Australian Government
Department of Defence
Security and Estate Group

Robertson Barracks Abandoned Vehicles



CERTIFICATE OF AUTHORITY

s47E(c)

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Base Manager
Service Delivery Division – Robertson Barracks

06 March 2026

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Defence FOI 599/26/27
Document 1

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Approvals

This document has been approved by the personnel listed in the below table.

Name	Title	Role	Date
s47E(c)		Base Manager	06 March 2026

Summary of Changes

Version	Details	Author/s	Date
V1	Transfer to new template. Implement Version Numbers. Annual review upon commencement of new SADFO.	s47E(c)	March 2026

Defence FOI 599/26/27
Document 1

Contents

References:.....4
Introduction.....4
Instructions.....4
Authority.....7
Consultation.....7
Contact.....7
Attachments.....7

References:

A. Defence Instruction 2026 – SE3 Base Accountabilities
B. Joint Framework for Base Accountabilities
C. FINMAN 5 Chapter 10.3 – Property Found on Commonwealth Premises
D. Public Governance, Performance and Accountability (PGPA) Act 2013 Chapter 2 – Part 2 2 – 20A Accountable Authority Instructions
E. Accountable Authority Instruction 08 Disposing of Property (including gifting Defence Property)
F. Accountable Authority Instruction 08 Paragraph 56 Finding Lost Property

Introduction

1. This instruction is issued in accordance with Reference B and provides guidelines and references for the management and disposal of abandoned vehicles on Robertson Barracks (ROB).

2. The aim of this Base Instruction (BI) is to detail the procedures and processes for identifying abandoned vehicles, establishing ownership and the management to dispose of vehicles if ownership cannot be identified on Robertson Barracks.

3. Vehicle is defined as a truck, motor car, motor cycle, push bike, caravan, camper trailer, trailer, boat or any other form of, or part of, a wheeled or tracked form of transportation. Unless specifically expressed otherwise, it means a privately owned vehicle.

Instructions

4. A vehicle is deemed to be abandoned on Robertson Barracks if any of the following apply:

    - The vehicle is without State/Territory registration or registration has lapsed
    - The owner has not applied to Base Management in writing to store a private vehicle on ROB
    - The application to store a private vehicle on ROB has not yet been approved
    - The owner of the vehicle cannot be established

5. Should a vehicle appear abandoned, Joint Military Police Station (JMPS) is to be notified immediately. JMPS will conduct a security risk assessment, together with a vehicle registration check.

6. The following details are to be provided to JMPS;

    - Make of vehicle
    - Model of vehicle
    - Colour of vehicle

- Registration number
- State of registration
- Registration number if visible, otherwise a VIN number
- If VIN number is not available or visible, a detailed description of the vehicle
- Location of vehicle

7. JMPS will take all reasonable steps to contact vehicle owners. If an owner is not identified, the vehicle details will be entered into the Base Abandoned Vehicle Register by Base Management.

8. JMPS are to provide a written report to Base Management on their findings, with a suggested course of action, including the identified owners' contact details.

9. Upon receipt of owner details, Base Management will liaise with the owner and/or owners' unit command to have the vehicle appropriately relocated.

Notify as an Abandoned Vehicle

10. Once a vehicle is considered to be abandoned, Base Management will add the vehicle to the Base Abandoned Vehicle Register and place an "Intent to Notify as an Abandoned Vehicle" (Annex A) notice on the vehicle.

11. Owners who have an "Intent to Notify as an Abandoned Vehicle" notice placed on their vehicle are to contact Base Management, no later than the time and date specified on the notice (being no less than 7 days from the date of the notice).

12. If the owner of the vehicle has not reported to Base Management by the time and date specified in the notice, Base Management is to over the next 30 days, take all reasonable action to identify the owner and have them remove the vehicle from base.

13. If the owner is identified, they will be given 28 days to remove the vehicle. Failure to remove the vehicle may result in the vehicle being removed at the owners' expense and possible disciplinary action.

14. If the owner cannot be identified within 30 days of the date of the notice, or fails to contact Base Management, a general notice is to be published on the My Base, Base Notice page and a Base Routine Instruction (BRI) (Annex B) to be issued. Base Management will also request all other Base Management areas to publish the notification to their Base Notice page.

15. Pending any ownership claim, the abandoned vehicle may be relocated to a car park allocated for abandoned vehicles. The owner will have 60 days from the date of the general notice, to claim their property, after which Base Management will organise the disposal of the vehicle in accordance with paragraph 18 of this instruction.

