



Australian Government

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

RPM portal user guide – SLRIP/ATF

State and territory users

December 2025

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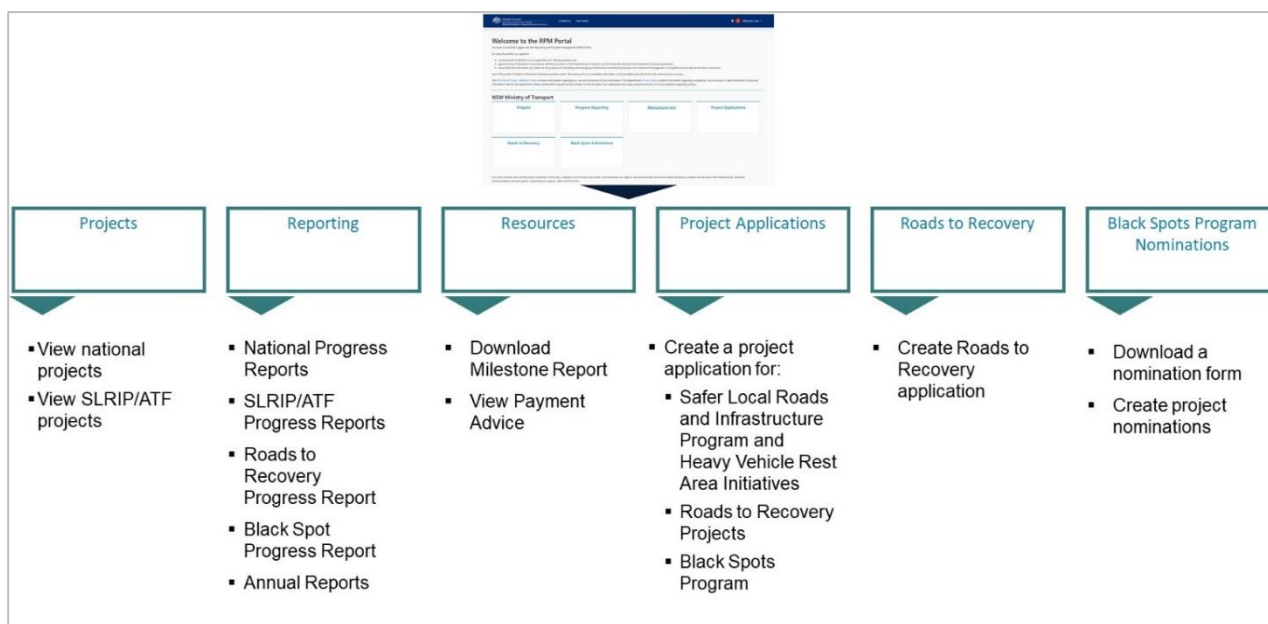
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1. Introduction

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

- 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 guide will include step by step instructions for:

- Viewing SLRIP/ATF Projects
- Submitting a Progress Report
- Creating a Project Application
- Viewing Payment Advice

