RSL Port Hedland Sub-Branch
Annual Report 2026

For presentation at the Annual General Meeting
on Monday 28th September 2026, at 6pm – 7pm at the RSL Port Hedland club

1.Subbranch Details

Subbranch Name	RSL Port Hedland Subbranch
Reporting Period	18th September 2025 – 28th September 2026
ABN / Registration Details	95 986 254 530
Postal Address	Lot 550 Hedditch Street, South Hedland, WA 6722
Email / Phone	Porthedland.president@sb.rslwa.org.au
Prepared By	Tania Saggers-Clarke
Date Prepared	28th September 2026

2. President's Report – Tim Clarke



This year has been one of significant progress, practical service, and renewed purpose for our Sub-Branch. Much of the work undertaken has occurred behind the scenes, but its impact has been firmly focused on strengthening our capacity to support RSL veterans, their families, and the wider community. Through improved governance, risk mitigation, strategic planning, and day-to-day operational improvements, we have continued building a stronger, more sustainable organisation that is better equipped to respond to the needs of those who have served and those who support them.

A key focus during the year has been ensuring our community-facing services are managed responsibly and consistently. Employment contracts for staff at the RSL Community Op Shop were updated with the guidance and support of RSL WA to ensure legislative compliance and provide clarity for both staff and the organisation. All staff now have current and valid employment agreements signed and in place. A committee member has also been appointed to oversee the shop and support staff, helping to ensure continuity, accountability, and a welcoming experience for customers. The introduction of set events, consistent hours and improved operational processes has strengthened service delivery and helped the Op Shop continue its important role as both a community service and a valued point of connection for veterans, families, volunteers, and local residents.

Our new website was designed and launched to provide a centralised and accessible platform for Sub-Branch members, veterans, families, and members of the public. It now offers a clear point of information about our activities, facilities, and services, while also incorporating key links to RSL WA so that people can more easily access broader veteran support, advocacy, and welfare information. The inclusion of venue hire forms, terms

and conditions has also enabled the community to engage with and use our facility more easily, supporting our aim of making the Sub-Branch a welcoming and useful community hub.

We coordinated several successful working bees throughout the year to tidy, refresh, and improve the club environment. These efforts, led by volunteers and supporters, have made our space more inviting, accessible, and suitable for veterans, families, members, and visitors. Combined with successful grant applications, this work enabled important upgrades to our technology and facilities, including a large screen with virtual capability, internal and external surround sound, new point-of-sale systems for both the shop and club, laptops, and improved membership card functionality. These upgrades have enhanced our ability to host events, communicate effectively, support administration and deliver a more professional and inclusive experience for everyone who uses the club.

Commemoration and connection remained central to our purpose. In the lead-up to ANZAC Day, we hosted three days of well-attended and successful events that brought veterans, families, members, and the broader community together in reflection, remembrance, and fellowship. These activities were followed by a full-house post-ANZAC celebration in Port, further demonstrating the strength of community support and the importance of creating opportunities for people to gather, share stories and honour service. We are excited to build on this success as we plan for the 2027 commemorations and continue to strengthen participation across generations.

Another major achievement was securing a $174,000 grant from the VFF to renovate our facility and maximise the outdoor area of the club. This is a momentous outcome for our Sub-Branch, particularly as we were one of only ten successful applicants. The funding will allow us to improve the functionality, accessibility, and appeal of our premises, creating a more flexible and welcoming space for veterans, families, members, volunteers, and community groups. This investment represents a significant positive step for the club and the broader community, and it will help ensure our facilities can continue to support connection, wellbeing, remembrance, and service into the future.

We also reviewed and refreshed our committee structure to encourage more active participation, clearer ownership of responsibilities and stronger engagement from each committee member. As volunteer roles, these positions require a significant investment of personal time, commitment and energy, often outside normal work, and family responsibilities. By clarifying roles and spreading the workload more evenly, we have strengthened the committee's ability to support the day-to-day operation of the club, progress key projects and contribute to the achievement of the Sub-Branch's objectives. This shared commitment is essential to ensuring the club remains sustainable, welcoming, and focused on its core purpose of supporting veterans, their families, members, and the wider community.

