



## SECTION 1 – MATTER BEFORE THE WARDEN

(select which is applicable)

(select which is applicable)

BETWEEN

AND (only identify the objector/respondent relevant to you)

Stamp of Mining Registrar

## SECTION 2 – REPRESENTATION OR CHANGE IN

- ☐ Appearing in person to represent themselves or represent a body corporate<sup>1</sup> – (Go to Section 3)
- ☐ Represented by a solicitor<sup>2</sup> – (Go to Section 4)
- ☐ Represented by an agent<sup>3</sup> – (Go to Section 5)
- ☐ Ceasing to represent<sup>4</sup> (Go to relevant Section 3, 4 or 5)

**Note 1:** The particulars in Section 3 will be used to send all Warden's proceeding notices and correspondence to the Party and serve all documents filed by another Party.

**Note 2:** If the Party is represented by a solicitor, all Warden's proceeding notices and correspondence and all documents filed by another Party will be sent to and served on the solicitor (see particulars in Section 4).

**Note 3:** If the Party is represented by an agent, all Warden's proceeding notices and correspondence and all documents filed by another Party will be sent to and served on the agent (see particulars in Section 5).

**Note 4:** If you are ceasing to represent, please provide your details in the relevant section.

## SECTION 3 – PARTY DETAILS

(appearing in person to represent themselves, represent a body corporate or cessation of representing a body corporate)

Name (individual or corporation):

|                      |                                                                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="text"/> | <input type="checkbox"/> Applicant<br><input type="checkbox"/> Objector <input type="checkbox"/> Respondent<br>(select which is applicable) |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

Residential or Business Address:

Post Code:

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Email Address:       | Contact Number:      |
| <input type="text"/> | <input type="text"/> |

Signature:

Date:

## SECTION 4 – SOLICITOR DETAILS (if applicable)

Name of Solicitor:

|                      |                                                                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="text"/> | <input type="checkbox"/> Applicant<br><input type="checkbox"/> Objector <input type="checkbox"/> Respondent<br>(select which is applicable) |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

Name of Firm:

Business Address for Service:

Post Code:

|                      |                      |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| Email Address:       | Contact Number:      |
| <input type="text"/> | <input type="text"/> |

Signature:

Date:

## SECTION 5 – AGENT DETAILS (if applicable)

Name of Agent:

☐ Applicant  
☐ Objector ☐ Respondent

(select which is applicable)

Business Name:

Business Address for Service:

Post Code:

Email Address:

Contact Number:

Signature:

Date:

## SECTION 6 – PROCEDURE FOR FILING

The Party or their representative must lodge this Notice of Representation, Change in Representation or Cessation of Representation with the Warden's Officer or Mining Registrar where the matter is being held. The Notice can be lodged in person, by post, by email or via the [Mineral Titles Online \(MTO\) system](#) (MTO online transactions - lodge supporting documentation relating to a Warden's Court matter). This Notice must be lodged within the timeframes prescribed under Part VIII, Division 8A of the Mining Regulations 1981.

### Perth Office

|            |                                                                                    |
|------------|------------------------------------------------------------------------------------|
| In person: | Mineral House, 100 Plain Street<br>East Perth WA 6004                              |
| By post:   | Locked Bag 100<br>East Perth WA 6892                                               |
| By email:  | <a href="mailto:wardens.officer@dmpe.wa.gov.au">wardens.officer@dmpe.wa.gov.au</a> |

### Kalgoorlie

|            |                                                                                                      |
|------------|------------------------------------------------------------------------------------------------------|
| In person: | Cnr Hunter and Broadwood Streets<br>West Kalgoorlie WA 6430                                          |
| By post:   | Locked Bag 405<br>Kalgoorlie WA 6433                                                                 |
| Email:     | <a href="mailto:mineraltitles.kalgoorlie@dmpe.wa.gov.au">mineraltitles.kalgoorlie@dmpe.wa.gov.au</a> |

### Karratha

|                       |                                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------|
| In person or By post: | The Quarter, 2nd Floor<br>20 Sharpe Avenue (Box 518)<br>Karratha WA 6714                         |
| By email:             | <a href="mailto:mineraltitles.karratha@dmpe.wa.gov.au">mineraltitles.karratha@dmpe.wa.gov.au</a> |

