

I'm not robot!

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Date: \_\_\_\_\_

Mr. Sally Smith  
(Present Position)

Dear Sally:

After a complete review of the economic issues and current budget times facing our institution, we can no longer continue your position with the institution. The purpose of this letter is to acknowledge your termination, which is effective of DATE.

As we discussed during today's meeting, we mutually understood and agree to the following:

1. Benefits available to the employee
  - ◆ Severance package
  - ◆ Vacation/ sick pay
  - ◆ Health insurance
  - ◆ Life insurance
2. Necessary information that the employee must share with the supervisor to complete existing projects.
3. Discuss how the employee will remove personal belongings from the office and/or institution-owned living facilities.
4. Discuss how the employee will return institutionally-owned materials (e.g., keys, ID card, cell phone).

This letter represents the entire agreement between us and can only be modified in writing. If the agreements outlined in this letter are not agreeable to you, you may contact INSERT NAME OF THE APPEAL PERSONNEL MANAGER by INSERT DATE.

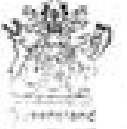
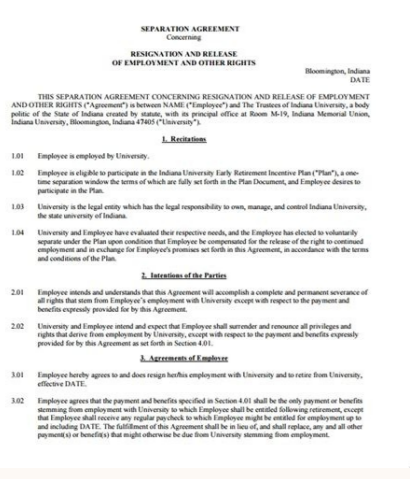
Sincerely,  
Supervisor's Name  
Title: \_\_\_\_\_

(Employee's Name) acknowledges that he/she has read and understood this agreement.  
(Supervisor's Name) acknowledges that he/she is executing this agreement with the full knowledge of the institution's policies and procedures.

Signature of the Employee: \_\_\_\_\_

Signature of the Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_



Premier of Queensland

For reply please quote: ES/AT - T/13/11695 - DOC/13/96439

24 JUN 2013

Mr Greg Dodge  
Dandelyon Gifts  
173 Boundary Street  
WEST END QLD 4101

Executive Building  
100 George Street Brisbane  
PO Box 15185 City East  
Queensland 4001 Australia  
Telephone +61 7 2224 6906  
Facsimile +61 7 2221 3931  
Email: ThePremier@premier.qld.gov.au  
Website: www.thepremier.qld.gov.au

Dear Mr Dodge

Thank you for your letter of 29 May 2013 about the salaries of Members of the Queensland Parliament (MPs). I apologise for the delay in responding.

The levels of salaries provided to MPs in the parliaments of Australia are matters that have been long debated within the Australian community, and will probably be debated for a very long time.

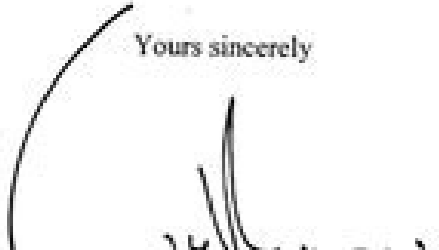
You will be interested to know that, despite what you may have seen in the media recently, the rate of salary being paid to all current Queensland MPs, including ministers, the Speaker and the Leader of the Opposition, has not increased since 1 August 2011. The rate of that increase was 2.5 per cent.

While a determination about when Queensland MPs will next receive a salary increase has not been made, I have stated that if MPs were to receive an increase then the level of that increase should be within the boundaries of what the Government is asking public sector employees to accept.

Any determination about proposed future salary increases for Queensland MPs will be made following the Government's consideration of a wide range of factors, including the State's financial position.

Again, thank you for taking the time to share your views with me. I hope this information is of assistance to you.

Yours sincerely

  
CAMPBELL NEWMAN

### GENERAL RELEASE OF ALL CLAIMS

This severance agreement and general release of all claims ("Release") is entered into this \_\_\_ day of \_\_\_\_\_, 2000, by and between \_\_\_\_\_ ("\_\_\_\_") or "EMPLOYEE") and \_\_\_\_\_, and their officers, representatives, agents, principals, partners and employees (all collectively referred to as "EMPLOYER").

#### RECITALS

A. EMPLOYEE was employed by EMPLOYER as JOB TITLE, from on or about START DATE, until END DATE. EMPLOYEE claims, inter alia, that EMPLOYER breached its contract with EMPLOYEE, owes EMPLOYEE commissions and/or wages, and other damages.

B. EMPLOYER wishes to pay to EMPLOYEE, and EMPLOYEE wishes to accept \$AMOUNT ONE Dollars gross pay as W-2 wages, and \$AMOUNT TWO Dollars as compensation for other claims, including interest, penalties, attorneys fees, costs, emotional distress and other damages resulting from claims asserted. It is understood and agreed that EMPLOYEE's last day of work is END DATE, and EMPLOYEE will not reapply for employment with EMPLOYER in the future. EMPLOYER desires to settle and compromise any and all possible claims EMPLOYEE may have against EMPLOYER arising out of the employment relationship, and to provide for a release of any such claims, whether or not such claims have been asserted. Such claims include certain allegations made or which could be made by EMPLOYEE, which claims are disputed and denied by EMPLOYER. Therefore, it is agreed and understood that this Release is a compromise of any and all potentially disputed claims, and that this Release is not an admission of liability or wrongdoing by any party.

#### AGREEMENT

1. IN CONSIDERATION of payment in the above amounts, EMPLOYEE does hereby unconditionally and absolutely release and discharge EMPLOYER from any and all loss, liability, causes of action, suits of any type and/or claims of any type, related directly or indirectly or in any way connected with EMPLOYEE's employment at EMPLOYER or the termination of her employment. This Release applies to any claims arising out of or related to EMPLOYEE's employment with EMPLOYER or her termination therefrom.

2. IN FURTHER CONSIDERATION of the above, EMPLOYEE agrees that she will not prosecute in any administrative agency, whether federal or state, or in any court, any claim or demand of any type related to her employment, it being the intention of the parties that with this Release, EMPLOYER will be forever discharged from all