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

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

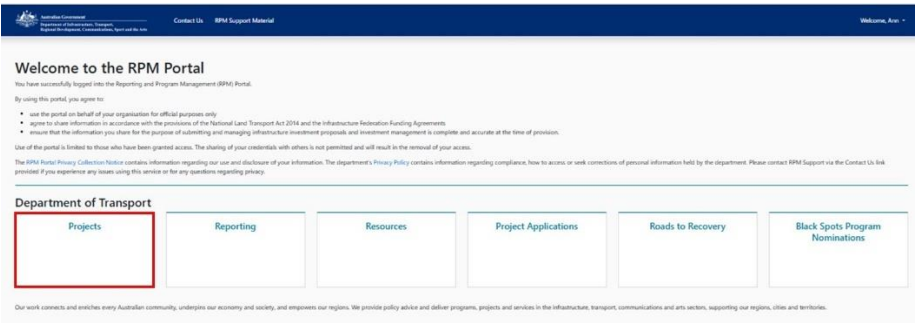
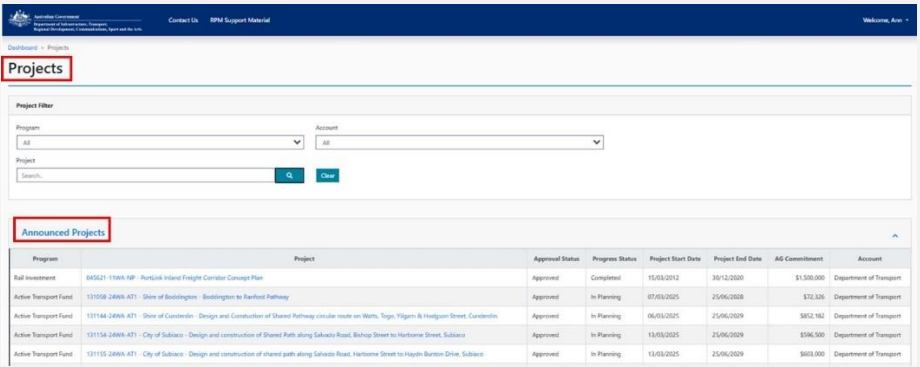
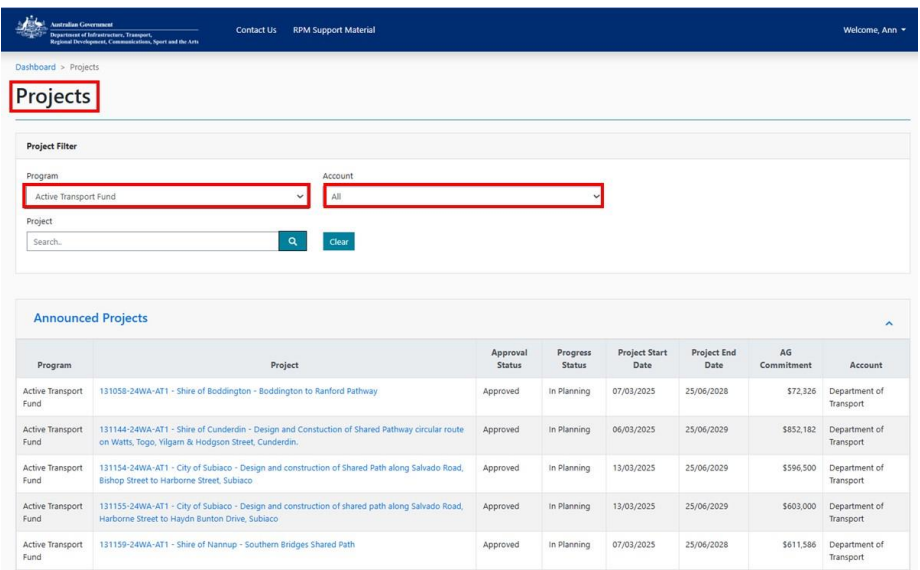
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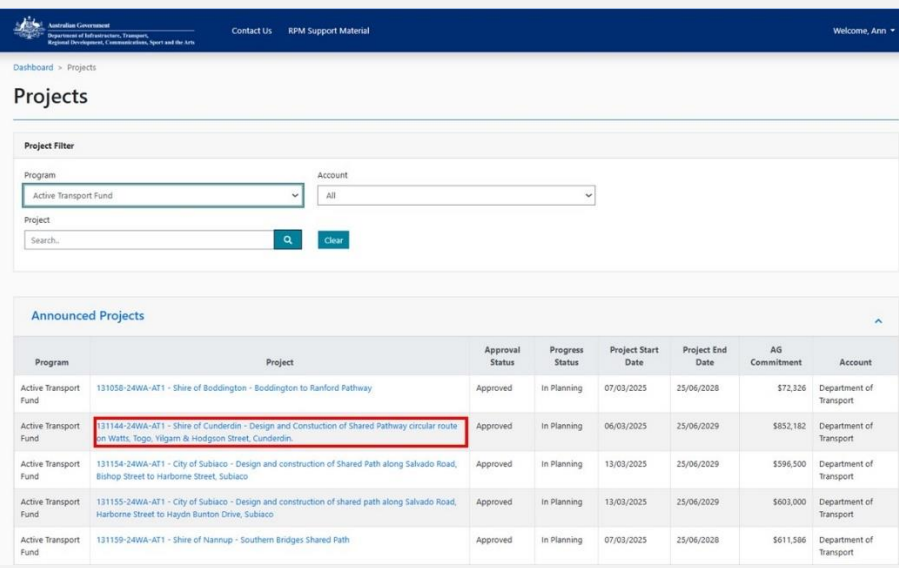
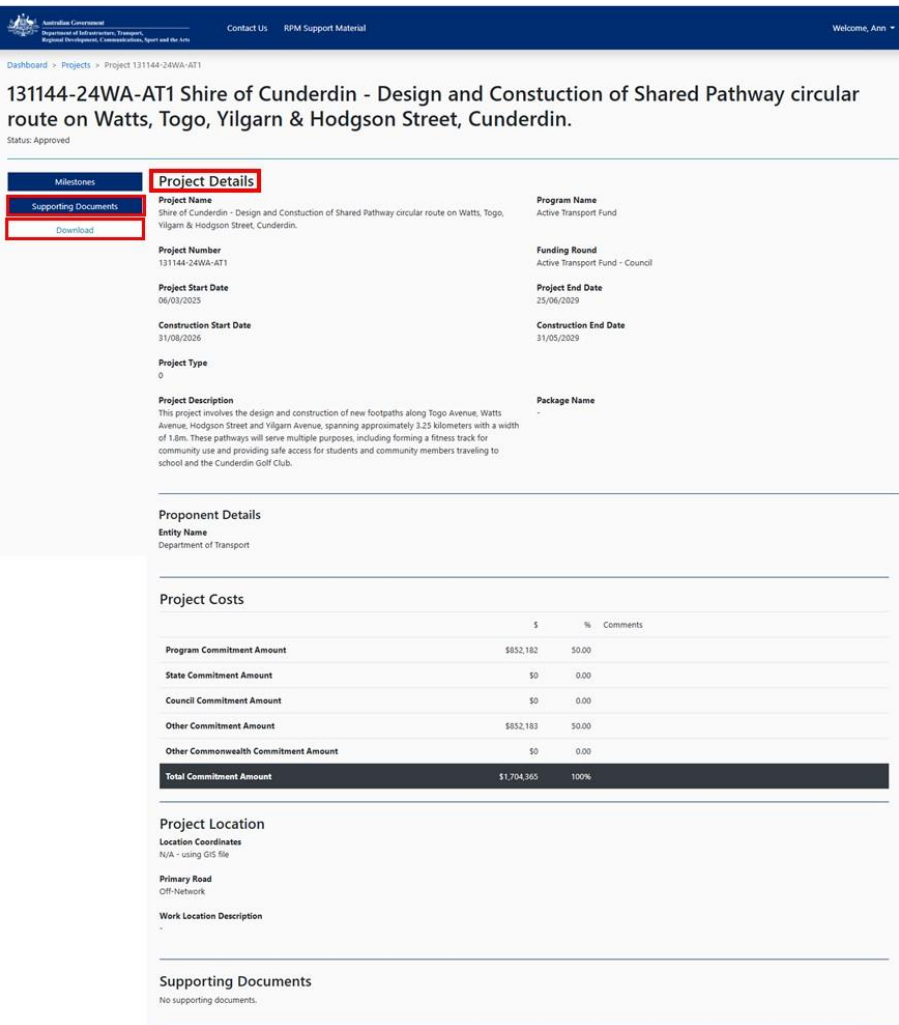
Programs questions are to be sent to the relevant program area.