### Leonora

|                       |                                                                                                |
|-----------------------|------------------------------------------------------------------------------------------------|
| In person or By post: | Rochester Street (Box 173)<br>Leonora WA 6438                                                  |
| By email:             | <a href="mailto:mineraltitles.leonora@dmpe.wa.gov.au">mineraltitles.leonora@dmpe.wa.gov.au</a> |

### Marble Bar (Office located in Perth)

|                       |                                                                                                    |
|-----------------------|----------------------------------------------------------------------------------------------------|
| In person or By post: | Mineral House, 100 Plain Street, East Perth WA 6004 or Locked Bag 100, East Perth WA 6892          |
| By email:             | <a href="mailto:mineraltitles.marblebar@dmpe.wa.gov.au">mineraltitles.marblebar@dmpe.wa.gov.au</a> |

### Meekatharra (Office located in Geraldton)

|                       |                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------|
| In person or By post: | 201 Foreshore Drive, Level 1 partial floor<br>Geraldton WA 6530 or PO Box 1447, Geraldton WA 6531      |
| By email:             | <a href="mailto:mineraltitles.meekatharra@dmpe.wa.gov.au">mineraltitles.meekatharra@dmpe.wa.gov.au</a> |

### Mount Magnet

|                       |                                                                                                  |
|-----------------------|--------------------------------------------------------------------------------------------------|
| In person or By post: | Cnr Richardson & Hepburn Streets<br>Mount Magnet WA 6638                                         |
| By email:             | <a href="mailto:mineraltitles.mtmagnet@dmpe.wa.gov.au">mineraltitles.mtmagnet@dmpe.wa.gov.au</a> |

### Southern Cross

|                       |                                                                                                            |
|-----------------------|------------------------------------------------------------------------------------------------------------|
| In person or By post: | Canopus Street<br>Southern Cross WA 6426                                                                   |
| By email:             | <a href="mailto:mineraltitles.southerncross@dmpe.wa.gov.au">mineraltitles.southerncross@dmpe.wa.gov.au</a> |

Office addresses for Regional mining registrars also available at: [Department of Mines, Petroleum, and Exploration office locations](#)

# Attachment 1

## ACKNOWLEDGEMENT FORM – REPRESENTATION BY AN AGENT IN PROCEEDINGS BEFORE THE WARDEN

### Procedures and Timeframes

A party appearing before the Warden may have, if not self-represented, either a solicitor (person who is a lawyer) or an agent (person who is not a lawyer) represent them. The party must lodge and serve notice of that representation as soon as practicable before the first hearing at which the lawyer or agent will represent the party. A party does not need to obtain the leave of the warden to be represented by an agent in the initial stage of proceedings (mention hearings). However, a party will be required to apply for the leave of the warden for exceptional circumstances to be represented by an agent at an interlocutory or substantive hearing. Such leave must be sought at least 14 days before the first hearing at which it is intended the agent will represent the party. If the warden gives a party leave to be represented by an agent, the party must then lodge and serve notice of that representation as soon as practicable before the first hearing at which the agent will represent the party.

### Differences between a solicitor and an agent

Services offered by solicitors include:

- legal professional skills and expertise;
- protection afforded by legal professional privilege over communications with their client;
- confidentiality over those communications is generally guaranteed;
- accountability to the Court and to their professional bodies;
- binding codes of professional conduct and ethics, which include the duty to avoid conflicts of interest;
- the maintenance of professional indemnity insurance for any potential liability claims made against them by their clients; and
- regulation as to the manner and form of costs disclosures, and the requirement to hold trust accounts.

Before deciding to be represented by an agent, a party should give careful consideration to:

- The suitability, skill and experience of the agent.
- Whether the agent has professional indemnity insurance cover when representing clients before the Warden, and consider whether compensation can be sought if serious errors are made by the agent and what responsibility that the agent has to accept for the outcome of the proceedings.
- If costs are awarded against the unsuccessful party, the agent's fees of the successful party cannot be recovered from the unsuccessful party.

### Acknowledgement by:

☐ I have read and understood the information above

### Signed by:

☐ Party ☐ Solicitor ☐ Agent (select which is applicable)

Signature:

Date:

Name: