**LICENSE APPLICATION - WATER ACT 2016 - Information/Data Templates**

**Scheme and Performance Summary Sheets for Water Service Providers**

**Name of Utility: XYZ Water and Sanitation Company**

**County(ies) of operation: ABC**

1. **Scheme Summary Sheet (Water)**

| **No** | **Scheme** | **Component** | **Parameters and/Status** |
| --- | --- | --- | --- |
| 1. | Example Water Supply/scheme | Source:   1. Intake 1 2. Intake 2 3. Borehole X 4. Borehole Y | River 1 abstraction right 8,640m3 per day  River 2 abstraction right 5,840m3 per day  Yield X – 100m3/day  Yield Y – 80m3/day |
| 1. Sample for Reference |  | Treatment Works 1  Treatment Works 2 | Design capacity of treatment works is 2500m3/day. Current production is 1,300m3 per day, Demand 7,000m3/day. |
|  | Treatment type;  TW1  TW2 | Full treatment  Partial treatment |
|  |  |  |
|  | Pumping;  P1  P2 | 2No. Pumping units  50M3/hr and operational.  80m3/hr and non operational |
|  | Storage Tanks;  ST- 01  S T- 02  ST - 03 | Reinforced Concrete tank - 135m3 at X town  Masonry tank - 250m3 at Y town  Elevated pressed steel tank - 108m3 |
|  | Rising Mains | 2.5KM 200mm dia. PVC class E to X  1.8KM 220mm dia. GI pipe to Y |
|  | Distribution Mains | 40KM assorted sizes of pipelines;  Ranges from 220mm to 100mm dia. of steel, uPVC and HDPE |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

1. **Performance Summary Sheet (Water)**

| **Indicator** | **Requirements** | **Unit** | **Quantity** *(annual figures where applicable)* |
| --- | --- | --- | --- |
| Population | Population in Service Area | No |  |
|  | Population Served | No |  |
| Production | Production Volume | M3 |  |
| Connections | Total Registered connections | No |  |
|  | Active Connections | No |  |
|  | Metered Connections | No |  |
| Billing | Billed Volume | M3 |  |
| Water Lost | Non-Revenue water | M3 |  |
|  | Non-Revenue water | % |  |
|  | Billed Amount | Kshs |  |
| Collection | Collection Amount | Kshs |  |
| Staff | Staff on contract | No. |  |
|  | Staff on Permanent | No. |  |
|  | Regular Casuals | No. |  |
| Costs | O+M Cost | Kshs |  |
|  | Personnel Costs | Kshs |  |
|  | Chemical Costs | Kshs |  |
|  | Energy Costs | Kshs |  |
| … |  |  |  |
| … |  |  |  |

1. **Scheme Summary Sheet (Wastewater)**

| **No** | **Scheme** | **Component** | **Status** *(examples)* |
| --- | --- | --- | --- |
| 1. | XYZ Wastewater Treatment Plant | Service Area: | Constructed 1983, rehabilitated in 2002…..  Serves the central part of xyz town in xx county |
| Sample for Reference |  | Treatment Works | Design capacity dry weather flow1,500m3/day.  Inlet Works with screening  1No. Anaerobic pond  2No. Facultative ponds  2No. Maturation ponds  1No. Sludge drying bed  Administration building with Laboratory |
|  | Trunk Mains | Concrete pipes | Size and length |
|  |  | PVC pipes | Size and length |
|  |  | Manholes | Types and Number |
|  | Laterals/Infill sewers | Concrete pipes | Size and length |
|  |  | PVC pipes | Size and length |
|  |  | Manholes | Types and Number |
| 2 |  |  |  |
| 3 |  |  |  |
| ….. |  |  |  |

1. **Performance Summary Sheet (Wastewater)**

| **Indicator** | **Requirements** | **Unit** | **Quantity** *(annual figures where applicable)* |
| --- | --- | --- | --- |
| Population | Population in Service Area | No |  |
|  | Population Served | No |  |
|  | Proportion of Population Served | % |  |
| Treatment | Treatment (design)capacity | M3/Day |  |
|  | Current treatment | M3/Day |  |
|  | Treatment utilization | % |  |
| Connections | Total registered sewer connections | No |  |
|  | Active sewer connections | No |  |
| Billing (sewer) | Billed Volume | M3 |  |
|  | Billed Amount | Kshs |  |
| Collection (sewer) | Collection Amount | Kshs |  |
| Staff | Staff on contract | No. |  |
|  | Staff on Permanent | No. |  |
|  | Regular Casuals | No. |  |
| Costs of sewer operations | O+M Cost | Kshs |  |
|  | Personnel Costs | Kshs |  |
|  | Energy Costs | Kshs |  |
| … |  |  |  |
| … |  |  |  |

1. **XYZ WSP Staff Establishment**

| **S/No** | **Designation** | **Grade** | **Established Positions/Optimal Staffing Level** | **In Post** | **Deficit (vacant)/ Surplus** |
| --- | --- | --- | --- | --- | --- |
| 1 | Managing Director | 1 | 1 | 1 | 0 |
| 2 | Technical Manager | 2 | 1 | 1 | 0 |
| 3 | Commercial Manager | 2 | 1 | 0 | -1 |
| 4 | .. |  |  |  |  |
| 5 | .. |  |  |  |  |
| 6 | Plumbers | 6 | 10 | 15 | 5 |
| 7 | .. |  |  |  |  |
| … | .. |  |  |  |  |
| … | .. |  |  |  |  |
|  | **Total/Overall** |  |  |  |  |

1. **Details of Board of Directors:**

*Name and profession of members starting with the Chairman*

| **No** | **Name** | **Position within Organization** | **Academic Qualifications** | **Professional Qualifications** | **Current Occupation** | **Age** | **Sex** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | X | Chairman | … | … | … | … | .. |
| 2 | Y | Member | … |  |  |  |  |
| 3 | Z |  |  |  |  |  |  |
| 4 | … |  |  |  |  |  |  |
| 5 | … |  |  |  |  |  |  |
| … |  |  |  |  |  |  |  |

1. **Details of Key Management Staff and Other Staff**

*This list should include Key management staff and all key staff*

| **No** | **Name** | **Position within Organization** | **Academic Qualifications** | **Professional Qualifications** | **Age** | **Sex** | **County of Origin** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | X | Managing Director | … | … | .. | .. |  |
| 2 | Y | Technical Manager |  |  |  |  |  |
| 3 | Z | Commercial Manager |  |  |  |  |  |
| 4 | … |  |  |  |  |  |  |
| … | … |  |  |  |  |  |  |

1. **Asset Maintenance Schedule**

*In a separate excel template hence in soft copy*