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

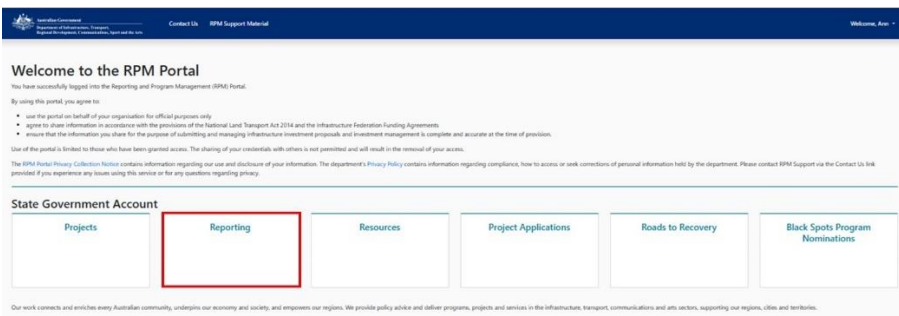
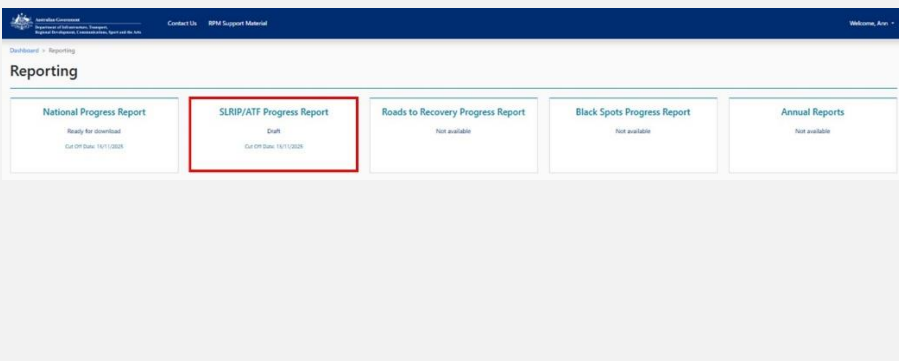
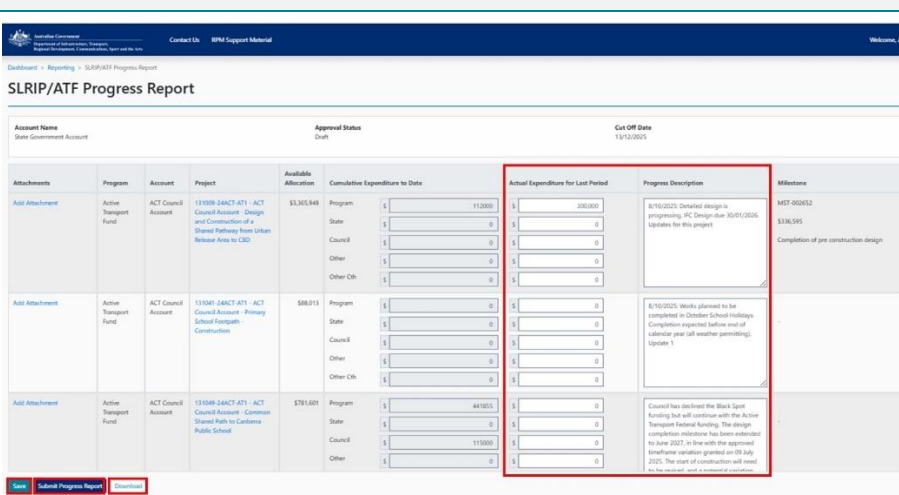
RPM portal technical queries are to be sent to RPMsupport@infrastructure.gov.au.

2. View SLRIP/ATF Projects

Step	Task	Screen shot
1.	Select the Projects tile on the portal homepage.	
2.	A Projects page is displayed. This page lists all the projects with your state or territory.	
3.	The Project Filter section can be used to view a list of all Announced Projects for a Program. Select the Program drop down menu, then select the Program. Select the Account drop down, then select the Account. For this example, the Active Transport Fund Program has been selected and the Announced Projects list has been updated.	

Step	Task	Screen shot
4.	To view a Project, select the Project name .	 <p>The screenshot shows the 'Projects' dashboard. At the top, there's a 'Project Filter' section with dropdowns for 'Program' (set to 'Active Transport Fund') and 'Account' (set to 'All'). Below this is a table of 'Announced Projects'. The second row of the table is highlighted with a red box, showing the project '131144-24WA-AT1 - Shire of Cunderdin - Design and Constuction of Shared Pathway circular route on Watts, Togo, Yilgarn & Hodgson Street, Cunderdin.'.</p>
5.	<p>The Project Details page is displayed.</p> <p>Select Supporting Documents to view or add Supporting Documents for the project.</p> <p>Document types include:</p> <ul style="list-style-type: none"> • Post Completion Report • Project Cost Breakdown • Business Case • Map • Other. <p>Select Download for a copy the Project Details.</p> <p>Note: The Milestone feature is not to be used at this point in time. Continue to provide Milestone updates to your program area.</p>	 <p>The screenshot shows the 'Project Details' page for project '131144-24WA-AT1 Shire of Cunderdin - Design and Constuction of Shared Pathway circular route on Watts, Togo, Yilgarn & Hodgson Street, Cunderdin.'. The 'Project Details' tab is selected. On the left, there's a sidebar with 'Supporting Documents' highlighted in red. The main content area shows project details like 'Project Number', 'Project Start Date', 'Construction Start Date', 'Project Type', 'Project Description', 'Proponent Details', 'Project Costs', 'Project Location', and 'Supporting Documents'.</p>

