

ANNEX B

PERSONAL AND CONFIDENTIAL

DIRECTOR GENERAL
DEPARTMENT OF COMMUNITY WELFARE SERVICES
55 SWANSTON STREET
MELBOURNE 3000

SIR,

I hereby *admit
*deny , cross out either word as desired, the truth
of the charge dated (date of charge) that I was guilty of
(appropriate alleged offence) in that on (relevant date)
I did (short description of alleged offence).

Signed:.....

Date:.....