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

Table of Contents

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.
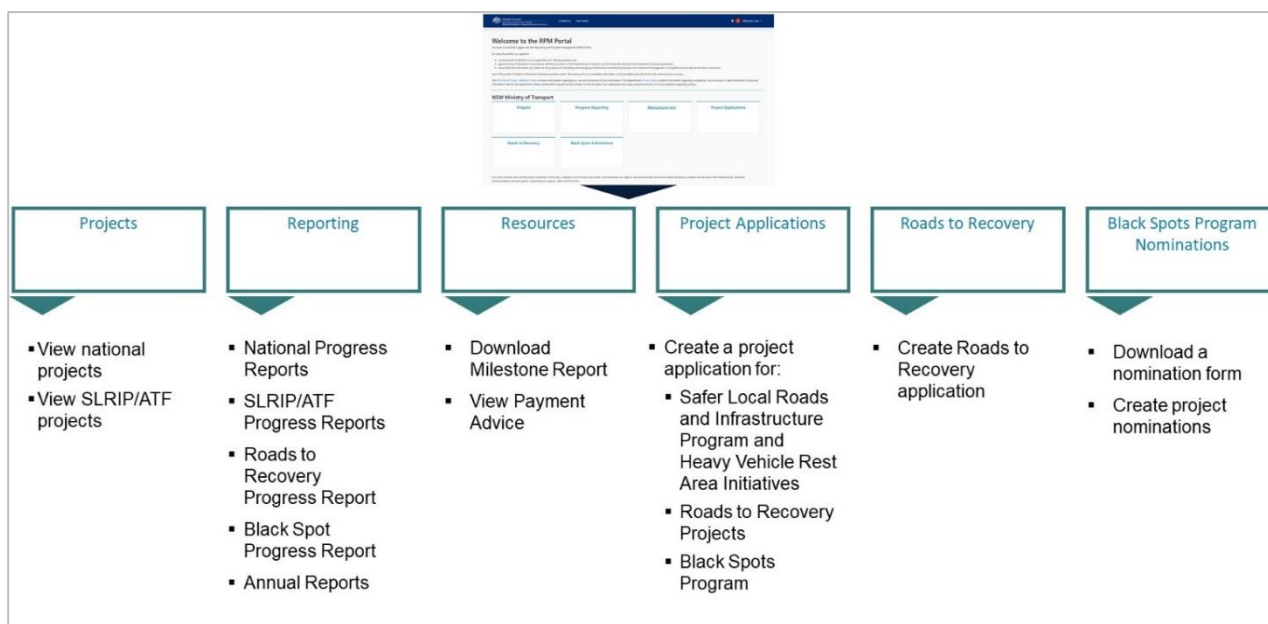
This guide will include step by step instructions for:

