

**立法會綜合大樓
指南**

**A Guide to the
Legislative Council Complex**

**1.0 版
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A Guide to the Legislative Council Complex

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A Guide to the Legislative Council Complex

1.0 INTRODUCTION

This Guide is intended to provide a general overview about the Legislative Council Complex ("the LegCo Complex") and assists users of the Complex to seek information about various facilities and services provided therein. Detailed arrangements of the services provided by the Secretariat will be promulgated by individual divisions and offices from time to time.

2.0 USEFUL CONTACTS

Office/Officer	Area of Responsibilities	Contact
Security Control Room (24-hour operation)	<ul style="list-style-type: none">● Security● Emergency response● Air-conditioning and lighting (after office hours)	Tel : 3919 3044 Email : so@legco.gov.hk Fax : 2123 1992
Mr Jimmy YUEN Senior Public Information Officer 1	<ul style="list-style-type: none">● General enquiries	Tel : 3919 3601 Email : cyyuen@legco.gov.hk Fax : 2537 1851
Mr Kelvin LI Senior Public Information Officer 3	<ul style="list-style-type: none">● General enquiries	Tel : 3919 3602 Email : khwli@legco.gov.hk Fax : 2537 1851
Mr Bosco CHAN Senior Public Information Officer 6	<ul style="list-style-type: none">● TV production service	Tel : 3919 3618 Email : bcfchan@legco.gov.hk Fax : 2537 1851

3.0 EMERGENCIES

3.1 Security Control Room

For all emergency incidents involving injuries or damage to

property at the LegCo Complex, please call the Security Control Room at 3919 3044. The Security Control Room is situated at Ground Floor which operates 24 hours a day, 7 days a week.

3.2 Fire and other emergency evacuation arrangements

Evacuation arrangements in the event of a fire or other emergency situation are coordinated from the Security Control Room. Alert and evacuation alarms will be sounded over the Building Emergency Warning and Intercommunication System when building evacuation is likely to be required.

4.0 **GENERAL INFORMATION ABOUT THE BUILDING**

The LegCo Complex is a purpose-built Complex with a construction floor area of 38 905 square metres. The address of the LegCo is *Legislative Council Complex, 1 Legislative Council Road, Central, Hong Kong.*

4.1 Facilities in the LegCo Complex

The LegCo Complex comprises the following:

- (a) Council Block which houses all conference facilities (including the Chamber and major conference rooms), media facilities (such as Press Conference Room, Press Room, TV/Radio Rooms and Photo Rooms), dining facilities (such as Dining Hall for Members and their guests, Roof Garden for Members and staff, and a Cafeteria for all users and the authorized public), the Library, Archives, education facilities (such as Video Corner, Children's Corner, Viewing Gallery, Memory Lane and Education Activities Room) and the Souvenir Shop;
- (b) Office Block which houses the Public Complaints Office, offices for Members and staff of the LegCo Secretariat, Members' Activity Room, Members' Meeting Rooms, the Coffee Corner and Roof Garden; and
- (c) Adjacent open space areas including the LegCo Square, the LegCo Garden and the sloped planter at the northern edge of the LegCo Square which are managed by The

Legislative Council Commission.

4.2 Pedestrian access

Pedestrians can access the LegCo Complex by the elevated walkway across Harcourt Road at the north of Admiralty Centre, the elevated walkway system along Tim Mei Road, and the adjacent west-bound and east-bound pedestrian walkways at street level.

4.3 Entrances to the LegCo Complex

There are four main entrances to the LegCo Complex:

- (a) Public Entrance 1 (Council Block facing LegCo Square) (open from 8:00 am to 6:30 pm daily): for all users (including media representatives), and general visitors;
- (b) Public Entrance 2 (Office Block on Tim Mei Avenue) (open from 7:30 am to 10:30 pm daily): for all users (including media representatives), visitors to Members' and Secretariat's offices, visitors to Members' meeting rooms and Education Activities Rooms;
- (c) Members' Entrance 1 (Council Block facing LegCo Square) (open from 8:00 am to 10:30 pm daily): for Members, Members' staff, Secretariat staff, public officers and guests; and
- (d) Members' Entrance 2 (Office Block on Tim Mei Avenue) (open 24-hour daily): for Members, staff and public officers.

Where Council or committee meeting times go beyond the normal service hours of Public Entrances, these entrances will be kept open half an hour after the last meeting has ended.

4.4 Smoke free Complex

The Council Block and the Office Block of the Complex, and the open spaces managed by The Legislative Council Commission such as Roof Garden, planter area on 1/F, LegCo Square, LegCo Garden, and loading and unloading bay adjacent to the entrance

to the LegCo Carpark are smoke free areas.

5.0 INFORMATION TECHNOLOGY SERVICE

WiFi is available in Members' Offices, Ante-Chamber and major conference venues.

6.0 CARPARKING ARRANGEMENTS

As there is no visitor parking facility in the Complex, vehicles carrying visitors to the Complex may use the lay-by along Tim Mei Avenue for dropping off/picking up purposes. Visitors are advised to park their cars at near-by carparks.

7.0 CLOSED-CIRCUIT TELEVISION ("CCTV")

Selected zones of the outdoor open spaces, publicly accessible indoor locations, building and emergency services locations, Members' areas and non-public common areas of the Complex are under CCTV monitoring round the clock for the purposes of safety management, access system management, crime prevention, and traffic or pedestrian management.

