



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)

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.		Email	
Signature			

Annex A – List of notifiable occurrences

No.	Requirement	Notes
1	A notifiable incident as defined in the <i>Work Health and Safety Act 2020</i> section 35.	Any incident involving a death, serious injury or illness or a dangerous incident that must be reported to WorkSafe must also be reported to DTMI.
2	An incident that exposes a towing worker or any other person to a serious risk to the person's health or safety.	Any incident that exposes a person to serious risk to health or safety, including a 'near miss' incidents, must be reported to DTMI.
3	An incident involving a tow truck that must be reported to the WA Police Force under the <i>Road Traffic Act 1974</i> section 56(1).	Any crash incident which must be reported to the WA Police Force must also be report to DTMI. It is not sufficient to only provide a Police report number.
4	An incident involving a tow truck that results in an injury that is treated by an ambulance officer, or an injured person being treated at a hospital.	This includes the tow truck driver, passenger and any other person involved in the incident. Medical-in-confidence matters do not have to be detailed, but a basic indication (i.e. minor, serious, life threatening) should be noted, and the medical facility.
5	An incident involving damage to, or a mechanical or other fault in, a tow truck that renders the tow truck unsuitable to be used in the conduct of a towing business without substantial or significant mechanical repairs or services.	This includes incidents outside of regulated towing (i.e. a crash during trade towing or whilst manoeuvring within the storage yard).
6	An incident involving the conduct of a towing worker while engaged in work for the purposes of a towing business that results in a complaint to the WA Police Force involving allegations of assault, physical threats or other intimidation.	Any incident of this type which must be reported to the WA Police Force must also be report to DTMI. It is not sufficient to only provide a Police report number.
7	An incident involving the conduct of a towing worker while engaged in work for the purposes of a towing business that results in the towing worker being charged with a serious offence. A serious offence means an offence under any of the relevant provisions of the <i>Road Traffic Act 1974</i>, or an offence for which the maximum penalty is, or includes, imprisonment for 5 years or more.	Any incident of this type which must be reported to the WA Police Force must also be report to DTMI. It is not sufficient to only provide a Police report number.