# Annual report front and back 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.

## **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 Meta Pro font (compliant with Queensland Government corporate identity requirements), and available 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 cover is set to Arial, ensuring compliance with Queensland Government corporate identity requirements
  + 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.

## **Annual report 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 2023-24’.

*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.*

**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.

Please be aware that no styles are embedded in the provided Word documents. If using these files, manage all styles and borders accordingly.

## **Annual report 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 2023-2024](https://www.qld.gov.au/about/how-government-works/managing-government-performance) 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](mailto:annual.reports@premiers.qld.gov.au).