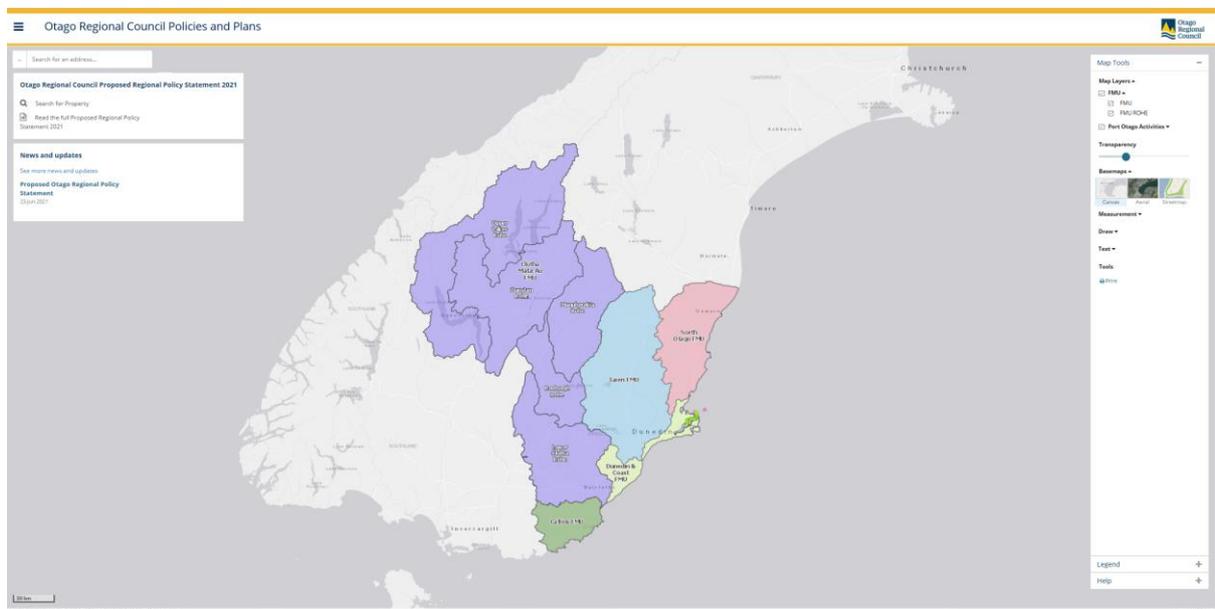


Instruction 1: Reading the Proposed Otago Regional Policy Statement 2021 using ORC's ePlan facility

Step 1: Accessing the ePlan through the ORC RPS Web Page

- 1.1 Go to the RPS web page at www.orc.govt.nz/RPS. This is the hub page for accessing the Proposed Otago Regional Policy Statement 2021 and information on lodging submissions on the statement. From here you can access the ePlan, download a .pdf of the RPS, view the section 32 evaluation report and appendices, obtain information on lodging a submission on the statement, and access guidance documents – like this one!
- 1.2 To access the ePlan, click on the link “ePlan” under the heading “Read the PORPS2021”.
- 1.3 When you click on “ePlan” it will take you to the ePlan site, which looks like this:



Step 2: ePlan welcome page

- 2.1 On the top left-hand side you have the following options
 - Search for Property
 - Read the full Proposed Regional Policy Statement 2021
 - There is also a panel for news and updates.
- 2.2 The map in the middle can be viewed by increasing or decreasing the map scale using the plus (+) and minus (-) on the left hand side, together with using the 'Map Tools' and 'Help' icon on the right hand side. A further instruction document on the ePlan mapping feature is also available on the website at www.orc.govt.nz/RPS.

Step 3: Read the Proposed Otago Regional Policy Statement 2021

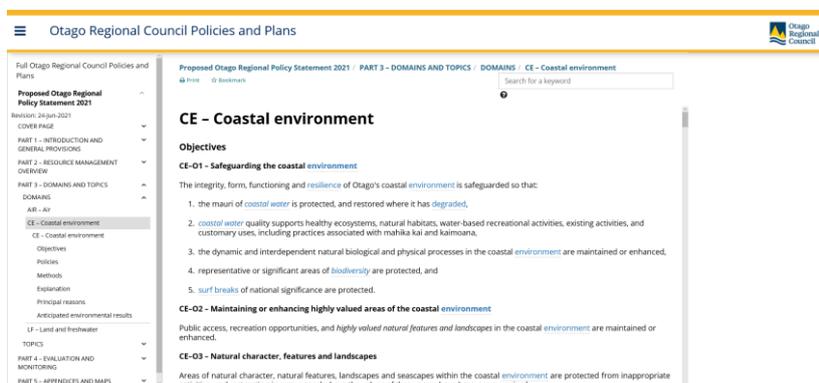
- 3.1 Click on “Read the full Proposed Regional Policy Statement 2021” to read the Statement.



- 3.2 This will open the following menu panel with the parts of the RPS on the left.



- 3.3 Clicking on a part’s heading in the menu reveals the headings for the chapters and sections within that part. Select the heading you want and click on it to view its contents. Provisions appear in the reading pane on the right when their chapter heading is highlighted in the menu.



- 3.4 This chapter menu will stay open while you read, and you can use it to navigate through the RPS.
- 3.5 In reading the document you will find some terms highlighted in blue. These are defined terms; you can bring up the definitions by clicking on them and close them with the close button in the bottom right corner of the pop-up window.
- 3.6 Some RPS policies refer to other policies elsewhere in the RPS. You can click on these references to take you to the policy that is referenced. Clicking the back button on your browser will take you back to the policy you were reading originally.

Step 4: Go back to main page or exit out of the ePlan

- 4.1 To go back to the main page, click on the hamburger tile at the top the left corner. It is the three short horizontal lines on top of each other like this:



- 4.2 The following menu will appear. Then click on “Home” which will take you to the main page.



- 4.3 If you want to leave the ePlan click on the Windows “X” icon on the top right of the window.