



# Aviation Security Service

*Kaiwhakamaru Rererangi*

## TRAINING COURSE BULLETIN



## ICAO AIR CARGO & MAIL SECURITY COURSE

(Auckland, New Zealand 16 – 20 March 2026)

### 1. SCHEDULE/LOCATION OF THE TRAINING

1.1 The opening session of the ICAO Air Cargo & Mail Security Course will be held at 0900 hours on Monday 16 March 2026 First Floor of the Auckland Aviation Security Service Training Centre. The duration of the course is five (5) days. The workshop will finish at approximately 3.30pm on Friday 20 March 2026.

1.2 The course will be conducted in English. All participants should be fluent in English as there are no translation or interpretation facilities.

The target audience, purpose and objectives of the Air Cargo & Mail Security Course.

1.3 Nominees should work for the appropriate State authority responsible for aviation security, other regulatory authorities, airports, airlines, and/or other stakeholders that have an active role in maintaining air cargo and mail security. This course is also appropriate for national AVSEC instructors who are, or will be, responsible for training similar subject matter. In order to receive a certificate of successful completion, participants will be required to pass an end of course exam based on Annex 17, the Aviation Security Manual (Doc 8973-Restricted) and materials presented during the course.

1.4 The course is designed to enable the participants to integrate knowledge of ICAO Standards and Recommended Practices (SARPs) into the context of their designated role in their organization as part of a national responsibility to secure air cargo and mail against acts of unlawful interference, through the application of the relevant competencies and in accordance with Annex 17 – Aviation Security and the ICAO Aviation Security Manual (Doc 8973 – Restricted).

Air Cargo & Mail Security Course Objectives:

- Explain the origin and purpose of required security measures and procedures at the international and national levels to protect air cargo and mail from unauthorized interference.
- Describe the roles and responsibilities of the appropriate national authority and other stakeholders to meet ICAO requirements for air cargo and mail security.



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- Explain the purpose and key components of the air cargo secure supply chain for both cargo and mail.
- Describe the purpose and procedures relevant to each of the six pillars of the air cargo secure supply chain.
- Identify the need for additional specific processes to handle mail, dangerous goods, and restricted articles, where applicable.
- Identify their own State's processes and procedures that meet the ICAO requirements for air cargo and mail security.

1.5 The Auckland ICAO Aviation Security Service Training Centre is located at 60 Aintree Avenue, Airport Oaks (Auckland International Airport Business Park). It is about 3 ½ kilometres away from the Auckland International Airport and about 0.5 kilometres from the Sudima Auckland Airport Hotel, which is the hotel recommended for course participants (refer page 5 of this bulletin for reservation details for the Sudima Auckland Airport Hotel). For information about other local hotel accommodation options please refer to the separate brochure sent with this bulletin.

1.6 Transport from your hotel to the training venue and return will be arranged upon your advising our Auckland ICAO Course Administration Officer, Ms Sharon Simpson, of the local hotel you are staying at.

The Auckland ICAO Course Administration Officer contact details as follows:

Tel: +64 (9) 255 6030 E-mail: [aintree.reception@avsec.govt.nz](mailto:aintree.reception@avsec.govt.nz)

## 2. REGISTRATION OF PARTICIPANTS AND ANY SPECIAL DIETARY REQUIREMENTS

2.1 Participants are requested to register at the registration desk on the first floor of the Training Centre from between 0830 and 0845 hours on the opening day of the course. Participants are also requested to wear the identification badge, which will be issued to them, when attending the training and other official functions. The dress code for the workshop is smart attire.

2.2 If you have any special dietary requirements e.g. require Halal or vegetarian lunch, please do advise the ASTC Administration Officer, Ms Sharon Simpson, by emailing [aintree.reception@avsec.govt.nz](mailto:aintree.reception@avsec.govt.nz) **prior to your attendance on the course.**



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## 3. PAYMENT OF COURSE FEES

- 3.1 The course fee per participant is to be paid in NZ\$ equivalent to US\$500 using the international exchange rate on 2 February 2026. Each confirmed course participant will be issued an invoice detailing this NZ\$ amount.

Please notify the ASTC Administration Officer Ms Sharon Simpson of the method you will use to pay the course fee - as outlined in section 4 of this document.

- 3.2 **Please note:** If paying on the day of course registration (16 March 2026) the ASTC can accept only cash in **NZ dollars only**. **We do not have the facility at the ASTC for credit card transactions or foreign currency exchange.**

## 4. METHOD OF COURSE FEE PAYMENTS: Payment by Direct Credit into our Bank Account prior to commencement of the course.

If paying by TT **please include the TT bank fee of \$27.00** - this additional \$27.00 is the bank fee charged by banks to cover the cost of the TT transaction and is payable to the bank, which they will deduct from the TT amount.

When paying by TT the Payer is responsible for payment of all Bank fees relating to the transaction. **Please allow for the cost of these fees as mentioned above.** The Aviation Security Service is to receive into their Bank Account the full deposit of the course fee per participant.

