



CITY  
GLENBURN  
HEATHRIDGE  
JOONDANNA  
NICHE  
— PLANNING —  
STUDIO  
SUBIACO  
COLLINGWOOD  
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SOUTH YARRA

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## Olivia Cootes

### Town Planner – Niche Planning Studio

Bachelor of Urban Development (First Class Honours) (Urban and Regional Planning) (2020)  
Associate of the Planning Institute of Australia (PIA)

#### SUMMARY

Olivia is a qualified Urban Planner with a passion to deliver great development outcomes which provide social, economic and environmental benefits to communities. As a recent graduate from the Queensland University of Technology, Olivia works with Niche's private and public clients aiming to balance both the theoretical and practical aspects of planning. Olivia is passionate about problem-solving strategic planning issues as demonstrated through her honours thesis, 'The Impacts of Road Congestion on the Delivery of Bulk Goods to Project Sites in Urban Settings'.

Olivia has gained valuable experience in Brisbane, working as a Student Planner in a multi-disciplinary urban development consultancy. Through this, Olivia has valuable experience communicating with development consultants in the sector which is aided by her minor in Construction Administration. Olivia has excellent written and verbal communication, effective research skills and pays attention to fine details.

#### PROFESSIONAL HISTORY

- Town Planner** **2021-present**  
**Niche Planning Studio**  
[www.nicheplanningstudio.com.au](http://www.nicheplanningstudio.com.au)  
Provide specialised advice and assistance on a wide range of planning matters, mainly in areas of strategic and statutory planning. Day to day tasks include client, co-consultant and Council liaison, preparation of planning permit reports, planning advice and research.
- Graduate Planner** **2020- 2021**  
**Niche Planning Studio**  
[www.nicheplanningstudio.com.au](http://www.nicheplanningstudio.com.au)  
Undertakes a range of tasks relating to a broad range of projects including background research, preparation of planning advice and report writing with supervision of senior staff.
- Student Planner** **2018-2020**  
**Wolter Consulting Group**  
[www.wolterconsulting.com.au](http://www.wolterconsulting.com.au)  
Undertook a range of statutory planning tasks such as development applications, fee proposals, site investigations, information requests, due diligence reports, code compliance responses and statutory documentation. Completed GIS figures for reports and assisted with policy submissions to local and state government. Attended applicant and council meetings, as well as organised, planned and presented at educational school presentations on behalf of the company.

## PROJECT EXAMPLES

- **Devon Meadows Planning Policy Background Review & Awareness – Casey City Council**  
Assisted in the background review and awareness of planning policies relating to the Devon Meadows urban and agricultural areas to assist in informing the client about the overarching planning policy framework for the region. Included a comprehensive analysis of several important planning policy documents at both a local and state level
- **Stakeholder Coordination for Easement Application – Melton City Council**  
Liaison with landowners and co-consultants to achieve access to a site by utilising an existing a Public Acquisition Overlay, supported by the PSP.
- **Messmate Road Development Plan, Torquay – Surf Coast Shire Council**  
Assisting the senior team with writing the development plan, particularly worked on with liaison with the subconsultants and summarising the relevant reports.
- **Masons Quarter, Wollert – Whittlesea City Council**  
Supports Niche's Associate with a 600 + lot subdivision development in the Northern Growth Corridor.

## SKILLS

- Strategic and statutory planning experience in both Victoria and Queensland.
- Excellent communication skills, both written and verbal.
- Comprehensive problem solving and analytical skills
- Knowledge of and experience with GIS
- Problem-solving capabilities with limited time constraints

## REFEREES

- **Brad Jones MPIA**  
**Wolter Consulting Group**  
*Director of Planning / Former Manager*  
Bjones@wolterconsultinggroup.com.au
- **Mellini Sloan MPIA**  
**Queensland University of Technology**  
*Urban and Regional Planning Lecturer / Subject Area Coordinator / Thesis Supervisor*  
Mellini.Sloan@qut.edu.au
- **John O'Dwyer RPIA**  
**KBR**  
*Principal Planner / PIA Mentor*  
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