- 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
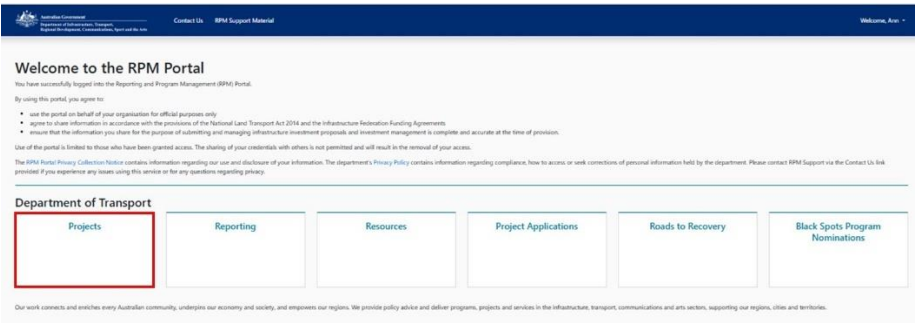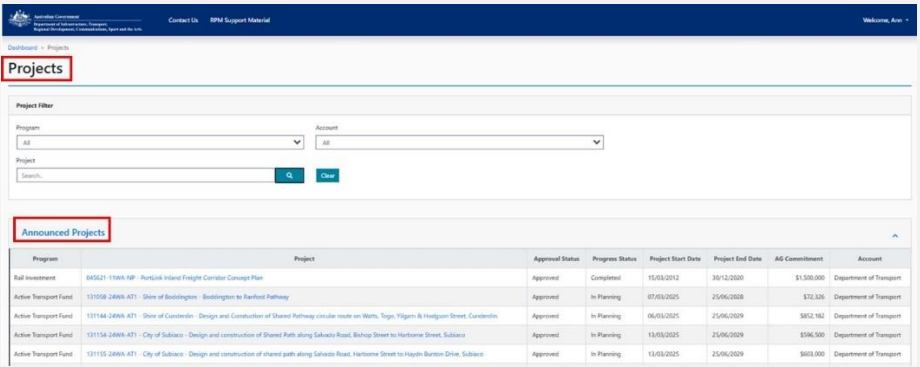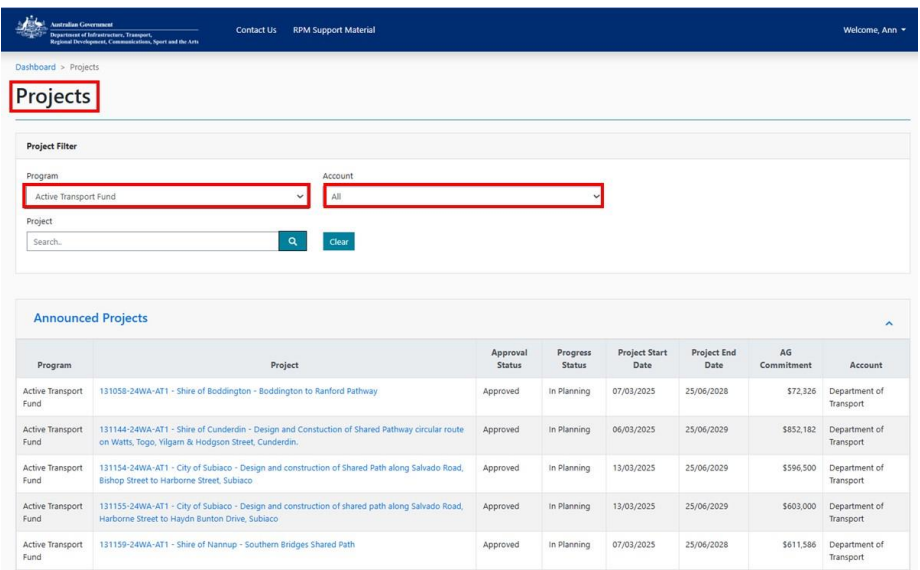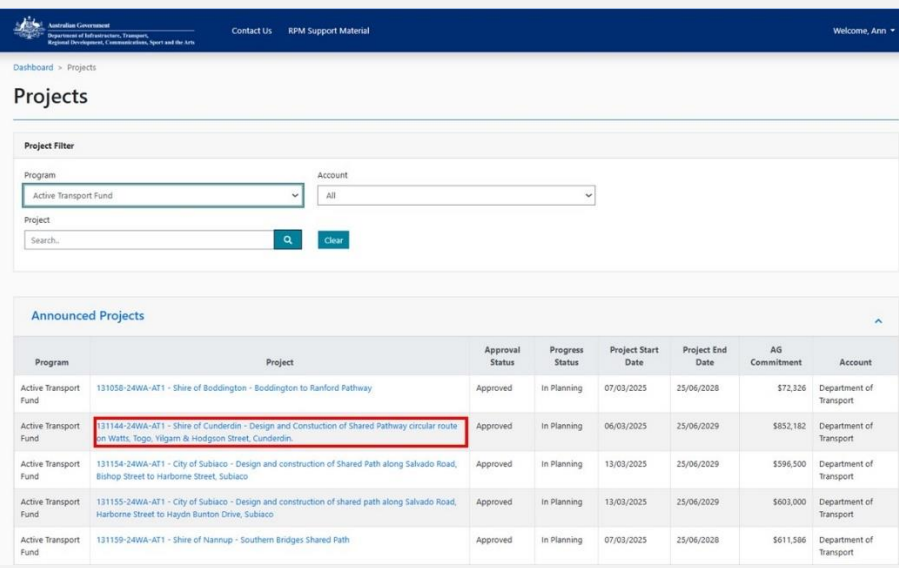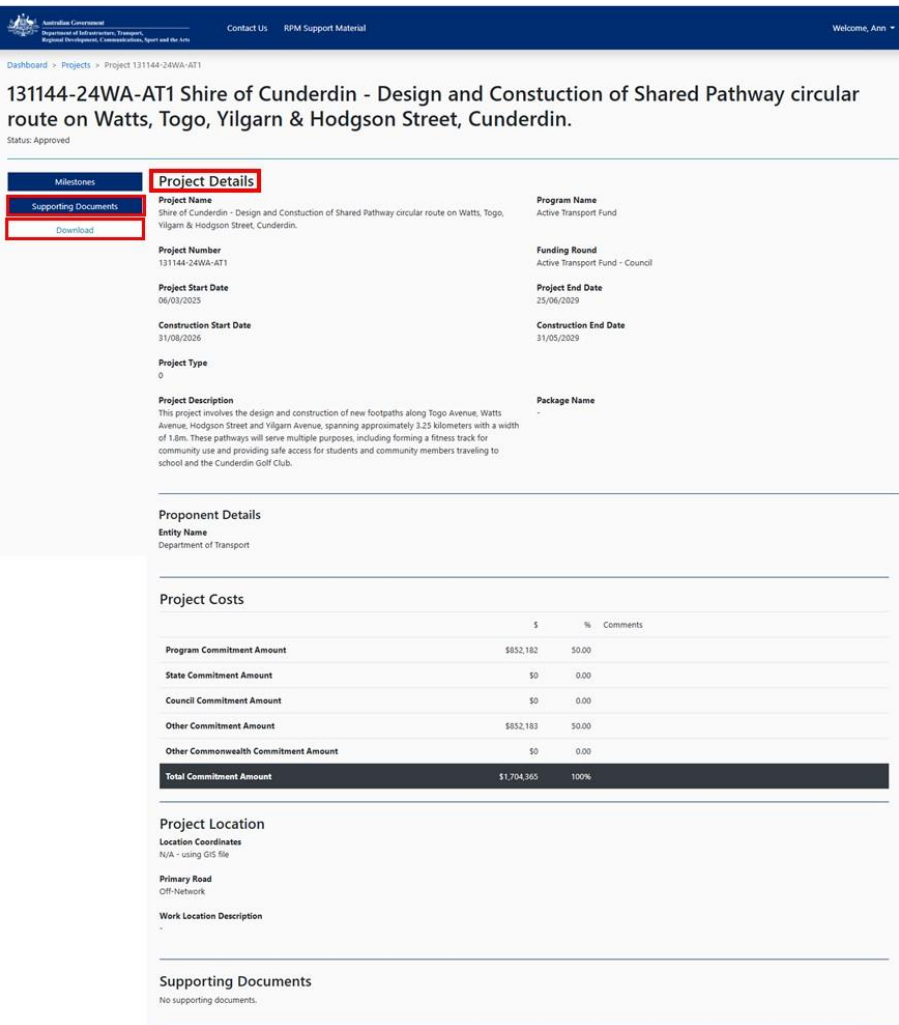- Option to save changes progressively

