

Course Outline

60min **Module 1: Conveyancing - Introduction to the basics**

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: **Lisa Sylvester**, Professional Development Solicitor, Queensland Law Society



58min **Module 2: REIQ Contract for the Sale and Purchase of Residential Real Estate**

The presenter will take you through the essential clauses in the REIQ Contract for the Sale and Purchase of Residential Real Estate, providing you with insights into best practice and guidance with drafting.

Presenter: **Lisa Sylvester**, Professional Development Solicitor, Queensland Law Society



108min **Module 3: Seller Disclosure - understanding of obligations**

This module will cover the following:

- What is seller disclosure;
- When do I need to give disclosure;
 - What's in and what's out
- Inquiries and investigations;
- The new forms – preparing and completing;
 - Prescribed certificates
 - Prescribed information
- How to give disclosure;
- Termination rights.

Presenters:

Professor Sharon Christensen, Executive Dean, Faculty of Business and Law and Gadens Professor in Property Law, QUT

Simon LaBlack, Legal Practitioner Director, LaBlack Lawyers; Accredited Property Law Specialist



53min **Module 4: 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



47min **Module 5: Property searches**

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: **Lisa Sylvester**, Professional Development Solicitor, Queensland Law Society



Module 6: Transfer duty - Queensland Revenue Office

This module 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.

Resource: Slide pack – Queensland Revenue Office

16min Module 7: 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: **Lisa Sylvester**, Professional Development Solicitor, Queensland Law Society



26min Module 8: 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 practice before settlement, walking you through the basics of tendering for settlement electronically and physically and outlines your responsibilities following settlement.

Presenter: **Lisa Sylvester**, Professional Development Solicitor, Queensland Law Society



7min **Module 9: 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**, Legal Practice Director, QLS Ethics and Practice Centre, Queensland Law Society



18min **Module 10: eConveyancing with PEXA**

PEXA (Property Exchange Australia) is Australia's online property exchange network. PEXA has been established specifically to assist lawyers, conveyancers, banks and other professionals lodge transfer documents with Land Registries and complete financial settlements digitally.

This session covers ARNECC Model Participation Rules (including Verification of Identity, Digital Certificates) how to register for use of PEXA, and expert tips in using PEXA.

Presenter: **Lauren Franey**, Senior Manager, Customer Relationships - Practitioners, PEXA



Presenters



Professor Sharon Christensen

Executive Dean, Faculty of Business and Law and Gadens Professor in Property Law, QUT

Professor Christensen has practised, published and lectured extensively in all aspects of property transactions, including land contracts, commercial leasing, community title and allied subjects in Queensland since 1990.



Frank Higginson

Partner, Hynes Legal

Frank is a Partner at Hynes Legal. He practises exclusively in body corporate law and management rights matters, and is an active participant in both industries, regularly presenting to and working with key industry stakeholders.

Mark Illidge

Legal Practice Director, QLS Ethics and Practice Centre, Queensland Law Society

Mark was admitted as a solicitor in 1990 after completing a Bachelor of Laws at Queensland University of Technology. Following admission he practised law in the United Kingdom, New South Wales and Victoria before returning to practise in Queensland. In 2002 Mark gained specialist accreditation in property law from Queensland Law Society (QLS). Prior to joining QLS in 2014, Mark was a sole practitioner for about 10 years. Mark is currently the Practice Advisory Solicitor in the QLS Ethics and Practice Centre. He is also an adjunct lecturer at The College of Law in the Practical Legal Training course.

Conveyancing Practice Queensland

August 2025 | 7 CPD points



Simon LaBlack

Legal Practitioner Director, LaBlack Lawyers Pty Ltd; Accredited Specialist (Property Law) - Qld

Legal Practitioner Director for LaBlack Lawyers Pty Ltd, Simon practises exclusively in Property Law in Queensland. In 2017, he became one of the few Accredited Specialists in Queensland Property Law. He assists organisations and private clients in all property law related matters including property acquisitions and disposals, commercial property matters including leases, developments, transactions and disputes, subdivisions and developments and retirement village leases. He has acted as a specialist consultant to the profession and as a Court-Appointed Statutory Trustee for Sale.



Lisa Sylvester

Professional Development Solicitor, Queensland Law Society

Lisa is admitted to practice in the Supreme Court of Queensland, Federal and High Courts of Australia, having completed a Bachelor of Laws, Graduate Diploma of Legal Practice, Graduate Diploma of Applied Corporate Governance and Masters of Law. Prior to her transition to the legal sector, she worked in IT and for a major legal research publisher.

Whilst in private practice, Lisa represented clients in the employment, litigation, property and commercial areas. For three and a half years' Lisa worked with the Legal Services Commission as a Compliance Lawyer and Investigator reviewing incorporated legal practices' management systems, and assessing the conduct of legal practitioners.

More recently Lisa's focus is in the legal education sector working in undergraduate law and post graduate law courses (PLT and Practice Management).