I extend my sincerest thanks to our committee members for their dedication, perseverance throughout the year; to our staff for their professionalism and commitment to the smooth running of the shop and club; to our members for their ongoing support, encouragement and pride in the Sub-Branch; and to our many volunteers, whose generous gift of time, energy and service continues to make an immeasurable difference to our club and community.

T. C Clarke

Tim Clarke
President

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3. Vice President's Report – Leonard Smales



Throughout my term on the committee, I have taken pride in fulfilling my role and contributing to the smooth running of the sub-branch. While I feel under-qualified at times, the experience has been genuinely rewarding. Engaging with our club members—both social members and veterans—has been a major highlight. As a veteran myself, being involved in this environment has also been personally healing and meaningful.

My primary responsibilities have centred on coordinating the raffles and delivering the post-ode announcements. This has included keeping members informed about upcoming events, activities, and matters of importance to the sub-branch. These duties have allowed me to stay connected with our community and support the weekly operations of the club.

During the term, I have also stepped in as a representative of the sub-branch when the President has been unavailable due to other commitments. I have approached these occasions with respect for the role and a commitment to upholding the standards expected of the committee.
I am fortunate that the position has never felt overwhelming, thanks to the strong leadership within the committee and the support of dedicated personnel. Their guidance has enabled me to contribute confidently and remain fully engaged in my duties.

Overall, I am grateful for the opportunity to serve, to support our members, and to play a small part in the ongoing work of the Port Hedland RSL sub-branch.

3A. Vice President's Report – Peter Pope

4. Secretary's Report – Tania Saggers-Clarke



During the reporting period, the sub-branch undertook a substantial body of work to strengthen its foundations, improve governance, and better support veterans, serving and ex-serving personnel, members, families, and the wider community. Much of this work has occurred behind the scenes, but it has been critical to ensuring the RSL Port Hedland sub-branch is operating with clearer systems, stronger accountability, and a more sustainable structure for the future. This has included the development and implementation of improved governance practices, administrative processes, human resources functions, employment agreements for paid staff, and practical procedures to support staff, volunteers, and committee members in fulfilling their responsibilities effectively.

The Committee has continued to meet monthly, providing leadership, oversight and transparency across the activities, functions, and decisions of the sub-branch. This regular governance rhythm has ensured that the work of the sub-branch remains aligned with RSL WA objectives and the enduring ethos of the RSL. Sub-committees have been established to share the workload more effectively, support delivery of club activities and strengthen engagement across key areas of responsibility. Marketing and communications initiatives have also helped raise the profile of the sub-branch locally, across the Pilbara and more broadly throughout Western Australia.

During the year, membership increased, supported by improved membership systems and the ability to readily produce membership cards through the BHP Community Grants program. The sub-branch also strengthened regional relationships with RSL Karratha and RSL Broome, contributing to the development of a stronger Pilbara RSL presence. The introduction of Quick-Fire raffles has been very well received by members, as have the pending food truck being available on site in the future and other sporting events like the Bledisloe Cup and Bowls.

Successful grant applications have delivered practical improvements to the club and its facilities, directly benefiting veterans, ex-service men and women, members, families, and the broader community. In addition, the sub-branch continued to open its doors to community groups and local initiatives, including hosting the Rifle Club AGM, supporting the Town of Port Hedland OWLS Friday Sundowner, assisting Yaandina Community Services to connect local Elders with aged-care support, and supporting the Hedland Bikers fundraising run. Collectively, these achievements demonstrate the significant work undertaken throughout the year to build a stronger, more visible, and more capable sub-branch in service of the RSL mission.

We are also immensely proud the relationship we have established with RSL WA in ANZAC house in Perth and for their professionalism and support to us. To acknowledge this, Tim as the President presented a framed ANZAC print to the RSL WA CEO, Steve Barton at the 110th RSL WA Congress and AGM.