Support

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

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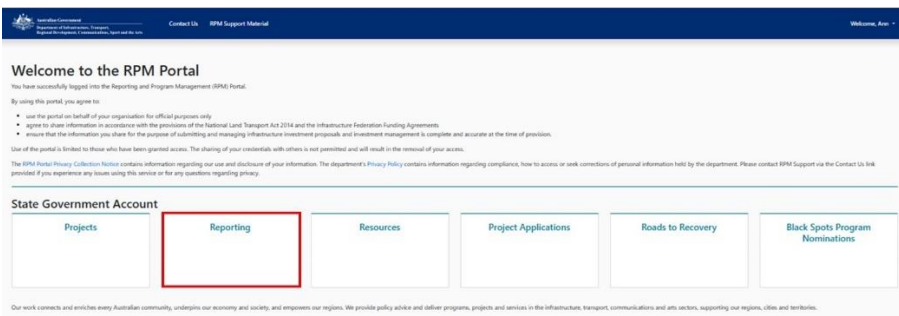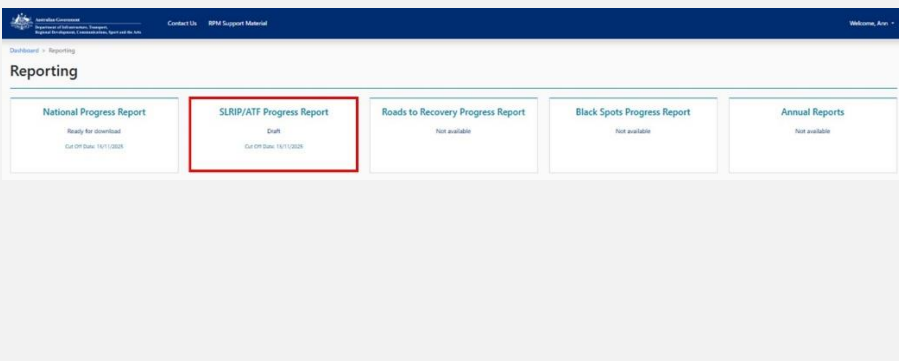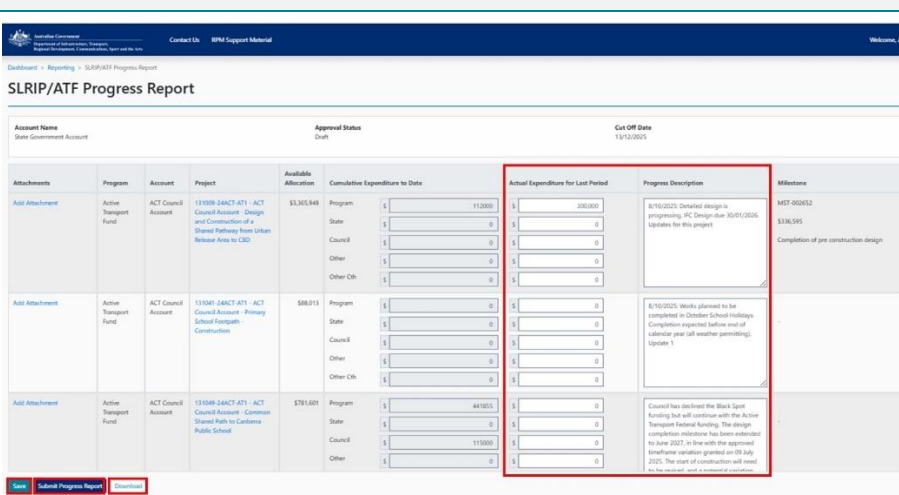
RPM portal technical queries are to be sent to RPMSupport@infrastructure.gov.au.