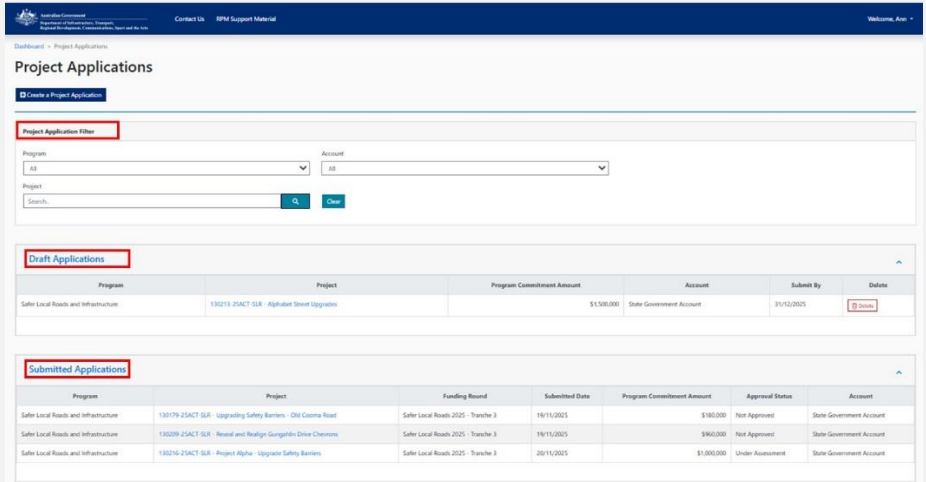
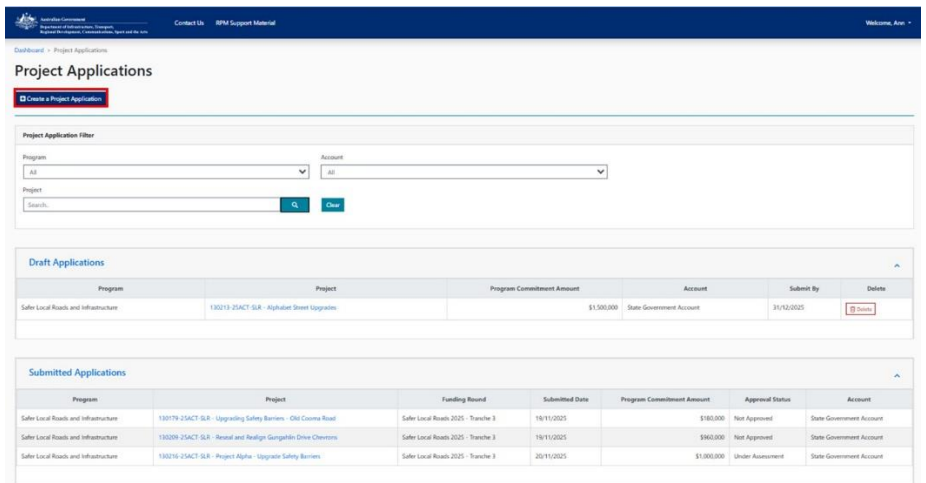
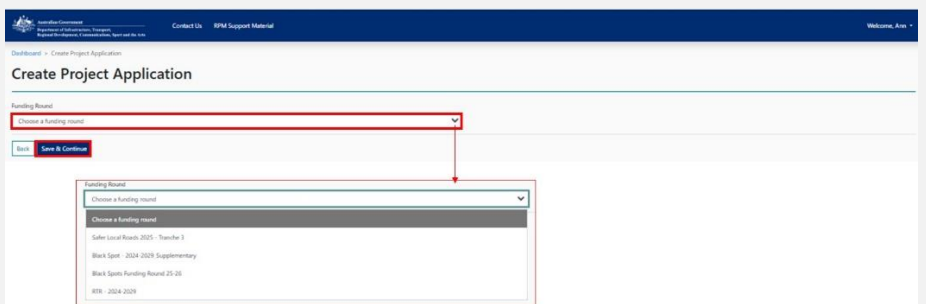
3. Submitting a Progress Report

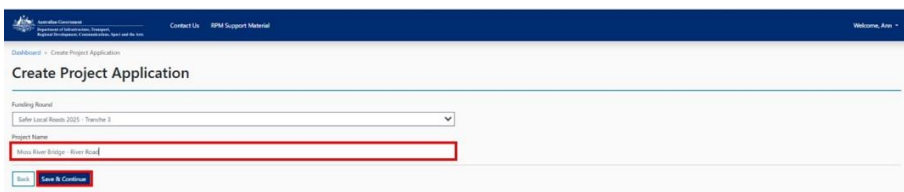
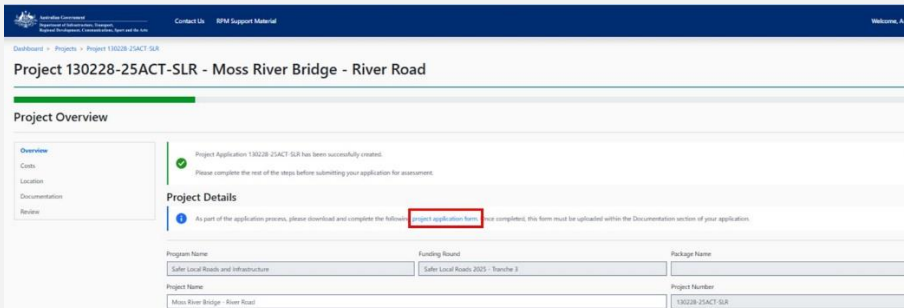
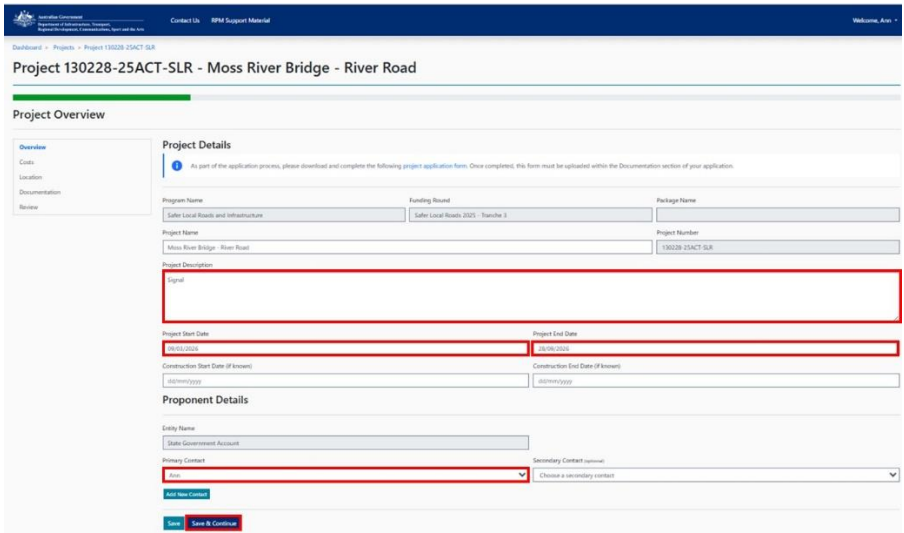
Step	Task	Screen shot
1.	Select the Reporting tile.	
2.	<p>The Reporting page is displayed.</p> <p>Select the SLRIP/ATF Progress Report tile.</p> <p>Note: the SLRIP/ATF tile shows the status of the report and the Cut Off Date for submission.</p>	
3.	<p>The SLRIP/ATF Progress Report for the Account is displayed.</p> <p>For each Project, updates can be made to the following fields:</p> <ul style="list-style-type: none">Actual Expenditure for Last PeriodProgress Description <p>Select Save to progressively save your changes until you are ready to submit.</p> <p>Note: only Projects with Approved Milestones may receive payment.</p> <p>Select Download for a copy of the Progress Report.</p>	

