



Aviation Security Service

Kaiwhakamaru Rererangi

TRAINING WORKSHOP BULLETIN

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

Auckland ASTC Workshop Bulletin for Insider Risk Workshop 17 - 21 November 2025
(Promulgated 4 August 2025)



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ICAO INSIDER RISK WORKSHOP

(Auckland, New Zealand 17 - 21 November 2025)

1. SCHEDULE/LOCATION OF THE TRAINING

- 1.1 The opening session of the ICAO Insider Risk Workshop will be held at 0900 hours on Monday 17 November 2025, First Floor of the Auckland Aviation Security Service Training Centre. The duration of the workshop is five (5) days. The workshop will finish at approximately 3.30pm on Friday 21 November 2025.
- 1.2 The workshop will be conducted in English. All participants should be fluent in English as there are no translation or interpretation facilities.

The target audience and objectives of the Insider Risk Workshop

- 1.3 The target audience for this five-day workshop are aviation security managers and specialists who have a role in the mitigation of the insider risk. This workshop will train selected personnel to assist in the identification and development of Insider Threat Scenarios and the implementation of aviation security preventative measures in accordance with appropriate aviation security programmes, and prescribed international aviation security standards and recommended practices.

Workshop Objectives:

The major objectives of the Insider Risk Workshop are to:

- Understand the concept of insider risks
- Understand and apply management of insider risks
- Define and understand risk assessment as it applies to insider-based risks in aviation security
- Understand relevant Annex 17 standards
- Apply risk management principles to insider-based vulnerabilities in aviation security operations
- Develop insider threat scenarios
- Practice assessing insider based risks



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- 1.4 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 Km away from the Auckland International Airport and about 0.5 Km 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.

- 1.5 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 workshop. 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 **prior to your attendance on the course.**

3. PAYMENT OF COURSE FEES

- 3.1 The basic workshop fee per participant (to cover administrative costs) is **NZ\$810.00**

Upon confirmation of attendance at the Insider Risk Workshop, each participant will be issued an invoice for workshop fee payment. Please notify the ASTC Administration Officer Ms Sharon Simpson of the method you will use to pay the workshop fee - as outlined in section 4 of this document.

- 3.2 **Please note:** If paying on the day of workshop registration (17 November 2025) 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.**



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4. **METHOD OF WORKSHOP 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\$837.00** - this extra \$27.00 is to cover the cost of the bank fee relating to the TT transaction and is payable to the bank 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 (**NZ\$810.00**).

4.2 Workshop fees paid via direct credit must be deposited **prior** to Monday 17 November 2025. On Monday 17 November 2025, 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
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:

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

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



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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 **Sudima Auckland Airport Hotel**, participants should quote that the booking is for **Avsec Training** in order to get the special course room rates as follows:

Sudima Auckland Airport - can offer 6 x Deluxe twin room at NZ\$205.00 room only/ NZ\$240.00 inclusive 1 person breakfast

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 9 551 8888**

Email: reservations@sudimaairport.co.nz

Address: **18 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.



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- 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 to late November 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 available for those who prefer it.

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