2. 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.	

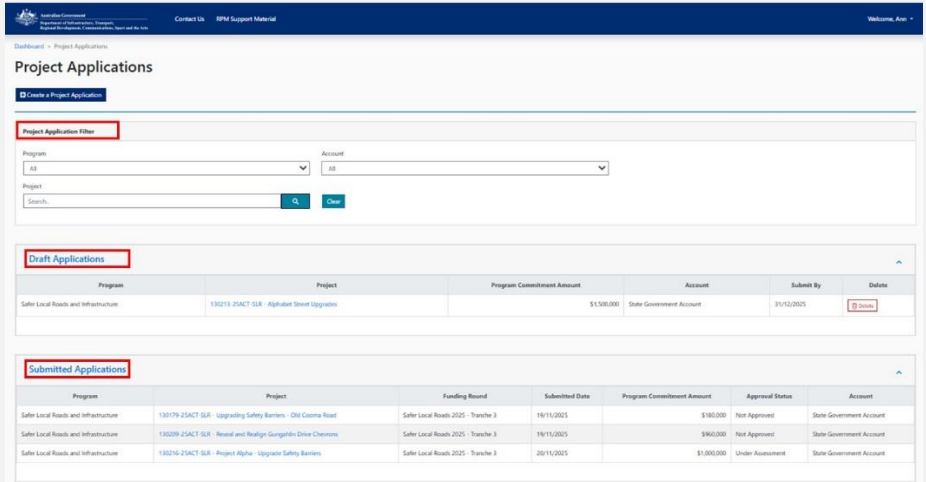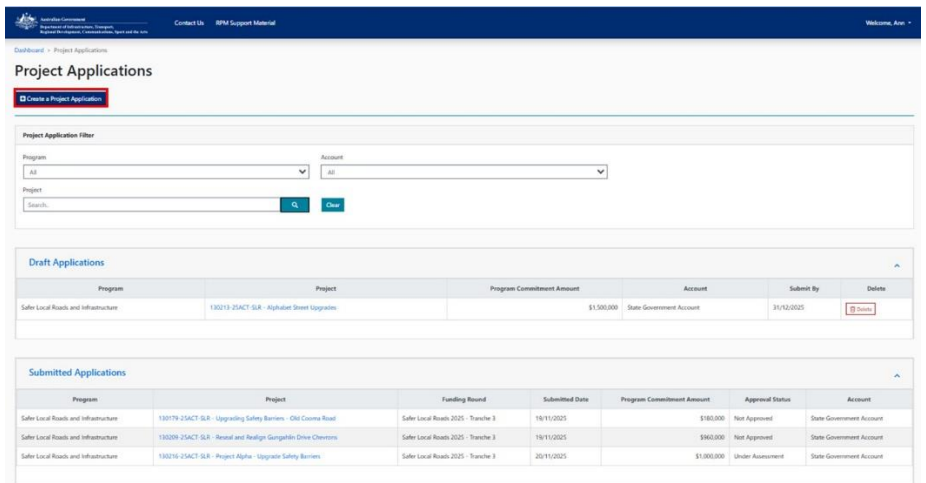| Step	Task	Screen shot
4.	To view a Project, select the **Project name**.	
5.	The **Project Details** page is displayed. Select **Supporting Documents** to view or add Supporting Documents for the project. Document types include: - Post Completion Report - Project Cost Breakdown - Business Case - Map - 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.	
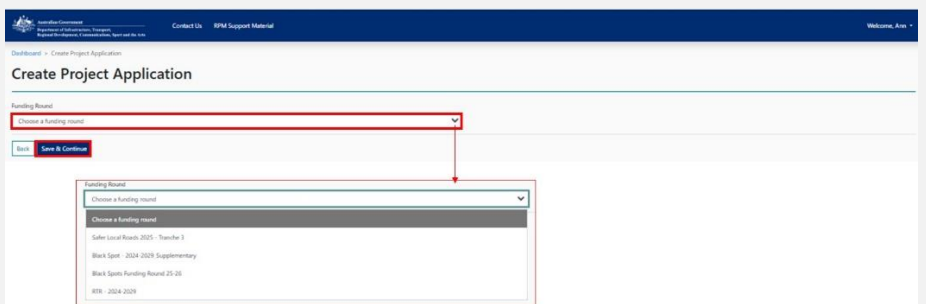
3. Submitting a Progress Report
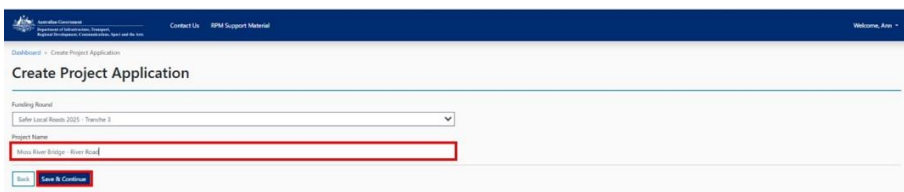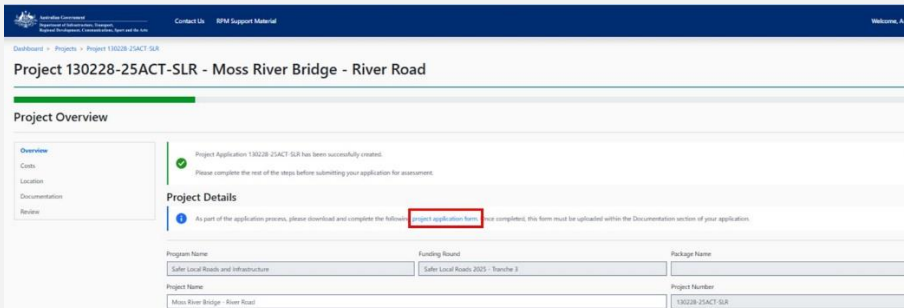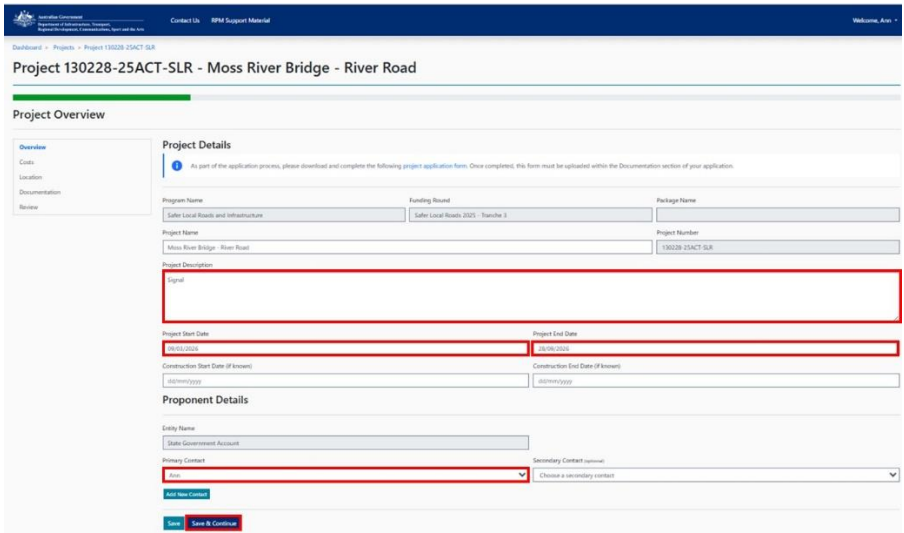