- 4.2 Course fees paid via direct credit must be deposited **prior** to Monday 16 March 2026. On Monday 16 March 2026 the Course Manager will be notified of deposits received and receipts will be issued to participants during course registration.

- 4.3 Aviation Security Service Finance section is to be advised of incoming funds by email [finance@avsec.govt.nz](mailto:finance@avsec.govt.nz)

**Bank Account details for those wishing to pay by TT to Bank Account:**

<b>Bank:</b>	<b>Westpac</b>
<b>Branch:</b>	<b>210 High Street, Lower Hutt, New Zealand</b>
<b>SWIFT Code:</b>	<b>WPACNZ2W</b>
<b>Bank &amp; Branch code:</b>	<b>03 0531</b>
<b>Account Number:</b>	<b>0418561 00</b>
<b>Account Name:</b>	<b>Aviation Security Service</b>



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## 5. SOME USEFUL TRAVEL INFORMATION

5.1 **Passport** - All foreign nationals entering New Zealand must possess valid passports or other valid documents for travel, valid for six months beyond the expected time of departure from New Zealand.

5.2 **All Travellers to New Zealand must complete the NZ Traveller Documentation on the following link:** [Home | New Zealand Traveller Declaration](#)

5.3 **Visas** - Participants from some countries are not required to obtain visas for a temporary visit not exceeding 30 days. To ascertain whether you are required to obtain a visitor visa (business), participants can obtain information on entry requirements by accessing the following web page:

[Visitor Visa :: Immigration New Zealand](#)

For participants who require a visa to enter New Zealand, NZ Immigration Service requires 20 working days (4 weeks) to process the visa application.

Upon receipt of your course confirmation letter, it is strongly recommended that you complete your visa application online (using the link located on the above listed website), in order to be able to obtain the visa in time for course attendance.

5.4 **Biosecurity** - Please refrain from bringing the following items into New Zealand, as you will receive significant fines from the NZ Ministry of Primary Industries (MPI):

- a) Straw items (such as souvenir dolls).
- b) Animal products (such as sea shells, feather items).
- c) Wooden items (such as masks, drums).
- d) Plant material (such as seeds, dried flowers).
- e) Food items (such as fruit, honey).

## 6. HOTEL RESERVATIONS, ARRIVAL AND DEPARTURE

6.1 The Auckland ASTC recommends the Sudima Auckland Airport Hotel for course participants due to the convenient location to the ASTC. If you choose to stay at the Sudima Auckland Airport Hotel, participants may contact the hotel directly by telephone or e-mail for reservations. The ASTC Administration Officer Ms Sharon Simpson would be happy to assist participants in making hotel reservations, if required.

6.2 If making a reservation at the **Heartland Auckland Airport Hotel**, participants should quote that the booking is for **Avsec Training** in order to get the special course room rates as follows:



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**Heartland Auckland Airport - can offer on reference #3460040**

**Superior King Rooms - \$220 inc GST and one breakfast per night.**

**Superior Twin share Rooms - \$245 inc GST and two breakfasts per night**

Rates are subject to availability and block-out periods. Please contact the hotel reservations team to confirm rates and make a booking.

Contact details of the hotel are:

Phone: +64 0800 404 204

Email: [airportrm@heartlandhotels.co.nz](mailto:airportrm@heartlandhotels.co.nz)>

Address: **14 Airpark Drive, Mangere, Auckland 2020, New Zealand**

- 6.3 For passengers departing on international flights. Participants are requested to ensure that their return bookings are confirmed as required.

## 7. **CURRENCY, Credit Cards and Banking Services**

- 7.1 The unit of currency in New Zealand is the New Zealand dollar.

- 7.2 International credit cards such as American Express, Diners Club, Visa, MasterCard are usually accepted at major hotels, department stores and restaurants.

- 7.3 All commercial banks and moneychangers exchange all major foreign currencies and are normally open from 0930 – 1630 hours from Monday through to Friday. Foreign exchange kiosks operated by various commercial banks are located at several places in the city and major suburban shopping malls. They are also open on Saturdays, Sundays and Public Holidays.

## 8. **Other Useful Information**

- 8.1 **Time** - the time in New Zealand is 12 hours ahead of Greenwich Mean Time.

- 8.2 **New Zealand Weather** - New Zealand's summer falls Dec – Feb, autumn falls Mar – May, winter falls June – Aug and spring falls Sept – Nov. Day temperatures in Auckland during mid-March range between a low of 18 degrees Celsius and a high of 24 degrees Celsius. The temperature of the Training Centre sits at 20 degrees Celsius.

- 8.3 **Shopping and Dining** - most shops are open seven days a week. For dining various cuisines are available. We will endeavour to give you advice on dining facilities to suit all tastes and budgets.

- 8.4 **Tap Water** - tap water in New Zealand is perfectly safe to drink; however, bottled water is widely available for those who prefer it.

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