



SA Portable Long Service Leave Community Services

9 Sep 2025

Compliance & enforcement



Staying on track with your obligations

The SAPLSL-CS scheme begins on **1 October 2025**. If you employ eligible workers in South Australia's community services sector, you'll need to register and start reporting from that date.

This information sheet outlines how to stay compliant, what to do if you make a mistake, and what happens if you don't meet your obligations.

What if an employer doesn't register?

If you employ eligible workers and do not register, fail to pay levies, or provide false or misleading information, penalties may apply. These include:

- A fine of \$75 per offence
- Penalty interest of 20% per year on outstanding levies

These penalties are prescribed in Regulation 14. However, SAPLSL-CS may waive or reduce penalties if there is a valid reason. Our approach is not heavy-handed. We aim to support employers to meet their obligations and avoid penalties through early help and clear guidance.

What if a worker starts after 1 October 2025?

You will need to add your worker through your Employer Portal and start reporting for them on the next quarterly return. Workers should start accruing service from the day they start in an eligible role.

The worker will be able to view their service record and entitlements in the Worker Portal at any time.

How to avoid non-compliance

Compliance with Portable Long Service Leave obligations is easy and registration is simple. The employer portal will open when the scheme commences on 1 October 2025. We encourage employers to prepare for registration, including collating the information they will need to provide

regarding their business, their payroll requirements and the employee details they will need to complete the registration process online.

You can stay compliant by following a few simple steps:

- Register on time
- Keep accurate records of pay and service
- Submit quarterly returns by the due date
- Pay the correct levy each quarter
- Ask questions if you are unsure

The Employer Portal is designed to make this process simple. If you need help, our team is available to support you.

What if you make a mistake?

Mistakes happen. If you identify an error, please let us know as soon as possible.

Our goal is to work together to fix the problem in a timely manner.

We can help with:

- Updating or correcting registrations
- Adjusting levy payments
- Clarifying eligibility for your workers

Need help?

Still have questions? Contact us:

- Phone: 08 8474 2400 or 1800 954 001
- Email: admin@saplsi-community.org.au

We're here to support you to meet your responsibilities and deliver a smooth transition into the new scheme.

saplsi-community.org.au