



Mr Oliver Moon
Chief Executive Officer
Combined Small Business Alliance of WA
PO Box 2237
MIDLAND WA 6936

Dear Oliver,

As part of the 2009/10 Western Australian State Budget the Government announced a new program, BiZFiT, to be delivered by the Small Business Development Corporation (SBDC) to support and build the resilience of businesses across the State.

I am writing to invite you to join us for breakfast to experience first hand one of the key elements of the program, the inaugural BiZFiT Local Business Forum. The details of this event are as follows:

What: BiZFiT Local Business Forum
When: Friday, 30 October 2009
Where: Chamber of Commerce and Industry WA (CCI)
180 Hay Street, East Perth
Time: 7.15am for a 7.30am start – 9.30am

This Local Business Forum will be one of 30 Forums to be delivered throughout the State as the first phase of BiZFiT and is designed to inform, inspire, and challenge business operators to build resilience within their business operations.

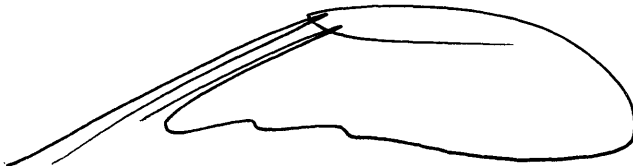
The Local Business Forum will include specially tailored economic data modelled by the Chamber of Commerce and Industry WA that will provide an insight into what is going on in the State economy and what small businesses can expect at a local level. Keynote speaker Matthew Winter will draw on his own experience as a business operator to encourage participants to identify how this information can be used within their business operations.

I am confident that your members will benefit from the range of options that BiZFiT offers Western Australian businesses and I invite you to promote the Local Business Forums and the program overall amongst your networks. A copy of the flyer promoting these events is enclosed, for your information. While your seat is complimentary, please be aware that there is a standard \$20 booking fee to register for a Local Business Forum for other interested participants.

Further information on the various elements of the BiZFiT program, as well as upcoming schedule of events, is available on the SBDC website – www.smallbusiness.wa.gov.au.

In the meantime, should you require further information or wish to confirm your attendance at the BiZFiT Local Business Forum, please contact the BizFiT project team by telephone on 9220 0228 or via e-mail at BiZFiT@smallbusiness.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Stephen Moir', with a large, sweeping flourish extending to the left.

Stephen Moir
MANAGING DIRECTOR

12 October 2009

GOVERNING COUNCIL

Enquiries Ms Nesta Barr - 9233 1002

Mr Les Marshall
Combined Small Business Alliance of WA
PO Box 253
JOONDALUP WA 6919

Dear Mr Marshall

Small Business Training Institute

A copy of your recent correspondence regarding the Institute, dated 18 September 2009 and addressed to Keith Spence, Chair State Training Board, has recently been drawn to my attention.

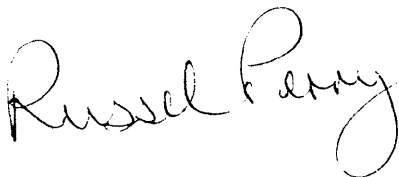
I would welcome the opportunity to meet with you about the matters raised in your letter. The purpose behind such a meeting would be twofold. Firstly to discuss openly the concerns the Combined Small Business Alliance of WA clearly has with the direction of the Institute. Secondly and just as importantly to ensure that going forward the Institute provides an effective service to small business. In addition I suggest it would be mutually beneficial to have a frank and wide ranging discussion about issues affecting both COSBAWA and the West Coast Institute of Training.

I therefore propose that Michael Young, Chair of the Institute's Strategic Advisory Board, Sue Slavin, Managing Director of WCIT and myself arrange to meet with you and Oliver Moon at a convenient time in the near future.

I have asked Ms Nesta Barr, West Coast Institute of Training to contact your office to determine an acceptable time for the meeting.

I hope you will be amenable to this request and look forward to discussing these matters with you.

Yours sincerely



Dr Russel Perry
Chair Governing Council
West Coast Institute of Training

13 October 2009