

Position Title	Risk & Compliance Lead	Department:	Finance
Level:	Salaried	Primary Location:	Bendigo Stadium 91 Inglis Street, West Bendigo VIC 3550
Reports to:	General Manager Finance	Updated:	October 2025



Organisational Context

Bendigo Stadium Limited (BSL) manages and operates Red Energy Arena, Borough Club, and the St Arnaud Sporting Club. As an organisation we pride ourselves on being a world class sports and entertainment centre, delivering a community focused hub through various sports codes, entertainment events, business functions and family moments.



Red Energy Arena is the home of the Bendigo Basketball Association, Bendigo Braves, Bendigo Strikers, Phantoms Volleyball Club and Bendigo Spirit.

Primary Purpose

Reporting to the General Manager Finance, the Risk & Compliance Lead will ensure BSL has sound risk and compliance frameworks embedded throughout the organisation.

Providing general risk management and compliance advice and support by driving processes, procedures, and preparation of documentation to ensure that BSLs compliance and risk obligations (regulatory, legal and operational) are met.

The Risk & Compliance Lead will be responsible ensuring the organisation is operated and managed in accordance with its compliance and contractual obligations, including OH&S, WorkSafe, Gaming and regulatory requirements.

Direct Reports

Not applicable

Key Result Areas

Key Result Area	Responsibility	Measure
Risk & Compliance Management	<p>Lead the continuous improvement of risk and compliance frameworks, policies and procedures.</p> <p>Monitor and respond to legislative, regulatory and operational compliance obligations (including WHS, WorkSafe, Gaming, and Health regulations).</p> <p>Maintain the Risk Register and ensure timely reporting to the General Manager Finance, CEO and the Board.</p> <p>Conduct regular risk audits and compliance reviews across all venues to identify and mitigate potential risks.</p> <p>Prepare and present monthly risk and compliance reports, including Responsible Service of Gaming (RSG) updates and AUSTRAC reporting.</p> <p>Collate all Suspicious matters for AUSTRAC across all Venues; Report to AUSTRAC as required and complete Annual Compliance Report.</p> <p>Foster a culture of compliance across teams, with continual improvement of controls and processes.</p>	<p>Risk Management plans actioned and relevant.</p> <p>Policies and procedures relevant and updated.</p> <p>Monthly reports prepared are accurately and on time.</p> <p>Risk Register maintained and accurate.</p> <p>Monthly compliance review of each venues for RSA/RSG. Folder to meet all Audit requirements.</p> <p>Compliance on police checks, banning notices and self-exclusion</p> <p>Timely reporting of all suspicious matters to relevant regulatory authorities.</p>
Safety, Security & Regulatory Oversight	<p>Oversee workplace safety programs and facilitate WHS meetings to ensure hazards are identified, mitigated, and actioned.</p> <p>Ensure compliance with RSA, RSG, Gaming, and AML obligations across venues.</p> <p>Manage incident reporting and investigations in accordance with established procedures.</p> <p>Manage the issuing and collection of keys and fobs for staff, ensuring accurate and up to date maintenance of the key register.</p>	<p>WHS meetings and hazard actions completed within agreed timeframes, with evidence of risk reduction through incident trend reporting.</p> <p>Full compliance with all legislative, licensing, and reporting obligations verified through internal and external audits.</p> <p>All incidents recorded and investigated within required</p>

	<p>Prepare and process cheques for game winnings in accordance with organisational procedures and compliance requirements.</p>	<p>timeframes, with corrective actions implemented and reported monthly.</p> <p>Cheques processed accurately and within required timeframes, with nil compliance or audit breaches.</p>
<p>Governance & Reporting</p>	<p>Ensure timely preparation of internal and external compliance reports and audits.</p> <p>Collaborate with managers to strengthen internal controls and ensure business continuity planning.</p>	<p>All compliance reports and audit submissions completed accurately and delivered by required deadlines.</p> <p>Internal control improvements and business continuity plans reviewed and updated annually, with evidence of risk mitigation actions implemented across teams.</p>
<p>Values</p>	<p>Uphold and demonstrate BLG’s vision, mission, and values by upholding our charter at all times.</p> <p>Demonstrate consistent behaviour in accordance with the BSLs Values of Think Big, Be Impressive, Be Accountable, Be One Team, Do the Right Thing.</p> <p>Deliver BSL’s experiences, products and services in line with the culture of excellence.</p> <p>Always act morally and ethically in all interactions with others.</p> <p>Adhere to BSL systems and procedures as outlined in Ops Central.</p> <p>Adhere to BSL’s customer management practices as outlined in Ops Central.</p> <p>Adhere to BSL Management System Ops Central.</p> <p>Exercise discretion and independent judgment in taking commercial and operating decisions to achieve business results.</p>	<p>Always Living the Core Organisational Values.</p>

EQUIPMENT OPERATED, SYSTEMS USED AND PHYSICAL REQUIREMENTS OF ROLE

- Excellent PC software skills:
 - o E-mail / Internet
 - o MS Word
 - o MS Excel
 - o MS PowerPoint

EDUCATION AND SKILLS

**Minimum
Qualifications:**

- WHS –5-Day WHS Program for Health and Safety Representatives (preferred but not essential)
- WHS-Managers Course (preferred but not essential)
- RSA/RSG/AML (desirable, can be completed within 3 months of commencement in position)
- TAB – Sellers, TAB - Advanced/Managers, TAB - Anti Money Laundering (desirable, can be completed within 3 months of commencement in position)
- Gaming Licence (desirable, can be completed within 3 months of commencement in position)
- Level 2 First Aid (desirable but not essential)
- Must hold a Working with Children’s Check (WWCC) - compulsory
- Must satisfactorily pass a Police Check – compulsory upon commencement of position

**Job, specific, skills,
experience,
Knowledge and
abilities:**

Desired Knowledge and Experience:

- A thorough understanding of compliance obligations.
- Sound and demonstrated professional experience in governance, risk and compliance.
- Thorough understanding of VCGLR and gaming compliance requirements.
- Experience working within a regulated environment.
- Demonstrated ability to interrupt and implement compliance processes.

Desired Skills:

- High level of prioritising and organisational skills.
- Builds rapport quickly with a wide range of people both internally and externally.
- An ability to take an end-to-end process view for compliance purposes.
- Excellent oral and written communication skills.
- An ability to identify risk.
- Resolve problems with a positive outcome.

-
- Ability to interpret legislation and regulations.

Personal attributes:

- Driven by strong ethics and values, is open, honest and accountable for their actions.
-