While we have had some great achievements, all committee are volunteers and we are grateful for their time, efforts, and commitment to the club.

5. Treasurer's Report – Elite Business

Audit held on 6th and 7th August and audited financial accounts are attached as part of this report.

6. Membership & Procurement Report – Paul Schultz



We have seen a lot of change in how we oversee social memberships in the last twelve months with our in-house card printing and the streamlining of the social membership process etc. The new membership cards have received very favourable feedback, and it has alleviated the delays in card delivery, with many new members receiving their card on the same day.

Membership Category	New Members
Service Members	18
Affiliate Members	7
Social / Associate Members	57
Total	82

Procurement report

In the last twelve months we have seen huge changes to the RSL, with a very decent grant from BHP, with that grant we have had local businesses come on board to help with products to aid the implementation of the changes paid for by the grant.

- Northwest signs supplied new Bar signage.
- CNW Electrical supplied conduit, cable boxes, and accessories to allow us to install the tv's and new sound system without exposed wiring.
- White Knight Locksmiths have replaced all RSL door locks and padlocks with a security keyed system that ties up who has what keys etc. They have also supplied a new safe and rekeyed the display cabinets.

Without help from local businesses that support us, the task would be much harder.

Thanks to our members who donated their time and effort to install the new equipment and made it look extremely professional.

7. Welfare Support & Community Op Shop Report – Adrian Hatwell

Welfare

There is nothing significant to report for the Welfare portfolio during this reporting period.

Community Op Shop

On behalf of the committee, I took on the Community Op Shop, the business was operating at a loss, with average daily takings of approximately $600.

Following a review of the operation, several changes were implemented, including a restructure of roles and staffing to address a number of issues that were contributing to the shop's poor performance. We also reviewed staffing levels and have reduced the roster by two staff positions, resulting in a significant reduction in wage costs while maintaining the shop's day-to-day operations.

These changes have delivered positive results. Average daily takings are now consistently in excess of $1,000 per day, and with the reduction in staffing costs, the Community Op Shop has moved from operating at a loss to generating a positive income for the RSL.

Looking ahead, we are continuing to identify opportunities to further improve the shop's performance. Current initiatives include:

- Investigating extended trading hours to increase customer access and sales.
- Expanding our product range by introducing tested electrical items for sale.
- Continuing to review operations to identify further efficiencies and revenue opportunities.

I would like to acknowledge the efforts of the volunteers and staff who have supported these changes. Their commitment has been instrumental in achieving these improved outcomes, and I look forward to building on this momentum in the coming months.

8. Warden and Historian Report – Dion Marinis

- **WWII history and memorial boards:** Continued researching servicemen connected to Port Hedland during WWII, including those buried at the Port Hedland Airfield War Cemetery. Meetings with the Airport CEO have progressed plans for memorial information boards, with RSL wall space approved for three large boards. Templates and designs are planned for completion this year to support future grant applications.
- **Historical records project:** The original grant proposal to engage a local historian to compile, digitise and register RSL records, paper collections and relics has not proceeded after extended discussion. Focus will now return to the WWII information boards, the 1942 Port Hedland air raid, the honour board for PTE Jack Adams, and other servicemen who lost their lives in the Pilbara.
- **Army Cadets support:** Met with LT (AAC) Jaxon Broad, OIC Port Hedland, 514 ACU, to discuss support from RSL Port Hedland. The cadet unit commenced in late May and now has fifteen members; with an August camp planned in Karratha. Discussions are continuing about hosting a parade evening, tour, and BBQ at the RSL.
- **Historical presentations:** Delivered historical talks for key anniversaries, including VE Day and the Port Hedland WWII air raids, supported by PowerPoint presentations.
- **Veteran support:** Provided ongoing support to a veteran experiencing hardship, maintaining contact both in person and by phone.
- **Warden duties and safety:** Continued monitoring general hazards and building improvements at the RSL. RSLWA hazard and event risk assessment checklists have been sourced for a formal review before year-end.
- **Commemorative outing:** Planning is underway for an RSL outing to Corunna Downs WWII Airfield in September, with an optional overnight camp.
- **Ongoing commitments:** Increasing Pilbara Regiment responsibilities are affecting work-life balance, but I will continue managing civilian work, Army commitments, and RSL duties as effectively as possible.

