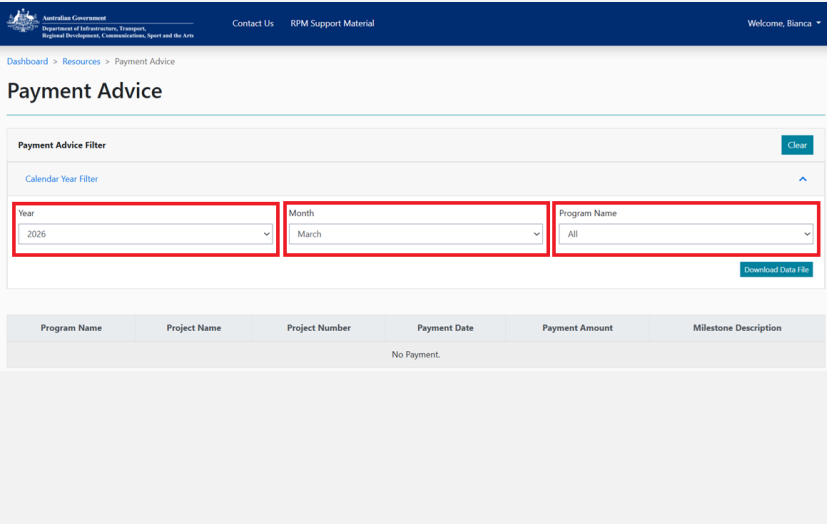
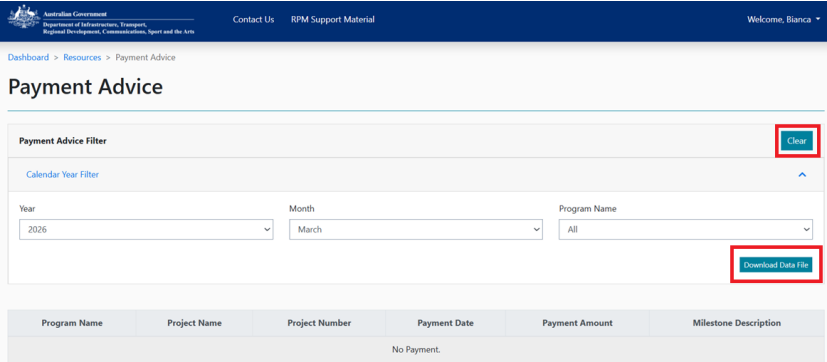
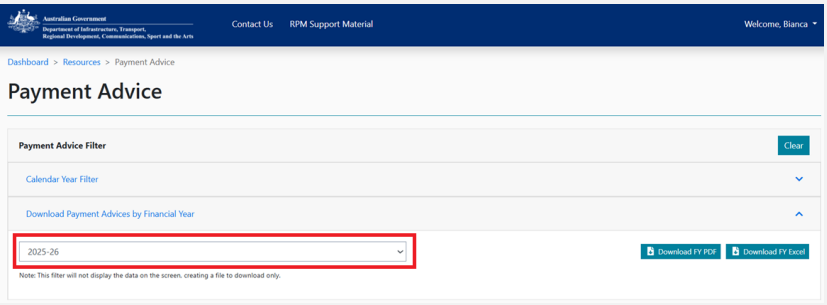
The milestone report displays all approved milestones in the current and next financial year, and payments to date for each project. Council users see milestones for projects delivered by their organisation, while state and territory users see all milestones and payments within their jurisdiction. The FY Allocation field shows the indicative budget available for a project within a given financial year. For information regarding milestones and project budgets, please contact the relevant program delivery team.