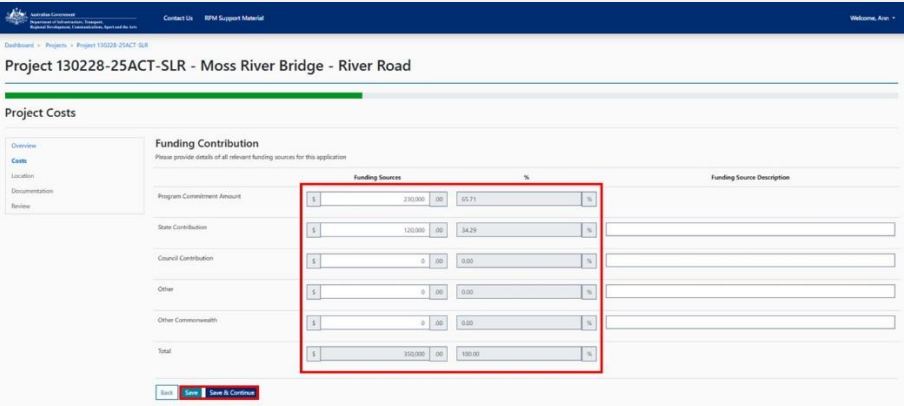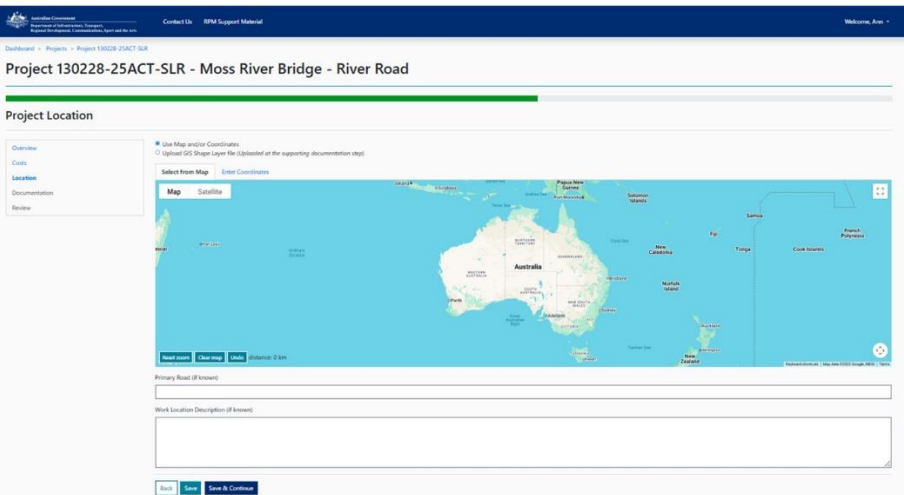| Step	Task	Screen shot
1.	Select the **Reporting** tile.	
2.	The **Reporting** page is displayed. Select the **SLRIP/ATF Progress Report** tile. Note: the **SLRIP/ATF tile** shows the status of the report and the Cut Off Date for submission.	
3.	The **SLRIP/ATF Progress Report** for the Account is displayed. For each Project, updates can be made to the following fields: • **Actual Expenditure for Last Period** • **Progress Description** Select **Save** to progressively save your changes until you are ready to submit. Note: only Projects with **Approved Milestones** may receive payment. Select **Download** for a copy of the Progress Report.	

