



TC Beirne School of Law

HEAD OF SCHOOL

Professor Patrick Parkinson

February 2019

Document Analysis Participant Information Sheet

Project Title

Small Australian firm business structures.

Invitation

My name is Thea Voogt and I am a staff member of the University of Queensland's TC Beirne School of Law. I am currently studying the business structures of small businesses in Australia, together with Professor Ross Grantham of the TC Beirne School of Law and Professor Martie-Louise Verreyne of the UQ Business School. The four business structures we are studying are: sole trader, partnership, company and trust.

As part of this study we will focus on small businesses in the RAPAD-region of Central West Queensland. To better understand the structures of businesses in the region, we would like to invite you to participate in this project as you are a small business owner or key participant involved in a small business.

Please note that participation is entirely voluntary and you may withdraw from the study without penalty.

What is the purpose of the study?

This study investigates how business decisions and cash flow relate to the business structure of small firms in Australia, and seeks to develop best practice and policy for small firms in Australia. Currently there is no institution undertaking integrated research into these issues, and therefore little information is available to politicians and other decision makers that can enable them to shape policy to benefit small businesses and small family businesses.

What are the requirements of participating in the project?

As a client of Rural Financial Counselling Services North Queensland (RFCSNQ), you have provided documents related to your business to RFCSNQ counsellors. If you agree to participate in the project, it means that we are able to access and read the documents in your client file as part of the study.

What are the benefits?

Your participation will be a valuable contribution towards this study of small firm business structures in Australia. Your participation in the project will help RFCSNQ to gain deeper insights into the structures used to conduct farming and small businesses. As a participant in the project, a copy of the final report will be made available to you.

How will your privacy and business confidentiality be protected?

Appropriate steps will be taken to ensure confidentiality about your business and about you. Your business will not be identified in any publication or findings report. You will not be identified in any publication or findings report. Data will only be accessible to the researchers, and will be used solely for the purposes of this study. Any concerns regarding private or confidential information will be respected. Findings arising from the study may be included in related research papers and journal articles. This study has official ethics clearance: Institutional Human Research Ethics Approval Number: 2019000030.

How can you join the study?

You may join this study after reading and understanding the information detailed in this document, and signing and submitting the Consent form that is available on the RFCSNQ website.

What happens when you withdraw?

You may withdraw from the study at any time before analysis starts, without penalty. The analysis starts one calendar month after you sign the consent form. If you withdraw, all relevant data will be destroyed and will be excluded from any analysis.

If you wish to withdraw, an oral request to your RFCSNQ counsellor is sufficient. Your RFCSNQ counsellor will send me an email to inform me that you want to withdraw from the study. I will confirm your request to withdraw in an email back to your RFCSNQ counsellor within ten business days. You will be able to obtain a copy of the email from your RFCSNQ counsellor. You may also withdraw by sending me an email. I will confirm your request to withdraw by email within ten business days.

Participant Concerns

If you have any concerns regarding the nature of this project, you should notify me in the first instance. I am the Chief Investigator in this study and my contact details are:

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This study adheres to the Guidelines of the ethical review process of The University of Queensland and the National Statement on Ethical Conduct in Human Research. Whilst you are free to discuss your participation in this study with the project staff using the contact details above, if you would like to speak to an officer of the University not involved in the study, you may contact the Ethics Coordinators on +617 3365 3924 / +617 3443 1656 or email: humanethics@research.uq.edu.au