

LDS/Central Entity and Pay Period Employee Consultation Session

September 2025

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Acknowledgement of Country

*I would like to begin by
acknowledging the Traditional
Owners and Custodians of the
lands on which we meet today
and pay my respect to their
Elders past and present, as well
as to emerging leaders.*



What are we going to cover today?

1. LDS / Central Transition to LWB – History
2. Entity Closure – Why?
3. What does this mean to me?
4. Key Dates: Contracts & Letter
5. Changes to Pay Cycle
6. Key considerations
7. MAXXIA presentation
8. Key Dates
9. Support available



LDS/Central – The History

22 February 2018

- Employees were transitioned from the NSW Government to LWB employment.
- Two separate entities were set up to comply with the Sale Agreement.
- Entities included LWB Disability Services Central (LDSC) and LWB Disability Services South. (LDSS).
- The entities are fully owned subsidiaries of Life Without Barriers.
- Transferred staff collectively known as LDS

27 February 2023

- LDS staff transition from the preserved State Awards to the SCHADS Award

26 May 2023

- Transferred Nurses transition to the Life Without Barriers transferred NSW Government Nurses Enterprise Agreement 2023

16 June 2025

- Nursing Unit model ceased
- Nurses (including RN, EN & AINs) transitioned to DSW roles under SCHADS