	Task	Screenshot
1.	Select the Resources tile on the portal homepage.	 The screenshot shows the RPM Portal homepage. At the top, there is a navigation bar with the Australian Government logo, 'Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts', 'Contact Us', 'RPM Support Material', and a 'Welcome, Bianca' dropdown. Below the navigation bar is a 'Welcome to the RPM Portal' section with a login message and terms of use. The main content area is titled 'Infrastructure Department' and contains a grid of tiles: 'Projects', 'Closed Projects', 'Reporting', 'Resources' (highlighted with a red box), 'Project Applications', 'Roads to Recovery', and 'Black Spots Program Nominations'. At the bottom, there is a footer with a statement about the department's work.
2.	The Resources page is displayed. Select the SLRIP / ATF Milestone Report tile.	 The screenshot shows the RPM Portal Resources page. The navigation bar is the same as the previous screenshot. Below the navigation bar is a 'Dashboard > Resources' breadcrumb and a 'Resources' title. The main content area contains a grid of three tiles: 'Major Projects Milestone Report' (with a 'Click to download' link), 'SLRIP / ATF Milestone Report' (highlighted with a red box and a 'Click to download' link), and 'Payment Advice' (with a 'Click to download' link).
3.	The Milestone Report will download to the user's browser. The Report details all scheduled Milestones by Project for the current and next financial year. Additional columns provide the following information for each Project: • Total amount of Unpaid Approved Milestones • Total Year to Date (YTD) Payments • The AG Commitment Amount for this financial year.	 The screenshot shows the RPM Portal Resources page with the 'SLRIP / ATF Milestone Report' tile highlighted. A red box highlights the 'Click to download' link on the 'SLRIP / ATF Milestone Report' tile. A download dialog box is open, showing the file name 'MilestoneReport_2026_9_7.xlsx' and an 'Open file' button. The dialog box also has a 'See more' link.

6. View Payment Advice

This section allows users to view payments received by their organisation by calendar year or financial year. Councils users see all payments made to their organisation. State and territory users see payments made to their organisation, as well as payments made to council organisations for which they are the reporting authority. For information regarding payments, please contact the relevant program delivery team.

Step	Task	Screenshot
1.	Select the Resources tile on the portal homepage.	 The screenshot shows the 'Welcome to the RPM Portal' page. It includes a header with the Australian Government logo and navigation links. Below the header, there's a section for the 'Infrastructure Department' with several tiles: 'Projects', 'Closed Projects', 'Reporting', 'Resources' (highlighted with a red box), 'Project Applications', 'Roads to Recovery', and 'Black Spots Program Nominations'.
2.	The Resources page is displayed. Select the Payment Advice tile.	 The screenshot shows the 'Resources' page. It has a breadcrumb trail 'Dashboard > Resources'. Below the title, there are three tiles: 'Major Projects Milestone Report', 'SLRIP / ATF Milestone Report', and 'Payment Advice' (highlighted with a red box). Each tile has a 'Click to download' link.
3.	The Payment Advice page is displayed. The Payment Advice Filter has two options: • Calendar Year Filter – select to view and download payments for a specific year, month or program. • Download Payment Advices by Financial Year – select to download all payments in a financial year.	 The screenshot shows the 'Payment Advice' page. It has a breadcrumb trail 'Dashboard > Resources > Payment Advice'. Below the title, there's a 'Payment Advice Filter' section with two options: 'Calendar Year Filter' and 'Download Payment Advices by Financial Year'. A 'Clear' button is also visible.

Step	Task	Screenshot
4.	Selecting Calendar Year Filter will display a new filter. The options include: • Year • Month • Program Name Select the required Year, then optionally select the required Month or Program. Note: As soon as a Year is selected, the Download Payment Advices by Financial Year option is replaced with the list of filtered payments.	
5.	Select the Download Data File button to download the filtered Payment Advice in a PDF. A PDF file will download to the user's browser. Alternatively, select the Clear button to return to the default filter options.	
6.	Selecting Download Payment Advices by Financial Year will display a new filter. Select the required Financial Year. Two new buttons will display: • Download FY PDF • Download FY Excel	
7.	Select the Download FY PDF button to download Payment Advice in a PDF. A PDF file will download to the user's browser. Select the Download FY Excel button to download Payment Advice in excel. An excel file will download to the user's browser. Alternatively, select the Clear button to return to the default filter options.	