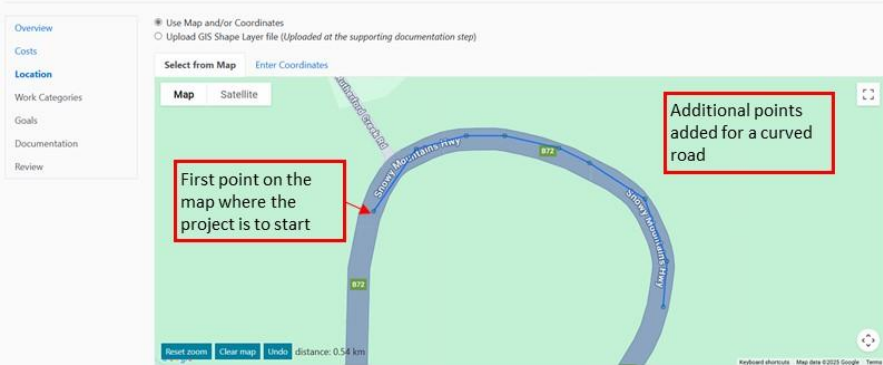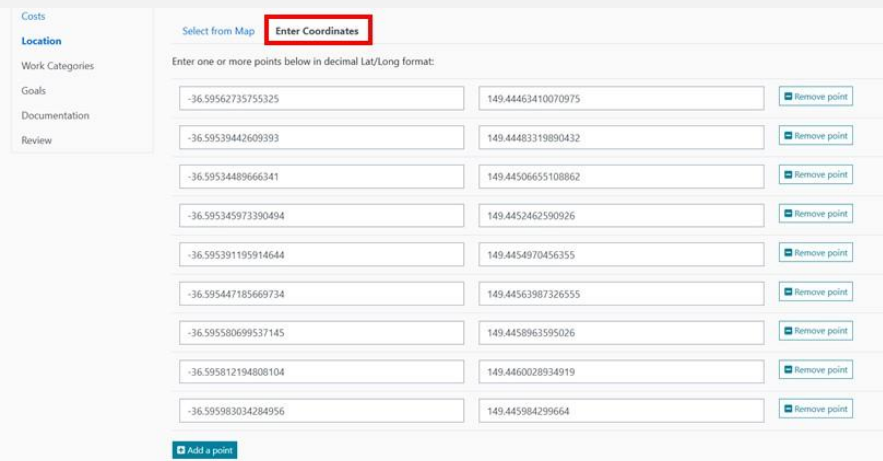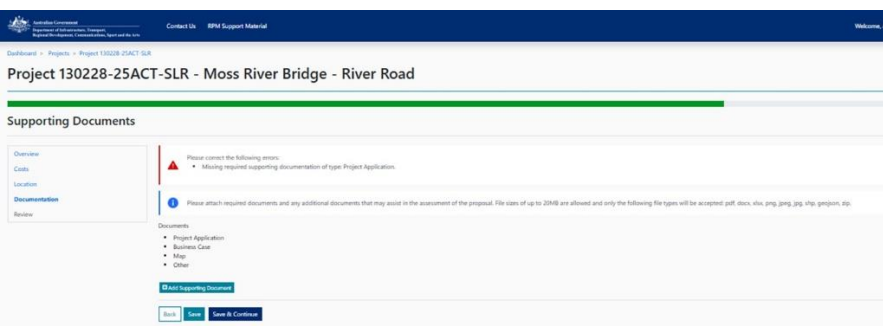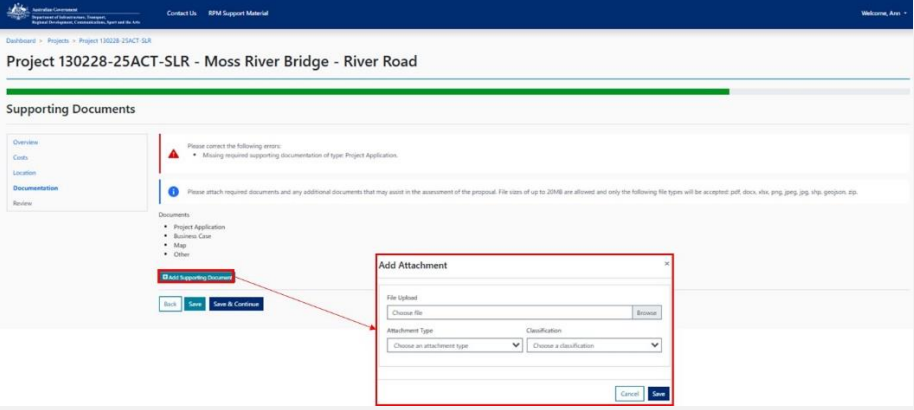| Step	Task	Screen shot
4.	The download is a Microsoft Excel version of the Progress Report. Note: The downloaded document includes all saved changes.	
5.	Select **Submit Progress Report** to finalise. The **Confirmation** prompt will appear. Select **Yes** to submit.	
6.	The submitted Progress Report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

