



UNITED PROFESSIONAL FIREFIGHTERS UNION WESTERN AUSTRALIA

UFU WA Station Visit Booking Instructions

To ensure a smooth booking process and effective coordination, please follow the steps below when scheduling a station visit.

1. Consult with Station Crews

- Discuss the visit with your station crew to ensure everyone is informed and has the opportunity to participate.
- Confirm that the visit is supported by the crew and that those interested are aware of the booking.
- Ensure that suitable notice has been given to the station crew regarding the visit.

2. Confirm Suitable Dates

- Agree on suitable dates with the station crew, understanding that alternative dates may be required at the time of booking.
- **Note:** The Executive is currently available on:
 - **Mondays, Tuesdays, and Thursdays**
 - During the following time slots:
 - **07:30 AM - 09:30 AM**
 - **12:00 PM - 2:00 PM**
 - **4:30 PM - 6:30 PM**
- Some bookings may be declined due to scheduling constraints.

3. Access the Booking Form

- Visit the UFU WA Station Visit Booking Form at:
👉 <https://www.ufuofwa.net.au/station-visits>

4. Provide Complete and Accurate Information

- Enter all required details in the form, including the **station name, preferred time slot, and shift.**
- **Ensure your email address and contact number are valid** so that you can be contacted if any changes to the booking are necessary.

which can be imported into Outlook, Google Calendar, or Apple Calendar.

- 👉 <https://www.ufuofwa.net.au/stationvisit.ics>



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5. Check Your Booking Status

- After submitting your request, you will receive an email confirmation.
- The **Booking Form Page** displays the most **up-to-date list of approved upcoming station visits above the calendar**.

👉 <https://www.ufuofwa.net.au/station-visits>

Check this page first for the latest booking information.

- If your booking is approved, it will also appear on the **UFU WA Station Visit Calendar**,

**For assistance or further inquiries, please contact the UFU
WA office.**