9. Communications Report – Shonice Garnham

The Communications portfolio focused on strengthening the Port Hedland RSL Subbranch's public profile, improving member and community communication, and promoting Subbranch activities, services, and achievements.

Key achievements included launching a new Facebook page, which has grown to 447 followers, and developing a new website to provide centralised information on events, membership, venue hire, welfare services, news, and support opportunities.

Regular content was produced throughout the year to promote commemorative services, social events, fundraising, membership, sponsorships, volunteering, and community programs. Consistent branding and messaging improved engagement and strengthened the Subbranch's public image.

Local photography support secured at no or reduced cost, improving event imagery while delivering savings. Additional work included designing promotional materials, producing posters, flyers, and social media graphics, recognising sponsors and community partners, highlighting volunteers and members, and supporting timely communication across Subbranch activities.

Overall, these initiatives increased visibility, enhanced the Subbranch's digital presence, and supported stronger engagement with members, volunteers, and the wider community.

10. New Committee Members

Chris Buchanan



As an ex-serviceman coming part of RSL Port Hedland has given me a strong sense of connection, purpose and belonging. I understand firsthand the importance of having a place where veterans and their families feel welcomed, respected, and supported. I am proud to serve as an active committee member and am committed to contributing my time, experience, and energy to strengthening the Sub-Branch, supporting fellow veterans and members, and serving the broader Port Hedland community. I look forward to collaborating closely with the committee, taking an active role in club activities and community initiatives, and helping ensure our RSL remains a strong, inclusive, and dependable organisation for everyone it serves.

Scotty Gablonski



Over the past 12 months, I have been proud to support RSL Port Hedland by volunteering my time at working bees and helping with trades work around the club. Joining the committee felt like a natural next step, and I am grateful for the opportunity to contribute to a more active role. As a new committee member, I look forward to collaborating with the team, learning more about the Sub-Branch and continuing to support our veterans, ex-service personnel, and the wider Hedland community.

11. RSL Administration Officer Report – Caroline Paki



In my role as Administration Officer for the RSL Port Hedland Sub-Branch, I provide administrative and operational support to ensure the smooth day-to-day running of the Sub-Branch. I report directly to the RSL President and assist with a broad range of duties that support members, volunteers, suppliers, and the ongoing activities of the organisation.

The position requires strong organisational skills, effective time management, diligence, and the ability to manage multiple priorities. Key responsibilities include coordinating club operations, supporting venue requirements, liaising with suppliers, ordering, and managing stock, maintaining inventory records, completing daily banking, and undertaking general administration to support the Sub-Branch's services and commitments.

12. Acknowledgements

The RSL Port Hedland Sub-Branch acknowledges and thanks our sponsors and grant funders for their generous support throughout the year. Their contribution has helped us improve our facilities, strengthen our services, deliver important community and commemorative activities, and continue supporting veterans, members, families, and the wider Hedland community.

- Veteran Facilities Fund
- BHP Community Grants
- Rio Tinto Community Grants
- Tender Spot Meat – Port Hedland
- Australian Portable Camps
- Town of Port Hedland
- Charter Hall (South Hedland Mall)



