

Scope of Works:	Management and delivery of children’s activities and creative activations in Christmas in the Highlands - Illuminations.
Event Date	Saturday 28 November 2026 5pm to 9pm.
Location	Glen Innes Grey Street CBD Precinct.
Total Budget	Supplier to provide estimates and quotes as part of submission.
Applications Open	Monday 27 July 2026
Applications Close	Friday 14 August 2026

About the Opportunity

Glen Innes Severn Council is seeking experienced and well organised community groups, schools, artists, businesses and organisations to deliver a suite of children’s activities aimed at children between (approx.) 4 and 15 years of age as part of the Christmas in the Highlands – Illuminations event, funded through the NSW Government Open Streets Program 2025 – 2027.

This opportunity is focused on delivering quick, simple and engaging ‘free’ Christmas themed activities. These activities should be delivered in a constant, drop in, flexible style setting and should encourage creativity, participation, community pride and festive spirit while contributing to a vibrant and family-friendly atmosphere within the Grey Stret CBD precinct.

Council welcomes innovative ideas that inspire children and families to connect, create and celebrate together.

All activities must align with the values of placemaking, vibrancy, accessibility, safety, inclusion as outlined in the Open Streets grant program.

Role Requirements

Council is seeking applicants with:

- Demonstrated experience in community engagement and event program delivery.
- Strong local connections and creative networks.
- Excellent communication and organisational skills
- Ability to manage budgets, risk and logistics.
- Compliance with all NSW Working with Children requirements for yourself and any personnel engaged to support the activities.

Scope of Services

The successful applicant will: -

- Design and implement the children’s activities schedule to take place between 5pm and 9pm on Saturday 28 November 2026
- Develop children’s activities that are engaging and suitable for children aged between (approx. 4 and 15 years of age).
- Ensure children’s activities are designed as short, drop-in activities that allow children and families to participate throughout the evening.
- Coordinate with Council to identify suitable locations within the CBD precinct.
- Work collaboratively with Council to ensure children’s activities complement, rather than compete with, other event activations.
- Supply all materials, equipment and resources required to deliver the activities.
- Ensure all children’s activities are inclusive, accessible, age appropriate and safe for participants.
- Manage the activities budget and all associated expenses.
- Collaborate with Council’s events team to support promotion and share content where required.

Applicants are encouraged to propose activities that celebrates Christmas and Community. Examples include :-

- Write a letter or draw a picture for Santa.
- Create a Christmas ornament or decoration.
- Make a Christmas card or gift tag
- Decorate a lantern or light themed craft inspired by “Illuminations”.
- Festive colouring, painting or collaborative art activities,
- Activities that honour traditional custodians by celebrating and connecting seasonal celebrations to Country.
- Activities that weave multicultural celebrations into traditional Christmas creative programming.
- Any other appropriate activity(s) of the applicant’s choice (detailed in submission).

Submission Process

Please submit your proposal to Glen Innes Severn Council via eventsofficer@gisc.nsw.gov.au

A final report will also need to be provided to Council by Friday 11 December and include:

- A list of facilitators and estimated participant numbers
- A summary of community involvement and engagement
- Key success areas and suggested areas for improvements for future events.
- A financial summary and invoice for services.

For further enquiries, please contact Council’s Events Officer, Kimberley Wilkins on (02) 6730 2324.

Applications close

COB Friday 14 August 2026