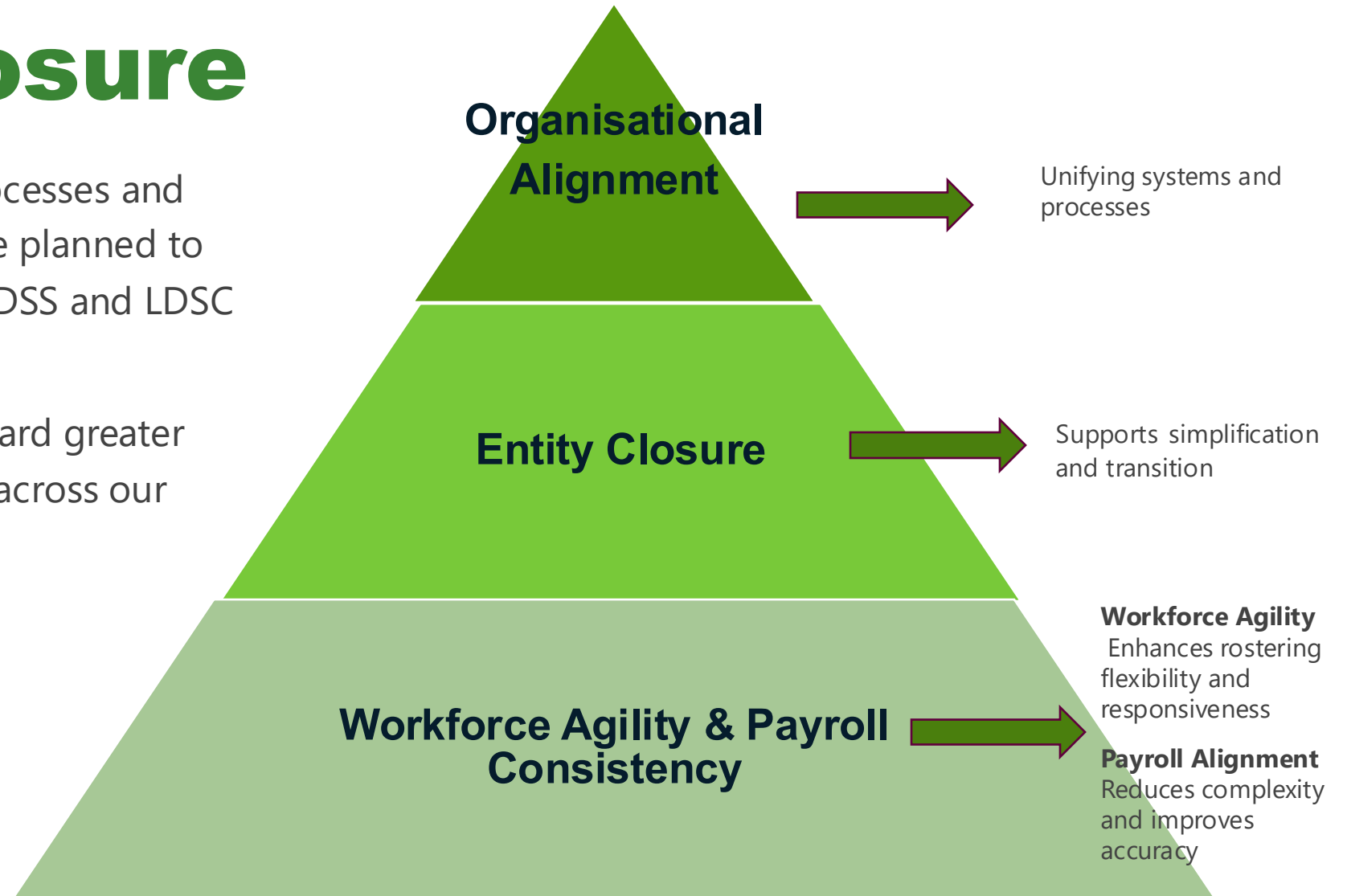


Entity Closure

To better align our operational processes and empower our workforce, LWB have planned to move towards the closing of the LDSS and LDSC entity's.

This change is a strategic step toward greater consistency, efficiency, and agility across our organisation.

Key Date: 3rd November 2025.



What does this mean to me?

Your role - Your entitlements -Your original start date and all the terms and conditions of your employment remain unchanged.

This change is about aligning systems and processes to support the closure of LDSC and LDSS entities.

It does not affect your job security or your employment conditions.

You continue to be a **valued part of the LWB team**, and we're committed to making this transition as smooth and supportive as possible.

What does this mean to Me?

NSW GOVERNMENT TRANSFERD EMPLOYEES (LDSC & LDSS Employees)

ABN Business Number Change for LDSC & LDSS

You'll receive:

Onboarding Pack via your LWB email.



Resignation Form

Allows formal resignation from LDSS & LDSC



New Contract of Employment

LWB entity

Contract hours

Start date

Original start date (from NSW Government)



Updated Statutory and Compliance Forms:

Tax File Declaration

Superannuation Guarantee Standard Choice Form

LWBD EMPLOYEES

No ABN Business Number Change

You'll receive:



A **Formal Letter** advising of your transfer to a different pay period.

Key Dates: Contracts & Letters

Key Date	Activity	Responsibility	Date to be returned
13th October 2025	Resignation + Contracts of employment sent out via your LWB email account (Govt. transferred employees)	Employee to review, consider, complete and sign	No later than 19th October 2025
13th October 2025	Confirmation of transfer to different pay period sent out via your LWB email account (those that did not transition from NSW Govt.)	Employee to review.	Not required to be acknowledged/returned.

Changes to Pay cycle

Pay Date	Entity	No of days Paid	Dates Worked
5/11/2025	LDS*	14 Days Pay	Work performed 20/10/2025 to 2/11/225
12/11/2025	LWB	7 Days Pay	Work performed 3/11/2025 to 9/11/2025
26/11/205	LWB	14 Days Pay	Work performed 10/11/2025 to 23/11/2025

*LDS = LDSC, LDSS, LWBD employees

Work Performed

20/10/2025 - 2/11/2025



LDS – 14 days

Pay Date: 05/11/2025

Work Performed

3/11/2025 - 9/11/2025



LWB PAY – 7 days

Pay Date: 12/11/2025

Work Performed

10/11/2025 - 23/11/2025



LWB PAY – 14
days

Pay Date: 26/11/2025

Key Considerations

Category	Item	Action/Impact
Employee Tax	Tax File Declarations	LDSS & LDSC employees will require new TFD due to ABN change If details differ (e.g., HELP/HECS debt), payroll will apply your updated form.
	Pegged Tax arrangements	Paused for 3-8 November, then re-instated
	Tax for 1 week	Weekly tax scales will apply for 3-9 November
Superannuation		Contributions will continue as normal
	Superannuation Standard Choice form	LDS & LDSC employees: Require a New SSCF due to ABN change.
		If details differ (e.g., from existing superannuation details, payroll will apply your updated form.
	Defined Benefits Funds	(e.g., Mercer) have been notified directly.
	Salary Sacrifice Superannuation	Deduct the equivalent of 1 week for the 3-9 November and then re-instated to fortnightly.

