

ANNEX B

(DATE)

PERSONAL AND CONFIDENTIAL

(OFFICER'S NAME AND ADDRESS)

I, BENNIE DAVID BODNA, Director General of the Department of Community Welfare Services in Victoria, CHARGE you (Officer's name), that you being an officer of the Public Service of Victoria were, by virtue of Section 59 (appropriate sub-section) of the Public Service Act 1974 guilty of (appropriate alleged offence) in that on (relevant date) you did (short description of alleged offence).

I hereby require you pursuant to Section 60(2) of the said Act, to state in writing forwarded to reach me at 55 Swanston Street, Melbourne, within (number) days of the date of this charge, whether you admit or deny the truth of the charge. This may be done by completing and signing the statement attached to this document, and returning the completed copy to me within the required period.

(Signed) B D BODNA
DIRECTOR GENERAL