4. Create a Project Application
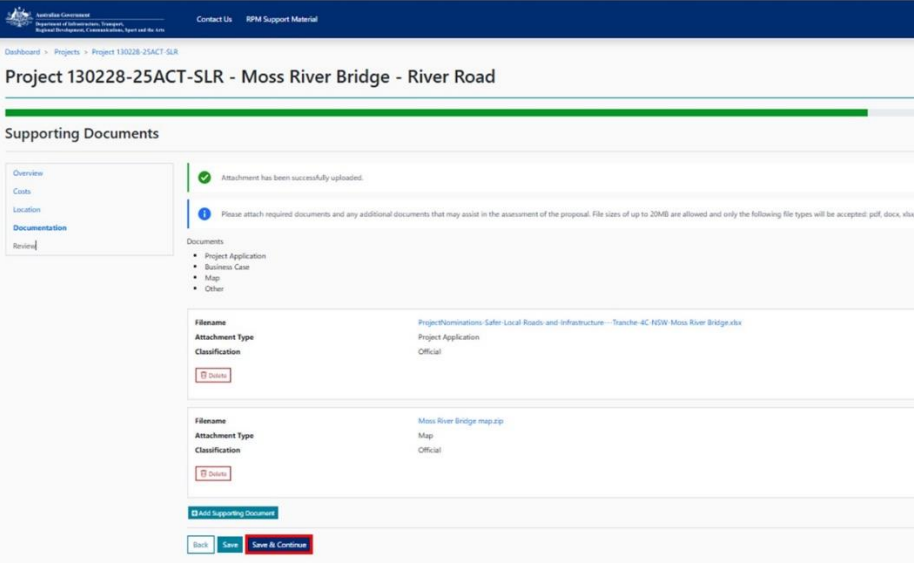
Step	Task	Screen shot
1.	Select the **Project Application** tile.	

