

**From:** "Northern Reception" <northernreception@usu.org.au>  
**Sent:** Tue, 19 Aug 2025 15:11:12 +1000  
**To:** "Coffs Council Email Account" <coffs.council@chcc.nsw.gov.au>  
**Subject:** 250819 CORRESPONDENCE Letter to CHCC - Conflict of Interest  
**Attachments:** 250819 CORRESPONDENCE Letter to CHCC - Conflict of Interest.pdf  
**Categories:** Awaiting Info;Karen Processing

Mr Andrew Beswick  
Acting General Manager  
Coffs Harbour City Council  
Locked Bag 155  
COFFS HARBOUR NSW 2450

By Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au)

Dear Andrew

Please see attached correspondence sent on behalf of USU Official Mr Zac Sheather.

Regards  
Melissa



**NOT A MEMBER YET? CLICK HERE TO JOIN**

## Northern Reception

*Admin Team (Rutherford)*

**United Services Union**

**125 Racecourse Road, Rutherford,  
NSW 2320**

P: [02 4962 1444](tel:0249621444)

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Our Ref: 250819 ZS.MB

19 August 2025

Mr Andrew Beswick  
Acting General Manager  
Coffs Harbour City Council  
Locked Bag 155  
COFFS HARBOUR NSW 2450

By your side



By Email: [coffs.council@chcc.nsw.gov.au](mailto:coffs.council@chcc.nsw.gov.au)

Dear Andrew

**Re CONFLICT OF INTEREST**

The United Services Union (USU) is seeking clarification from Council regarding a potential conflict of interest arising from an external position held within a local Surf Life Saving Club.

It has been alleged that a senior staff member within the Operational Development Division of Council may also be involved in an official capacity with a local Surf Life Saving Club. Given the existence of an ongoing dispute with the USU and Council in relation to the outsourcing of Council Lifeguards, we are concerned that this dual involvement may give rise to a perceived or actual conflict of interest.

The USU is requesting that Council advise in writing:

1. Whether Council is aware of this external position being held, and if it has been formally declared in accordance with conflict of interest or secondary employment requirements.
2. What measures, if any, have been implemented to ensure transparency, impartiality, and the avoidance of bias in Council's handling of matters relating to the dispute.
3. How Council manages situations where external community roles intersect with matters under Council consideration, particularly where disputes are active.

Please provide written confirmation that Council intends to make the necessary adjustment by **4pm Thursday 21 August 2025**. Should no adjustment be made, the matter may be referred to the Industrial Relations Commission.

If you wish to discuss this matter further, please contact USU Official Mr Zac Sheather on 0419 447 054 or via email at [zsheather@usu.org.au](mailto:zsheather@usu.org.au)

Yours sincerely

A handwritten signature in black ink, appearing to read "S. Donley", is written over a light blue horizontal line.

Steve Donley  
**Acting General Secretary**  
Per: ZS

**UNITED SERVICES UNION**

**NSW LOCAL GOVERNMENT, CLERICAL,  
ADMINISTRATIVE, ENERGY, AIRLINES  
AND UTILITIES UNION**

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