



TC Beirne School of Law  
 HEAD OF SCHOOL  
 Professor Patrick Parkinson

June 2019

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## Document Analysis and Data Collection Participant Information Sheet

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### Project Title

Small Australian firm business structures.

### Pilot Study Title

Business structures and access to cash: RAPAD region policy solutions and business innovation for farmers and small businesses.

### 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 primary producers and 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 primary producer, 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?

If you agree to participate in the project, it means that we will ask to view financial statements, cash flow information and tax returns to understand the type of business structures you use, how the cash flow of your business works, and to collect data from these.

### **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 us to gain deeper insights into the structures used to conduct farming and small businesses in the RAPAD region. As a participant in the project, you will get a copy of the results findings and reports..

### **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 Document Analysis and Data Collection Consent form that is available on the RAPAD 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 provide us with the relevant information and documents. If you withdraw, all relevant data will be destroyed and will be excluded from any analysis.

If you wish to withdraw, you can send me an email to inform me that you want to withdraw from the study. I will confirm your withdrawal in an email back to you within ten business days. If you do not have access to email facilities, you can send a request to withdraw from the study in writing to: Dr Thea Voogt, TC Beirne School of Law, Forgan Smith W312, The University of Queensland, St Lucia, 4072, QLD. I will confirm your withdrawal in writing within ten business days after receipt.

### **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:

Dr Thea Voogt  
 TC Beirne School of Law, The University of Queensland  
 St Lucia, Queensland, 4072  
 Phone: 07 3346 7540 Email: [t.voogt@uq.edu.au](mailto:t.voogt@uq.edu.au)

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](mailto:humanethics@research.uq.edu.au)