

Introduction to conveyancing

Day 1: Tuesday 2 April | 8.30am-5pm

Day 2: Wednesday 3 April | 8.30am-3.10pm

Law Society House, Brisbane

Overview

Aimed at junior legal staff, this interactive and engaging introductory course provides delegates with the core skills to:

- understand key concepts and important aspects of the conveyancing process, including ethical dilemmas that may arise in the process
- develop an applied understanding of the sale and purchase of residential land and houses, and of lots in a Community Titles Scheme
- effectively communicate and comply with the changing requirements of the office of state revenue and land titles office,
- navigate e-conveyancing in practice.

10 CPD Points



**Note: Attendees will be eligible for either PLE or PMBS for the Ethics session on Day 2.*

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Day 1 | Tuesday 2 April 2019

8am **Registration**

8.30am **Welcome remarks**

Facilitator: **Sheetal Deo**, Legal Professional Development Executive, Queensland Law Society

8.45am **Conveyancing: the nuts and bolts**



Using a case study, this session will introduce you to the basics by:

- defining conveyancing and introduce you to the basic legislative framework
- discussing contract basics and disclosure requirements, and review the essential elements required to form a conveyancing contract
- providing an overview of the basic steps in a conveyance, from receiving instructions through to post-settlement procedures and closing your file
- familiarising you with language of conveyancing by defining key terms such as time of the essence, indefeasibility and instalment contracts.

Presenter: **Simon LaBlack**, Legal Practitioner Director, LaBlack Lawyers Pty Ltd; Member, QLS Property Law Specialist Accreditation Advisory Committee and Accredited Specialist (Property Law) - Qld

10.15am **Morning tea**

10.30am **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.

Presenter: **Julian Creagh**, Associate, Wilson Lawyers

12pm **Comparing REIQ contracts**



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.

Presenter: **Julian Creagh**, Associate, Wilson Lawyers

12.45pm **Lunch**

1.15pm **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.

Presenter: **Frank Higginson**, Director, Hynes Legal

2pm

Reviewing body corporate searches



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

Presenter: **Frank Higginson**, Director, Hynes Legal

2.45pm

Afternoon tea

3pm

The Titles Office



This session will guide you through the basics of Titles Office dealings, including:

- calculating transfer fees
- the Land Titles Practice Manual
- preparing forms 1, 24 and Priority Notices.

Presenter: **Emma Kotchovsky**, Land Officer, Titles Registry, Department of Natural Resources, Mines and Energy

4pm

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.

Presenter: **Simon LaBlack**, Legal Practitioner Director, LaBlack Lawyers Pty Ltd; Member, QLS Property Law Specialist Accreditation Advisory Committee and Accredited Specialist (Property Law) - Qld

4.55pm

Closing remarks

Facilitator: **Sheetal Deo**, Legal Professional Development Executive, Queensland Law Society

5pm

Close

Day 2 | Wednesday 3 April 2019

8am **Registration**

8.30am **Welcome back**

Facilitator: **Sheetal Deo**, Legal Professional Development Executive, Queensland Law Society

8.45am **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
- how to avoid common mistakes.

Presenters:

Kerry-Lee Gockel, Senior Investigations Officer, Duties and Grants Division, Office of State Revenue

Brian Kearney, Senior Investigations Officer, Duties and Grants Division, Office of State Revenue

10.15am **Morning tea**

10.30am **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.

Presenter: **Simon LaBlack**, Legal Practitioner Director, LaBlack Lawyers Pty Ltd; Member, QLS Property Law Specialist Accreditation Advisory Committee and Accredited Specialist (Property Law) - Qld

11.30am **Tendering 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 gives you a chance to practice before settlement, walking you through the basics of tendering for settlement and your responsibilities following settlement.

Presenter: **Simon LaBlack**, Legal Practitioner Director, LaBlack Lawyers Pty Ltd; Member, QLS Property Law Specialist Accreditation Advisory Committee and Accredited Specialist (Property Law) - Qld

12.30pm **Lunch**

1pm

E-conveyancing basics



This practical session will provide you with an overview of the benefits and challenges of e-conveyancing, a practitioners experience of how to prepare your practice for e-conveyancing and the platforms available.

Panellists:

Jess Caire, Market Specialist (QLD), Property Exchange Australia (PEXA)

Kassandra Humphries, Product Experience Manager, Sympli

Simon LaBlack, Legal Practitioner Director, LaBlack Lawyers Pty Ltd; Member, QLS Property Law Specialist Accreditation Advisory Committee and Accredited Specialist (Property Law) – Qld

2pm

Ethical issues and risks in conveyancing



Conveyancing can pose many challenges. Join QLS Ethics Centre and Lexon as they take you through various scenarios, providing guidance and highlighting the key risks and the impact of the Australian Solicitors Conduct Rules on your role and responsibilities. Including:

- Highlighting the points in a residential conveyancing matter where claims most frequently arise
- Examining methods for reducing risk at those junctures
- Discussion about the protocol, protocol tools and how they can be located and implemented for best effect
- Emerging risks and future risks for conveyancing staff.

Presenters:

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

Robert Mackay, Senior Risk Solicitor, Lexon Insurance Pte Ltd

3pm

Review and close

Facilitator: **Sheetal Deo**, Legal Professional Development Executive, Queensland Law Society

3.10pm

Close