

# Introduction to Conveyancing

## Overview

This comprehensive, self-paced introductory course will develop your conveyancing knowledge and skills. The course is designed for junior legal staff and more senior practitioners looking to pivot into a new area of practice. It will provide you with the basics you need to confidently manage your next conveyancing matter.

Featuring a roster of leading experts who will share their practical, useful tips, the course provides end-to-end training that will equip you to:

- Understand key concepts and important aspects of the conveyancing and e-conveyancing process, including ethical dilemmas that may arise in the process
- Develop an applied understanding of the sale and purchase of residential land, houses and commercial land and buildings
- Effectively communicate and comply with the changing requirements of Queensland Revenue Office
- Prepare and review a physical or electronic settlement statement and know the role and responsibilities of each party attending settlement

## Major Partners



7 CPD Points



## Course Outline

### E-conveyancing mandate update

Presenter: **Matt Dunn**, General Manager, Advocacy, Guidance and Governance, Queensland Law Society

### Conveyancing: The nuts and bolts

Using a case study, this session introduces the basics by:

- Defining conveyancing and introducing you to the basic legislative framework
- Discussing contract basics and disclosure requirements, and reviewing 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; Accredited Specialist (Property Law) – Qld

### REIQ residential sale of land contracts

Review the essential clauses in the REIQ contract for houses and residential land, with drafting suggestions.

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

### Comparing REIQ contracts

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

### Community Title Scheme conveyances

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**, Partner, Hynes Legal

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## Reviewing body corporate searches

Reviewing body corporate searches requires skill and diligence. Our expert presenter provides guidance on what to look out for and what advice to give your client.

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

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## Searching for trouble

Undertaking property searches is a critical part of a solicitor's role in acting for a buyer. 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; Accredited Specialist (Property Law) – Qld

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## Transfer duty

Presented by a Senior Revenue Officer from the Queensland Revenue Office, this session includes:

- Key concepts relating to transfer duty
- Calculating transfer duty
- Additional Foreign Acquirer Duty (AFAD)
- Concessions and exemptions
- Aggregation of dutiable transactions
- No double duty – pursuant transfers
- Liability, lodgement and payment
- Unpaid tax interest (UTI)
- Tips for self-assessors

Presenter: **Kerry-Lee Gockel**, Senior Revenue Officer, Agent Services, Client Operations Division, Queensland Revenue Office

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## Settlement statement preparation

Preparing or reviewing a settlement statement is an essential part of your role in a conveyance. Using a case study, 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; Accredited Specialist (Property Law) – Qld

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## 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 (whether physical settlement or electronic settlement). This session gives you a chance to practise before settlement, walking you through the basics of tendering for settlement electronically and physically and outlines your responsibilities following settlement.

Presenter: **Simon LaBlack**, Legal Practitioner Director, LaBlack Lawyers Pty Ltd; Accredited Specialist (Property Law) – Qld

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## **Ethical issues in conveyancing**

The QLS Ethics and Practice Centre takes you through various scenarios, providing guidance and highlighting the key ethical issues and the impact of the Australian Solicitors Conduct Rules on your role and responsibilities.

Presenter:

**Mark Illidge**, Special Counsel and Practice Management Consultant, QLS Ethics and Practice Centre, Queensland Law Society

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## **An e-conveyancing update from PEXA**

Presenter: **Lauren Franey**, PEXA Partner, PEXA

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## **The past, present and future of electronic conveyancing in Queensland**

Presenter: **Kassandra Humphries**, Practitioner Manager QLD & VIC, Symplic

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