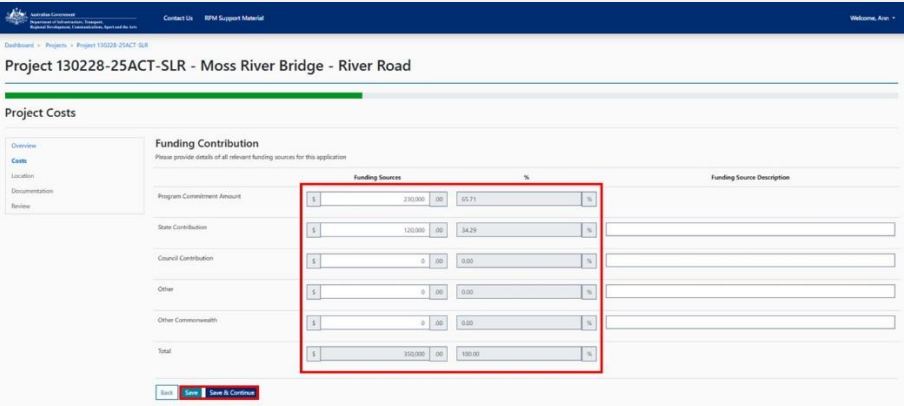
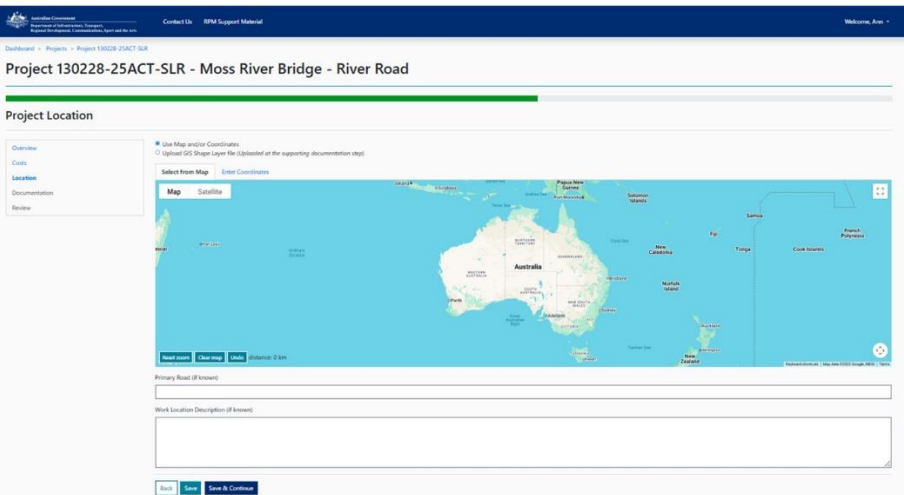

Step	Task	Screen shot
4.	<p>The download is a Microsoft Excel version of the Progress Report.</p> <p>Note: The downloaded document includes all saved changes.</p>	
5.	<p>Select Submit Progress Report to finalise.</p> <p>The Confirmation prompt will appear.</p> <p>Select Yes to submit.</p>	
6.	<p>The submitted Progress Report is displayed.</p> <p>Select Download for a Microsoft Excel version of the submitted Progress Report.</p>	

