



Natural Selection Group

WELCOME PACK

Congratulations on your new role!

FIND YOU THE RIGHT PLACE. PROVIDE YOU THE RIGHT SUPPORT.

This is our job.

It's a job we've been doing within the SAP and General Technology recruitment industry in Australia for almost 30 years.

And a job we've been doing well.

All our engagements have a purpose beyond connecting people with people.

A donation to those less fortunate.

FROM BIG THINGS LITTLE THINGS GROW.

Founded in 2017, NSG began as a simple but powerful idea - business should be a force for good. Our founder, Leanne O'Connor, envisioned a recruitment company that not only connects great talent with great clients but also gives back to the community.

Today, we're an experienced team of technology and people professionals who love what we do.

With a high-performing culture that is **bold, capable, and charitable**, we're committed to making a difference - one placement at a time.

THIS IS:

The Cherry.

Every time we make a placement, a portion of our fee goes to the charity of our client's choice.

Since our inception, we've donated over **\$950,000 across 26 charities**, supporting causes that matter - children's welfare, medical research, food relief, Indigenous health, and more.

With a goal of \$1 million in donations by the end of 2025, we call it our 'March to a Million' - and we're well on our way.

Because landing you the right job matters - but making a difference? That's the cherry on top.

THE TEAM.

Leanne O'Connor

Founder and Director



Been around

30 years of recruitment and technology experience

Telstra Business Women's Finalist 2019

SEEK Recruitment Leader of the Year Winner 2019

RCSA Recruitment Leader of the Year Finalist 2020

Passions

People
Growth and giving back
World Traveling

Bridget La Ragy

Principal Consultant



Been around

14+ years recruitment experience

Co-Founder of NSG
SEEK Recruitment Consultant of the Year nominee 2019

Passions

Talent sourcing
Mental health advocacy
Mum to Billie

Elton Kelly

Principal Consultant



Been around

18+ years recruitment experience

Senior account management of national accounts

Passions

Data analytics
Two adorable girls
Weekend lycra and golf

Louis Asser

Recruitment Consultant



Been around

10+ years of experience across business development and media

Passions

Building trusted relationships
Chasing golf balls and tennis serves

THE TEAM.

BACKEND

Natalie Rodriguez
Contractor Management



Been around
10+ years of contractor
engagement experience
Co-Founder of NSG

Passions
Candidate and team care
Building strong cultures
Friends and family

Dianne Roberts
Finance Manager



Been around
20+ years of experience
across management
accounting, financial
management,
superannuation and risk

Passions
Excel spreadsheets
Good food
Movies

THIS IS:

Getting Paid.

We know you want to get paid on time, so here's what you need to know:

- Payments are processed fortnightly. The fortnightly payment schedule can be downloaded via the Astute portal Dashboard
- Submit your timesheet via the Astute portal by 10am each Monday following the week of work
- Astute Portal Access: <https://naturalselectiongroup.astutepayroll.com/naturalselectiongroup/auth/login>

Any questions, contact us.

THIS IS:

Work Safe, Stay Safe.

Before you start, complete the WorkPro Safety Modules to ensure you're aware of workplace risks and compliance requirements.

What You Need to Do:

- Complete the WorkPro Modules – a link to complete these have been sent to your email
- Review our WHS Policy → https://irp.cdn-website.com/8d6fe0d1/files/uploaded/NSG_Wokplace_Health_and_Safety_Policy_Updated.pdf
- Know How to Report Incidents → [page 11](#)

THIS IS:

Raising a Concern.

If you see something unsafe,
unethical, or concerning
– speak up.

For Safety & Workplace Issues (WHS)

Examples:

Unsafe conditions, injuries, bullying, discrimination,
environmental hazards.

How to report:

Use this form [https://www.naturalselectiongroup.com.au/
whs-notification-form](https://www.naturalselectiongroup.com.au/whs-notification-form)

or email whs@naturalselectiongroup.com.au

For Ethical or Policy Breaches (Whistleblowing)

Examples:

Fraud, corruption, misconduct, legal violations.

How to report confidentially:

Use our anonymous reporting form →

Reports can be made confidentially via [https://www.
naturalselectiongroup.com.au/whistleblower](https://www.naturalselectiongroup.com.au/whistleblower)

FREQUENTLY ASKED QUESTIONS (FAQ)

Getting Started.

Support & Compliance.

How do I submit my bank, tax, and superannuation details? (PAYG contractors only)

Bank, Tax and Superannuation details should be entered and updated via the Astute portal

Astute payment portal: <https://naturalselectiongroup.astutepayroll.com/naturalselectiongroup/auth/login>

When will I receive my first payment?

Payments are processed **fortnightly**, and your first payment will be made according to the payment schedule.

When is superannuation paid? (PAYG contractors only)

Superannuation payment information can be downloaded via the Astute portal Dashboard.

How do I submit my timesheets or expenses? Timesheets and expenses must be submitted through the Astute portal.

Who do I contact for contract or payroll queries?

For any contract, payroll, or payment-related questions, email admin@naturalselectiongroup.com.au

What are my workplace health and safety (WHS) responsibilities?

You are required to review our [WHS policy](#) and complete any necessary induction modules.

FREQUENTLY ASKED QUESTIONS (FAQ)

Contract & Extensions.

What happens when my contract is about to end?

Your NSG consultant will reach out before your contract expires to discuss renewal opportunities or new roles.

Can I extend my contract?

Extensions are based on client requirements. If you're interested in continuing, please inform your NSG consultant.

Staying Connected.

How do I stay updated on NSG news and opportunities?

Follow us on [LinkedIn](#) and [Instagram](#), and keep an eye on our website.

Does NSG offer referral bonuses?

Yes! Send the candidate our way, if we place them, we'll send a Prezzy voucher yours.

More details:

<https://www.naturalselectiongroup.com.au/refer-a-friend>

Who do I contact if I have any issues or concerns? Reach out to your NSG consultant or email admin@naturalselectiongroup.com.au

– we're here to help!



Natural Selection Group

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