Key Considerations

Category	Action/Impact
Banking Details	Payroll will not make any changes to, or interfere with, any bank accounts.
	For the one-week pay, any existing allocations to secondary bank accounts will continue to be applied
	Update changes for 1 week cycle in MyHR by 31 October
	Bank account details can be updated again to reflect the new payroll fortnight cycle after 12 November

Category	Action/Impact
Deductions	Union fees, child support, Centrelink deductions: Weekly for 3–9 November , then return to fortnightly.
Salary Packaging (MAXXIA)	Deductions paused 3-9 November
	MAXXIA will contact affected employees regarding any adjustments
Leave Balances	Automatically transfer to new payroll entity LWB
	Leave cash-outs not included in this transition
	Future leave requests must be confirmed with your Manager and Rostering Team
Rosters	Roster Period- 27/10/2025 - 23/11/2025
	Naming convention for week numbers will swap, ie Week 1 to Week 2 and vs versa

MAXXIA to present

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Key Dates



	Date	✓ Activity,
✓ .	13 th Oct 2025	Check your LWB email account
✓ .	19 th Oct 2025	Return all documents completed and signed
✓ .	20 th Oct 2025	Rosters Published for period 27/10/2025 - 23/11/2025
✓ MAXXIA	27 th Oct 2025	Final date to make any changes to your current salary package arrangement under your current entity
✓ .	31 st Oct 2025	Update secondary bank accounts (if needed)
✓ .	2 nd Nov 2025	Final pay period ends under current entity
✓ .	5 th Nov 2025	Final payment issued under current entity
✓ MAXXIA	6 th Nov 2025	Last salary packaged pay under current entity.
✓ .	3-9 th Nov 2025	Transition week (weekly pay)
✓ MAXXIA	9 th Nov 2025	Your current salary Packaging account will be closed
✓ MAXXIA	10 th Nov 2025	Your new salary packaging account with LWB will be activated, and you will receive a Your Benefits Summary (YBS)
✓ .	12 th Nov 2025	Transition week payment date
✓ .	10 th Nov 2025	Regular fortnightly payroll resumes
✓ .	26 th Nov 2025	First full fortnightly pay date
✓ MAXXIA	27 th Nov 2025	First pay with MAXXIA under LWB

Support available

Category	Support	
Employment contracts	P&C Business Partner – Rodney Kite	Rodney.kite@lwb.org.au
Payroll Queries	Payroll Team	SharedServices@lwb.org.au
	Service Desk	02 4033 4600 Option 3
Rosters	Please speak with your DSL.	

- We understand that change can sometimes be difficult, and we wish to remind everyone of additional support available through LWBs Employee Assistance Program.
- In addition, Converge has a Money Assist Line that can provide employees with support in relation to financial wellbeing
- Converge can be contact on 1300 687 327.

Questions?

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Further Questions

Following on from the Town Hall Meetings, if you have any further questions, please add them to the Chat function below. We will continue to monitor the chat functions and respond to your questions as soon as we can.

The Chat's can be accessed by clicking on either of the following links:

- [LDS Entity & Pay Run Change - meeting option 1 of 3 | Meeting Chat | Microsoft Teams](#)
- [LDS Entity & Pay Run Change - meeting option 2 of 3 | Meeting Chat | Microsoft Teams](#)
- [LDS Entity & Pay Run Change - meeting option 3 of 3 | Meeting Chat | Microsoft Teams](#)