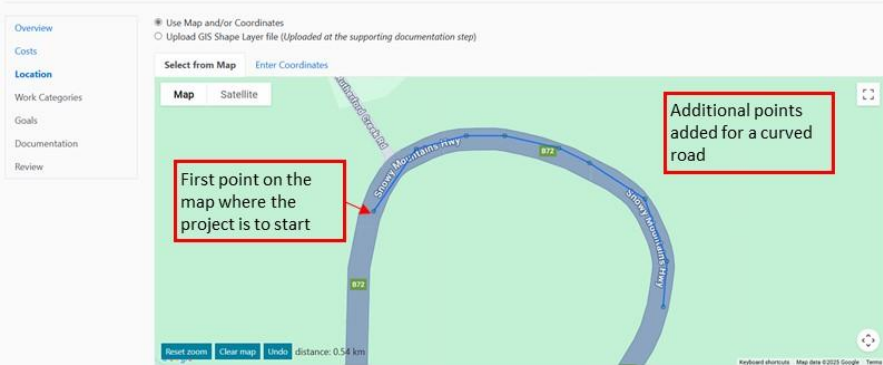
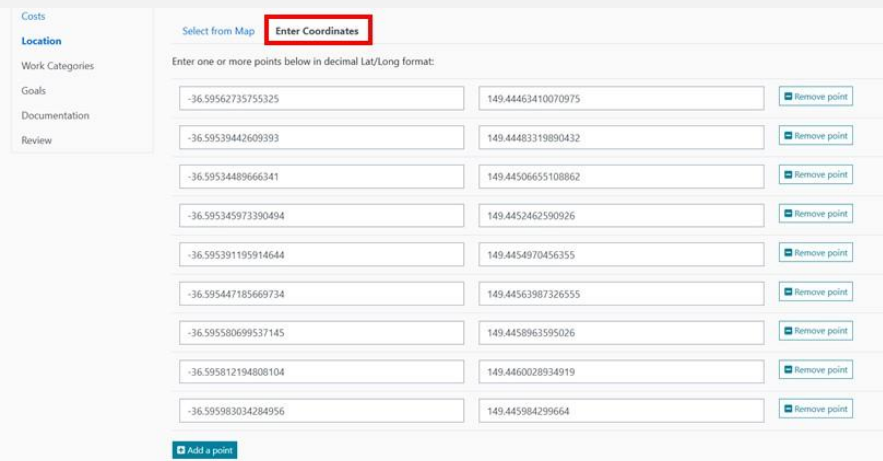
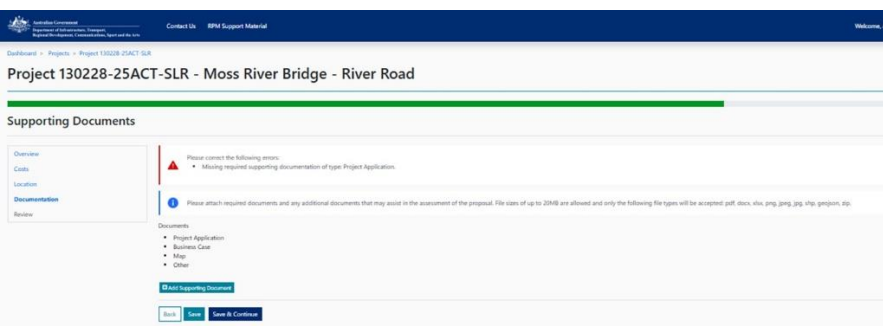
4. Create a Project Application

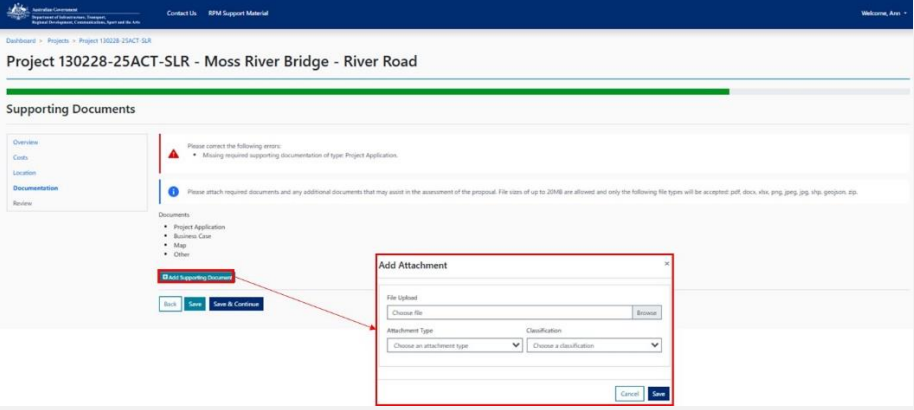
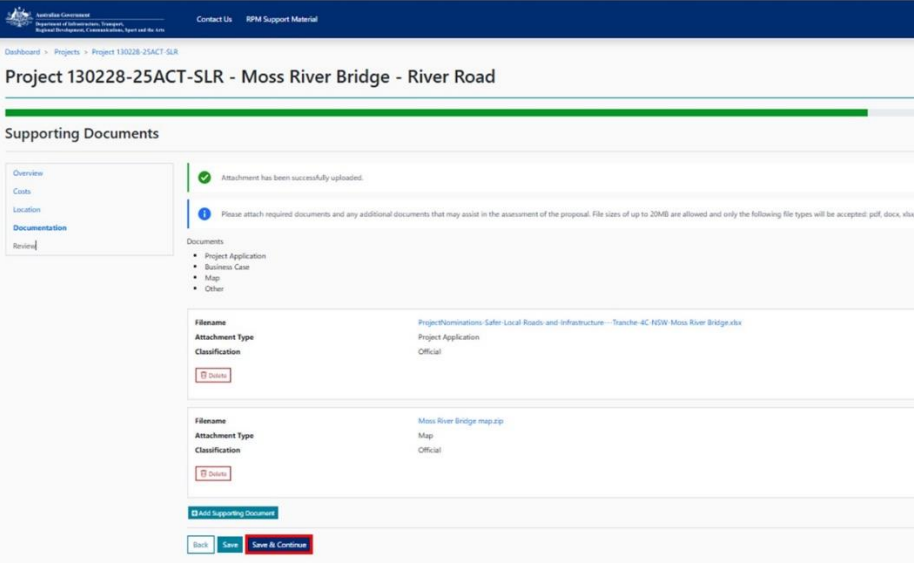
Step	Task	Screen shot
1.	Select the Project Application tile.	

