



Aviation Security Service

Kaiwhakamaru Rererangi

TRAINING COURSE BULLETIN

Aviation Security Service of the Civil Aviation Authority of New Zealand.

Auckland ASTC Course Bulletin: AVSEC Crisis Management Course 14 – 18 October 2024
(Promulgated 24 July 2024)



AVSEC CRISIS MANAGEMENT COURSE

(Auckland, New Zealand 14 – 18 October 2024)

1. **SCHEDULE/LOCATION OF THE TRAINING**
 - 1.1 The opening session of the regional AVSEC Crisis Management Course will be held at 0900 hours on Monday 14 October 2024, First Floor of the Auckland Aviation Security Training Centre (ASTC). The duration of the course is 5 days. The course will finish at approximately 3.30pm on Friday 18 October 2024.
 - 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 This AVSEC Crisis Management course has been developed to provide Aviation Security management personnel with the knowledge and skills to enable them to develop and implement sound crisis management procedures.
 - 1.4 The course objectives have been designed to enable participants to:
 - Explain the need for a crisis management plan to respond to major security emergencies occurring at airports
 - Describe essential components of a crisis management plan
 - Identify the composition and function of a crisis management plan
 - Describe the essential facilities necessary to implement and coordinate a planned response to crises
 - List the system testing features necessary to ensure currency in contingency plans
 - 1.5 The Auckland Aviation Security Training Centre is located at 60 Aintree Avenue, Airport Oaks (Auckland International Airport Business Park). It is about 3 ½ Km away from the Auckland International Airport and about 0.5 Km from the Heartland Auckland Airport Hotel, which is the hotel recommended for course participants (refer section 6 on page 4 of this bulletin for reservation details for the Heartland Auckland Airport Hotel). For information about other local hotel accommodation options please contact our Administration Officer Ms Sharon Simpson aintree.reception@avsec.govt.nz



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

The Auckland ASTC 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

The basic course fee per participant (to cover administrative costs) is **NZ\$824.00**

Upon confirmation of attendance at the AVSEC Crisis Management Course, each participant will be issued an invoice for course fee payment. 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 (14 October 2024) the ASTC can accept either a bank draft as outlined below or 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 **the amount to pay to the bank will be NZ\$851.00** - this extra \$27.00 is to cover the cost of the bank fee relating to the TT transaction and is payable to the bank.



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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 (**NZ\$824.00**).

4.2 Course fees paid via direct credit must be deposited **prior** to Monday 14 October 2024. On course registration day (14 October 2024), the Workshop 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

4.4 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. 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:
<http://www.immigration.govt.nz/migrant/stream/visit/>

For participants who require a visa to enter New Zealand, NZ Immigration Service requires 4 - 6 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.



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- 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 seashells, 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 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/fax/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 hotel confirmation #2406365 is for **Avsec Training** in order to get the special course room rates as follows:

Superior King Rooms - NZ\$210 incl. GST and one breakfast

Superior Twin share Rooms - NZ\$235 incl. GST and two breakfasts per night.

(incl. 15% GST)

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

Contact details of the hotel are:

Phone: **+64 9 275 4540**

Email: **aucklandairport@heartlandhotels.co.nz**

Address: **14 Airpark Drive, Airport Oaks, Auckland 2022, 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.



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- 7.3 All commercial banks and moneychangers exchange major foreign currencies and are normally open from 0930 to 1630 hours from Monday through Friday. Foreign exchange kiosks operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sunday and on public holidays, from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.
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-October range between a low of 18 degrees Celsius and a high of 21 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 available for those who prefer it.

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