The Integrated Security Management System ("ISMS"), which comprises both the CCTV and Access Card system, is managed by the Security Office. Data captured in the systems are kept for one month.

8.0 MEDIA FACILITIES

8.1 Press Room and TV/Radio Rooms

The Press Room and the TV/Radio Rooms are located on the 1/F and 1M/F of the Complex. They are the workplace for media representatives and are open from 8 am to 8 pm during weekdays when there is no meeting held in the Complex, or one hour before the first open meeting and two hours after the last open meeting, and from 11 am to 8 pm on Saturdays, Sundays and public holidays

8.2 Press Conference Rooms and Photo Rooms

Two Press Conference Rooms are provided on 1/F of the Complex for Members' press conferences and media briefings related to Council business. The Photo Rooms are for media representatives to take photos or film the open meetings of the Council and its committees.

8.3 TV Production

An in-house TV production team will record and broadcast all proceedings of the Council and open meetings of its committees, as well as official media briefings, live on the Internet through webcasting on the LegCo Website.

9.0 OTHER FACILITIES

9.1 Conference facilities

Apart from the Chamber, there are five conference rooms in the Complex, namely Conference Rooms 1 to 5. Conference Room 2 can be further partitioned into Conference Room 2A and 2B to provide more meeting venues. The Chamber is used for Council meetings only. Conference Rooms 1, 2 and 3 are equipped with separate public and press galleries. Conference Room 4 has a combined press and public gallery. Conference Room 5 does not have any press or public gallery.

Each conference room is equipped with a sophisticated conferencing system. TV cameras are installed in the Chamber and Conference Rooms 1 to 3 for broadcasting and recording of open meetings held therein. Cameras will be set up in Conference Rooms 4 and 5 if broadcasting of meetings held in these Rooms is required.

9.2 Ante-Chamber (1/F)

The duplex design Ante-Chamber is located next to the Chamber on 1/F and 1M/F.

9.3 Dining Hall (1/F)

The Dining Hall, locating on the 1/F of the Complex, is used for holding corporate functions of the Council and its committees.

9.4 Roof Garden (5/F)

The Roof Garden is open for use by Members, Members' staff and Secretariat staff.

9.5 LegCo Library (G/F and GM/F)

The LegCo Library is a reference library for Members and staff who can have both remote and on-site access to all the Library collections and electronic resources. Loan service for the library collections and reference and inter-library loan services are available for Members and staff only.

Members of the public can visit the facilities on G/F of the Library and inspect records of the Council and its committees as well as other Library holdings. Members and staff can use the facilities on G/F and GM/F.

The Members' Reading Area located on GM/F of the Library is for Members' exclusive use.

The opening hours of the Library are 9:00 am to 6:00 pm, Mondays to Fridays. The Computer Rooms on G/F and Reading Area on GM/F are also open from 10:00 am to 6:00 pm on Saturdays.

9.6 LegCo Archives (GM/F)

The LegCo Archives selects and preserves records of archival value and make them available for access and use by Members, staff and the public. The preserved records document the history, core functions and activities of LegCo as the corporate memory of the Council, which also form part of the collective memory of Hong Kong.

Archival records are consulted in the designated Reading Rooms of the LegCo Archives on GM/F of the LegCo Complex from 9:00 am to 6:00 pm, Mondays to Fridays. Special arrangement

could be made for records inspection on Saturday on request.

9.7 Guided educational tours

To enhance visitors' understanding of the work of LegCo, a series of education facilities has been installed along the route of the guided educational tour of the Complex. The locations of the facilities are as follows:

- G/F: Video Corner, Visitors' Sharing Area, Exhibition Area, and Children's Corner
- 2/F: Viewing Gallery and Access Corridor leading to the Viewing Gallery
- 3/F: Memory Lane, Education Activities Rooms and Education Galleries

Guided educational tours are conducted from 9:00 am to 6:00 pm, Mondays to Sundays throughout the year (except six public holidays¹), aiming at providing about 70 tours per week for student groups, charitable organizations and members of the public. In addition to these tours, 10 tours will be set aside for Members' booking every week. Each guided tour will last for around one hour and may cater for up to 40 people.

9.8 Children's Corner (G/F)

The Children's Corner is an education activity room which is open to young children between the age of three and eight. It aims to provide young children with a leisurely and authentic environment to experience the Legislature through story-telling, interactive games and learning kits. The Corner will be open from 9:00 am to 6:00 pm, Mondays to Sundays, for booking by parents on an hourly basis. Certain activity sessions (50 minutes per session) will be reserved in certain periods of the day for booking by schools.

In addition, story-telling sessions will be conducted at pre-set time slots by Educators of the Secretariat during weekends for

¹ LegCo Complex will close to the public on New Year Day, first and second day of Chinese New Year, HKSAR Establishment Day, National Day and Christmas Day.

young children.

9.9 Souvenir shop (G/F)

A Souvenir Shop is provided at G/F to enhance the tour experience of visitors. It provides a selection of souvenirs, exclusively available to visitors to the LegCo Complex. Apart from souvenirs, visitors can also find a great variety of LegCo publications, learning resources, stationery and accessories at the Souvenir Shop. The opening hours of the Souvenir Shop is from 9:00 am to 6:00 pm, Mondays to Sundays.

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