



1. I, Poonam Kapoor, Executive Director, Driver and Vehicle Services, delegate of the Chief Executive Officer of the Department of Transport and Major Infrastructure (DTMI) under the *Towing Services Act 2024* (the Act), pursuant to regulations 14(2) and 29(1) of the Towing Services Regulations 2025 (the Regulations):

- (a) approve the manner and form as set out in the table below, to require a person specified in column 2 to report a notifiable occurrence listed in column 3 in the manner and form provided in column 5; and
(b) approve the Notifiable Occurrence Report Form in Attachment 1 as the form to be used for the purposes of the Regulations.

Column 1 – Regulatory power	Column 2 – Specific person	Column 3 – Notifiable occurrence	Column 4 – Record description	Column 5 – Manner and form
14(2)	A person who is the towing service provider	14(1)	Towing business notifiable occurrence	Notification to be made by emailing a completed Notifiable Occurrence (T25) form to towing@transport.wa.gov.au
29(2)	A person who is a towing worker	29(1)	Towing worker notifiable occurrence	Notification to be made by emailing a completed Notifiable Occurrence (T25) form to towing@transport.wa.gov.au

2. Column 4 of the table is provided for ease of reference and does not form part of this approval.

3. This instrument is to be known as **TSR-2026-208704** and has effect on the date it is signed.


Poonam Kapoor
Executive Director, Driver and Vehicle Services
Department of Transport and Major Infrastructure

17 / 08 / 2026

Attachment 1 - Notifiable Occurrences (T25) form
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Government of Western Australia
Department of Transport
and Major Infrastructure

T25
Notifiable Occurrences

When blank, this form is classed as OFFICIAL. When completed, this form is classed as OFFICIAL SENSITIVE

1. A notifiable occurrence means any of the matters listed in Annex A to this form.

2. The Towing Services Regulation 2025 requires towing businesses and towing workers to report any notifiable occurrences related to the business and the conduct of regulated towing activities.

3. The reporting of notifiable occurrences must be made as soon as practicable after the towing business or towing worker becomes aware of the occurrence.

4. A report of a notifiable occurrence must be made whether or not a vehicle was towed in relation to the occurrence.

5. All entries must be legible and accurate.

6. Once completed this form must be sent to the Towing Governance and Regulation (TG&R) team at: towing@transport.wa.gov.au

Privacy Statement:

The Towing Services Regulation 2025 requires towing businesses and towing workers to report any notifiable occurrences related to the business and the conduct of regulated towing activities.

Any personal information provided to the Department of Transport and Major Infrastructure (DTMI) when reporting a notifiable offence will be handled in accordance with the *Towing Services Act 2024* and the *Privacy and Responsible Information Sharing Act 2024*.

For information about how DTMI handles personal information, including how it may be used or disclosed, visit transport.wa.gov.au/privacy

Business name

ABN

Authorisation No.

First name	Family name	Involvement (I.e. towing worker, customer)	Reported injuries (Was this person injured and how)

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Occurrence details		
Date of occurrence	Notifiable occurrence type (Circle the number from the list at Annex A)	Occurrence location (If applicable)
dd/mm/yyyy	1 2 3 4 5 6 7	
Occurrence report (Provide a description of the occurrence including the outcome)		

By completing this form and signing below you confirm that you:

• Have read Annex A to this document detailing what is a Notifiable Occurrence; and

• have provided all relevant information known to you at the time of making the report; and

• the information you are providing is true and correct to the best of your knowledge.

First name

Family name

Role in the towing business

Telephone No.

Signature

Email