Claim to Vehicle

16. Claimants must produce proof of identity and proof of vehicle ownership. In accordance with Reference B, when property is claimed, "the claimant is to submit a written statement of claim against the property, accompanied by a Statutory Declaration containing sufficient detail to substantiate the claim".

17. The statutory declaration is to document names of signatories, details of property claimed and release the Commonwealth from any subsequent claim or action by the claimant.

18. The claimant must remove the vehicle from Robertson Barracks within 24 hours of their claim and at their expense. The Commonwealth may also charge the claimant for relocation of vehicle to storage and storage of the vehicle from the date of "Intent to Notify as an Abandoned Vehicle" notice.

Failure to Identify the Owner

19. If the owner has not been identified within 60 days of the general notice being published in the BI (being a total of not less than 60 days after the issue of the "Intent to Notify as an Abandoned Vehicle" notice), the ownership of the unclaimed vehicle/s will revert to the Commonwealth In Accordance With (IAW) Reference C.

20. Base Management will liaise with CASG to organise disposal of the abandon vehicles. Base Management will place a general notice on the My Base, Base Notices page, advising of any vehicle/s being disposed of. Base Management will also request all Base Management areas to post the notification.

Disposal Action

21. Defence policy states that a minimum period of 90 days must elapse from notification of property abandonment before commencing disposal of property. Disposal will commence 90 days from the date the vehicle was reported to Base Management IAW Reference D, Reference E and Reference F.

Documentation

22. In all instances full documentation relating to abandoned notifications, steps taken to identify and trace the owner and disposal actions must be recorded on file.

Proceeds of Disposal

23. Proceeds of sale of abandoned vehicles will be paid into consolidated revenue.

Authority

1. The Authority to issue Base Instructions is given to the Base Manager through the Defence Instruction 2026 – SE3 Base Accountabilities, reference A.
2. The BM is authorised to issue directions to all Defence personnel and any other persons permitted to enter and remain on the base.
3. All ADF members shall comply with the lawful and reasonable directions of the BM. This requirement constitutes a General Order for the purposes of the *Defence Force Discipline Act 1982*, and failure to comply may result in disciplinary or administrative action.
4. Defence personnel and contractors shall comply with the lawful and reasonable directions of both the Senior Australian Defence Force Officer (SADFO) and the Base Manager (BM), as issued in accordance with their respective roles and responsibilities outlined in the JFBA.

Consultation

5. Consultation undertaken with:
    - Base Manager
    - SADFO

Contact

SEG Base Management
s47E(d) @defence.gov.au

Attachments

A. Intent to Notify as an Abandoned Vehicle
B. Abandoned Vehicle for 'Base Routine Instruction'

Notify as an Abandoned Vehicle

1. Once a vehicle is considered to be abandoned, Base Management will add the vehicle to the Base Abandoned Vehicle Register and place an "Intent to Notify as an Abandoned Vehicle" (Annex A) notice on the vehicle.

2. Owners who have an "Intent to Notify as an Abandoned Vehicle" notice placed on their vehicle are to contact Base Management, no later than the time and date specified on the notice (being no less than 7 days from the date of the notice).

3. If the owner of the vehicle has not reported to Base Management by the time and date specified in the notice, Base Management is to over the next 30 days, take all reasonable action to identify the owner and have them remove the vehicle from base.

4. If the owner is identified, they will be given 28 days to remove the vehicle. Failure to remove the vehicle may result in the vehicle being removed at the owners' expense and possible disciplinary action.

5. If the owner cannot be identified within 30 days of the date of the notice, or fails to contact Base Management, a general notice is to be published on the My Base, Base Notice page and a Base Routine Instruction (BRI) (refer Annex B) to be issued. Base Management will also request all other Base Management areas to publish the notification to their Base Notice page.

6. Pending any ownership claim, the abandoned vehicle may be relocated to a car park allocated for abandoned vehicles. The owner will have 60 days from the date of the general notice, to claim their property, after which Base Management will organise the disposal of the vehicle in accordance with paragraph 18 of this instruction.

Claim to Vehicle

7. Claimants must produce proof of identity and proof of vehicle ownership. In accordance with Reference C, when property is claimed, "*the claimant is to submit a written statement of claim against the property, accompanied by a Statutory Declaration containing sufficient detail to substantiate the claim*".

8. The statutory declaration is to document names of signatories, details of property claimed and release the Commonwealth from any subsequent claim or action by the claimant.

9. The claimant must remove the vehicle from Robertson Barracks within 24 hours of their claim and at their expense. The Commonwealth may also charge the claimant for relocation of vehicle to storage and storage of the vehicle from the date of "Intent to Notify as an Abandoned Vehicle" notice.

