Annual report cover instructions

Queensland Government agencies that use the whole-of-government annual report front and back cover templates are no longer required to submit their covers to the Department of the Premier and Cabinet for approval.

Instead, it is the responsibility of each Queensland Government agency to ensure their front and back cover designs adhere to the following instructions and align with the provided template.

Please review the instructions outlined below and ensure compliance when preparing your annual report.

Templates

The ZIP file contains two template options for creating covers:

- **InDesign (IDML):**
  - compatible with Adobe InDesign (backward compatibility to CS4). All elements are embedded, set in Noto Sans (compliant with Queensland Government corporate identity requirements and available on Google Fonts and in Adobe Creative Cloud).
  - utilise InDesign files to produce front and back cover elements for insertion into your annual report.
- **Word (DOCX):**
  - compatible with Microsoft Word. The front and back covers are set to Noto Sans, ensuring compliance with Queensland Government corporate identity requirements. A Word doc in Arial font is available for any users unable to access Noto.
  - utilise Word files to produce front and back cover PDFs for insertion into your annual report document. Note: PDF is preferred to avoid formatting and style issues in Word.
  - download and open using the desktop version of Microsoft Word. Do not open or edit Word files in your web browser.

Instructions

Outlined below are the steps to create the front and back covers:

Step 1: Open the preferred template.

Access the preferred template from the ZIP file.

Step 2: Enter agency name.

Input the agency name in the designated field, ensuring it remains left-aligned.

No other elements should be added, moved, or altered, including the graphic and text box for 'Annual Report 2024–25'.

Note: only permitted agencies are to include their logo on the front cover, positioned on the bottom right-hand side, equal in size to the Queensland Government Coat of Arms. If unsure, provide completed template to your agency's corporate identity coordinator to review for compliance.

Step 3: Add annual report content.

Insert the remainder of your agency's annual report content into the document.

Step 4: Repeat for back cover.

If required, repeat the same process for the back cover template.

Note: no styles are embedded in the provided Word templates. If using these files, you'll need to manage all styles and borders accordingly.

Compliance and support

When compiling your annual report please ensure adherence to the design requirements in the Annual report requirements for Queensland Government agencies (ARRs) for the 2024-2025 reporting period.

If you need assistance regarding the use of the whole-of-government annual report front and back cover templates, or if you have any problems accessing the ZIP files, please contact Strategic Communication, DPC at annual.reports@premiers.qld.gov.au.

Helpful hints

For the electronic version:

- ensure searchable PDF format – don't use scanned images
- use full hyperlinks (do not embed links).
- ensure identical content with the paper copy to be tabled, including in the use of colour or images.
- provide as a single document only.

To prepare a searchable document to meet the Queensland Parliament Table Office requirements:

- ensure you include the following:
  o the financial statements that will be submitted to the QAO for auditing
  o the financial statements that accompany the independent auditor's report
- insert into final document.
- scan the report and convert to OCR (searchable PDF format).
- to quickly check if a document is fully searchable, press **Ctrl + A** to highlight all searchable text. Any text **not** highlighted is not searchable and should be reviewed.

You can find more detail on how to make a document searchable/convert to OCR here.