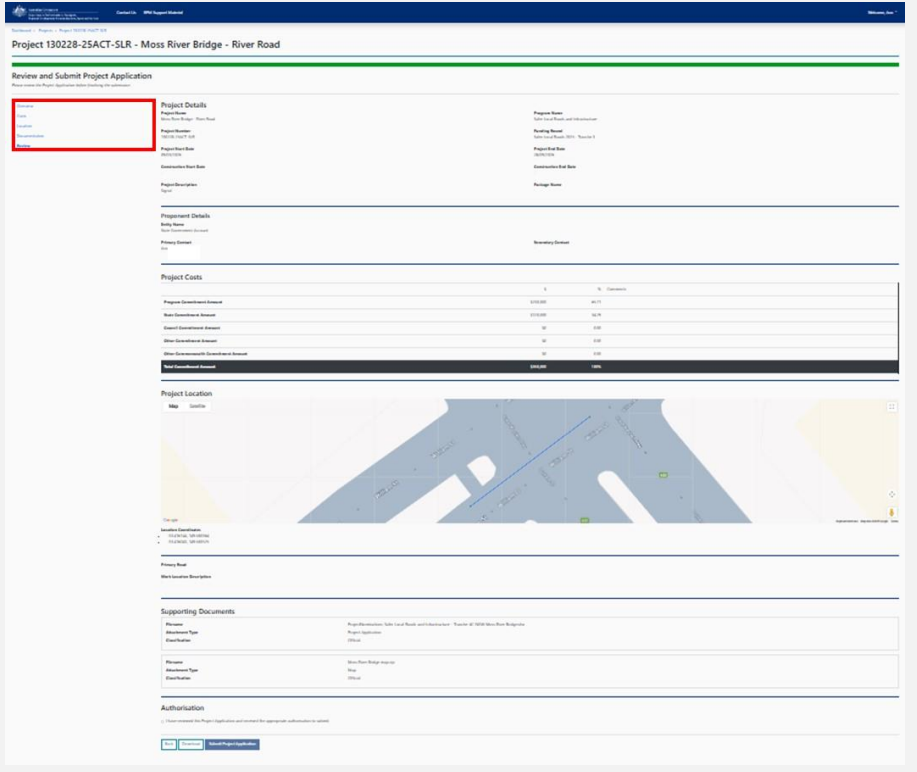
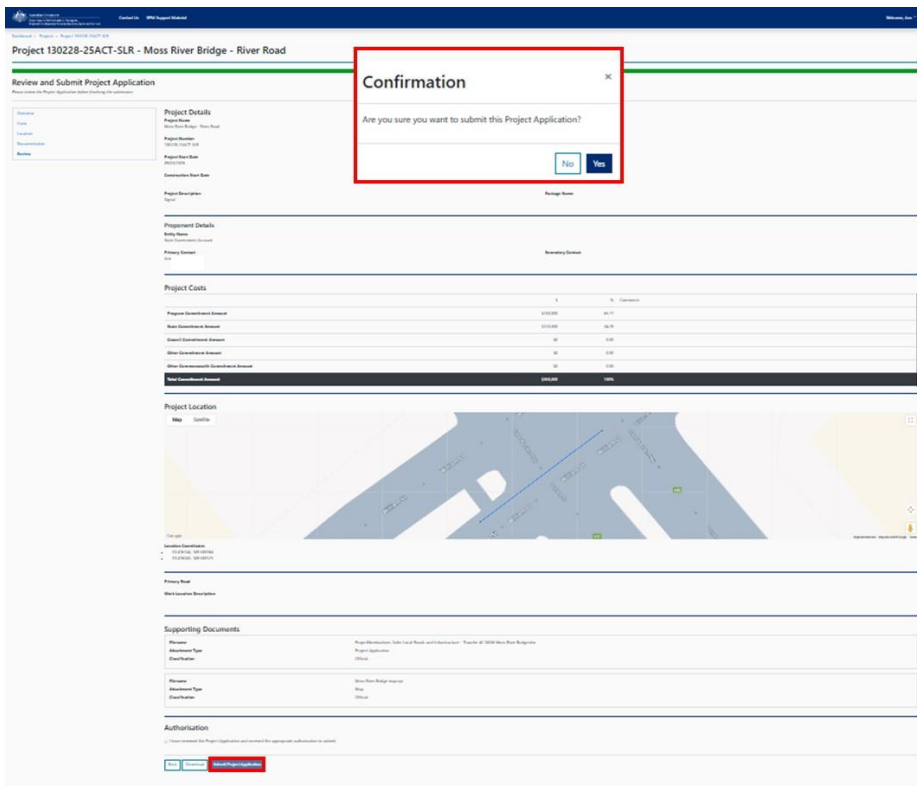
Step	Task	Screen shot
2.	<p>The Project Applications page is displayed.</p> <p>This page presents the following information:</p> <ul style="list-style-type: none"> • Project Application Filter allows you to search for projects by Program, Account or Project • Draft Applications includes a list of draft 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.	<p>Select Create Project Application.</p>	
4.	<p>The Create Project Application page opens, and the Funding Round drop down menu is displayed.</p> <p>Select the Funding Round drop down menu, then select the Funding Round.</p> <p>Note: The Funding Round dropdown includes a list of current Program Funding Rounds. Progressing an application will be based on your account.</p> <p>Select Save & Continue.</p>	

Step	Task	Screen shot
5.	<p>The Create Project Application page is displayed.</p> <p>Select the Project Name field, then enter a Project Name.</p> <p>Select Save & Continue.</p>	
6.	<p>A Project Application is created and the Project Overview page is displayed.</p> <p>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.</p> <p>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.</p>	
7.	<p>Complete the following fields:</p> <ul style="list-style-type: none"> • 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. <p>Select Save and Continue.</p> <p>Note: The left-hand navigation menu will progress as you complete each section of the application. You can navigate back to completed sections to review and update.</p>	

Step	Task	Screen shot
8.	<p>The Project Costs page will be displayed.</p> <p>Enter the Contribution Amounts for each funding source.</p> <p>The Total and Funding Split Percentage fields will automatically calculate as the amounts are entered.</p> <p>Where known, enter a description of how other contributions are funded, e.g. a State Government safety initiative.</p> <p>Select Save and Continue.</p>	
9.	<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 • Upload GIS Shape Layer file radio button. This file will be uploaded at the documentation stage. 	
10.	<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>	

Step	Task	Screen shot
	<ul style="list-style-type: none"> • 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. 	
11.	<p>If the Select from Map feature is selected, navigate to the area to be mapped.</p> <p>To mark the beginning of the area of work, press the mouse button on the map. A blue/green dot will appear.</p> <p>Continue to add points as required.</p>	<p>Project Location</p> 
12.	<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 add/remove coordinates manually.</p> <p>Once you have completed the map details, select Save and Continue.</p>	
13.	<p>The Supporting Documents page is displayed.</p>	

