

# Introduction to Conveyancing

Thursday 9 March 2017 | 8.30am–5pm

Friday 10 March 2017 | 8.30am–4pm

Law Society House, Brisbane

## Overview

Aimed at junior legal staff, this introductory course provides delegates with the key skills to:

- understand key concepts and important aspects of the conveyancing process, including ethical dilemmas
- develop an applied understanding of the sale and purchase of residential land and houses, and lots in a Community Titles Scheme
- get ahead of the game with insight into e-conveyancing in practice.

10 CPD Points



## Thursday 9 March 2017

8am **Registration**

8.30am **Welcome**

Facilitator: **Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

8.45am **What is conveyancing?**



Using a case study, this session will define conveyancing and introduce you to the basic legislative framework.

**Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

9am **The conveyancing process**



From receiving instructions through to post-settlement procedures and closing your file, this session will explore an overview of the basic steps in a conveyance.

**Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

9.30am **Language and definitions**



This session will introduce you to the language of conveyancing, including defining key terms such as time of the essence, indefeasibility and instalment contracts.

**Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

9.50am **Property contract essentials**



This session will discuss contract basics and disclosure requirements, and review the essential elements required to form a conveyancing contract.

**Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

10.30am **Morning tea**

10.45am **REIQ residential sale of land contracts**



This session will review the essential clauses in the REIQ contract for houses and residential land and provide you with drafting suggestions.

**Julian Creagh**, Associate, Wilson Lawyers

12.10pm **Comparing REIQ contracts**



What's the difference? This session will explore the fundamental differences and similarities between the REIQ contract for houses and residential land, lots in a Community Title Scheme and commercial land and buildings.

**Julian Creagh**, Associate, Wilson Lawyers

12.45pm **Lunch**

1.30pm

### Community Title Scheme conveyances



This session will review the basics of community title schemes including:

- the legislative framework
- Community Management Statements
- contract preparation, including disclosure requirements
- practical tips for managing a Community Titles Scheme conveyancing file.

**Frank Higginson**, Director, Hynes Legal

2.15pm

### Reviewing body corporate searches



Reviewing body corporate searches requires skill and diligence. Our experts will give you suggestions on what to look out for and what advice to give your client.



**Frank Higginson**, Director, Hynes Legal

3pm

### Afternoon tea

3.20pm

### The Titles Office



A senior representative of the Titles Office will guide you through the basics of Titles Office dealings, including:

- the registration process
- calculating transfer fees
- the Land Titles Practice Manual
- preparing forms 1, 24 and 23.

**Karen Tan**, Land Officer, Titles Registry, Department of Natural Resources and Mines

4.20pm

### Searching for trouble



Undertaking property searches is a critical part of a solicitor's role in acting for a buyer. This session will explore what searches are available, which are essential and what they may reveal about your client's property.

**Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

5pm

### Close

## Friday 10 March 2017

8am **Registration**

8.30am **Welcome back**



Facilitator: **Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

9am **Settlement statement preparation**



Preparing or reviewing a settlement statement is an essential part of your role in a conveyance. Using case studies, this session will take you through the basics and guide you through the preparation of a settlement statement.

**Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

9.45am **Morning tea**

10.05am **Transfer duty**



With access to a senior officer from the Office of State Revenue, this session will include a review of the following:



- transfer duty, land tax, Great Start Grant, business sales and property sales
- how to calculate transfer duty
- relevant forms and tips for completion
- OSRconnect
- unpaid tax interest
- trips and traps – common mistakes.

**Jordania Moffatti**, Office of State Revenue

**Rosaria Russo**, Office of State Revenue

11.35am **Tending for settlement and post-settlement procedures**



When time is of the essence, it is essential for you to know the roles and responsibilities of each party attending settlement. This session will take you through the basics of tendering for settlement and your responsibilities following settlement.



**Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

11.50am **What can possibly go wrong?**



Conveyancing can pose many challenges. This session will review different scenarios and provide guidance on how to manage difficult situations to achieve the best outcome for the client.



**Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

12.35pm **Lunch**

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1.30pm

### **E-Conveyancing basics**



This practical session will provide you with an overview of e-conveyancing and demonstrate the PEXA platform.

**Michelle Garside**, Acting Executive Manager, Practitioner Services, Property Exchange Australia Ltd (PEXA)

2.30pm

### **Afternoon tea**

2.50pm

### **Ethical issues in conveyancing**



A member of the QLS Ethics Centre will take you through various scenarios highlighting the impact of the Australian Solicitors Conduct Rules on your role and responsibilities.



**Mark Illidge**, Practice Support Solicitor, QLS Ethics Centre, Queensland Law Society

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3.50pm

### **Review and close**

Facilitator: **Dr Rachael Baird**, Manager, Learning and Professional Development, Queensland Law Society

4pm

### **Close**

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