

Death Administration Guide

A guide for executors and personal representatives

After someone close to you dies, there are several administrative tasks that may need to be completed, depending on the circumstances and your relationship with the deceased. Where possible, rather than manage these responsibilities on your own, call upon a trusted family member or friend to help you out.

We have created the following checklist of the most common tasks to be undertaken, along with important resource links to the appropriate governing agencies and organisations.

Following the death	Resource links
<p>Check if they're an organ and tissue donor.</p>	<p>Australian Organ Donor Register</p>
<p>Check for a will and other important documents.</p> <p>These documents will help you understand the final wishes of the deceased and assist you when working with creditors and lends to settle any outstanding debts.</p> <p>If there is no will, the assets will generally be distributed according to state law.</p>	
<p>Check there are care arrangements in place for dependent family members, including pets. If arrangements change, this may affect certain payments.</p>	<p>Centrelink payments and care arrangements</p>
<p>Notify friends and family members.</p> <p>Avoid referring to the death on social media before friends and family are notified.</p>	

<p>Notify government agencies and financial institutions.</p> <p>Click on the resource link for a full list of other people and organisations that you may also need to inform.</p>	<p>Who to tell when someone dies</p>
<p>Check if you are entitled to bereavement assistance.</p> <p>This includes assistance with funeral costs and arrangements if the deceased was in the defence force or partner of a veteran.</p>	<p>When an adult dies</p> <p>When a child dies</p> <p>Department of Veteran Affairs</p> <p>Returned and Services League</p>
<p>Organising the funeral or memorial service.</p>	<p>How to pay for a funeral</p>
<p>Registering the death and obtaining a death certificate.</p> <p>Note: If you're having a funeral, the funeral director will usually register the death on your behalf.</p> <p>To register a death in your state or territory, refer to the links below:</p> <ul style="list-style-type: none"> • ACT - Apply for a death certificate on the ACT Government website. • NSW - Contact the NSW Registry of Births, Deaths and Marriages to get a death certificate • NT - Apply for a death certificate at NT.GOV.AU • Qld - Visit the Queensland Government website to apply for a death certificate. • SA - Apply for a death certificate at SA.GOV.AU • Tas - Apply for a death certificate through the Tasmanian Department of Justice. • Vic - Get a death certificate from the Victorian Registry of Births, Deaths and Marriages. • WA - Apply for a death certificate at WA.GOV.AU 	

Supporting yourself during the process

These tasks can be overwhelming, and the process of administering the deceased's estate and final affairs can add an additional layer of stress while grieving. Here are some tips for supporting yourself during this time:

Give yourself time to grieve: It is important to allow yourself to grieve and process the loss of your loved one. If possible, take time off work or other obligations to focus on your emotions and self-care.

Take care of your physical health: Eating well, getting enough rest, and engaging in regular exercise can help you manage stress and stay healthy.

Take breaks when needed: It is okay to take a break from the administrative tasks if it becomes overwhelming. Give yourself permission to step back and take time for yourself.

Be patient with yourself: Remember that the process of administering a loved one's estate can take time, so be patient with yourself and the process. It is okay to ask for help and support along the way.

Seek support: Reach out to family, friends, or a professional therapist for emotional support during this difficult time.

The Griefline team of specially trained grief and loss volunteers provide telephone support 7 days a week so you always have someone to talk to.

Call the helpline between 8am and 8pm Monday to Friday (AEST): **1300 845 745**

If you are unable to connect with someone on the helpline, you can leave a message and someone will phone you back.

Alternatively, you can **book a call** at a time and day that suits you:

<https://griefline.org.au/get-help/book-a-call/>

Griefline also offers **online forums** and **support groups** specifically for those who have lost a loved one. For more information, click on the following links:

Online forums: <https://griefline.org.au/get-help/online-forums/>

Bereavement support groups: <https://griefline.org.au/get-help/support-groups/>