Step	Task	Screen shot
14.	<p>Select Add Supporting Document.</p> <p>The prompt Add Attachment is displayed.</p> <p>To add the completed application form:</p> <ul style="list-style-type: none"> • Upload the file • Select Project Application from the Attachment Type dropdown • Select the appropriate classification type from the Classification drop-down. • Select Save. <p>To add a map, follow the same process while selecting Map from the Attachment Type dropdown.</p> <p>Note: File sizes of up to 20MB are allowed and only the following file types will be accepted: pdf, docx, xlsx, png, jpeg, jpg, shp, geojson, zip.</p>	
15.	<p>The Supporting Documents page is updated with your attachments.</p> <p>You have the option to Delete attachments and/or Add Supporting Document. Select Save and Continue.</p>	

Step	Task	Screen shot
16.	<p>The Review and Submit Project Application page is displayed.</p> <p>This includes a summary of the previous sections.</p> <ul style="list-style-type: none"> Overview Costs Location Documentation Review <p>The left-hand navigation menu can be used to navigate to different sections of the Application.</p>	
17.	<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>	

Step	Task	Screen shot																																			
18.	<p>Once submitted, your Project will be added to Submitted Applications list on the Project Applications page.</p> <p>Note: As SLRIP/HVRA initiatives are part of a competitive funding round, these applications are not visible to other organisations using the portal.</p> <p>Approved applications submitted by councils will no longer be visible in this view as they are moved to the relevant State or Territory account for administrative management.</p>	<p>The screenshot shows the 'Project Applications' page. At the top, there is a header with the logo, contact information, and a 'Welcome, Ann' message. Below the header, the page title 'Project Applications' is displayed, followed by a 'Create a Project Application' button. A 'Project Application Filter' section contains dropdown menus for 'Program' and 'Account', both set to 'All', and a 'Search' field. Below the filter, there are two sections: 'Draft Applications' and 'Submitted Applications'. The 'Submitted Applications' section contains a table with the following data:</p> <table><thead><tr><th>Program</th><th>Project</th><th>Funding Round</th><th>Submitted Date</th><th>Program Commitment Amount</th><th>Approval Status</th><th>Account</th></tr></thead><tbody><tr><td>Safer Local Roads and Infrastructure</td><td>130179-21ACT-SLR - Upgrading Safety Barriers - Old Cooma Road</td><td>Safer Local Roads 2025 - Tranche 3</td><td>18/11/2025</td><td>\$180,000</td><td>Not Approved</td><td>State Government Account</td></tr><tr><td>Safer Local Roads and Infrastructure</td><td>130209-21ACT-SLR - Repair and Realign Gungahlin Drive Chevrons</td><td>Safer Local Roads 2025 - Tranche 3</td><td>18/11/2025</td><td>\$900,000</td><td>Not Approved</td><td>State Government Account</td></tr><tr><td>Safer Local Roads and Infrastructure</td><td>130216-21ACT-SLR - Project Alpha - Upgrade Safety Barriers</td><td>Safer Local Roads 2025 - Tranche 3</td><td>20/11/2025</td><td>\$1,000,000</td><td>Under Assessment</td><td>State Government Account</td></tr><tr><td>Safer Local Roads and Infrastructure</td><td>130226-21ACT-SLR - Moss River Bridge - River Road</td><td>Safer Local Roads 2025 - Tranche 3</td><td>20/11/2025</td><td>\$300,000</td><td>Under Assessment</td><td>State Government Account</td></tr></tbody></table>	Program	Project	Funding Round	Submitted Date	Program Commitment Amount	Approval Status	Account	Safer Local Roads and Infrastructure	130179-21ACT-SLR - Upgrading Safety Barriers - Old Cooma Road	Safer Local Roads 2025 - Tranche 3	18/11/2025	\$180,000	Not Approved	State Government Account	Safer Local Roads and Infrastructure	130209-21ACT-SLR - Repair and Realign Gungahlin Drive Chevrons	Safer Local Roads 2025 - Tranche 3	18/11/2025	\$900,000	Not Approved	State Government Account	Safer Local Roads and Infrastructure	130216-21ACT-SLR - Project Alpha - Upgrade Safety Barriers	Safer Local Roads 2025 - Tranche 3	20/11/2025	\$1,000,000	Under Assessment	State Government Account	Safer Local Roads and Infrastructure	130226-21ACT-SLR - Moss River Bridge - River Road	Safer Local Roads 2025 - Tranche 3	20/11/2025	\$300,000	Under Assessment	State Government Account
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5. View Payment Advice

Step	Task	Screen shot
1.	Select the Resources tile on the portal homepage.	<p>The screenshot shows the 'Welcome to the RPM Portal' page. At the top, there is a navigation bar with 'Contact Us' and 'RPM Support Material'. Below the header, a welcome message is followed by a list of terms of use. A section titled 'Department of Transport' contains six tiles: 'Projects', 'Reporting', 'Resources' (highlighted with a red border), 'Project Applications', 'Roads to Recovery', and 'Black Spots Program Nominations'. At the bottom, a footer line states: 'Our work connects and enriches every Australian community, underpins our economy and society, and engages our regions. We provide policy advice and deliver programs, projects and services in the infrastructure, transport, communications and arts sectors, supporting our regions, cities and territories.'</p>
2.	The Resources page is displayed. Select the Payment Advice tile.	<p>The screenshot shows the 'Resources' page. It has a breadcrumb trail 'Dashboard > Resources'. Below the title, 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 'Payment Advice' page. It has a breadcrumb trail 'Dashboard > Resources > Payment Advice'. Below the title, there is a 'Filter' section with two dropdown menus: 'Month' (set to 'October') and 'Year' (set to '2025'). To the right of these filters is a button labeled 'Download Data File' (highlighted with a red border). Below the filter section, a table header is visible with columns: 'Program Name', 'Project Name', 'Project Number', 'Payment Date', 'Payment Amount', and 'Milestone Description'.</p>

