

<b>Title</b>	<b>Identify and liaise with stakeholders on infrastructure works projects</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	<p>This unit standard is for people who are responsible for establishing and documenting communication procedures and stakeholder liaison for infrastructure works projects; either on a large project with a number of teams, or multiple projects.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> <li>– identify infrastructure works project stakeholders and establish communication channels; and</li> <li>– liaise with project stakeholders and document formal and informal communications for the duration of the project.</li> </ul>
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<b>Classification</b>	Infrastructure Works > Infrastructure Works Supervision
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with relevant legislative and industry requirements.
- 2 Legislation relevant to this unit standard include: Health and Safety at Work Act 2015; and all subsequent amendments and replacements.
- 3 Definitions
 

*Hold point* refers to the stage of work that requires testing, checking, or certification before work can proceed. This is to be recorded. Hold points not specified in contract documents may be stated or implied in company requirements.

*Industry requirements* refer to relevant policies, processes, methodologies, industry codes of practice, site specific health and safety plans, standard operating procedures, site safety plans, quality plans, work plans, traffic management plans, contract work programmes, job safety analysis, safe work method statements, job instructions, manufacturer's requirements, contract specifications, manuals, procedural documents.

### Outcomes and performance criteria

#### Outcome 1

Identify infrastructure works project stakeholders and establish communication channels.

**Performance criteria**

1.1 Stakeholders and their relevance to the project are identified in accordance with contract specifications.

Range client, consultant, affected public, local authorities, utility owners.

1.2 Communication procedures are established with stakeholders in accordance with contract specifications.

Range procedures include but are not limited to – when, what and how communication occurs, what and how communication is documented.

1.3 The person in charge of the site is established in accordance with contract specifications.

**Outcome 2**

Liaise with project stakeholders and document formal and informal communications for the duration of the project.

Range client, consultant, affected public, local authorities, utility owners.

**Performance criteria**

2.1 Liaison with stakeholders is undertaken and documented in accordance with established communication procedures.

Range verbal, written.

2.2 Formal communication is recorded in accordance with contract specifications.

Range contract standards, confirmation of hold points, notifying utility to locate a service, method of establishing measure-and-value quantities, format for variations.

2.3 Informal communication is recorded in accordance with contract specifications.

Range query from member of the public, discussion with adjacent landowner.

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<b>Planned review date</b>	31 December 2026
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 1996	31 December 2012
Revision	2	9 March 1999	31 December 2012
Review	3	30 May 2000	31 December 2012
Review	4	25 September 2006	31 December 2012
Review	5	18 March 2011	31 December 2023
Review	6	28 October 2021	N/A

**Consent and Moderation Requirements (CMR) reference**

0101

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Comments on this unit standard**

Please contact Connexis - Infrastructure Industry Training Organisation [qualifications@connexis.org.nz](mailto:qualifications@connexis.org.nz) if you wish to suggest changes to the content of this unit standard.