Aviation Security Service

Kaiwhakamaru Rererangi

TRAINING COURSE BULLETIN

ICAO AVSEC MANAGERS COURSE

(Auckland, New Zealand 24 February – 4 March 2027)

1. **LOCATION /SCHEDULE; TARGET AUDIENCE & COURSE OBJECTIVES**

1.1 The opening session of the regional ICAO AVSEC Managers Course will be held at 0900 hours on Wednesday 24th February 2027, First Floor of the Auckland Aviation Security Service Training Centre, located at 60 Aintree Ave, Auckland International Airport Business Park. The duration of the course is seven (7) days. The course will finish at approximately 3.30pm on Thursday 4th March 2027.

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

1.3 The target audience for this course should be at the managerial or senior supervisory level, primarily responsible for the application of aviation security preventive measures at airports.

Nominees should work for the State's appropriate authority responsible for aviation security; airport authority for aviation security; other regulatory authorities, and/or other stakeholders that have an active role in the management of aviation security.

There is no minimum level of responsibility for those meeting the target audience criteria.

1.4 The course is designed to enable participants at the managerial level to plan, coordinate and implement the application of airport security preventive measures in accordance with approved national and airport security programmes.

1.5 Course Objectives

At the completion of the course, the participants will be able to:

• Plan, coordinate and implement the application of airport security preventive measures in accordance with approved programmes;
• Apply basic concepts of management to aviation security and explain the specialist role of the aviation security manager;
• Develop and implement an Airport Security Programme and associated Standard Operating Procedures (SOPs);
• Develop and implement contingency plans, crisis management plans, and crisis management exercises

1.6 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 Heartland Auckland Airport Hotel, which is the hotel recommended for course participants (refer page 5 of this bulletin for reservation details for the Heartland Auckland Airport Hotel). For information about other local hotel accommodation options please refer to the separate brochure sent with this bulletin.

1.7 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

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 course 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 **prior to your attendance on the course.**

3. PAYMENT OF COURSE FEES

3.1 The course fee per participant is to be paid in NZ$ equivalent to US$700. The course fee amount in NZ$ will be advised once this course is confirmed. 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 you pay on the day of course registration (24 February-) 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.**

4.0 METHOD OF COURSE FEE PAYMENTS:

4 .1 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.

Course fees paid via direct credit must be deposited **prior** to Wednesday 24 February 2027.

On 24 February the Course Manager will be notified of deposits received and receipts will be issued to participants during course registration

Aviation Security Service Finance section is to be advised of incoming funds by email:

finance@avsec.govt.nz

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

Bank:	**Westpac**
Branch:	**210 High Street, Lower Hutt, New Zealand**
SWIFT Code:	**WPACNZ2W**
Bank & Branch code:	**03 0531**
Account Number:	**0418561 00**
Account Name:	**Aviation Security Service**

5.0 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).

6.0 HOTEL RESERVATIONS, ARRIVAL AND DEPARTURE

6.1 The Auckland ASTC recommends the Heartland Auckland Airport Hotel for course participants due to the convenient location to the ASTC. If you choose to stay at the Heartland 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 ICAO Training reference 3997105 in order to get the special course room rates as follows:

Heartland Auckland Airport - can offer on reference # 3997105
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>
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.

7.0 **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.

8.0 **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 early to mid-May range between a low of 15 degrees Celsius and a high of 18 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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