EST 1970 -
TENDERSPOT
Meat Company
BROOME - KUNUNURRA - PORT HEDLAND

Charter Hall

Rio Tinto

AUSTRALIAN PORTABLE CAMPS

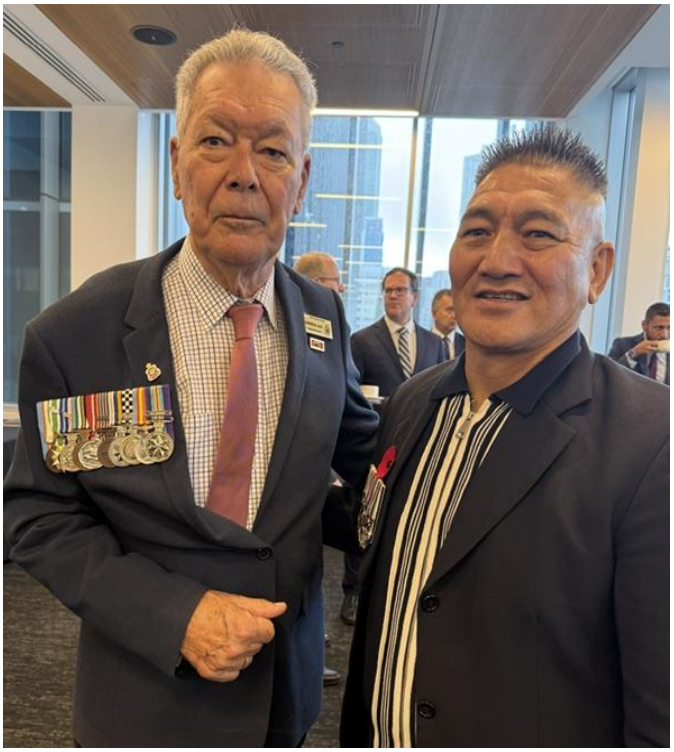


Australian Government
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Port Hedland Air Raid Anniversary Sundowner

The community are invited to commemorate the 84th anniversary of the Port Hedland Air Raid events that occurred in 1942 & 1943.

We remember Private John "Jack" Adams who lost his life in the attack and was honoured last year by having a local road named after him.

Thursday 30th of July 2026, 5:30pm - 7:30pm
Port Hedland RSL, 550 Hedditch Street, South Hedland

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Korean War Veteran's Day

On Korean War Veterans' Day (27 July), we pay tribute to the more than 17,000 Australians who served and sacrificed in the Korean War.

The Port Hedland RSL invites members and guests to commemorate the anniversary of the armistice that ended the Korean War and pay homage to those who served.

Monday 27th July | 6:00pm
550 Hedditch Street, South Hedland
Please RSVP for catering purposes by emailing rslporthedland@gmail.com



Customer Loyalty Cards have landed at the RSL Op Shop!

Get rewarded when you shop with us! Each time you spend $5 or more, you'll recieve a stamp and on your 10th shop, you'll get **$10 off!**

Visit us in store and grab yours today!

550 Hedditch Street, South Hedland.



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Community Op Shop

Terms & Conditions: This card is only valid at the Port Hedland RSL Sub Branch Community Op Shop. Minimum $5 spend for a stamp. Not available in conjuction with other offers. This card must be surrendered to RSL Community Op Shop staff once $10 off is redeemed. *Thank you for supporting the Port Hedland RSL!*

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Quick Fire Raffles

2nd & 3rd Friday of the month from 5:30pm

$5 for 2 tickets
50 tickets
Two draws

Winners announced at 7:15pm

550 Hedditch Street, South Hedland



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CHASE THE ACE

At the Port Hedland RSL

First Friday of the month
Starts at 5:30pm, winner drawn at 7:15pm

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Tenderspot Meat Raffle

Last Friday of the month
Winner drawn at 7:15pm

Tickets $5

Thank you to our sponsor, Tenderspot meat Co Port Hedland.

TENDERSPOT Meat Company








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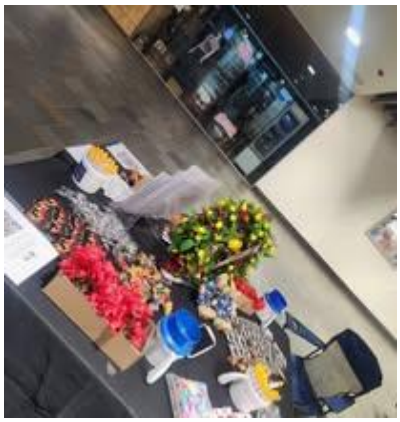














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