Failure to Identify the Owner

10. If the owner has not been identified within 60 days of the general notice being published in the BRI (being a total of not less than 60 days after the issue of the "Intent to

Notify as an Abandoned Vehicle" notice), the ownership of the unclaimed vehicle/s will revert to the Commonwealth IAW Ref D.

11. Base Management will liaise with CASG to organise disposal of the abandon vehicles. Base Management will place a general notice on the My Base, Base Notices page, advising of any vehicle/s being disposed of. Base Management will also request all Base Management areas to post the notification.

Disposal Action

12. Defence policy states that a minimum period of 90 days must elapse from notification of property abandonment before commencing disposal of property. Disposal will commence 90 days from the date the vehicle was reported to Base Management IAW Ref E, Ref F and Ref G.

Documentation

13. In all instances full documentation relating to abandoned notifications, steps taken to identify and trace the owner and disposal actions must be recorded on file.

Proceeds of Disposal

14. Proceeds of sale of abandoned vehicles will be paid into consolidated revenue.

INTENT TO NOTIFY AS AN ABANDONED VEHICLE

(Copy to be placed on vehicle)

THE FOLLOWING VEHICLE HAS BEEN REPORTED AND IS SUSPECTED TO BE ABANDONED:

a. Vehicle Registration (include State/Territory:_____

b. Make:_____

c. Model:_____

d. Colour:_____

e. Location:_____

NOTICE OF INTENT TO NOTIFY AS ABANDONED VEHICLE:

ANNEX A TOAction has commenced to treat this vehicle as an abandoned vehicle in accordance with ROB BI ADMIN 1 – Abandoned Vehicles

Date: _____ Time: _____

The owner is to report to the Base Management by:

Date: _____ Time: _____

Vehicle reported by:

SEG Base Management – Northern & Central Zone

NOTICE OF INTENT TO NOTIFY AS AN ABANDONED VEHICLE (7 DAYS)

If the owner does not report to Base Management within 7 Days, a '*Notice of Intent as an Abandoned Vehicle*' will be issued via a Base Routine Instruction.

Please contact Base Management Team, via E-mail at s47E(d) @defence.gov.au

by: _____ (Day)_____ (Month)_____ (Year)

Note: that after 90 days has elapsed from the date of this notice, the ownership of the unclaimed vehicle will revert to the Commonwealth under the provisions of Accountable Authority Instruction 10. After that time, action to dispose of the vehicle(s) will be taken in accordance with Financial Management Manual 5 and Accountable Authority Instruction 8.

Example of Public Notice of Abandoned Vehicles

FOR 'BASE ROUTINE INSTRUCTIONS'

PUBLIC NOTICE OF ABANDONED VEHICLE/S

Pursuant with Part 8, Section 23 of the Financial Management and Accountability Regulations 1997, notice is hereby given that at the expiration of 60 days from the date of this publication, if the Property herein described in the Schedule hereunder and located within the Robertson Barracks Base Service Area remains unclaimed, it shall be disposed at Public Auction, or if the property is deemed incapable of being sold or if the expenses of the sale would exceed sale price or if in the opinion of a person authorised by the Deputy Secretary Security and Estate (DEPSEC SE), the property may be destroyed.

Schedule

Vehicle Registration No.	Make/Model	Year of manufacture

Claim for the property should be made with:
Base Manager
Security and Estate Group, Northern & Central Zone
Bld 102 Robertson Barracks
E: s47E(d) @defence.gov.au

By authority SEG BM-ROB: s47E(c)

FOR 'BASE ROUTINE INSTRUCTIONS'

PUBLISHED VIA A BASE NOTICE

PUBLIC NOTICE OF ABANDONED VEHICLE/S

Pursuant with Part 8, Section 23 of the Financial Management and Accountability Regulations 1997, notice is hereby given that at the expiration of 60 days from the date of this publication, if the Property herein described in the Schedule hereunder and located within the Robertson Barracks Base Service Area remains unclaimed, it shall be disposed at Public Auction, or if the property is deemed incapable of being sold or if the expenses of the sale would exceed sale price or if in the opinion of a person authorised by the Deputy Secretary Security and Estate (DEPSEC SE), the property may be destroyed.

Schedule

Vehicle Registration No.	Make/Model	Year of manufacture

Claim for the property should be made with:

Base Manager
Security and Estate Group, Northern & Central Zone
BLD 305 Robertson Barracks
E: s47E(d) @defence.gov.au

By authority SEG BM-ROB: s47E(c)