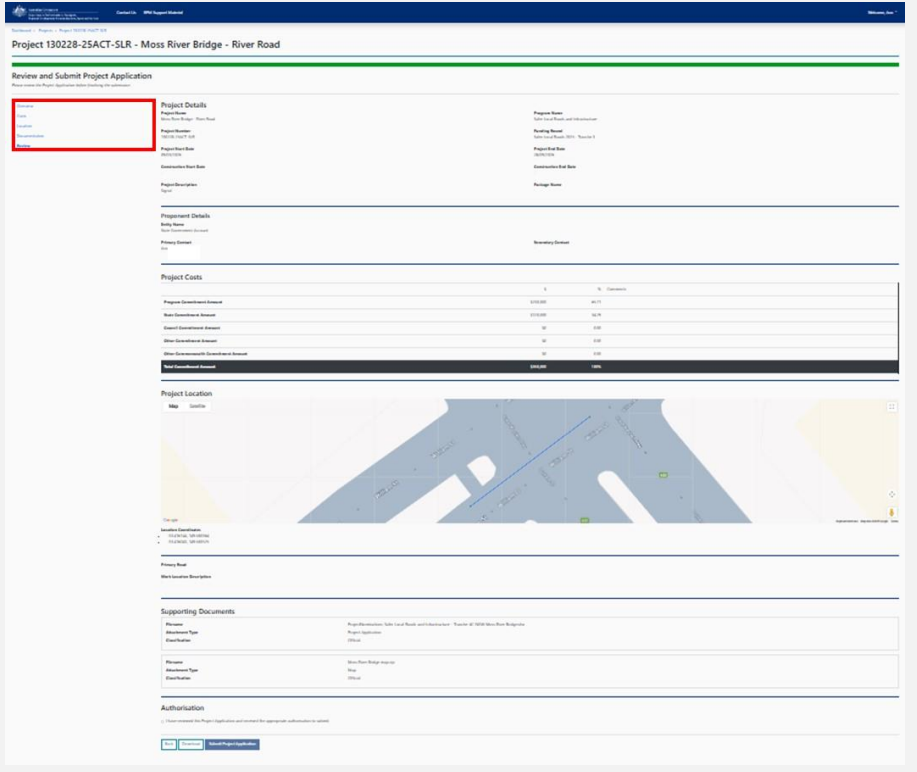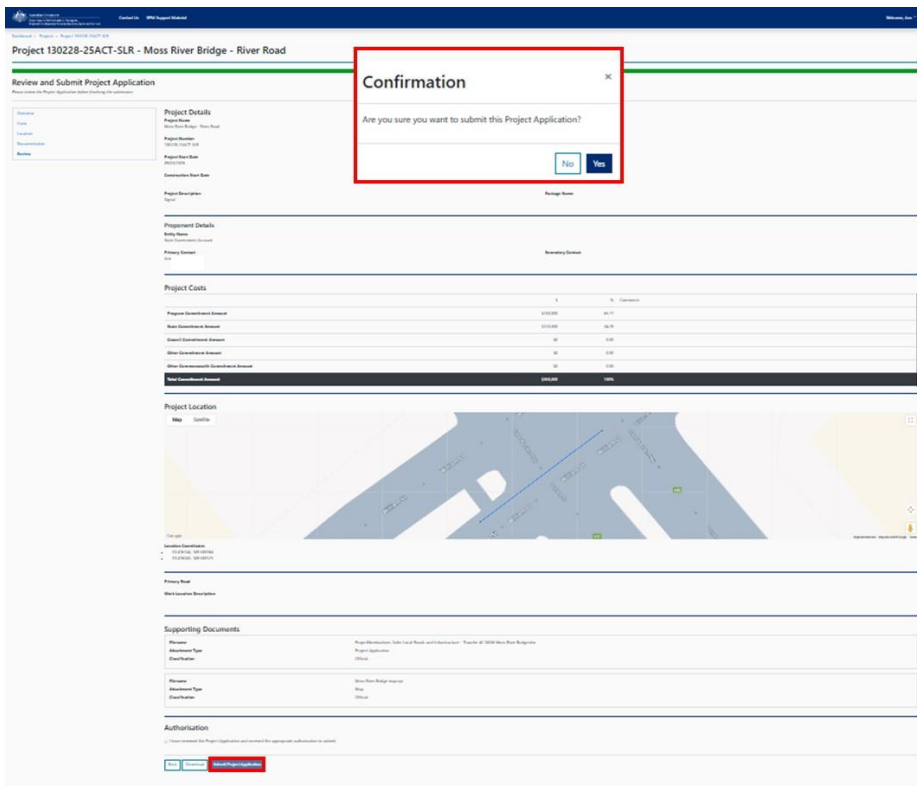| Step	Task	Screen shot
2.	The **Project Applications** page is displayed. This page presents the following information: • **Project Application Filter** allows you to search for projects by Program, Account or Project • **Draft Applications** includes a list of draft application that have not been submitted. 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**.	
4.	The **Create Project Application** page opens, and the **Funding Round** drop down menu is displayed. Select the **Funding Round** drop down 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**.	

Step	Task	Screen shot
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 can navigate back to completed sections to review and update.	

Step	Task	Screen shot
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:	

Step	Task	Screen shot
	• **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.	If the **Select from Map** feature is selected, navigate to the area to be mapped. 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.	
12.	The **Enter Coordinates** tab shows a list of coordinates corresponding the latitude and longitude of the marked area on the map. You also have the option to add/remove coordinates manually. Once you have completed the map details, select **Save and Continue**.	
13.	The **Supporting Documents** page is displayed.	

Step	Task	Screen shot
14.	Select **Add Supporting Document**. The prompt **Add Attachment** is displayed. To add the completed application form: • Upload the file • Select **Project Application** from the **Attachment Type** dropdown • Select the appropriate classification type from the **Classification** drop-down. • Select **Save.** To add a map, follow the same process while selecting **Map** from the **Attachment Type** dropdown. 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.	
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**.	

Step	Task	Screen shot
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.	
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 the **Yes** button. The message '**Project Application has been successfully submitted'** will be displayed.	

Step	Task	Screen shot
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. **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.	

5. View Payment Advice

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

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